

WYLIE INDEPENDENT SCHOOL DISTRICT



SUBSTITUTE HANDBOOK

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Caren Christian	East Elementary Principal
Kim Ferguson	East Elementary Asst. Principal
Lisa Bessent	West Elementary Principal
Liz Carey	West Elementary Asst. Principal
Lisa Salmon	Early Childhood Principal

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INTRODUCTION

Substitute teachers fulfill a very important function in our school district. They are called upon with little or no notice to fill a vacancy by the absence of a professional staff member. Substitute teachers are thus given great responsibility and a degree of trust that is unique in the field of education. Wylie Independent School District is dedicated to maintaining a positive educational climate. To accomplish this requires that our substitute teachers maintain a degree of professionalism and decorum.

While this handbook cannot cover every situation and circumstance that will confront the substitute, it is intended to provide some general guidelines that may contribute to success in the classroom. Remember that the welfare of the students is the prime consideration. When in doubt, consult with a teacher, administrator, or one of the office staff. Please also remember that school exists for the students. The first obligation, therefore, is toward the student.

FINDING AND ACCEPTING SUBSTITUTE ASSIGNMENTS

Wylie Independent School District uses a substitute management system called Red Rover. The substitute will download the Red Rover App from the App Store or Google Play to have access to assignments. The website for Red Rover is www.redroverk12.com. Teachers and Aides will create an absence and post it in Red Rover. The absence will then be sent out via text message to all subs that have subscribed to that campus. When an absence is created on the campus, the sub will be able to accept or dismiss the assignment.

We have 8 campuses in our district. You can request access to any or all campuses that you are interested in subbing on, however, you must be 22 or over to sub at the High School. Sub assignments can be either full day or half day. They may be single days or several days in a row so be sure you are available for every part of the assignment before you accept it.

The substitute approval process includes fingerprinting, background check, online training modules and payroll paperwork. Once you have completed the approval process, you will be granted access to your account in Red Rover and be ready to accept assignments.

Should you have trouble using the system in any way, please contact Sandy Warren at 325-692-4353 ext. 1014 or sandy.warren@wyliebulldogs.org.

REQUIREMENTS FOR SUBSTITUTES

The basic requirements for substitutes: High school diploma, online application, fingerprinting, criminal background check, online training modules. You must provide a copy of a valid driver's license or passport and social security card.

The substitute process is a series of steps that must be completed in a specific order before you will be available to accept assignments. Once your application has been submitted, the Sub Coordinator will contact you (by email) with instructions on the fingerprinting required by TEA (Texas Education Agency) through the State Board of Educator Certification (SBEC). Once fingerprinting is done, a background check will be obtained through DPS/FBI. If cleared, you will then be required to complete the online training referred to below. The final step will be to fill out payroll paperwork after which your substitute account will be activated.

Substitute trainings include: Child Abuse Recognition and Training, Confidentiality, Harassment and Discrimination Standard Response Protocol, Standard Reunification, and Crisis Go. These training modules are found on our website, wyliebulldogs.org under the staff tab, staff portal and in-service training.

HOURS OF DUTY

The normal hours of a teacher or aide are generally required of substitutes. Assignments can either be a full day or a half day. The start and end time requirements are clearly posted in Red Rover when you review/accept the assignment. Please be on time or even a few minutes early. Please do not accept an assignment that would require you to leave earlier than the specified time. Most campuses cannot run smoothly if a sub leaves early. Any special duties that require a different time schedule will be shared with you by a staff member.

REPORTING TO WORK

When you arrive at school, proceed directly to the campus office to sign in. The school secretary, assistant or an administrator will provide you with the pertinent information you will need for your assignment. You will be issued a substitute badge that **must be worn at all times** while on campus and returned at the end of the day.

RELEASE FROM ASSIGNMENT

At the end of the school day, all books and classroom supplies should be put away, lights turned off, and windows and doors locked before checking out. You should return to the office, sign out, and see the school secretary concerning the need for continuation in the assignment.

PAYROLL INFORMATION

Substitute rate for Teachers, Instructional Aides or Clerical is now \$100/day. Cafeteria pay is \$90/day.

Checks will be mailed to the home address given in the payroll packet. Be sure to call or email Sandy Warren at sandy.warren@wyliebulldogs.org if you have an address/phone number change. Paydays are the 10th and 27th of each month, the payroll schedule can be found on our website at wyliebulldogs.org.

LONG-TERM CLASSROOM SUBSTITUTE

Occasionally a certified sub or, if necessary, a non certified sub will serve in a long-term capacity in the classroom for a teacher. The principal or teacher will contact the specific substitute regarding a long-term assignment. After 20 consecutive days in the same assignment (at the daily rate of \$100/day) the daily rate will be upgraded to a 1st year teacher daily rate. Long term sub pay increase does not apply to aide positions.

REPORTING A SUBSTITUTE ABSENCE

Wylie ISD appreciates you being a part of our substitute program. We understand that there will be times when you have a personal health, family or other issue that will require you to be unavailable for your scheduled job. You **CANNOT** remove yourself from the absence. It must be done by a campus secretary or the substitute coordinator.

If you must be absent, please contact the campus representative listed below **AND** email the sub coordinator at sandy.warren@wyliebulldogs.org as soon as possible. This will allow us the opportunity to find another substitute for the assignment. Be sure to include your name and contact information in your text/email.

WEST EARLY CHILDHOOD TEXT 325-829-2869

WEST ELEMENTARY TEXT 325-660-7594 OR EMAIL nicole.farr@wyliebulldogs.org

EAST ELEMENTARY EMAIL tyree.fillingim@wyliebulldogs.org
careen.christian@wyliebulldogs.org

WEST INTERMEDIATE TEXT 505-215-9350 AND TEXT 325-513-5719

WEST JUNIOR HIGH EMAIL lacey.boyd@wyliebulldogs.org AND TEXT 325-518-2590

EAST INTERMEDIATE EMAIL christen.jonas@wyliebulldogs.org

EAST JUNIOR HIGH EMAIL michael.eames@wyliebulldogs.org

HIGH SCHOOL EMAIL jamalee.schlauch@wyliebulldogs.org

ALWAYS EMAIL SUBSTITUTE COORDINATOR @ sandy.warren@wyliebulldogs.org

TERMINATING EMPLOYMENT

Substitutes can request to be removed from the district substitute list or any specific campus at any time by contacting Sandra Warren at sandy.warren@wvliebulldogs.org. The district may also remove a substitute from a campus or the whole district due to poor conduct, failure to follow district policy, tardiness/absences, repeated last minute cancellations and/or complaints from staff or parents.

In the month of June, a Letter of Reasonable Assurance will be mailed out to you indicating your interest in staying active for the upcoming school year. You will need to sign and return the letter by the specified date or be removed from the active sub list for the upcoming school year.

UNEMPLOYMENT

Please understand that you will **NOT BE ELIGIBLE** for unemployment compensation benefits drawn on school district wages during any scheduled school breaks, including but not limited to summer break, Thanksgiving and Christmas holidays, and/or spring break.

RESPONSIBILITIES OF THE SUBSTITUTE TEACHER

1. Report directly to the office at the assigned time to sign in and receive specific instructions about assignment.
2. Perform any special duties assigned to the regular teacher (unless otherwise instructed).
3. Assume responsibility and care properly for your students, equipment and materials.
4. Follow the lesson plans provided by the teacher as closely as practical. Try to maintain the regular routine of the class.
5. If possible, leave a summary of work covered, etc. for the regular teacher.
6. Be familiar with all emergency drill procedures.
7. Remember that all information is confidential. Never criticize another professional or student.
8. TEACH rather than babysit. No personal crafts, projects, electronic devices, or other items. Students deserve your full attention. Maintain good discipline in the classroom.
9. Ask a neighboring teacher or aide to watch the classroom or send a student if assistance is needed. **DO NOT LEAVE CLASSROOM UNATTENDED.**

SECURITY OF PERSONAL BELONGINGS

When working in our schools as a substitute, you may or may not have access to any type of locked cabinet or desk. Therefore, you are encouraged to leave any items of value locked in the trunk of your car or at home. Please take only what you need to substitute: keys, money for the cafeteria or vending machines, pencils, pens, paper, tissues, etc.

TECHNOLOGY USE

Substitutes are NOT to use the computer without the expressed approval of a campus administrator. Computers should only be accessed as directed in the lesson plans and are not for personal use. All substitutes are responsible for computer usage by students under their charge. Close supervision is required to ensure that students access appropriate material. Substitutes are NOT to use cameras/phones to take pictures during the school day without prior approval from school administration. Also, do not use cell phones and other electronic equipment such as MP3 players, laptops, tablets, iPads, iPhones, iPods, Kindles, etc. while children are in the classroom.

DRESS AND GROOMING CODE

Substitutes should use good taste in the selection of clothes, makeup and hairstyles worn when substituting. The choice of school wear should reflect professional judgment and maturity. No apparel, dress or grooming that is or may become potentially disruptive to the classroom atmosphere or has or may have an adverse impact on the educational process will be permitted. Substitutes are expected to exhibit exemplary grooming where cleanliness and appearance are concerned. Women are expected to wear appropriate dresses, blouses and slacks or skirts. Men are expected to wear nice shirts and slacks (no holes) or other appropriate attire. Substitutes engaged in physical education, shop courses, or similar courses may choose to wear attire appropriate for those assignments.

DRUG-FREE WORKPLACE REQUIREMENTS

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants and alcohol in the workplace. 41 U.S.C. 702(a) (1) (A); 28 TAC 169.2 Employees, including substitutes, are subject to searches while on school property. Smoking or the use of smokeless tobacco is prohibited on school property.

TIPS FOR A SUCCESSFUL EXPERIENCE:

Do	Don't
Praise and encourage	Berate or belittle students or staff
Tell the student good things about themselves	Lose control and say something inappropriate or unprofessional
Try to understand how the child feels	Criticize the teacher
Build caring and supportive rapport	Get physical with a child
Speak directly to the teacher regarding student performance	Violate confidentiality by passing on information to the community
Make a difference in a child's day	Act in a cold or indifferent manner

CODE OF ETHICS AND STANDARD PRACTICES FOR TEXAS EDUCATORS

Statement of Purpose

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community.

Enforceable Standards

1. Professional Ethical Conduct, Practices and Performance.

Standard 1.1. The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

Standard 1.2. The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

Standard 1.3. The educator shall not submit fraudulent requests for reimbursement, expenses, or

pay.

Standard 1.4. The educator shall not use institutional or professional privileges for personal or partisan advantage.

Standard 1.5. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

Standard 1.6. The educator shall not falsify records, or direct or coerce others to do so.

Standard 1.7. The educator shall comply with state regulations, written local school board policies, and other state and federal laws.

Standard 1.8. The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

Standard 1.9. The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

Standard 1.10. The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

Standard 1.11. The educator shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

Standard 1.12. The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

Standard 1.13. The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

II. Ethical Conduct Toward Professional Colleagues.

Standard 2.1. The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

Standard 2.2. The educator shall not harm others by knowingly making false statements about a colleague or the school system.

Standard 2.3. The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

Standard 2.4. The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

Standard 2.5. The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.

Standard 2.6. The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

Standard 2.7. The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.

III. Ethical Conduct Toward Students.

Standard 3.1 The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

Standard 3.2. The educator shall not intentionally, knowingly, or recklessly treat a student or

minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

Standard 3.3. The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

Standard 3.4. The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.

Standard 3.5. The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

Standard 3.6. The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.

Standard 3.7. The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

Standard 3.8. The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

Standard 3.9. The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

- a) the nature, purpose, timing, and amount of the communication;
- b) the subject matter of the communication;
- c) whether the communication was made openly or the educator attempted to conceal the communication;
- d) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- e) whether the communication was sexually explicit; and
- f) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

Campus Information			
Name	Principal	Address	Phone
Wylie West Early Childhood Center	Lisa Salmon	6249 Buffalo Gap Rd. Abilene, TX 79606	(325) 437-2350
Wylie East Elementary	Caren Christian	7401 Maple St Abilene, TX 79602	(325) 437-2330
Wylie West Elementary	Lisa Bessent	7650 Hardwick Rd. Abilene, TX 79606	(325) 692-6554
Wylie East Intermediate	Ricky Bacon	4709 Oldham Lane Abilene, TX 79602	(325) 437-2340
Wylie West Intermediate	Phil Boone	3158 Beltway South Abilene, TX 79606	(325) 692-7961
Wylie East Junior High	Rob Goodenough	1682 Colony Hill Rd. Abilene, TX 79602	(325) 437-2360
Wylie West Junior High	Aaron Amonett	4134 Beltway South Abilene, TX 79606	(325) 695-1910
Wylie High School	Reagan Berry	4502 Antilley Road Abilene, TX 79606	(325) 690-1181