



# **SUBSTITUTE HANDBOOK 2021 - 2022**

The purpose of the McKinney Independent School District Substitute Handbook is to provide vital information that will help pave the way for a successful year. The information in the substitute handbook is an overview and is not intended to supersede district policy and/or federal or state law.



**VISION:**

We are a cohesive, diverse community providing engaging learning experiences for all.

**MISSION:**

We will provide engaging learning experiences so students can become effective communicators, quality contributors, and socially responsible citizens.

**BELIEFS:**

- Partnerships between students, parents, community members, and staff are foundational to educational success.
- Positive school culture and a safe environment foster growth.
- Everyone has inherent value and deserves to be treated with dignity and respect.
- Learning is an active process requiring engaging tasks and engaging minds.
- Relevant and authentic experiences ignite continuous, deeper learning.
- Meaningful relationships enrich learning.
- Confidence fuels risk taking and higher achievement.
- Financial stewardship ensures a tomorrow of education.

# McKinney ISD Substitute Handbook

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# GENERAL INFORMATION

JULY 2021						
S	M	T	W	T	F	S
27	28	29	30	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
1	2	3	4	5	6	7

AUGUST 2021						
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	1	2	3	4
5	6	7	8	9	10	11

SEPTEMBER 2021						
S	M	T	W	T	F	S
29	30	31	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	1	2
3	4	5	6	7	8	9

OCTOBER 2021						
S	M	T	W	T	F	S
26	27	28	29	30	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	1	2	3	4	5	6

NOVEMBER 2021						
S	M	T	W	T	F	S
31	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	1	2	3	4
5	6	7	8	9	10	11

DECEMBER 2021						
S	M	T	W	T	F	S
28	29	30	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	1
2	3	4	5	6	7	8

JANUARY 2022						
S	M	T	W	T	F	S
26	27	28	29	30	31	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	1	2	3	4	5

FEBRUARY 2022						
S	M	T	W	T	F	S
30	31	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	1	2	3	4	5
6	7	8	9	10	11	12

MARCH 2022						
S	M	T	W	T	F	S
27	28	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	1	2
3	4	5	6	7	8	9

APRIL 2022						
S	M	T	W	T	F	S
27	28	29	30	31	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
1	2	3	4	5	6	7

MAY 2022						
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	1	2	3	4
5	6	7	8	9	10	11

JUNE 2022						
S	M	T	W	T	F	S
29	30	31	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	1	2
3	4	5	6	7	8	9

### Holidays

September 6	Labor Day
November 22 - 26	Thanksgiving
Dec. 20 - 31	Winter Holiday
January 17	MLK Day
March 7 - 11	Spring Break
May 23	Graduation Day

### Campus Hours

Elementary	8:00 am - 3:07 pm
Middle School	8:45 am - 3:52 pm
High School	7:30 am - 2:37 pm

173 Instructional Days: 83 days in the 1st semester and 90 days in the 2nd semester.

### Calendar Key

	Holiday
	Staff Development / Teacher Work Day - Student Holiday
	Nine Weeks Begin / End
	Bad Weather Day

Main District Phone Number: 469-302-4000

## **Elementary Schools**

### **Bennett Elem**

7760 Coronado Drive 75072  
Phone: 469-302-5400  
Secretary:  
Kara Lane  
x5402

### **Burks Elem**

1801 Hill Street  
Phone: 469-302-6200  
Secretary:  
Lisa Springer  
x6202

### **Caldwell Elem**

601 W Louisiana  
Phone: 469-302-5500  
Secretary:  
Sandy Ingles  
x5504

### **Eddins Elem**

311 Peregrine  
Phone: 469-302-6600  
Secretary:  
Maria Dailey x6603

### **Finch Elem**

1205 S Tennessee  
Phone: 469-302-5600  
Secretary:  
Michelle Burch x5605

### **Glen Oaks Elem**

6100 Glen Oaks  
Phone: 469-302-6400  
Secretary:  
Suzie Shackelford x6405

### **Johnson Elem**

3400 Ash Lane  
Phone: 469-302-6500  
Secretary:  
Jessica Morgan x6504

### **Lawson Early Childhood**

500 Dowell Street  
Phone: 469-302-2400  
Secretary:  
Suzanne Ellis x2406

### **Malvern Elem**

1100 Eldorado Parkway  
Phone: 469-302-5300  
Secretary: Traci Myers  
x5305

### **McClure Elem**

1753 N Ridge Road  
Phone: 469-302-9400  
Secretary:  
TBD x9443

### **McGowen Elem**

4300 Columbus Drive  
Phone: 469-302-7500  
Secretary:  
Kathryn Lewis  
x7506

### **McNeil Elem**

3650 Hardin Road  
Phone: 469-302-5200  
Secretary:  
Patti Repp x5205

### **Minshev Elem**

300 Joplin Drive  
Phone: 469-302-7300  
Secretary:  
Miriam Richert x7306

### **Press Elem**

4101 Shawnee Drive  
Phone: 469-302-7600  
Secretary:  
Jennifer Alexander x7606

### **Slaughter Elem**

2706 Wolford Street  
Phone: 469-302-6100  
Secretary:  
Margaret Jones x6178

### **Valley Creek Elem**

2800 Valley Creek  
Phone: 469-302-4800  
Secretary:  
Jeanie Plaster x4803

### **Vega Elem**

2511 Cattleman Drive  
Phone: 469-302-5100  
Secretary:  
Jackie Fulton x5177

### **Walker Elem**

4000 Cockrill  
Phone: 469-302-4600  
Secretary: Pam  
Tolbert x4604

### **Webb Elem**

810 E Louisiana  
Phone: 469-302-6000  
Secretary:  
TBD x6009

### **Wilmeth Elem**

901 LaCima Drive  
Phone: 469-302-7400  
Secretary:  
Kathleen Smith x7406

### **Wolford Elem**

6951 Berkshire  
Phone: 469-302-4700  
Secretary:  
Kim Baker x4709

## **Middle Schools**

### **Cockrill Middle**

1351 N Hardin Road

Phone: 469-302-7900

Secretary:

Sandra Carter x7918

### **Dowell Middle**

301 Ridge Road

Phone: 469-302-6700

Secretary:

Stacie Bullock x6704

### **Evans Middle**

6998 W Eldorado Parkway

Phone: 469-302-7100

Secretary:

Kim Oyler x7111

### **Faubion Middle**

2000 Rollins

Phone: 469-302-6900

Secretary:

Judy Chamorro  
x6904

### **Scott Johnson Middle**

3400 Community Drive

Phone: 469-302-4900

Secretary:

Gloria Albertson X 4919

## **High Schools**

### **McKinney Boyd High**

600 N Lake Forest Drive

Phone: 469-302-3400

Sub Coordinator:

Ashley Burnside x3420

### **McKinney High**

1400 Wilson Creek Parkway

Phone: 469-302-5700

Sub Coordinator:

Monica Morgan  
x5703

### **McKinney North High**

2550 Wilmeth Road

Phone: 469-302-4300

Sub Coordinator:

Jaquetta Jones x4389

## **Other Schools**

### **DAEP**

Discipline Alternative Education  
Program

2100 White Avenue

Phone: 469-302-7800

Secretary:

Jane Moorman x7802

### **CRC**

County Residential Center

4700 Community Drive

Secretary:

Jane Moorman x7802

### **JJAEP**

Juvenile Justice Alt Ed Program

4690 Community Drive

Secretary:

Maria Sanchez 972-548-6458

### **Serenity High**

2550 Wilmeth Road

Phone: 469-302-7830/7832

Secretary: x7839

Gail Kuykendall/Daniella Munoz

## **SUBSTITUTE / SCHOOL HOURS**

Substitute hours are the same as regular employee hours. Substitutes are expected to report on time to job assignments.

<b>Level</b>	<b>Grade</b>	<b>Student Hours</b>	<b>Substitute Hours</b>
Early Childhood	Pre-K	7:45 am – 2:00 pm	7:30 am – 3:30 pm
Elementary School	K-5	8:00 am – 3:07 pm	7:30 am – 3:30 pm
Middle School	6-8	8:45 am – 3:52 pm	8:15 am – 4:15 pm
High School	9-12	7:30 am – 2:37 pm	7:00 am – 3:00 pm
Alternative Schools (DAEP, JJAEP and CRC)		7:30 am – 3:30 pm	8:00 am – 3:00 pm

In the event a substitute must arrive late to an assignment, call the campus directly. Campus telephone numbers are listed on pages 3 and 4 of this handbook.



## **INCLEMENT WEATHER**

The following information is provided to help substitutes understand how the district determines whether or not to hold school or delay opening school on bad weather days and the notification procedures which are in place. Please note student and staff safety is our first priority. The decision to call off school is a very important one and is made only after thorough consideration. Assume school will open as usual.

Check with one of the following sources to obtain accurate information:

MISD Website: <https://www.mckinneyisd.net/>

MISD Facebook page: <https://www.facebook.com/mckinneyschools/>

MISD Twitter page: <https://twitter.com/mckinneyisd>

Major television stations including:

KDFW - Channel 4; KXAS – Channel 5; WFAA - Channel 8; KTVT – Channel 11, UPN 21;  
KDAF –WB 33

Major radio stations including:

KERA (90.1); KRLD (1080 AM); KVIL (103.7 FM); and WBAP (820 AM); KLAK (97.5 FM)

Inclement weather that may exist in this area includes:

- Tornados
- Thunderstorms and high winds
- Flash floods
- Heavy snow or ice storms
- Heat wave, ozone alert, and drought

Substitutes who are assigned job assignments on days school has been cancelled due to inclement weather will not be paid. Substitutes on long-term assignments will continue their daily count, but will not be paid.

# EMPLOYMENT

Substitutes are at-will employees. As an at-will employee, your employment may be terminated at any time, for any reason or for no reason as long as it is not for an unlawful reason.

## **EMPLOYMENT REQUIREMENTS**

Senate Bill 7, from the 85<sup>th</sup> Texas Legislature, created a new requirement in Texas Education Code §21.009 for applicants for certain positions at school districts to provide a pre-employment affidavit disclosing whether the applicant has ever been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. McKinney ISD has opted to require **all** applicants for employment with the district, including substitutes, to complete this form as part of the application process.

McKinney ISD is in compliance with House Bill 3, from the 86<sup>th</sup> Texas Legislature. All individuals being considered for employment will be checked against the Do Not Hire Registry prior to hiring.

Employment of a substitute occurs according to the needs of McKinney ISD. To be considered as a substitute candidate, an application must be submitted through the online application system.

In order for a substitute application to be considered complete, the following must be on file:

- Resume
- Teaching certificate, if applicable
- Three references, including at least one from a current or most recent employer
- Proof of education (college transcript or high school diploma/GED)

Applicants selected as substitutes are required to be fingerprinted. All substitutes must complete employment documents and attend a district in-house orientation. The orientation is designed to familiarize substitutes with district policies, procedures, expectations and responsibilities.

All substitutes must be at least 21 years of age. The district retains the right to run a criminal history background check on a yearly basis.

Substitutes may not be eligible for unemployment compensation benefits drawn on school district wages during any scheduled school breaks including, but not limited to, the summer, winter, and spring breaks.

### **TRS CREDIT**

Services rendered, as a substitute may be creditable towards retirement provided such service is for at least 90 days in a school year. Eligible individuals are responsible for contacting the Teacher Retirement System of Texas for further information at [www.trs.state.tx.us/](http://www.trs.state.tx.us/) or 1-800-223-8778.

## **WORK REQUIREMENT**

Substitutes are required to work at least **10 days per school year** to remain as an active substitute.

Substitutes who do not meet the above requirement will be removed from the substitute system after the completion of the school year and will be required to reapply with no guarantee of re-employment.

Substitutes removed from the substitute system due to inability to meet the minimum work requirement 2 years in a row are not eligible for rehire as a substitute.

## **TRS RETIREES**

TRS retirement income may be affected by substituting. It is the substitutes responsibility to contact TRS at [www.trs.state.tx.us/](http://www.trs.state.tx.us/) or 1-800-223-8778 to identify any ramifications, such as loss of benefits that may occur due to employment as a substitute.

An employee retired from a Texas school district, currently drawing annuity and benefits from TRS, may substitute as many days as desired following one complete calendar month of non-work. Substitute pay for retired Texas school district employees will be the usual and customary pay paid to substitutes in the district. For TRS purposes, a substitute is a person who serves on a temporary basis in the position of a current employee. If the position is vacant and eligible for membership in TRS, the retiree may serve in a vacant position for no more than 20 days, provided the retiree serves no more than 20 days in each vacant position, and the position that is vacant was not last held by that retiree.

TRS retirees are responsible for paying any pension surcharges triggered by working as a substitute. This includes surcharges triggered by working multiple assignments in different districts.

## **SUBSTITUTE EVALUATIONS**

Administrators may complete an evaluation based on a substitute's performance in the assignment.

Negative evaluations submitted to Human Resources may result in the substitute no longer being able to accept assignments at the specified campuses. See example form on page 27.

Substitutes who receive three (3) negative evaluations, for any reason, within a calendar or school year or five (5) within a five-year period will be removed from the substitute system and employment as a substitute will be terminated.

## **REMOVAL FROM THE SUBSTITUTE SYSTEM**

Failure to comply with district policies and/or guidelines established in the substitute handbook may result in adverse action against the substitute including removal from the substitute system and employment as a substitute will be terminated. Termination of substitute employment may result in becoming ineligible for any further employment with the district. Nothing herein precludes the district from terminating employees at any time if it is in the best interest of the district.

Other actions that may result in removal from the substitute system are:

- Unsatisfactory performance reports as noted in a substitute evaluation submitted by a principal/administrator.
- Any single incident determined by the district to be inappropriate in carrying out the substitute's responsibilities.

## **CHANGES TO ASSIGNMENTS**

Substituting is an on-call employment relationship. McKinney ISD is under no obligation to provide employment nor is it obligated to provide continued employment. Human Resources and campus principals have the right to exclude substitutes from future jobs or remove substitutes from long-term assignments in the best interest of the staff and students.

Substitute assignments may change based on the needs of the individual school. A substitute teacher may be asked to accept assignments outside his/her background or educational training. Substitutes may also be asked to cover classes during the regular teacher's planning period. When the substitute arrives for an assignment, the school's needs may have changed (i.e., the substitute accepted a Math job but the school needs them in an English class). Being flexible with assignments is greatly appreciated by the campus. The staff will assist you with any questions and provide you with additional information needed for the assignment.

## **CANCELLATION OF ASSIGNMENTS**

When a substitute teacher accepts an assignment, he/she is making a commitment to the school. Assignments should only be cancelled in case of an emergency. If an emergency arises, the substitute should cancel the job in the Sub Tracking System as soon as possible. The substitute must also notify the school of the cancellation.

To cancel within 0-12 hours of assignment:

- The campus will need to release you from the assignment.

- Call the campus to notify them of the cancellation and to request release from the job. If it is outside school hours, leave a voice message indicating that you are no longer available.

To cancel within 12-24 hours of assignment:

- Release the job in the Sub Tracking System as soon as you know you are unable to meet the commitment.
- Call the campus to notify them of the cancellation. If it's outside school hours, leave a voice message indicating that you are no longer available.

We monitor the activity of cancelled jobs. If we identify a pattern of "last minute" cancellations (within 0-24 hours of an assignment) or see jobs cancelled so a different job can be accepted, the substitute will be notified and may possibly be denied future assignments.

## **REACTIVATION PROCESS**

Substitutes who have completed the minimum work requirements (See Work Requirements on page 9) will receive an invitation via MISD email to complete Substitute Reactivation. If the substitute completes the required training and paperwork and the substitute is in good standing with the district, the substitute will remain active in the Sub Tracking System at the beginning of the next school year to continue substituting with McKinney ISD. Substitutes who fail to complete the required paperwork or are not in good standing will be terminated on the last work day of the month June.

## **SEPARATION PROCESS**

In order to separate from McKinney ISD, you must submit a letter of resignation to Human Resources. The letter must be dated, include the effective date of separation and a signature. An email to [substitute@mckinneyisd.net](mailto:substitute@mckinneyisd.net) will be accepted as well.

Substitute ID badge – Must be turned into Human Resources by the last day of employment.

Paycheck – Any questions regarding last paycheck, contact Payroll at [payroll@mckinneyisd.net](mailto:payroll@mckinneyisd.net).

Benefits – Any questions regarding insurance coverage (including COBRA), contact Benefits at [benefits@mckinneyisd.net](mailto:benefits@mckinneyisd.net) or 469-302-4029.

457(b) FICA Alternative – Contact TCG at 800-943-9179 or [www.tcgservices.com/employers/457b/](http://www.tcgservices.com/employers/457b/) or any questions or to gain access to your contributions.

## **JOB DESCRIPTIONS**

Many substitute positions are in the area of Special Education. The following descriptions are to help substitutes understand the responsibilities of the substitute in a variety of special education settings. The primary role of a substitute teacher or aide in a special education classroom: assist in the implementation of the Individualized Educational Plans (IEP) for students with significant cognitive, physical, or emotional/behavioral disabilities.

- **Adaptive PE** - Provide access for Special Education students to PE class by assisting with the student's Individual Education Plan (IEP).
- **Development Social Skills Class (DSSC)** - Assist students with specific behavior plans. The DSSC program is for special education students experiencing behavior difficulties.
- **Functional Academics (FAC)** - This program is designed for students with significant cognitive and physical disabilities in a primarily self-contained classroom setting.
- **Life Skills** - Life Skills is a self-contained classroom for students with significant cognitive and physical disabilities who may require assistance with such tasks as feeding, assistance in restroom usage and/or diapering.
- **Preschool Program for Children with Disabilities (PPCD)** - PPCD is an early intervention program for children between ages 3-5 with disabilities in two or more of the following areas: motor, speech and language, behavioral, cognitive, developmental delays and other health impairments.
- **Structured Teach Classroom (STC)** - The Structured Teach Classroom is a primarily self-contained classroom for students with a disability that falls within the Autism Spectrum Disorder.
- **Resource/Inclusion** - Special Education students with learning disabilities may access the Resource Room for instructional support or receive the support of a special education teacher in the general education setting.
- **Active Learning Classroom** – The Active Learning Classroom is a centralized, self-contained instructional arrangement that strives to prepare students to live independently and to be active participants in their community. Classrooms are specifically designed to accommodate the disabilities of the students. Communication is delivered in a variety of modalities, and students have various methods to communicate their needs. (e.g., verbalization, picture symbols, sign language, gesturing, and voice output devices).

# COMPENSATION AND BENEFITS



## **DAILY RATE AND PAYROLL INFORMATION**

### **Substitute Positions**

\$110.00	Certified teacher from any state
\$100.00	Bachelor's degree or higher
\$90.00	High school diploma/GED

### **Substitute Nurses**

\$240.00	Licensed Registered Nurse (RN)
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### **Substitute Speech Pathologists**

\$400.00	Licensed Speech Language Pathologist
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### **Long Term Substitute**

Long term is defined as twenty (20) consecutive days for the same employee.

\$150.00	Certified teacher from any state
\$140.00	Bachelor's degree or higher
\$130.00	High school diploma/GED

Substitutes working in a half-day assignment will receive one-half of the daily rate stated above.

The MISD pay schedule is bimonthly, on the 15<sup>th</sup> of the month and the last day of the month.

It is the responsibility of the substitute to keep a personal record of each assignment and dates worked at each campus. If there are discrepancies, the substitute should review their Substitute Management System account first, review the current Substitute Verification Calendar, then contact the appropriate campus secretary to ensure the number of days worked have been correctly reported.

Substitutes must complete a direct deposit form to have their pay direct deposited into a checking or savings account. Any changes to direct deposit accounts and/or bank information should be reported to payroll at [payroll@mckinneyisd.net](mailto:payroll@mckinneyisd.net) or 469-302-4033.

## HEALTH INSURANCE

McKinney ISD offers health coverage to employees through TRS-ActiveCare. A district substitute is eligible to enroll in TRS-ActiveCare if the district reasonably expects the substitute 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 McKinney ISD.

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

**New substitutes must enroll in or decline medical coverage within 30 days from date of hire (The date of hire for a substitute is the day after the in-house orientation).**

TRS Active Care detailed information is available at: <https://www.mckinneyisd.net/human-resources/benefits/>. If coverage is declined, enrollment cannot be offered again until the next plan year unless the substitute experiences a qualifying life event.

If a substitute elects to enroll, the substitute is responsible for the full premium. The full premium payment must be submitted for one month at the time of enrollment. Premium payments for subsequent months are due by the 15<sup>th</sup> of the month prior to the next desired covered month. A late premium payment is considered a voluntary drop resulting in coverage cancellation (effective the end of the last paid month) with no eligibility for COBRA.

Questions regarding medical coverage should be directed to Benefits at [benefits@mckinneyisd.net](mailto:benefits@mckinneyisd.net) .

## **WORKERS' COMPENSATION**

McKinney ISD employees, including substitutes, who are injured while working, should report the injury to the campus nurse before leaving for the day. If the campus nurse is not available, reach out directly to Heather Davidson, HR Specialist – Leave/Workers' Compensation at 469-302-4102 or [hdaavidson@mckinneyisd.net](mailto:hdaavidson@mckinneyisd.net). Even if medical treatment is not required, report the injury. If medical treatment is needed, a Verification of Reported WC Claim form will need to be completed by a district representative to take with the employee to the authorized clinic or emergency room.

If seeking treatment, employees must be seen by an Alliance Provider; a full list of alliance providers can be found at <https://www.pswca.org/> under the Find a Doctor link. Additional information can be found on the district Benefits website: <https://www.mckinneyisd.net/human-resources/benefits/>

Any questions relating to workers' compensation, or for assistance regarding an on the job injury, reach out to Heather Davidson, HR Specialist – Leave/Workers' Compensation at 469-302-4102 or [hdaavidson@mckinneyisd.net](mailto:hdaavidson@mckinneyisd.net)

# DUTIES AND RESPONSIBILITIES

## **RESPONSIBILITIES OF A SUBSTITUTE**

### **Arrive on time for assignment**

- Call the campus if unable to report for the assignment on time.

### **Upon arrival at the campus**

- Report to the front office and sign in. If traveling between two schools for two different assignments, check half day at each school on the sign in sheet. Payroll is verified from this sheet.
- Clock in at wall mounted time clock.
- Wear substitute identification badge. If not, substitutes will not be allowed to work and will not be paid for that day.

### **After reaching the classroom**

- Locate the Substitute Folder and fully review the lesson plans for the day.
- Make note of the front office telephone number.
- Make note of any duty assignments such as monitoring hallways, cafeteria, bus duty, gym duty, etc.
  - Substitute teachers are expected to remain on duty the same number of hours teachers are scheduled.
  - A building administrator may assign other duties or other classes during conference periods or unscheduled times. There is no guaranteed conference period for substitutes.
- Get acquainted with nearby teachers or locate names of teachers who can be of assistance when needed.
- Review the fire drill and lockdown procedures posted near the doorway.
- Write name on the board as well as an agenda for the class or day.

### **During the assignment**

- The substitute is responsible for students' conduct in the assigned classes. When and if special problems arise, substitutes should feel free to turn to campus staff for help. The substitute should not feel that such a request for help is in itself a reflection upon the substitute's ability to successfully carry out the assignment. (See Tips for Classroom Management on page 22.)
- **Follow the lesson plan as closely as possible. The lesson plan may not be changed. Follow the instructions given regarding grading of work for the day.**
- Supervision of halls and corridors is a responsibility of all teachers and substitutes when students are entering/leaving the building, at bell time, as well as, class passing periods. Substitutes should maintain a supervisory position at their doorway during class passing periods.
  - Students must be supervised at all times. Elementary school students must be accompanied by the substitute as they move to various locations throughout the day. Substitutes should **never leave students unattended.**

- Actively monitor students. Move around the classroom. Some students may need assistance with assignments. Sitting at the desk, reading personal material and cell phone usage during class time is not acceptable. Personal items including cell phones should not be out while working.
- Substitutes are expected to keep confidential any information about the school (students, parents, and staff) which may be gained while substituting. Concerns arising out of the substitute experience should be addressed through the proper administrative channels.
- 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.

### **After the assignment**

- Leave the classroom in good order at the end of the day. Leave a brief summary of the day for the regular teacher.
- Report to the front office.
- Complete additional duties as assigned.
- Clock out at wall mounted time clock.

### **Under no circumstances should the substitute:**

- Resort to the use of corporal punishment.
- Hand out any information unless approved by the office.
- Criticize the teacher.
- Release a student without permission from the school office.
- Dismiss class ahead of time.
- Retain students after school/class.
- Fall asleep or appear to be asleep in the classroom.
- Touch students
- Take pictures with or of students
- Discuss or exchange personal information with students
- Record students either through audio or video means
- 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 the usual working hours:
  - 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.
  - Alcohol or any alcoholic beverage.
  - Any glue, aerosol paint, or any other chemical substance for inhalation.
  - Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.
- Do not use electronic communication with currently enrolled students
  - An employee shall be prohibited from using electronic communications in a manner that constitutes prohibited harassment or abuse of a District

student; adversely affects the student’s learning, mental health, or safety; includes threats of violence against the student; reveals confidential information about the student; or constitutes an inappropriate communication with a student, as described in the Educators’ Code of Ethics

A substitute need not be legally intoxicated to be considered “under the influence” of a controlled substance or alcohol.

## **ISD BOARD POLICIES**

The MISD Board Policy Manual is available on line: <http://pol.tasb.org/Home/Index/310>

All MISD Board policies and standards of conduct apply to MISD substitutes. Special attention should be paid to the following policies:

DAA (LEGAL) and (LOCAL)	Equal Employment Opportunity
DBAA (LEGAL)	Criminal History and Credit Reports
DC (LEGAL), (LOCAL), and (EXHIBIT)	Employment Practices
DGBA (LEGAL), (LOCAL), and (EXHIBIT)	Employee Complaints / Grievances
DH (LEGAL), (LOCAL), and (EXHIBIT)	Employee Standards of Conduct
DHE (LEGAL), (LOCAL), and (EXHIBIT)	Searches and Drug/Alcohol Testing
DI (LEGAL), (LOCAL), and (EXHIBIT)	Employee Welfare
DIA (LEGAL) and (LOCAL)	Freedom from Harassment
FFG (LEGAL) and (EXHIBIT)	Student Welfare – Child Abuse and Neglect
FFI (LOCAL)	Student Welfare – Freedom from Bullying
FNC (LEGAL) and (LOCAL)	Student Rights and Responsibilities – Student Conduct
GRA (LEGAL), (LOCAL), and (EXHIBIT)	Local Government Authorities

Note: Policy DBAA gives the district authority to obtain criminal history information on all substitutes.

## **DRESS CODE**

Substitutes are required to dress in a manner that reflects a professional appearance while appropriate for the specific job assignment.

1. Substitutes may not wear clothing items prohibited by the student handbook. (<https://www.mckinneyisd.net/about-misd/rules-regulations/>)
2. Any clothing, paraphernalia, grooming, jewelry, accessories, or body adornments that are disruptive or potentially disruptive to the educational environment as determined by the principal or supervisor are not permitted.
3. Tube tops, spaghetti straps, tank tops, muscle shirts, exposed midriff or cleavage, halter type blouses or mesh/see through shirts are not permitted.
4. Plastic or rubber flip-flops are not permissible.
5. Jeans are only permitted on days approved by the principal or supervisor.
6. Hair styles/color must not be disruptive to the educational environment.
7. No visible pierced jewelry other than earrings are allowed unless for cultural or religious reasons.

## **PROHIBITED ITEMS**

The following are prohibited on school district property: tobacco products of any type, or electronic cigarettes, illegal drugs, alcoholic beverages, firearms, knives or weapons as defined in district board policy (DH).



## **TIPS FOR CLASSROOM MANAGEMENT**

- ✓ Do not touch students.
- ✓ Do not retain students after class.
- ✓ Do not take pictures of students.
- ✓ Review the behavior management rules/rewards/consequences as noted in the substitute folder. Make it clear that the regular teacher's discipline rules will be followed.
- ✓ Do not rely on student interpretation for rules. Ask another teacher.
- ✓ Make expectations for classroom behavior clear from the very start.
- ✓ Establish a business-like work oriented atmosphere; have a positive demeanor.
- ✓ Write the agenda for the day on the board as well as directions for the students.
- ✓ Get the class to work as soon as possible. Start the day quickly, firmly, concisely. Appear confident. The substitute's first words and actions usually go a long way in setting the day's discipline.
- ✓ Approach problems in a firm, warm, positive manner. Being too defensive or authoritarian creates a negative atmosphere.
- ✓ Model the behavior desired from the students. Student behaviors often reflect a teacher's good or bad manners.
- ✓ Do not engage in a power struggle with a student. State the rule and the consequence.
- ✓ Never use ridicule or sarcasm or embarrass a student.
- ✓ Some behaviors may be ignored. Give attention when the student is doing the right thing.
- ✓ Use proximity control. Move near a student that may be off task. Be as physically close to the student as is appropriate. Do not invade personal space of students.
- ✓ Make direct eye contact (watch for cultural exceptions).
- ✓ Be private. Use a soft, calm voice. Only the student(s) involved should hear.
- ✓ Do not think in terms of winning or losing. The goal is a "win-win" situation.
- ✓ Control anger. If anger is expressed, regain a positive stance quickly. It is never acceptable to use abusive or inappropriate language.
- ✓ Never administer corporal punishment or make any type of physical contact with a student.
- ✓ Avoid behaviors that mark the substitute as a victim. Excessive passive or aggressive behavior tells students that the substitute is not in control.
- ✓ Take a professional stance. Do not interpret student behavior personally.
- ✓ Ask for help if a situation is one that is not quickly resolved or diffused; contact an administrator.

## **THE ART OF ENFORCEABLE STATEMENTS - Utah State University**

The Classroom Management section of the STEDI SubSkills Online Training, through Utah State University, provides examples of enforceable statements. The way expectations are stated for students makes a difference. Consider rephrasing a statement by looking at the examples of statements said in a different way.

### **Unenforceable Statement**

Please sit down. I'm going to start now.

Please be quiet. It's time to begin.

Open your books to page 54.

I am not going to line you up until everyone is quiet.

Don't sharpen your pencil while I am talking.

Don't talk out. Raise your hand if you have something to say.

Pay attention.

Don't bother your neighbor.

Keep your hands to yourself.

Don't talk to me in that tone of voice.

### **Enforceable Statement**

I'll begin as soon as you are seated.

I'll be glad to start as soon as you show me that you are ready.

I'll be working from page 54.

I will be lining people up as soon as it is quiet.

I allow people to sharpen pencils when I am not teaching or giving directions.

I listen to people who raise their hands.

I'll start as soon as I know you are with me.

You are welcome to stay with us as long as you and others are not being bothered.

Feel free to stay with us when you can keep your hands to yourself.

I'll listen when your voice is calm like mine.

# SCHOOL SAFETY

## **VISITORS**

All visitors are expected to enter the district facility through the main entrance and present a form of picture identification. An office staff member will then issue a picture identification badge to the visitor. Employees who observe an unauthorized individual (without a staff or visitor badge) on district premises should immediately direct him/her to the front office or contact the administrator in charge. Remember, substitutes must always wear their picture ID badge.

## **RELEASE OF STUDENTS**

Any outsider who comes to the classroom for information about a child or who comes to the classroom asking that a child be released from school must be directed to the front office. Contact the front office to report an inquiry. In any event, students are **not** to be released from the classroom without official notice from the front office.

## **ACCIDENTS IN / ON SCHOOL PROPERTY**

Should an accident occur, the substitute should not attempt to move a student who is unable to move on his/her own. In such cases, the substitute should send a reliable student to the office for help and stay with the injured student. In a case where there is a risk of exposure to blood or other material potentially containing blood borne pathogens, avoid exposure. The nurse or principal/administrator should be notified immediately.

## **STUDENT ILLNESS**

If a student becomes ill while at school, the student should be sent to the nurse's office. In a case where there is a risk of exposure to blood or other material potentially containing blood borne pathogens, avoid exposure. Under no circumstances should a substitute administer medicine to a student. Regarding the treatment of students, all substitutes must comply with district board policy (FFAC).

## **FIRE, EMERGENCY DRILLS AND LOCKDOWN PROCEDURES**

Fire, tornado and lockdown procedures are posted near the doorway of each classroom. Become familiar with these procedures before classes begin.

**Substitute Handbook  
Statement of Receipt**

I understand that the purpose of the McKinney Independent School District Substitute Handbook is to provide vital information that will help answer questions and pave the way for a successful year. The substitute handbook is an overview and I understand that nothing in the handbook is intended to supersede district policy and/or federal or state law. I further understand that I am not guaranteed employment or continued employment with the McKinney ISD.

I understand that I am responsible for reading and abiding by all McKinney ISD policies, procedures, and guidelines including those contained in the 2021-2022 Substitute Handbook. Further, I understand that failure to do so may result in adverse employment action against me; up to and including, termination and permanent removal from the McKinney ISD substitute system and may also impact future employment opportunities with the McKinney ISD.

By signing this statement of receipt, I acknowledge that I have received the 2021-2022 McKinney ISD Substitute Handbook and/or have been informed how to access it online at <https://www.mckinneyisd.net/human-resources/employment/substitute-opportunities/>. I understand that I may direct questions or comments to the substitute office at [substitute@mckinneyisd.net](mailto:substitute@mckinneyisd.net).

I have read, understand, and accept the contents of this document as a condition of my employment.

\_\_\_\_\_  
Print Legal Name

\_\_\_\_\_  
Employee ID

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**MCKINNEY INDEPENDENT SCHOOL DISTRICT  
Substitute Evaluation**

Substitute's Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

School/Department: \_\_\_\_\_ Subject/Grade/Position: \_\_\_\_\_

Substitute for: \_\_\_\_\_ Date(s) of Assignment: \_\_\_\_\_

	Rating	Comments
1) Substitute effectiveness		
2) Arriving on time		
3) Following instructions/lesson plans		
4) Leaving room/office in order		
5) Leaving summary of the day for employee		
6) Classroom management/office management		
7) Response to students/department staff		
8) Rapport with other teachers/department staff		
9) Staying until the end of the day		
10) Last-minute cancellation/no-show		

Rating Scale: 1=Excellent 2=Satisfactory 3=Fair 4=Unsatisfactory

Please write a brief description explaining the reason for the evaluation.

\_\_\_\_\_

\_\_\_\_\_

**Negative Evaluations:**

\_\_\_\_\_ Substitute's performance was unsatisfactory. Please exclude him/her from our campus. I understand that further assistance/information may be required of me should disciplinary action be required.

**The substitute must be contacted by the campus/department regarding any negative evaluations. Please indicate date and method of contact.**

Date of contact \_\_\_\_\_

In Person \_\_\_\_\_ By Phone \_\_\_\_\_ By Letter \_\_\_\_\_ By E-mail \_\_\_\_\_

Inform the substitute that he/she has 10 days to submit a written response to the campus administrator regarding the evaluation.

\_\_\_\_\_  
Principal/Campus Administrator/Supervisor      Campus/Department      Date

Scan/email completed Evaluation form & supporting documents to [substitute@mckinneyisd.net](mailto:substitute@mckinneyisd.net).

HR 04232021