

# Keene Independent School District

*Every Child Every Need Every Day*



## Substitute Handbook 20-21

<b>Orientation Video:</b>
<a href="http://bit.ly/2Z8Pnxf">http://bit.ly/2Z8Pnxf</a>
<b>Frontline (Aesop) Tutorial Video:</b>
<a href="http://bit.ly/33yCcZX">http://bit.ly/33yCcZX</a>

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.

08/2020

# KEENE INDEPENDENT SCHOOL DISTRICT 2020-2021

## July 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	NT	NT	25
26	27	28	29	30	31	

## October 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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25	26	27	28	29	30	31

## January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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31						

## April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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## August 2020

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23	24	25	26	27	28	29
30	31					

## November 2020

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15	16	17	18	HC	HC	HC
22	23	24	25	26	27	28
29	30					

## February 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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28						

## May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## September 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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6	7	8	9	10	11	12
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20	21	22	23	24	25	26
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## December 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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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		

## March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	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			

## June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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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			

### LEGEND

FIRST/LAST DAY OF SCHOOL	Intercessional Days
NT New Teacher's Report	Teacher Workday
Staff Development	Early Release
Student/Staff Holiday	Testing
Bad Weather Makeup Day	Thanksgiving Lunch
SDCE Days	HC—Homecoming

### 2020-2021 HOLIDAYS & IMPORTANT DATES

**July 23 & 24: New Teacher Report**  
**July 27-29 & 30: Staff Development**  
**July 30: Meet the Teacher/Teacher Workday**  
**August 3: Staff Development/Teacher Workdays**  
**August 4: First Day of School**  
**September 7: Labor Day Holiday**  
**October 1: District Title I Open House/Hot Dog Supper**  
**October 2: Student Early Release, Parent/Teacher Conference**  
**October 5-16: Student/Staff Holiday**  
**October 19: Staff Development**  
**November 12: Elementary Thanksgiving Lunch**  
**November 13: JH and HS Thanksgiving Lunch**  
**November 19-21: Homecoming**  
**November 23-27: Thanksgiving Holiday**  
**December 8-11: Testing**  
**December 18: Teacher Workday**  
**December 18—January 5: Winter Break**

**January 6: SDCE Staff Development Day**  
**January 7-8: Staff Development**  
**January 18: Martin Luther King Jr. Holiday**  
**February 15: President's Day Holiday**  
**March 15-26: Spring Break**  
**March 29: Staff Development**  
**April 2: Spring Holiday (Bad Weather Makeup Day #1)**  
**April 5-9: Testing**  
**April 26: Student/Staff Holiday (Bad Weather Makeup Day #2)**  
**May 31: Memorial Day**  
**June 9: Early release**  
**June 10: Last Day of Instruction**  
**June 11: Teacher Workday**

GRADING PERIODS		
START & ENDING DATES	9 WEEK PERIOD	DAYS IN PERIOD
FIRST SEMESTER		
Aug. 4 – Oct. 2	1st	43
Oct. 20 – Dec. 18	2nd	38
SECOND SEMESTER		
Jan. 11 – Mar. 12	3rd	43
Mar. 30 – June 10	4th	50
SUMMARY		
1st Sem Instruction Days		81
2nd Sem Instruction Days		93
Total Days of Instruction		174
Staff Development Days		9
Staff Prep/Work Days		4
Total Days: 187		

APPROVED BY KISD BOARD: JUNE 01, 2020  
 REVISED: JULY 22, 2020

# **GENERAL INFORMATION**

## **CAMPUS INFORMATION**

<b>Elementary</b>	Principal: Kelly Turnage	Phone: 817-774-5312
<b>Jr. High</b>	Principal: Jamie Ingram	Phone: 817-774-5311
<b>High School</b>	Principal: Chris Taylor	Phone: 817-774-5229

## **SUBSTITUTE / SCHOOL 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>
Elementary	K-5	7:45 - 3:30pm	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)
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#### **Long Term Substitute**

Long term is defined as ten (10) consecutive days for the same employee.

\$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 Ryan Edgar, CFO, at [redgar@keeneisd.org](mailto:redgar@keeneisd.org) 817-774-5212

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

## 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.

## 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.

## **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 2020-2021 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 2020-2021 Keene ISD Substitute Handbook. I have read, understand, and accept the contents of this document as a condition of my employment.

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Print Legal Name

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Date

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Signature

# RETURN TO SCHOOL

*2020-2021*



*EVERY CHILD...*

*Every Need...*

*Every Day!*

This fall, Keene ISD will be implementing instructional practices to provide consistency across learning environments and ensure the safety of students and staff.

Regardless of learning environment, Keene ISD is committed to ensuring that students have an equitable experience and access to high quality instruction:

- Students will interact with instruction in two different environments (face-to-face and remote).
- Keene ISD will utilize the strategies and best practices associated with blended learning to design learning activities for all students.
- Learning experiences are designed to meet the needs and environment of the learner where they are.
- Students, regardless of learning environment, will engage in high quality learning experiences aligned to Keene ISD curriculum and Texas Essential Knowledge and Skills.
- Students who begin the year in face-to-face learning at school may move into remote learning for a period of time if needed for school closure due to student/ staff illness or county or state regulations.

Both the remote and face-to-face experience will utilize Google Classroom, provide similar expectations around coursework and follow the same grading guidelines.

## Face-to-face instruction:

- MASK WILL BE REQUIRED FOR ALL STUDENT AND STAFF.
  - PK-3rd Grade will be required to wear mask upon entering campus, during transitions, and on the bus.
  - 4th-12th Grade will be required to wear mask at all times except during lunch, exercise, or when they can socially distance.
- In this setting, teachers will provide face-to-face instruction, learning resources and support utilizing Google Classroom.



- Teachers will plan instruction that is quickly and easily transferable from face-to-face to remote in the event of a temporary school closure due to COVID-19 spread.

- District-directed and campus-designed safety procedures will be implemented.

# Remote Learning: More rigorous and robust curriculum than Spring of 2020



Parents have the responsibility to act as their student's "learning coach" and ensure they have access to a device, a place to work and are engaged in virtual learning activities.

We will ensure open lines of communication between

teachers, students, and parents as we work together to ensure each student is academically and socially-emotionally future ready.

Teachers will create and communicate their office hours in which they can be contacted.

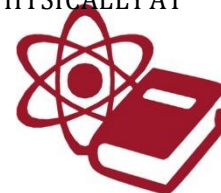
Teachers will utilize the same curriculum as students who attend face-to-face instruction and will design strategies for learning in the remote environment.

- Grading will be consistent with the guidelines and practices used in all face-to-face instruction. It is important that students understand that virtual learning attendance is based on daily engagement, not solely the completion of assignments.
- State law TEC 25.092 and Keene ISD Policy FEC (Local) and (Legal) still require students to attend at least 90% of their classes to receive credit and be promoted. Remote attendance will count in the same manner as on-campus (face-to-face) attendance in satisfying this requirement.
- **PreK-2nd grade:** Curricular progress can be measured through any of the following means:
  - Data from the Learning Management System (Google Classroom) showing progress made that day
  - CURRICULAR PROGRESS EVIDENCED FROM TEACHER/STUDENT INTERACTIONS MADE THAT DAY
  - Completion and submission of assignments planned for that day.

Student feedback is provided from instructor at least weekly in asynchronous learning environments including next steps or necessary academic remediation to improve performance.

- **3rd-12th grade:** Curricular progress is measured as if the student was present in the classroom.

THE SYNCHRONOUS LEARNING EXPERIENCE IS A CURRICULAR EXPERIENCE WHERE STUDENTS ARE PRESENT AT THE SAME TIME VIRTUALLY WITH THEIR AT-SCHOOL CLASSMATES. THEY WILL BE EXPECTED TO BE PRESENT EVERY PERIOD AND PARTICIPATE IN THE CLASSROOM EXPERIENCE. TEACHERS WILL STRUCTURE AN INTERACTIVE INSTRUCTIONAL ENVIRONMENT TO ENSURE THAT THOSE STUDENTS AT HOME ARE ABLE TO RECEIVE THE SAME QUALITY INSTRUCTION AS THOSE STUDENTS PHYSICALLY AT SCHOOL.



# ***Safety Measures***

On the first day a student attends school on campus, school systems must provide instruction to students on appropriate hygiene practices and other mitigation practices adopted in the local school system. To include the practice of covering coughs and sneezes with a tissue, and if not available, to cover cough or sneeze with their elbows. Used tissues should be thrown in the trash, hands should be washed immediately with soap and water for at least 20 seconds, or hand sanitizer should be used.

## **Safety Training for Protocols & Procedures**

- Students will participate in training specific to newly adopted health and safety protocols.
- All students will be trained on information about COVID-19 screening, identification of symptoms, prevention of spread, and sanitation of work areas.
- If a student is experiencing symptoms they need to immediately notify a teacher.
- Parents are asked to talk to their students about COVID-19 symptoms and prevention strategies.
- Teachers attend training and develop classroom procedures consistent with TEA, District, CDC, and Local Health Department guidance.
- All staff will be trained on COVID screening, identification of symptoms, prevention of spread, and sanitation of work areas.
- All staff will monitor students that exhibit symptoms and will be required to notify the nurse if a student is showing any symptoms.

## **Safety Supplies**

- KISD will supply a face covering for all students and staff.
- KISD has received the following safety items from TEA:
  - Disposable Masks- 9,912
    - Student Size Disposable Masks- 2,973
    - Adult Size Disposable Masks- 6,938
  - Reusable Masks- 2,478
    - Student Size Reusable Masks- 688
    - Adult Size Reusable Masks- 1,789
  - Disposable Gloves- 4,726
  - Thermometers- 8
  - Gallons of Hand Sanitizer- 116
  - Face Shields- 139





# *Standard Classroom Procedures*

Classroom protocols and procedures will include expectations regarding not sharing school supplies, social distancing when possible and when educationally appropriate, hand washing or sanitizing, etc. Teachers will ensure high-touch areas in the classroom are wiped in between classes. Each classroom will be outfitted with the following:

- Visual reminders of distancing requirements will be in all classrooms marking off areas for common spaces and distancing best practices.
- Refillable alcohol-based hand sanitizer stations.
- Access to disinfectant to sanitize working surfaces.
- Whenever possible, students and staff will maintain consistent groupings of people to minimize the spread of the virus.
- Technology should be utilized when students are involved in collaborative work.
- Group or pair work can be implemented while maintaining physical distancing.
- In classroom spaces that allow it, consider placing student desks a minimum of six feet apart when possible.
- In classrooms where students are regularly within six feet of one another, schools should plan for more frequent hand washing and/or hand sanitizing and should consider whether increased airflow from the outdoors is possible.
- Students will not have access to water fountains. There are bottle refill stations on each campus. Students are expected to bring their own reusable water bottle for use throughout the day and expected to take water bottles home to be cleaned on a daily basis.



# *Isolation Procedures*

- When a student has displayed symptoms of COVID-19, the school nurse will provide a clinical assessment to determine if and when a student needs to be sent home.
- Students who are ill will be separated from their peers and should be picked up within 30 minutes and no later than 1 hour from the time the campus contacted the student's parent/guardian.
- Other students will be removed from the classroom and taken to an alternate location on campus so that the classroom can be disinfected.
- District communication will be provided to the parents of students who came in contact with a COVID-19 positive student or staff member.
- Staff members displaying COVID-19 symptoms will follow district protocols including isolation from students and other staff members.

## **If Someone Tests Positive**

- Schools must notify all teachers, staff, and families of all students in a school if a lab confirmed case is identified among students, teachers or staff who participate in any on campus activities. The school district must also notify its local Health Department.
- The name of an individual who test positive cannot and will not be made available to the public.
- School should close off areas used by a sick individual until they can be disinfected.
- Plans in place for both routine and "deep" cleaning.
- Ensure continuity of education for students/staff who are quarantined or isolated.
- Prepare plans for school closures (3-5 days) if the school environment is determined to be a source of ongoing COVID-19 spread (Determined by District Administration)

## **Re-Entry AFTER a positive Test or COVID-19 Like Symptoms**

- At least 10 days have passed since symptoms first appeared
- At least 72 hours fever free without the use of fever reducing medication.
- The individual has improved in symptoms (e.g. Cough, Chills, Headaches, etc.)
- If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) receive two separate confirmations at least 24 hours apart that they are free of COVID via acute infection tests at an approved COVID-19 testing location.

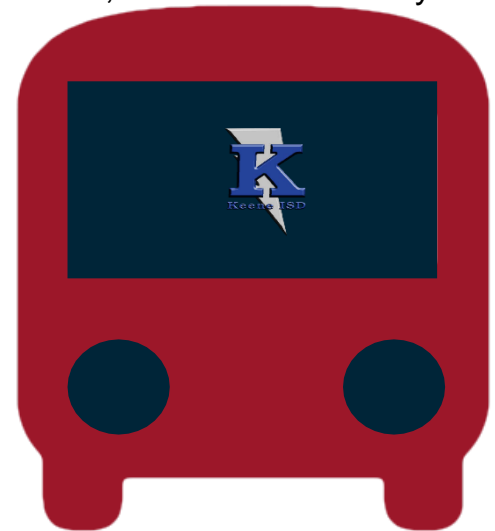
## ***Bus Transportation***

Bus routes will run at regular capacity. We are requiring all of our drivers and students to wear masks while on the school bus, if unable to socially distance.

Students will need to use hand sanitizer upon entering bus (provided near the bus stairwell).

Staff will be spraying and wiping down seats and high- touch items with disinfecting spray.

When possible, bus windows will be open to allow outside air to circulate in the bus.



## ***Visitors***

- Visitors will be allowed on campus only in the case of an emergency.
- Parent/Teacher Conferences will be conducted virtually. In the event that a virtual conference cannot take place, the meeting must be approved through the campus principal.
- Parents will not be allowed to eat with their children.

