

# Krum Independent School District

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## Substitute Handbook

REV: 09/24/2024

## **Krum Independent School District**

### **WELCOME**

Thank you for accepting a substitute position at our school. We value our substitutes and want to make sure that you have a good experience in our District. Listed below are expectations for the school, the teacher, and for you as a substitute.

### **SUBSTITUTE EXPECTATIONS**

- Read and follow the instructions/lesson plans left by the teacher.
- Review school emergency procedures.
- Serve any before/after school duties as specified by your instructions.
- Make sure that the classroom floor is free of debris and that the room is left in an orderly fashion. Students can help you accomplish this task since it is required by their regular teacher.
- Leave a note for the teacher documenting any information which will be important for him/her, including student referrals for disciplinary action.
- Do not allow students to leave the classroom unless they follow the rules set forth by the classroom teacher. Document students who leave the classroom including the time left and the time returned. Unless necessary, do not send groups of students out of the classroom.
- Notify the office if you are going to leave the campus for any reason.
- Remain in the classroom until the end of the teacher's work day unless released by the office.
- Do not use classroom/teacher computers.
- Be professional – you are here to help the students. It is better to be on a professional level than a peer level

### **WHAT YOU CAN EXPECT**

- The campus office will give you the name of a teacher who will serve as your contact person for the day.
- You will be provided with directions to your classroom.
- You will be given an extension number for contacting the office.
- Normally, you will receive instructions/lesson plans from the teacher and the necessary materials to execute the lesson plans. If not, contact the office immediately.
- You will be provided with seating charts for the class(s) if applicable.
- You will be provided with the necessary materials to execute the lesson plans.
- You will receive support from school staff and administration.

**Campus Information:**

**Krum High School**

Grades 9-12  
700-A Bobcat Boulevard  
Krum, TX 76249  
940-482-2601 FAX: 940-482-2997

**Krum Middle School**

Grades 6-8  
805 E. McCart Street  
Krum, TX 76249  
940-482-2602 FAX: 940-482-6299

**Krum Alternative Learning Center (KALC)**

**200 Bobcat Boulevard**

DAEP Placements  
200 Bobcat Boulevard  
Krum, TX 76249  
940-435-7169

**Blanche Dodd Elementary School**

Grades PK-5  
915 East McCart Street  
Krum, TX 76249  
940-482-2603 FAX: 940-482-3368

**Hattie Dyer Elementary School**

Grades PK-5  
304 North Third Street  
Krum, TX 76249  
940-482-2604 FAX: 940-482-8203

**Dixie Hansel Elementary School**


Grades PK-5  
1513 Sequoia  
Krum, TX 76249  
940-482-2605 FAX: 940-482-6232

## PERSONAL AND PROFESSIONAL RESPONSIBILITIES

A substitute teacher's role in the classroom is to maintain order and have the students complete any lessons that are assigned. The substitute teacher's responsibilities include the following:

- Report to the campus office promptly. Given sufficient advance notice, the substitute should report at the same time the regular classroom teachers report for duty, which is generally 30 minutes before the start of the school day and 30 minutes after dismissal.

The general school day will be as follows for each campus:

	<b>Dixie Hansel Elementary</b> 7:55am - 3:30pm Early Release: 11:55am
	<b>Hattie Dyer Elementary</b> 7:55am - 3:30pm Early Release: 11:55am
	<b>Blanche Dodd Elementary</b> 7:55am - 3:30pm Early Release: 11:55am
	<b>Krum Middle School</b> 8:00am - 3:40pm Early Release: 12:00pm
	<b>Krum High School</b> 8:00am - 3:40pm Early Release: 12:00pm

**School Directory:**

**Krum Early Education Center**

Lyndi Stupka, Principal – extension 4201  
Katie McDonald, Asst. Principal – extension 4202  
Kimberly Smith, PEIMS/Registrar – extension 4206  
Jaclyn Basham, Secretary – extension 4207  
Sabrina Hendrickson, Counselor – extension 4208  
Brittney Pelts, Nurse – ext. 4209  
Romanna Wroblewski, Cafeteria Manager – ext. 4210

**Dyer Elementary School**

Macy Faight, Principal – extension 4101  
Brandon Freer, Asst. Principal – extension 4102  
Amber Boulay, PEIMS/Registrar – extension 4107  
Wanda Cloud, Secretary – extension 4106  
Cheryl Hendrix, Counselor – extension 4108  
Dana Craddock, Nurse – extension 4109  
Katiria Coxon, Cafeteria Manager – extension 4110

**Dodd Elementary School**

Tricia Bolz, Principal – extension 4001  
Lisa Mayfield, Asst. Principal – extension 4002  
Kathy Leonard, PEIMS/Registrar – extension 4007  
Julie Harrison, Secretary– extension 4006  
Amy Roesler, Counselor – extension 4008  
Erin Quy, Nurse – extension 4009  
Shellie Hale, Cafeteria Manager – extension 4010

**Krum Middle School**

Lindsey Boone, Principal – extension 3001  
James Sterrett, Asst. Principal – extension 3002  
Tyler Wilson, Asst. Principal – extension 3003  
Brandy Hudson, PEIMS/Registrar – extension 3015  
Morgan Moore, Secretary – extension 3011  
Pamela McDonald, Receptionist – extension 3016  
Michelle Vanzant, Counselor – extension 3012  
Kacie Warnasch, Nurse – extension 3013  
Maria Reyes, Cafeteria Manger – extension 3010

**Krum High School**

Jason Lawson, Principal – extension 2001  
Tristan Hawkins, Asst. Principal – extension 2002  
Reina Johnson, Asst. Principal – extension 2003  
Katie Bailey, PEIMS/Registrar – extension 2011  
JoAnn Murdock, Secretary – extension 2003  
Cala Willis, Receptionist – extension 20124  
Keely Baker, Counselor – extension 2016  
Nadalee Daves, Counselor – extension 2017  
Miriam Perdue, Counselor Secretary – extension 2022  
Dixie Knight, Nurse – extension 2015  
Sherry Hull, Cafeteria Manger – extension 2018

**KALC/DAEP**

Robert Butler, Director – extension 3057

**Employee Child Care Center**

Marilyn Reeves, Director – extension 4215

**KRUM INDEPENDENT SCHOOL DISTRICT**

**Substitute Employee**

**2024-2025 SALARY SCHEDULE**

**REGULAR ASSIGNMENTS (Teacher or Aide):**

Non-Certified Sub for Teacher Assignment	\$100.00 per day \$50.00 for half day
Any Assignment for Aide Position	\$100.00 per day \$50.00 for half day
Certified Teacher in a Teacher's Position	\$110.00 per day \$55.00 for half day

**LONG-TERM ASSIGNMENTS (Teacher or Aide):**

*The definition of a long-term assignment is after the 10th consecutive day for the same teacher or aide.*

Noncertified Sub for Any Long- Term Assignment	\$115.00 per day \$57.50 for half day
Long-Term Assignment for Aide Position	\$115.00 per day \$57.50 for half day
Certified Substitute in a Long- Term Teacher Assignment	\$165.00 per day \$82.50 for half day

### **OTHER SUBSTITUTE ASSIGNMENTS:**

Custodian, Food Service, and others are paid \$10.25 per hour.

### **PAYDAYS AND PAYCHECKS:**

Payday is the 15<sup>th</sup> of each month unless that day falls on a weekend or holiday. In that instance, payday is the last working day prior to the 15<sup>th</sup>. Time stops on the last day of each month. All time that is earned on or before the last day of the month **will be paid on the 15<sup>th</sup> of the following month**. Additionally, any changes made to withholding status, direct deposit, etc., must be submitted to the payroll office by the last day of the month in order to be reflected on the next month's paycheck.



### **Letter of Reasonable Assurance**

At the end of the school year you will be asked to sign a Letter of Reasonable Assurance, which offers you reasonable assurance of substitute assignments for the next school year. You must sign the letter, indicating whether you do or do not wish to remain on the substitute list. This document is required of all subs, even those who do not plan to return for the next school year.

### **General Information about Substitute Teaching**

It is neither anticipated nor expected that substitute teachers will have the same working knowledge of a school's policies as the regular classroom teacher. However, substitutes are required to know a great deal about the school in general, and more specifically the classroom in which they will teach.

When the absence of the regular (classroom) teacher is of short duration, the substitute should be careful **not to teach new lessons** unless directed to do so by the classroom teacher. Generally, the teacher will have the substitute do review work or supplementary lessons if the absence is of short duration. Practices regarding this point will vary from teacher to teacher. In general, teachers are concerned about anyone moving through materials too fast or improperly introducing a new concept. It is for this reason they may want to do it themselves.

Sometimes **accidents** will happen. Never take an accident lightly. Report every accident to the office. Fill out an accident report for the most minor accident. Building administrators will take the responsibility of calling the parents if they feel the accident is serious. Students who become ill during the day should be sent to the nurse's office. The nurse will contact the parents if the child cannot spend the remainder of the day in school.

Occasionally substitutes ask about **liability insurance**. As an employee of the school district, substitutes are covered by our liability policy. Certain actions such as abuse or sexual harassment are not covered in any insurance policy because they are considered purposeful acts. Any type of student harassment or discrimination will not be tolerated and will result in removal from the sub list.

Much of what happens in a school regarding students is **confidential**. One of the surest ways of a substitute teacher losing credibility is that of betraying a confidence. Bring problems directly to the principal, or to the teacher, where they can be acted upon in a professional and confidential manner.

**Never leave the class unattended.**

# IMPORTANT

## Confidentiality

**All Student/Teacher Records are confidential; including grades and/or behavior.**

**Do not discuss this with anyone.**

### GENERAL POLICIES AND PROCEDURES

#### DUTY HOURS

The substitute is expected to work for four hours (1/2 day) or eight hours (full day) and to perform such classroom duties as are required of the regular teacher. Upon entering the building, the substitute reports immediately to the front office for specific instructions and to sign in for the day. At the end of the day each substitute should report to the principal's office to sign out and see if there has been any update in their assignment.

#### RELEASE OF CHILDREN

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 principal's office. In any event, **children are not to be released from the classroom without official notice from the building principal or designee, nor should any child be left alone in the classroom without supervision.**

#### SCHOOL PROPERTY

It is expected that the substitute will maintain good order wherever assigned, and create such conditions as are conducive to a good learning situation. The regular classroom teacher is legally and morally charged with the school property as well as the welfare of the children, and no less is expected of the substitute teacher.

#### PROFESSIONAL CONFIDENCE

Substitute teachers are expected to keep confidential any information about the school (pupils, teachers, parents, staff and principals) which might be granted while substituting.

#### STANDARDS OF CONDUCT

No substitute shall accept or solicit any gift, favor or service that might reasonably tend to influence the substitute in the discharge of official duties or that the substitute knows or should know is being offered with the intent to influence official conduct.

No substitute shall accept employment or engage in any business or professional activity which the substitute might reasonably expect would require or induce the disclosure of confidential information acquired by reason of the official position.

### **RESPONSIBILITIES**

- ☆ The substitute teacher should not receive money from children unless instructed to do so. If money is collected, the substitute teacher should deposit it with the school secretary before leaving the building. Substitute teachers should not lend pupils money for any purpose. *If a substitute teacher has occasion to take an item of value from a student, he/she is responsible for the article until it is returned to the student or turned in to the office.*
- ☆ The substitute teacher should not leave the building during the day without notifying the principal or office secretary.
- ☆ A short summary of the day's activities should be prepared and left for the regular teacher.
- ☆ Under no circumstances should a substitute take a book or newspaper and read while on duty. The use of cell telephones is prohibited except in the teacher's lounge during conference or lunch period. *Children need full-time supervision.*

### **PROFESSIONAL ETHICS**

- ☆ The substitute has a professional obligation even though he/she is not a regular classroom teacher.
- ☆ The substitute teacher should use extra caution in expressing personal opinions and reactions about any subject.
- ☆ Under no circumstances should a substitute teacher criticize a regular teacher or a student in the presence of other teachers or students.
- ☆ The schools exist for the students. The first obligation of the teacher is to the students.
- ☆ The substitute should be prompt and professional in making and keeping his/her agreement to work.
- ☆ Complaints, comments and/or questions should be directed to the building principal.

### **DRESS CODE**

All substitute employee should dress in a manner that sets a good example for students. Administrators will have complete and final judgement on all matters concerning the dress code. The following applies to personnel in the classroom and/or office:

Standard attire includes shirts, skirts, slacks, and dresses. Jeans are acceptable for "Casual Friday" only. Dresses and skirts should be of an appropriate length and style. Pants for men should be fitted at the waist or secured with a belt. Footwear should be attractive and comfortable.

Prohibited types of clothing include, but are not limited to:

- Blouses, shirts or tops that reveal the midriff or chest, spaghetti straps, or strapless,
- Mini-skirts
- Hats and caps are not allowed inside the campus buildings unless it is a field day or special activity
- Clothing of any sort that contains a message that promotes alcohol, drugs, tobacco or any other type of message that may cause disruption or disturbance in school; and
- Clothing which contains obscene or suggestive language

Tasteful is what looks complimentary to the individual without being slouchy, lewd, or revealing. Stay simple and conservative as well as comfortable. If the substitute teaching assignment is PK-3, expect to spend some of the time on the floor doing something with the students or playing ball during recess. For middle school teachers, styles run from dresses to tasteful slack suits. Gentlemen can wear a sport shirt and feel perfectly at ease. High school teachers may want to choose business office attire. Avoid open toed shoes since one's feet may take a beating from all the warm bodies in a typical classroom.

Food service, maintenance, and custodial personnel will adhere to the dress code set by the department supervisors.

**All employees are forbidden from wearing any type of visible body piercing, other than pierced ears for women. Distracting hair colors and styles are also not acceptable.**

#### **TOBACCO USE**

All employees, including substitute teachers are prohibited by law from using tobacco products, including E-cigarettes and smokeless tobacco, on District premises, in District vehicles, or at school or school related activities.

#### **ALCOHOL AND DRUGS**

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

1. 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.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.

### **ARRESTS AND CONVICTIONS**

A substitute employee who is arrested for any felony or any offense involving moral turpitude shall report the arrest to the principal or immediate supervisor within three calendar days of the arrest. A substitute employee who is convicted of or receives deferred adjudication for such an offense shall also report that event to the principal or immediate supervisor within three calendar days of the event.

### **MORAL TURPITUDE**

Moral turpitude includes but is not limited to:

1. Dishonesty; fraud; deceit; theft; misrepresentation;
2. Deliberate violence;
3. Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
4. Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
5. Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period; or
6. Acts constituting abuse under the Texas Family Code.

### **ON THE JOB INJURIES**

If you are injured while on the job as a substitute, you must report the injury to the principal immediately. This report must be completed no matter how small or insignificant your injury may be. The principal will give guidance and assistance on necessary procedures and paperwork.

### **ELECTRONIC COMMUNICATIONS SYSTEM**

Typical substitute assignments will not include access to the District's electronic communications system (computers). However, in certain cases, long-term substitutes may require a network account to access the teacher's grade book, send and receive e-mails, and various other instructional uses. If a substitute accepts a long-term assignment that requires computer access, he/she should request an account through the campus principal or assistant principal, who will then contact the IT Department. A signed Acceptable Use Policy form must be signed in which the substitute agrees to rules for appropriate use of the district's electronic communications system.

### **Additional Considerations**

#### ***Safety/Evacuation Procedures***

- If you cannot locate the classroom copy of the school's emergency operations flipchart, please request one from the office.

- Familiarize yourself with your surroundings so that you know how to evacuate the class in the event of a fire drill or an emergency.
- Know where the nearest exits are located.
- Have a class roster to take with you as you evacuate the building.

#### ***Handling Accidents/Illness***

- Do not touch a student where he/she is bleeding. Provide the student with tissue or paper towels, instructing them to hold it on their wound.
- If appropriate, send the student to the nurse's office for further care. If the situation is an emergency, dial 911 and notify the office immediately.
- Do not administer medicine of any kind to students (No aspirin, cough medicine, prescription or non-prescription drugs)

#### ***Inclement Weather***

- Listen to local radio/television station for instructions on reporting times or if school will be cancelled for the day.
- The office will provide you with procedures regarding dismissing students early.
- Inquire about extra duties during times of inclement weather

#### ***Student Pick Up***

- Know procedures for escorting students to bus pick-up/parent pick-up.
- Elementary Substitutes – no elementary substitute teacher may leave before all his/her students have been picked up at the end of the day.

## **DISCIPLINE**

Substitute teachers are expected to assume responsibility for the discipline in their groups and to assist in the correction of all other irregularities that may occur. As temporary members of the faculty, substitute teachers are charged with the responsibility of maintaining proper building procedures and rules of conduct. They are equally obligated to correct students for misconduct in the building or on the school grounds.

Every reasonable effort should be made by substitute teachers to solve problems before they are referred to the principal. Occasionally, something may occur which warrants the exclusion of a pupil from the classroom. Exclusions from class by the teacher in charge are to be referred to the principal or his/her designee.

The Student Code of Conduct containing information regarding student discipline shall be distributed at the beginning of the school year to students, parents, teachers and administrators. Please consult the school principals or teaching staff regarding appropriate discipline.

## **RESPONSIBILITIES OF THE PRINCIPAL OR HIS/HER DESIGNEE**

1. Provide the substitute with the schedule of the school day and any special activities that may be planned.
2. Provide an escort for the substitute to the classroom on the first day of assignment.
3. Assist in locating textbooks, grade books, and folders which contain the information needed by substitute teachers. Also, provide building information regarding lunchroom, restroom, emergency exits and other building information.
4. Indicate that help with discipline will be given when necessary.
5. Introduce the substitute to a classroom teacher who can help when necessary.
7. Endeavor to create an attitude of cooperation for substitute teachers among the student body.
8. Visit the substitute teacher's room at regular intervals.



## **FRONTLINE ABSENCE MANAGEMENT**

**ABSENCE MANAGEMENT** is an automated placement service that takes the tedious work out of finding substitutes for teacher/staff absences. In the **ABSENCE MANAGEMENT** automated world, jobs can be filled in a variety of ways, which incorporates both an outbound and inbound process.

For example:

- **An employee enters an absence directly into ABSENCE MANAGEMENT via the phone or internet.**
- **If the absence requires a sub, ABSENCE MANAGEMENT works to fill it by calling out to qualified and available subs. Subs are also able to call into ABSENCE MANAGEMENT and view jobs online, to proactively seek substitute opportunities.**
- **Administrators have the ability to view reports in real time.**
- **Payroll, leave, and absence records are readily available to the business office.**

**Employees have the ability to leave lesson plans in electronic file format on ABSENCE MANAGEMENT, leave feedback on substitutes, create lists of preferred subs, and view their previous absences.**

**Substitutes are able to search for jobs online 24/7 and also by calling in to ABSENCE MANAGEMENT. Subs will also receive calls when jobs are available. Substitutes can view their schedule, create non-work days, leave feedback, and set calling preferences.**

**Instructions are provided to substitutes at orientation on access and use of ABSENCE MANAGEMENT.**

**Questions regarding ABSENCE MANAGEMENT can usually be answered by the online “Help” feature. Substitutes are encouraged to view the online tutorials and videos to become familiar with the process.**

## **\*\*APPRECIATION OF SUBSTITUTE SERVICE\*\***

A substitute teacher has one of the most challenging assignments in the school system. It is the responsibility of all school personnel to establish and maintain a favorable and respectful attitude concerning the substitute and his/her work. Pupils must appreciate the need and the importance of the work of the substitute teacher and be urged to treat him/her in a courteous, kind and friendly manner. The Krum Independent School District shall strive to maintain the status that rightly belongs to the substitute teacher.

- ***USE THIS HANDBOOK- Become acquainted with the information as soon as possible and familiarize yourself with individual school requirements.***

## Krum ISD 2024-2025 School Calendar

July 2024							August 2024							September 2024							October 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30	31	29	30						27	28	29	30	31		

November 2024							December 2024							January 2025							February 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2	1	2	3	4	5	6	7				1	2	3	4							1
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	23	24	25	26	27	28		

March 2025							April 2025							May 2025							June 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
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9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30					

### Holidays 2024-2025

Jul 4, 2024	Independence Day	Nov 11, 2024	Veterans Day	Jan 1, 2025	New Year's Day	April 20, 2025	Easter
Sep 2, 2024	Labor Day	Nov 28, 2024	Thanksgiving Day	Jan 20, 2025	Martin L. King Day	May 26, 2025	Memorial Day
Oct 14, 2024	Columbus Day	Dec 25, 2024	Christmas Day	Feb 17, 2025	Presidents' Day		

	First & Last Day of School	[ ]	Beginning/End of 9 wks		School Holiday		Testing Dates
	Staff Days/Blue Days	^	Early Release		Bad Weather Day		
Elementary Minutes 167x455= 75,985 plus 2x240= 76,465 (1.9 extra days) Secondary Minutes 167x480= 76,820 plus 2x240= 77,300 (3.7 extra days)      Senior Class Minutes 164 days: 75,680      Board Approved: 2/14/2024							