

Keene Independent School District

Every Child Every Need Every Day



Substitute Handbook 2023-2024

Orientation Video:
http://bit.ly/2Z8Pnxf
Frontline (Aesop) Tutorial Video:
http://bit.ly/33yCcZX
Safety Video:
https://drive.google.com/file/d/1GGXAfvm6drzDAUKocvtwKix6XV25TaaA/view?usp=sharing

The purpose of the Keene 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.

08/2022

GENERAL INFORMATION

CAMPUS INFORMATION

Elementary Principal: Kelly Turnage Phone: 817-774-5312

Summit Learning Academy Principal: Julie McKintosh Phone: 817-774-5421

Jr. High Principal: Don Bell Phone: 817-774-5311

High School Principal: Jarrett Morgan Phone: 817-774-5266

SUBSTITUTE / SCHOOL HOURS

Substitutes are expected to report on time to job assignments.

Level	Grade	Student Hours	Substitute Hours
Elementary	Pre-K -2	7:45 - 3:30pm	7:30 - 3:30pm
Summit	3-5	7:45 - 3:30 pm	7:30 - 3:30pm
Jr. High	6-8	8:00 - 3:30pm	7:50 - 3:50pm
High School	9-12	8:00 - 3:30pm	7:45 - 3:45pm

In the event a substitute must arrive late to an assignment, **call the campus directly.**

COMPENSATION

DAILY RATE AND PAYROLL INFORMATION

Substitute Positions

\$100.00 Certified teacher from any state

\$90.00 Bachelor's degree or higher

\$80.00 High school diploma/GED

Substitute Nurses

\$100.00 Licensed Registered Nurse (RN)

Long Term Substitute

Long term is defined as ten (10) consecutive days for the same employee. After 10 days of consecutive substituting for the same employee, the 11th day and on will be compensated at the rate (per day) below.

\$110.00 Certified teacher from any state

\$100.00 Bachelor's degree or higher

\$90.00 High school diploma/GED

PAY SCHEDULE:

The KISD pay schedule is monthly on the 15th. Substitutes may choose to direct deposit into a checking or savings account.

Any changes to direct deposit accounts and/or bank information should be reported to Emily McElroy, at emcelroy@keeneisd.org 817-774-5201

It is the responsibility of the substitute to keep a personal record of each job's assignment number and dates worked at each campus. If there are discrepancies, the substitute should contact the appropriate campus secretary to ensure the number of days worked has been correctly reported.

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.
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 flipflops are not permissible.
5. Jeans are only permitted on days approved by principal or supervisor.
6. Hair styles/color must not be disruptive to the educational environment.
7. No visible pierce jewelry other than earrings are allowed unless for cultural or religious reasons.
8. Tattoos must remain covered at all times.

PROHIBITED ITEMS:

The following are prohibited on school district property: tobacco products of any type, electronic cigarettes, illegal drugs, alcoholic beverages, firearms, knives or weapons of any kind.

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.
- Obtain identification badge and room key.
- Wear ID while on campus.
- After reaching the classroom, locate the Substitute Folder and/or plans for the day and fully review the lesson plans. 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.

- Follow the lesson plan as closely as possible. The lesson plan may not be changed. 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.
- **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 to sign out.

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, or be under the influence of any controlled substance or alcohol during working hours while at school or at school related activities during or outside the usual working hours.
- A substitute need not be legally intoxicated to be considered “under the influence” of a controlled substance or alcohol.

SCHOOL SAFETY

Doors should never be propped open, especially exterior doors.

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 - including substitutes - 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.

IN THE CLASSROOM

- Classroom doors should be locked during class
- Students not on your roster should not be allowed in your classroom
- Each classroom has a blue bucket that contains first aid kits and emergency supplies
- Each classroom has a safety binder that contains rosters and safety procedures in the event of a drill or emergency.

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.

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. Each classroom has a safety binder that contains rosters and safety procedures in the event of a drill or emergency as well as a blue bucket that contains first aid kits and emergency supplies.

Substitute Handbook Statement of Receipt

I understand that the purpose of the Keene 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 Keene ISD.

I understand that I am responsible for reading and abiding by all Keene ISD policies, procedures, and guidelines including those contained in the 2023-2024 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 Keene ISD substitute system and may also impact future employment opportunities with the Keene ISD.

By signing this statement of receipt, I acknowledge that I have received the 2023-2024 Keene ISD Substitute Handbook. I have read, understand, and accept the contents of this document as a condition of my employment.

Print Legal Name

Date

Signature