

# **Wink-Loving**

**INDEPENDENT SCHOOL DISTRICT**



## **Substitute Teacher Handbook**

**2018-2019**

## **I. Introduction**

### **A. Welcome**

The Wink-Loving Independent School District welcomes you to a noble and challenging teaching profession. The contributions you make as a substitute teacher toward sustaining the education of Wink-Loving I.S.D. children and youth are greatly appreciated. We ask that while you are with us that you assume the same standards, responsibilities, and privileges as the regular members of the faculty.

Without your assistance the absence of the regular teacher classroom teacher would be devastating. The substitute role is not an easy one to perform, but with support from other employees in our schools, you can make an outstanding contribution to the education of our students.

We welcome you to our school system and will do whatever is possible to make your association with us a pleasant and productive experience for you.

This substitute teacher handbook was designed especially for you in hopes of making your job more enjoyable. Thank you for contributing your skills to our school system.

### **B. Orientation**

Substitute teachers new to Wink-Loving ISD will be asked to attend an orientation session provided by the district. For substitute teachers already employed by the school, it is hoped that this booklet will serve as a self-orientation. Whichever the case, this handbook will help all substitute teachers while here at WLISD.

### **C. Eligibility/Activation**

Before applying for a substitute position, all interested individuals are required to meet with each campus principal(s) so that the campus principals can sign off on the approval for application. Upon approval from campus principals, interested individuals must meet with the Superintendent's Secretary to obtain fingerprint instructions and paperwork for possible hiring. All required paperwork must be completed and received by the Superintendent's Office. This information includes: application, teacher certificate (if one is held), copy of drivers license and social security card, W-4 form and Direct Deposit Information. Once paperwork is completed and individual is approved to be hired as a substitute, they must attend an orientation session with the Director of Finance where additional paperwork and entry into the timeclock program will be completed.

## **Responsibilities of the substitute teacher**

### **A. Professional Ethics**

1. Substitute teachers should maintain discipline in the classroom and provide appropriate, quality instruction.
2. Substitute teachers have a responsibility to conduct themselves in a professional manner at all times when carrying out their duties, even though they are not full-time teachers.
3. Substitute teachers must establish an ethical and professional relationship with faculty, staff, and students.
4. Substitute teachers should use extreme caution in expressing personal reactions and opinions about what they see and hear in the classrooms of the various schools in which they teach.
5. Comments comparing one school or classroom to another should not be made.

6. Under no circumstances should a substitute teacher criticize a regular teacher, except to those in authority, and even then, only when the best interests of the students are being met.
7. Substitute teachers should not promote or advance a particular religious belief or viewpoint while in the classroom or with students.
8. Substitute teachers should exercise discretion and good judgment in their attire. Extremes should be avoided. Dress should be appropriate for the assignment. T-shirts, jeans, and tennis shoes are discouraged in the classroom, except in physical education.
9. Federal law, District policy, and administrative directives prohibit teachers from conducting student surveys without the prior review and approval of the principal. Substitute teachers are bound by the same laws and regulations.

## **B. General Information**

1. Substitute teachers are expected to be on duty the same length of time as the regular classroom teacher. School starts at 7:40 a.m. on the junior high/high school campus and 7:50 a.m. on the elementary campus. The work day for teachers and substitutes is as follows:

|                   |           |
|-------------------|-----------|
| Elementary School | 7:30-3:30 |
| High School       | 7:30-3:30 |
2. No substitute is allowed to work over 8 hours per day.
3. Upon arrival at the campus, substitute teachers should report directly to the campus office and obtain any instructions, special announcements or other information needed to carry out the day's activities.
4. In order to be paid, substitute teachers must sign in daily on the campus and in the administration office.
5. Attendance forms, activity/field trip lists, schedule changes, or other necessary information may be in the teacher's box; therefore, the substitute will need to have the principal or secretary check the teacher's box.
6. Substitute teachers must know where students assigned to them are at all times.
7. Check the teacher's master planning book to see if there are any students with special needs or medical conditions of which to be aware. If the planning book is unavailable, check with the office.
8. When possible, substitute teachers should endeavor to maintain the regular routine of the class. They should follow the daily class schedule and lesson plans provided by the regular teacher.
9. The substitute teacher should not receive money from students unless instructed to do so. If money is collected, it should be given to the secretary before leaving the building.
10. Any materials and equipment borrowed should be returned to the proper person before a substitute teacher leaves the campus.
11. Substitute teachers should not leave the campus prior to the end of the school day unless they have cleared it through the administration.
12. Before leaving school, the substitute teacher must return to the principal's office for instructions and to sign out.
13. The substitute teacher is responsible for timely, neat, accurate, and complete records and the submission of them to the proper person (teacher or principal).
14. Substitute teachers should exercise extreme caution and good judgment in verbal and physical relationships with students.
15. Substitute teachers are to use the teacher's parking area, unless otherwise instructed.
16. Substitute teachers 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 WLISD property, unless prior authorization has been obtained.
17. The substitute is responsible for all information contained in this handbook.

**C. Classroom Instruction** (See also “Classroom Management Hints”)

1. Substitute teachers should expect the best from all students and from themselves.
2. If you are not sure of the student dress code, ask someone on campus.
3. Substitute teachers are to follow the lesson plans and the instructions provided by the regular teacher. Accurate attendance must be taken (every period or day depending on the campus).
4. The substitute teacher should not assign written work and leave it to be graded, except at the request of the regular teacher.
5. A substitute teacher is obligated to complete one classroom assignment before starting another, unless directed differently by the teacher.
6. Regular teachers will enter grades into the grade book.
7. No computer access will be given to substitute teachers.
8. Substitute teachers are responsible for the students, equipment, and materials assigned to their care.
9. Substitute teachers are encouraged to review the campus student handbook to become familiar with the policies and regulations of the school. (See Appendix)
10. Substitute teacher **MUST NEVER ADMINISTER** corporal punishment to any child.
11. The substitute **SHOULD NEVER LEAVE THE CLASSROOM UNATTENDED**.
12. The substitute teacher should not feel that they are merely "baby sitting, or holding things together." The substitute teacher should make every attempt to carry on the work of the regular classroom teacher.
13. Substitute teachers do not have time to read or work on personal projects while on duty. Children need full-time attention.
14. Firm, fair treatment of all students, combined with explicit explanations and directions, will prevent many disciplinary problems.
15. The substitute teacher should leave the regular teacher a brief summary of the day's activities. The brief summary may explain student attendance and/or behavior or any other information that may be helpful to the teacher. (Examples: Helpful and problem students, amount of work completed, absentees, notes from parents/students/other teachers, new or withdrawn students, any unexpected interference, copy of notes or reports sent to/from the office, etc.)
16. Be sure you know where a student is going if he/she leaves your room. Follow up on it. Phones are in rooms and students can be monitored by them. Notes should be left to inform teachers of these requests by students. **UNDER NO CIRCUMSTANCES** should a substitute on his/her own initiative allow students to leave the room to go to the gym, playground, library, etc.
17. When any **DOUBT OCCURS** regarding the proper procedures to follow in carrying out the duties and responsibilities of substitute teachers, the substitute teacher should **ASK FOR ASSISTANCE** from a neighboring teacher or administrator.
18. Hints for meeting a class for the first time
  - Arrive early. This allows time to check daily schedule (including any special duties) and lesson plans, to copy any material needed, to get any supplies and material ready, to become familiar with the classroom rules, etc.
  - Examine lesson plans
  - Write your name and assignment on the board
  - Greet students as they arrive
  - Check absences by either calling roll or using a seating chart. (Learn names as quickly as possible.
  - Establish eye contact.

- Catch the students being good.
19. The substitute teacher should become familiar with the Crisis Management Plan.

#### **D. Student Illness or Accidents**

1. If a student becomes ill while at school or has an accident, the child should be sent to the principal's office. In case of serious accident or injury, send for the principal immediately.
2. Under no circumstances should a substitute teacher administer medication to a student.

## **II. Responsibilities of the School and the Regular Teacher to the Substitute**

### **A. Responsibilities of the School**

1. The school is responsible for hiring qualified substitute teachers. Each campus principal shall maintain an accurate, up-to-date, approved substitute teacher list.
2. Each campus calls substitutes as needed. The secretary at each school is the primary person to do the calling that is usually done by 6:30 a. m.
3. The school will provide the substitute teacher with
  - Length of time needed (full or half day / one or more days), if known
  - A schedule of the regular school program and assignments (classes, recess, lunch, library, P.E., computer, band/music, special education, G/T) and any extra duties
  - Room location
  - Key
  - Any schedule changes (school assemblies, pep rallies, etc.) and any special classes
  - Attendance and dismissal procedures
  - Emergency procedures (fire drill, severe weather, etc.)
  - Lunch room and lunch room procedures (for students and teachers)
  - How to reach the principal, secretary, nurse, custodian
  - Information on copier usage

### **B. Responsibilities of the Regular Teacher**

1. Each teacher shall maintain a current substitute folder containing information pertinent to successful operation of his/her classroom.
2. The substitute teacher will be provided with
  - Teacher's individual schedule including beginning each day, lunch report, attendance
  - Lesson plans for each class and class rolls, seating charts, and /or attendance forms
  - Specific procedures to be used with special needs students (when appropriate)
  - Room key, if necessary
  - Classroom management plan including bathroom breaks
  - Reading &/or math groups
  - Where to find material and supplies (paper, pencils, art supplies, textbooks, work books, work sheets, teacher's manuals, hall passes, handouts, referral forms, visual aids, etc.)
  - Quiet signals, acceptable rewards, discipline techniques
  - Homework policies
  - Names of students who may leave the room
  - A "Get Help From" note telling a teacher close by that can help you and reliable student(s)
  - Emergency procedures
3. Whenever the regular teacher anticipates an absence, the regular teacher should prepare students to work with a substitute teacher. Such planning should emphasize helpfulness, consideration, good manners, and appropriate behavior.

4. Regular teachers should never criticize or express dissatisfaction of substitute teacher's work to the substitute teacher; this should be discussed with the school principal.
5. Teachers should complete any evaluations left for them in a timely manner and return the form to the office for processing.

### III. General Information and Assurance

#### A. Pay

In order to keep all substitutes informed, please take note of the following changes:

- Substitute Teacher Pay has changed to an hourly rate instead of a daily rate. This is due to the federally mandated requirements of the Affordable Care Act which requires hourly tracking on all temporary or part-time employees. Hourly sub rates are based on an 7 hour day. Substitutes should not work more than 8 hours in one day. For hourly rates, please refer to WLISD's Substitute Pay Table which was adopted by the Board of Trustees on June 19, 2018.
- There are new Time Clocks at each campus that must be used. This is a requirement and takes place of signing in at the administration building. All substitutes should still sign in at each campus as normal. **This new time clock system is directly tied to your paycheck. Please don't forget to clock in upon arrival and out upon leaving campus.** I will need to enroll each of you in the new system before you leave today. Substitutes cannot work at WLISD for the 2018-18 school year until they have been through this orientation.
- Insurance – New federal regulations require WLISD to offer insurance coverage to any part-time or temporary employee who works for more than 30 hours per week for a rolling 90 day period. It is a requirement that an enrollment form be completed and on file with the business office PRIOR to an employee's first day of work whether an employee is seeking insurance or prefers to waive coverage.

WLISD currently pays \$435/month for employee coverage for a full time employee and offers insurance of dependents for \$468/month. If you choose to enroll in the school's insurance, you will need to pay the premiums by the 5<sup>th</sup> day of the month. Eligibility for the school to pay does not happen until after you have completed a 30/hour per week 90 day rolling period.

Please be advised that should you decide to purchase coverage through the school, our insurance would most likely become your primary insurance and could affect any current insurance coverage.

If you qualify (become eligible) and in the future become ineligible (cease to work 30 hours per week for the rolling 90 days), then you would be offered COBRA coverage at a rate of approximately \$720/month which you would have to make arrangements to pay at the first of each month.

With this being said, and because substitute needs fluctuate daily, another option for insurance coverage would be to waive the school's insurance and seek health benefits through the Health Insurance Marketplace. Please see the documentation attached for more information.

## **B. Equal Employment Opportunity**

Wink-Loving ISD does not discriminate in hiring, promotion, discharge, or other aspects of employment on the basis of race, color, age, religion, handicap, sex, or national origin.

## **C. Smoking/Tobacco Products**

District policy and state law prohibit the use of tobacco products ON SCHOOL PROPERTY as well as at school-sponsored events.

## **D. Gun Free School**

District policy and state law prohibit the possession of any weapon at school or any school-related activity.

## **E. Drug Free Workplace**

The District prohibits the manufacture, distribution, dispensation, possession, or use of a controlled substance, as that term is defined in state and federal law, in the employee work place or at any school-sponsored events.

## **F. Retired Teachers**

Retired teachers, who are receiving Teacher Retirement System benefits, and/or Disability Retirement, need to notify the WLISD Business Office.

## **G. Sexual Harassment**

1. 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 favors, and other verbal or physical conduct. Employees who believe that they have been subject to sexual harassment are encouraged to come forward with complaints and should inform the campus principal, supervisor, or superintendent.
2. Employee to Students: 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 any district employee and students are strictly prohibited. Other prohibited conduct includes: engaging in sexually oriented conversations, telephoning students and engaging in inappropriate social relationships, engaging in physical conduct that would be construed as sexual in nature, and enticing or threatening students to get them to engage in sexual behavior.
3. Investigations: The District will promptly investigate all allegations of sexual harassment and take appropriate disciplinary action.

## **H. Removal from Service**

Wink-Loving ISD reserves the right to remove an individual from its substitute roster, as it deems necessary.

## **I. Disclaimer Statement**

This handbook is a general knowledge guide. The provisions of this handbook do not constitute an employment agreement or a guarantee of continued employment.

The Wink-Loving ISD reserves the right to change or add any provision herein, when deemed in the best interest of the District and its students.

## **Fingerprint Applicant Services of Texas (FAST)**

The Department of Public Safety (DPS) provides a digital fingerprinting service to individuals requiring fingerprinting for state licensing purposes in Texas. This includes applicants for educator credentials and non certified applicants. The program is known as Fingerprint Applicant Services of Texas (FAST) and was implemented statewide in the spring of 2006.

The State Board for Educator Certification (SBEC) requires this so that a national criminal background check can be conducted by DPS and the FBI.

### **Dress Code**

As professionals in our schools, we realize and value the public's perception of our roles as mentors and models for students. Therefore, the following dress code will apply to all teachers, counselors, aides, secretaries, and administrators throughout the school district. It is to be applied for all the days students are present, formal inservice days, and for parent-teacher conferences.

#### **Acceptable attire:**

Clothes that maintain a professional and appropriate appearance  
Clothes that are neat, clean, and in good repair.

\*Blue jeans and casual dress/spirit shirts are acceptable on Friday. Spirit shirts may also be worn on other days when school teams are competing.

\*Dresses and tops should not reveal bras or be see-through. Clothing that is tight fitting, has spaghetti straps, exposes the midriff or a low cut front that shows cleavage will not be worn.

\*Shoes with laces or buckles shall be laced, tied or buckled. Leather sandals with leather heel straps are permitted. Leather shoes with a strap between the toes are allowed. Shower shoes and athletic sports slides are not allowed.

\*Shorts are not allowed (pants **above** the knee are considered shorts). No traditional warm-ups or sweats are allowed. Physical education teachers may wear shorts and/or warm ups during their physical education classes but they are not to be worn in the regular classrooms.

\*Teachers need to follow the hair policy as outlined for students.

\*Men should wear collared shirts (except on spirit days) and shirts should be tucked in.

\*All tattoos must be covered.

\*Neatly trimmed beards and mustaches may be worn.

## **Student Dress Code Guidelines**

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

**General Guidelines:** The district's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, and teach respect for authority. Students shall be dressed and groomed in a clean and neat manner that will not be a health or safety hazard to themselves or others. The district prohibits any clothing or grooming that cause disruption or interference with normal school operations. Student's personal dress and grooming standards should comply with the general guidelines set out below. All dress code concerns will have final approval by the building principal.

**BOYS:** Guidelines for boys are as follows:

- a. Hair should be clean, combed, off the collar and above the eyebrows. Hair length should not extend below the bottom of the student's ears when straightened. Excessive curls or flips or unusually colored hair and/or haircuts, as determined by the principal, are prohibited.
- b. Clean shaven with no mustaches, no sideburns below the ears and no makeup and/or colored /clear nail polish
- c. No tanktops, see-through shirts, sleeveless shirts, or oversized shirts (which extend below the bottom of the buttocks). Shirts that might reveal the midriff will not be allowed. Shirts with tails will be tucked in.
- d. Shoes with laces or buckles shall be laced, tied or buckled. Flip flop or thong type shoes, leather or otherwise, are not permitted. Leather sandals with a heel strap are permitted.
- e. Extremely short, tight fitting shorts or pants are not appropriate and will not be allowed. Baggy (sagging) pants and shorts are prohibited. Pants must not drag the ground. Pants and shorts should be worn secured around the waist not revealing undergarments. Shorts of an appropriate length, no shorter than a 6" inseam, are allowed. Athletic sports shorts (Biker, Wind, Grays, etc.) or knit athletic sweat suits will be allowed but must meet the campus rules for length and fit. Pants with frays and small (quarter size) holes are permitted; however, the final decision on appropriateness of "pants with holes" will rest with the school principal. The decision concerning appropriateness will focus primarily on "modesty".
- f. Letters, monograms, patches, or accessories (including jewelry) that are suggestive or contain advertisement for alcoholic beverages, drugs, gang related symbols, or satanic symbols will not be allowed.
- g. Chains (pocket, boot, etc.) and accessories that may be considered harmful to other students are prohibited.
- h. Earrings or other body piercing jewelry will not be allowed.
- i. Tattoos or tattoo simulations must be covered. (School spirit temporary tattoos are permitted on game days). No writing on body parts will be allowed.
- j. Caps, hats, other headgear, and sunglasses (unless specifically prescribed by a doctor) will not be allowed in classes or in any school buildings during school-related activities except at athletic activities in the gyms. (Hats and caps must be worn appropriately. No skullcaps headwear will be allowed at athletic activities.)
- k. Coats and warm weather clothing are to be worn seasonally.

**GIRLS:** Guidelines for girls are as follows:

- a. Hair should be clean, brushed, and out of the eyes. Unusual colored hair and/or haircuts, as determined by the principal, are prohibited.
- b. Undergarments shall be worn at all times.
- c. Extremely short, split, tight-fitting skirts, pants, dresses, or shorts are inappropriate and not allowed. Skirts and dresses should be no shorter than 3" above the knee. Baggy (sagging) pants and shorts are prohibited. Pants must not drag the ground. Pants and shorts should be worn secured around the waist not revealing undergarments. Shorts of an appropriate length (no shorter than a 6" inseam or 3" above the knee) are allowed. Athletic sports shorts (Biker, Wind, Grays, etc.) or knit athletic sweat suits will be allowed but must meet the campus rules for length and fit. Pants with frays and small (quarter size) holes are permitted; however, the final decision on appropriateness of "pants with holes" will rest with the school principal. The decision concerning appropriateness will focus primarily on "modesty".
- d. Dresses/blouses should not reveal bras or be see-through. Oversized shirts or shirts with tails will not extend below the buttocks. No tight fitting and/or spaghetti strap blouses/dresses or shirts/blouses that might reveal the midriff are to be worn. No tank tops. Sleeveless shirts must have a collar.
- e. Shoes with laces or buckles shall be laced, tied or buckled. Students may wear professional looking sandals and wedge sandals. Shower shoes and athletic sports slides are not allowed.
- f. Letters, monograms, patches or accessories (including jewelry) that are suggestive or contain advertisement for alcoholic beverages, drugs, gang related symbols, or satanic symbols will not be allowed.
- g. Chains (pocket, boot, etc.) and accessories that may be considered harmful to other students are prohibited
- h. No body piercing jewelry except earrings in ears only.
- i. Tattoos or tattoo simulations must be covered. (School spirit temporary tattoos are permitted on game days). No writing on body parts will be allowed.
- j. Caps, hats, other headgear, and sunglasses (unless prescribed by a doctor) are not allowed in classes or in any school buildings during activities except at athletic activities in the gyms. (Hats and caps must be worn appropriately. No skullcaps headwear will be allowed at athletic activities.)
- k. Coats and warm weather clothing are to be worn seasonally.

**Consequences for Dress Code Violations:** If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student will be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

## **CLASSROOM MANAGEMENT HINTS**

- Remember Students are Important. Be positive, pleasant, and friendly. Try to see that every student has praise.
- **Leave Computers OFF** – Unless the teacher states that you need them for instruction.
- Promptly establish your rules, Keep them, Maintain control. Follow the teachers' plans by speaking in a firm voice. Do not yell at students, call names (Stupid, Shut Up, etc.), and model good manners.
- Keep students on task and engaged in an assigned activity. Idleness leads to behavior problems. Have an alternate plan if lesson plans are not provided.
- Monitor the room by walking around. Do not sit at the DESK. Solve problems immediately and do not degrade the student in front of other students. Talk to them out in the hall.
- DO NOT allow one student to interfere with the learning of others.
- Maintain an established routine as much as possible.
- Be Consistent and talk to students without insult.
- Leave notes for the regular teacher to see when he/she returns.
- Answer questions and clarify procedures
- Write assignments on the board while holding students accountable by collecting work at the end of each period.
- The more organized and prepared you are, the easier the day will be for both you and the student.

**NEVER, EVER STRIKE, CURSE, OR PHYSICALLY HANDLE A STUDENT**

# Basic Emergency/Safety Procedures

(taken from the WLISD Emergency Operation Procedures)

## **School Evacuations**

In the event that a school or District facility needs to be evacuated (flooding, chemical spill, explosion, etc.) the Superintendent will contact the Transportation Department to make arrangements to transport students to an alternate school location.

**Staff** – follow emergency escape procedures in the event a building must be evacuated

**Staff/Students** – File out of the classroom orderly and in single file

**Teacher** – take class roll and release forms with them when evacuating the building

**Principal/Staff** – Parent/guardian release forms must be signed prior to allowing a student to leave the school premises or alternate location.

## **Alternate School Site**

Elementary – Wink-Loving First Baptist Church

Middle School – Wink-Loving High School Football Field

High School – Wink-Loving High School Football Field

The Superintendent will determine alternate sites other than the High School/Junior High gym and/or Elementary School gym.

**Lockdown** (shelter in place) – Danger of/or actual shots fired

**Staff** – Give the “signal” – Signal will be given in straight forward language.

**Principal/Secretary** – Call 911 / Turn off bells and lights

**Teacher** – Do Not Panic! Close and lock classroom doors (students in hallway immediately step into the nearest classroom/office). Students and staff assume position of sitting against wall, out of view of door(s)/glass. Turn off lights

**Staff** – ignore bells (if not turned off)

**Principal** – will give “official” word before opening doors – stay in position until you have been given instructions from designated authorities. In the event of an actual lockdown a law enforcement officers will go door to door to release the students.

**Tornado Warning** – Tornado Spotted

**Principal** – will sound the alarm immediately

**Teacher** – Immediately move everyone to pre-designated area.

**Principal/Teacher** – Assume disaster drill position (sitting, knees up, head down and hands locked covering the head. Take class roll and release forms and report any missing students. If outside and unable to reach shelter, escort students to a ditch or hollow and have them lie face down, hands over heads.

**Principal** – Do not leave the pre-designated area unless instructed to do so by the civil authorities in charge. Keep abreast of who the civil authorities are (police, fire department, civil defense, American Red Cross, etc.)

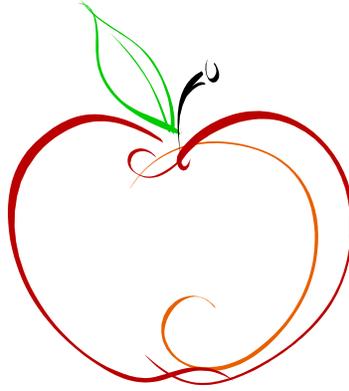
**First Aid** – In the event of an emergency, take the following actions:

Always respond to the emergency first – if another employee or person is available have them call 911. The injured person should never be left unattended by an employee. Once the initial first aid has been administered, an employee should notify the principal by sending a student or another employee to the office. The nurse should also be notified at this time. The principal will notify the parents/guardians. If the injured party is an employee, the principal or office staff will notify the employee’s next of kin. Central office will be notified and updated periodically. The Superintendent will notify the District Emergency Response Team.

**Communication with the Media**

In emergency or disaster situations, DO NOT make any statements to the media. If pressed for information, state that you must apprise the Superintendent of the situation. The Superintendent will release any statement.

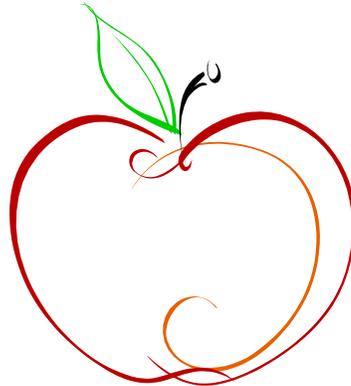
**We have tried to plan for ALL situations but there will always be exceptions to these plans (what if you are in between buildings, in the cafeteria, in the library, etc.). During these situations we ask you as an adult to use common sense to provide for the safety and welfare of our children.**



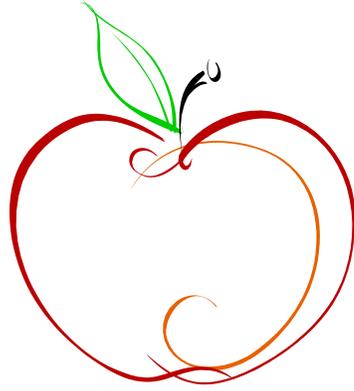
# **District Information**

## **Wink-Loving ISD Administration**

|                 |                                    |                        |
|-----------------|------------------------------------|------------------------|
| Scotty Carman   | Superintendent                     | 432-527-3880 ext. 7001 |
| Kittie Gibson   | Junior High/ High School Principal | 432-527-3880 ext. 7015 |
| Lance Wineinger | Elementary Principal               | 432-527-3880 ext. 7115 |
| Robert Helms    | Director of Finance                | 432-527-3880 ext. 7003 |
| Brian Gibson    | Athletic Director                  | 432-527-3880 ext. 8091 |
| Mike Dawkins    | Director of Technology             | 432-527-3880 ext. 7113 |
| Greg Rogers     | Director of Operations             | 432-527-3880 ext. 7008 |



**Elementary**  
**Campus Information**



**JH/HS**

# **Campus Information**

# **WINK-LOVING INDEPENDENT SCHOOL DISTRICT**

## **ACKNOWLEDGE RECEIPT OF THE WLISD SUBSTITUTE HANDBOOK**

I hereby acknowledge receipt of my personal copy of the Wink-Loving ISD Substitute Handbook. I agree to abide by the rules and instructions governing my employment at WLISD. I agree to read and study this handbook so that I understand the school district's procedures and requirements. I agree to do my part to achieve the highest degree of safety possible for my fellow workers, for the students, and for myself.

The information in this handbook is subject to change as situations warrant, and I understand that any changes in the policies supersede, modify or eliminate the policies summarized in the booklet. I accept responsibility for keeping informed of these changes.

I understand that I have an obligation to inform the principals (or secretaries) and superintendent's office of any changes in personal data such as phone number, address, etc. I also accept responsibility for contacting a campus principal if there are any questions or concerns that need further explanation.

---

Substitute Teachers Signature

---

Email address

---

Date

---

Phone number