



# GUEST TEACHER HANDBOOK

Revised July 2024

"Every successful individual knows that his or her achievement  
depends on a community of persons working together."  
- Paul Ryan

# Welcome to Visalia Unified School District

We appreciate your services as a Guest Teacher. This handbook will provide you with the support and guidance you may need as you work with our students.

We wish you the best on your Guest Teacher Journey! A digital copy of this document is viewable on the VUSD Website under Guest Teacher Resources.

Take this handbook along on your daily travels as it includes useful information that may assist you when you are on an assignment.

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## GUEST TEACHER DUTIES

Thank you for becoming a Guest Teacher with Visalia Unified School District. We value your service as it enables instruction to continue in the absence of the classroom teacher.

Your professionalism, confidentiality, and dependability are paramount in day-to-day education.

The following are examples of duties you may need to perform in short-term and long-term assignments:

DAY-TO-DAY ASSIGNMENTS	MULTI-DAY/ LONG-TERM ASSIGNMENTS
<ul style="list-style-type: none"> <li>Know your Frontline username and password for the app <b>and</b> website</li> </ul>	<ul style="list-style-type: none"> <li>Know your Frontline username and password for the app <b>and</b> website</li> </ul>
<ul style="list-style-type: none"> <li>Know your User ID and PIN to access the Frontline phone system</li> </ul>	<ul style="list-style-type: none"> <li>Know your User ID and PIN to access the Frontline phone system</li> </ul>
<ul style="list-style-type: none"> <li>Know your VUSD.org email and VUSD.us Google Account login</li> </ul>	<ul style="list-style-type: none"> <li>Know your VUSD.org email and VUSD.us Google Account login</li> </ul>
<ul style="list-style-type: none"> <li>Arrive on time to the site with a timesheet</li> </ul>	<ul style="list-style-type: none"> <li>Arrive on time to the site with a timesheet</li> </ul>
<ul style="list-style-type: none"> <li>Check in with the office staff / site admin</li> </ul>	<ul style="list-style-type: none"> <li>Check in with the office staff / site admin</li> </ul>
<ul style="list-style-type: none"> <li>Use the Raptor System to sign in/out</li> </ul>	<ul style="list-style-type: none"> <li>Use the Raptor System to sign in/out</li> </ul>
<ul style="list-style-type: none"> <li>Follow the teacher's lesson plans</li> </ul>	<ul style="list-style-type: none"> <li>Create and implement lesson plans</li> </ul>
<ul style="list-style-type: none"> <li>Leave the classroom and materials in good condition</li> </ul>	<ul style="list-style-type: none"> <li>Leave the classroom and materials in good condition</li> </ul>
<ul style="list-style-type: none"> <li>Follow teacher rules and consequences</li> </ul>	<ul style="list-style-type: none"> <li>Follow teacher rules and consequences</li> </ul>
<ul style="list-style-type: none"> <li>Possible coverage of another classroom during teacher's prep period</li> </ul>	<ul style="list-style-type: none"> <li>Use various platforms and programs for student instruction</li> </ul>
<ul style="list-style-type: none"> <li>Other teacher-like duties may be assigned by site administration</li> </ul>	<ul style="list-style-type: none"> <li>PLC collaboration with grade level / subject matter colleagues</li> </ul>
<b>Single day assignment</b> - can cancel in Frontline	<ul style="list-style-type: none"> <li>Attend staff meetings</li> </ul>
	<ul style="list-style-type: none"> <li>Host Intervention</li> </ul>
	<ul style="list-style-type: none"> <li>Prepare reports (attendance/grades)</li> </ul>
	<ul style="list-style-type: none"> <li>Prepare for and attend IEP / SST Meetings</li> </ul>
	<ul style="list-style-type: none"> <li>Prepare for and hold Parent / Teacher Conferences</li> </ul>
	<ul style="list-style-type: none"> <li>Attend Back to School Night and/or Open House, if applicable</li> </ul>
	<ul style="list-style-type: none"> <li>Other teacher-like duties may be assigned by site administration</li> </ul>
	<ul style="list-style-type: none"> <li><b>Multi-day assignment</b> - Call the Sub Office to remove the day</li> </ul>

## FRONTLINE

Frontline is a self-service system that helps schools manage employee absences and coverage for those absences. When a teacher enters their absence(s) into Frontline, this creates an assignment for a Guest Teacher to accept/decline.

This is the system you will use to accept and keep track of your assignments.

### Three Ways to Access

- Website: <https://login.frontlineeducation.com>
- Phone: (800) 942-3767 (add this number to your contact list).
  - Check out the GUEST TEACHER FAQ: [Frontline](#) for information on how to find your Phone PIN.
- Frontline Education App: Available in the [App Store](#) and on [Google Play](#)

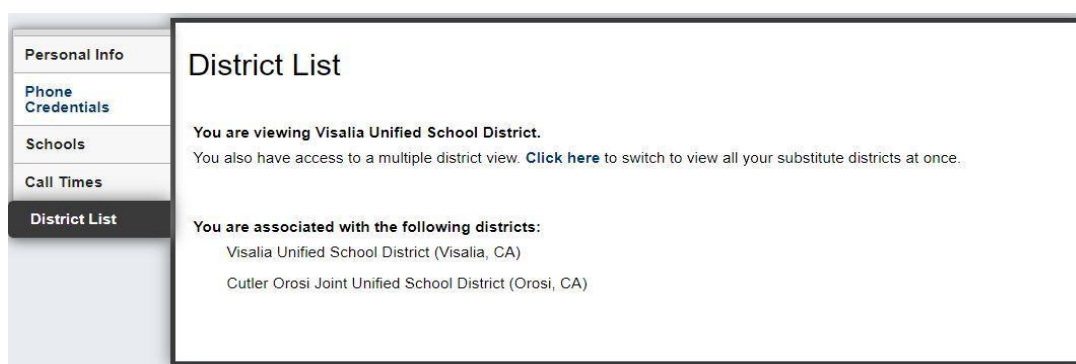
### Using the Frontline Website

Guest Teachers may select/review future assignments 24 hours/day / 7 days/week!

- The Frontline Website provides access to all features and functions.
- The phone and app do not have access to all features and functions.

**IMPORTANT!** Be sure to calendar when you accept future assignments. Occasionally Guest Teachers forget that they accepted a future assignment and do not show up, leaving students without the support they need. Please be mindful of this when booking with other districts so that you do not double-book.

- Do you work in multiple districts that use Frontline? To have access to "multiple district view," log into the [Frontline Website](#). Under Navigation > Preferences > District List. Follow the instructions to view all your substitute districts at once.



### When Frontline Calls You

- It will tell you the Employee's Name (or Vacancy / Roving), Location, Classification (ex. PE Teacher), Date, and the Start Time / End Time.

- If you accept an assignment, the system will **always** give you a Confirmation Number. **If you do not receive a Confirmation Number, the assignment was not correctly accepted.**
- **NOTE:** The Sub Office does not automatically assign substitutes to absences entered by employees. Substitutes must accept work themselves via the automated phone system, app, or website.

## Morning Assignments - Call / Text Times

For unfilled assignments, Frontline will call out to available Guest Teachers.

Guest Teachers may view Frontline's Call Times within their Frontline account under Preferences > Call Times.

- Morning callouts for same day assignments is Monday - Friday 5:00am - 11:00am.
- Guest Teachers may personalize these times on the Frontline website.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Call times for Visalia Unified School District						
Morning						
No Calls	5:00 AM - 12:30 PM	5:00 AM - 12:30 PM	5:00 AM - 12:30 PM	5:00 AM - 12:30 PM	5:00 AM - 12:30 PM	No Calls
Evening						
5:00 PM - 9:30 PM	5:00 PM - 9:30 PM	5:00 PM - 9:30 PM	5:00 PM - 9:30 PM	5:00 PM - 9:30 PM	No Calls	No Calls
My Preferences						
District Call Times	District Call Times	District Call Times	District Call Times	District Call Times	District Call Times	District Call Times
Edit	Edit	Edit	Edit	Edit	Edit	Edit

Frontline never calls in the morning for future assignments.

- **Important!** If Frontline is calling you in the morning, it is important that you answer!
  - This call is either a cancellation or a change to the assignment.
- Although we attempt to honor all requests, there may be times when redirection to another classroom, subject / grade level or site is necessary.

**DISCLAIMER ACCEPTANCE:** Limiting your availability to accept Frontline calls from our district will be considered a declaration of not accepting work and may be considered a Non-Work Day for the purposes of employment verification.

- To edit Call Time Preferences, click on the "Edit" link below the desired day. Select the button for "Call me between." Enter the desired times for Frontline to call you. **NOTE:** You will only be called during the periods of time that overlap with the district call times. Choose if you want to apply the changes to all days or just to the selected date.



Sub Office technicians will directly call/text Guest Teachers starting at 6:10 AM to fill unfilled assignments.

- If you verbally agree / text acceptance of an assignment, the Sub Office technician will assign you to the assignment.
- Give the technician an estimated time of arrival so they may update the assignment and alert the site.
- Do you have calls from Frontline turned off? If so and there are still assignments to be filled, a Sub Office technician may still call you. If you are not available, use Frontline's Non-Work Days feature to mark yourself unavailable. By marking yourself unavailable, your name is removed from Frontline's call list for that day.

## Future Assignments - Call Out Time

System callout time for future assignments is 7 days a week (including holidays) from 5:00pm - 9:30pm - Frontline only calls in the evenings for **future** assignments.

## Accepting Multi-Day Assignments

**IMPORTANT!** Read the "Notes to Substitute" and **start/end** dates of multi-day assignments to ensure that you can fulfill the entire assignment before accepting.

## Long-Term Assignments

If you are offered a long-term assignment, advise the Sub Office of any dates you are unable to work on before accepting. The school site must approve this adjustment prior to scheduling you.

**NOTE:** If you are late, or absent more than 3 times, the site may request a different sub.

## Preferred Schools

You have the option to make changes to your school preferences. To do so, log on to Frontline and select "Preferences." Choose the "Schools" tab. Make the desired changes and click the green "Save" button in the upper right-hand corner. NOTE: Some locations do not use subs, i.e., "DO-ACCOUNTABILITY", and may be ignored.

- If the **"Show me assignments at the ..."** is checked:
  - Any boxes that are checked are sites you **will** receive called for.
- If the **"I don't want to see ..."** is checked:
  - Any boxes that are checked are sites for which you **will not** receive calls.

## Your Non-Work Days

If you are unavailable, you should add your Non-Work Days to Frontline. This will allow Frontline to only call Guest Teachers that are available to work on a given day.

In Frontline, from the Home Page click on the “Non-Work Days” tab. Click the Add Non-Work Day button. Make the desired changes and click on the Save button. In this example, the Guest Teacher has selected Mondays as Non-Work Days from 8/19/2024 through 10/4/2024, all day with a reason of “School”.

**NOTE:** If you have an assignment in the future and you attempt to create a Non-Work Day on the same date, Frontline will return an error message. Either change the date or cancel the assignment before adding the desired Non-Work Day.

The screenshot shows the 'Add Non-Work Day' form with the following details: Date: 8/17/2020, Repeat: every day (checked), Monday (selected), Until: 12/7/2020, From: (empty), All Day (checked), to: (empty), Reason: SCHOOL. A red error message box is overlaid on the form, stating: "I'm sorry. Looks like you have an assignment that conflicts with this non work day." The form has 'Cancel' and 'Save' buttons at the bottom right.

## How to Review Assignments

Review Frontline assignments from the homepage by selecting the desired tab:

- Available Jobs
- Scheduled Jobs
- Past Jobs

The screenshot shows the Frontline assignment review interface. At the top, there are four tabs: '1 Available Jobs', '1 Scheduled Jobs', '0 Past Jobs', and '0 Non Work Days'. Red arrows point to the first three tabs. Below the tabs is a table with columns: Date, Time, Duration, Location, and a 'LANGUAGE' dropdown. The table contains one row for 'Wed, 8/19/2020' with a time of '8:00 AM - 3:00 PM', duration of 'Full Day', and location of 'DIVISADERO'. To the right of the table are 'Reject' and 'Accept' buttons. At the bottom right, there are icons for a phone and a location pin.

Date	Time	Duration	Location	LANGUAGE	Reject	Accept
Wed, 8/19/2020	8:00 AM - 3:00 PM	Full Day	DIVISADERO			

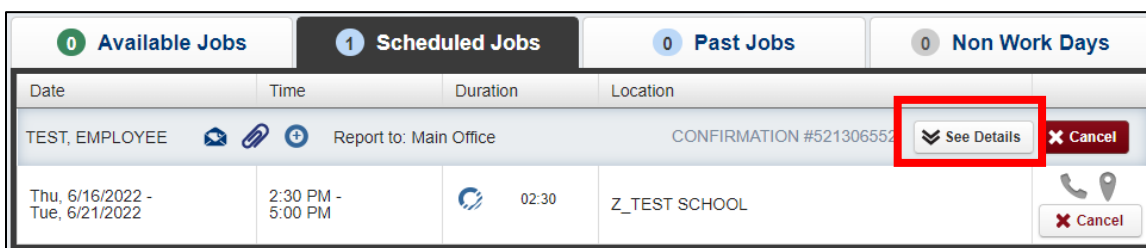
## How to Cancel Assignments

Did you know that you are able to cancel an assignment yourself through Frontline? This applies to single day AND multi-day assignments!

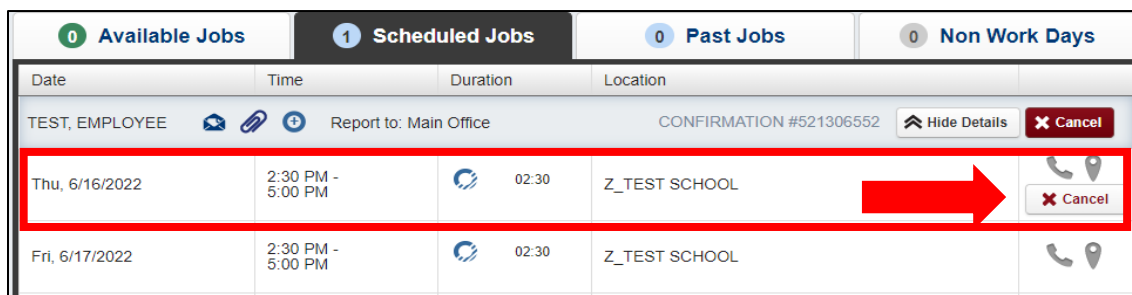
While we recognize that unforeseen circumstances may arise, it is your responsibility to notify the Sub Office as soon as possible if you are unable to fulfill an assignment that you have accepted.

**Log onto the [Frontline Website](#) to cancel an assignment as soon as you know you are not available.**

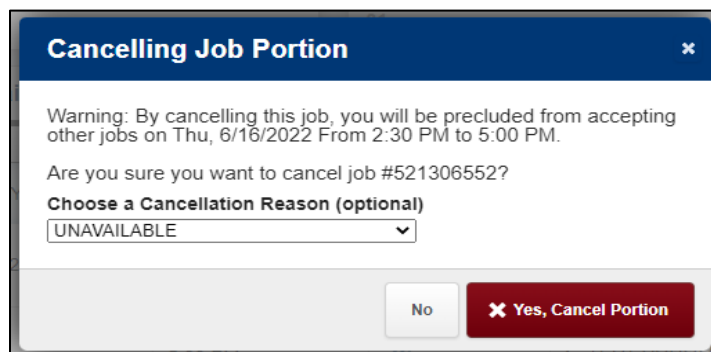
1. Assignments may be cancelled via the Frontline Website up to **2 hours** before the start time. Log onto your Frontline account and click on the Scheduled Jobs tab.
2. Click the drop-down arrows next to the "See Details" button.



3. Click on the red "Cancel" button of the desired date.



4. A pop-up window stating, "Cancelling Job Portion" will appear.



5. Choose the Cancellation Reason
6. Click on the red "Yes, Cancel Portion" button. Make sure that you see a pop-up that says, "Job Cancel Successful."
7. For an assignment cancelled by the Guest Teacher less than 12 hours before the start time of the assignment, Frontline will create a system generated Non-Work Day on the Guest Teacher's schedule. This Non-Work Day cannot be removed.
8. The Sub Office monitors the activity of cancelled assignments. If a pattern of last minute/same day cancellations are identified, the Guest Teacher will be notified via email and may be denied further offers of work.



We ask that update Frontline as soon as possible if you are no longer available.  
This allows us to try to secure other coverage.

## OUR SCHOOLS

It is important to familiarize yourself with our school sites before accepting assignments. Knowing the location of a site will help you determine:

- Driving directions
- Traffic and road conditions
- Estimated drive time

When accepting assignments in Frontline, the location is included in the assignment information. Simply click on the location icon (next to the green phone icon) and a map will open to guide you to the school.

1 Available Jobs		1 Scheduled Jobs		0 Past Jobs		0 Non Work Days	
	Time	Duration	Location				
CERVANTEZ, SHAELYSA LANGUAGE						<input type="button" value="✖ Reject"/> <input type="button" value="✓ Accept"/>	
Wed, 8/19/2020	8:00 AM - 3:00 PM	1	Full Day	DIVISADERO		 	

## Elementary PE (District Office - PE)

These teachers usually travel to multiple sites. Be sure to review the details of an assignment to know where to report and when. Check for any File Attachments for detailed instructions. Instructions will tell you where to pick up and return equipment.

- If the instructions state to pick equipment up from the "PE Room," report to the District Office at 5000 W Cypress Ave. The PE Room is the portable located in the northeast corner of the District Office parking lot accessible from Kaweah Court.

## Elementary Music (District Office - Learning & Leadership **or** Oaks - Music)

These teachers usually travel to multiple sites. Be sure to review the details of an assignment to know where to report and when.

- If the Details of the assignment do not state where to report, report to the Music Office in the small building behind the Visalia Learning Center (which is located directly behind the District Office.)

## Royal Oaks - Online

This assignment requires the use of Zoom and other distance learning technologies.

**Be prepared with your login information.**

## Mileage Expense Form

If your assignment requires you to travel to more than one site in a school day, you may fill out a Mileage Expense Form. The form may be downloaded from the VUSD Website.

[VUSD.org](http://VUSD.org) > Departments > Finance > Finance Forms > Mileage Expense Form.

## YOUR DAILY JOURNEY

This section focuses on information you need to know before and after you have accepted an assignment.

## School Hours for Pre-K-12 Guest Teachers

School Hours	Assignment Hours
<b>Elementary</b> 8:10 am – 2:30 pm	<b>Elementary</b> 8:00 am - 3:30 pm
<b>Middle School</b> 8:20 am - 3:20 pm	<b>Middle School</b> 8:05 am - 3:35 pm
<b>High School</b> 8:30 am - 3:30 pm	<b>High School</b> 8:15 am - 3:45 pm
<p><i>*Elementary Music/Art assignments will be 7:45 am - 3:15 pm.</i></p> <p><i>**Some Middle / High School teachers have a pre-first class which start at 7:15am.</i></p> <p><b>Be sure to check your assignment's start time in Frontline.</b></p>	

*Please report 10 minutes prior to the start time to ensure you are checked in and ready for the day.*

## Reporting for Duty

Be sure to check the time of your assignment to ensure that you arrive on time and that you are able to stay until the end of the assignment.

0 Available Jobs		3 Scheduled Jobs		3 Past Jobs		1 Non Work Days	
Date	Time	Duration	Location				
HEITZENRATER, CRAIG MATH		Report to:		CONFIRMATION #521643670			
MAIN OFFICE				See Details Cancel			
Tue, 9/6/2022 - Wed, 9/7/2022	8:00 AM - 3:30 PM	Full Day	GOLDEN WEST				

- Be prompt in arriving and beginning your duties. Allow enough time to get parked, checked in, and to the classroom.
  - You are expected to be at the school site no later than the time listed on the assignment in Frontline. If you are running late, call the school site so they may plan for other coverage. School site contact information may be found on the VUSD Website. [Go the VUSD Website > About VUSD > Directory](#)
- Guest Teachers are expected to check in with the office staff and sign in/out for each assignment using the Raptor System.
  - Upon arriving at a site, they will need to follow the instructions on the KIOSK to log in to Raptor. A sticker-type badge will be printed.
    - Check out the GUEST TEACHER FAQ: [Miscellaneous](#) for information on Raptor.

**Tip:** Place the sticker on the back of your VUSD badge for quicker sign-ins.

- Guest Teachers are not to leave campus during working hours, except in the case of an emergency.
- Guest Teachers are **not** entitled to the teacher's preparatory (prep) period and may be asked by the site to substitute for another class during that time.
- Guest Teachers are expected to remain at the school site until the contracted end time of the assignment, which may include the teacher's end-of-day duties - even if the teacher has the last period off.

The Office Staff will:

- Provide the Guest Teacher with the classroom teacher's substitute folder.
- Provide the Guest Teacher with directions to the classroom.
- Provide the Guest Teacher with any other necessary instructions, i.e., map of the school, schedules/procedures, and/or keys.
- Explain any unusual procedures for the day, i.e., fire drills, assembly, field trip, etc.

### During the Work Day

- It is the responsibility of the Guest Teacher to put their personal belongings in a secure place upon their arrival. VUSD is not responsible for any lost / stolen items.

- **Never** leave students alone in the classroom.
- Follow the teacher's lesson plans to the best of your ability.
- Be fair, firm, and consistent as you follow the teacher's classroom rules and consequences.
  - Use positive reinforcement for good behavior.
- Be positive and find different ways to pull students into the lesson. Your passion is contagious!
- Act at once if an accident occurs that is serious enough to need immediate attention.
  - Report the accident to the front office.
  - Report on first-aid concerns to the school nurse.
- Always allow a student to see the nurse even if you are not convinced that they are not feeling well, as you do not know their medical history.

### Classroom Management

- Print your name on the board.
- Review the lesson plans, books, materials, and any special procedures.
  - Locate and review emergency plans and specific behavior intervention plans for students as well, if provided.
- Only use instructional materials provided by the teacher or other school personnel.
- If there are missing materials or supplies that you need, contact the school office for assistance.

### Confidentiality

- All information about students is confidential. Divulging information to unauthorized persons may result in the termination of your working relationship with VUSD. These include, but are not limited to:
  - Behavior
  - Academic level
  - Medication(s)
  - Special assistance needs
- Taking photos/videos of students/staff is not permitted.

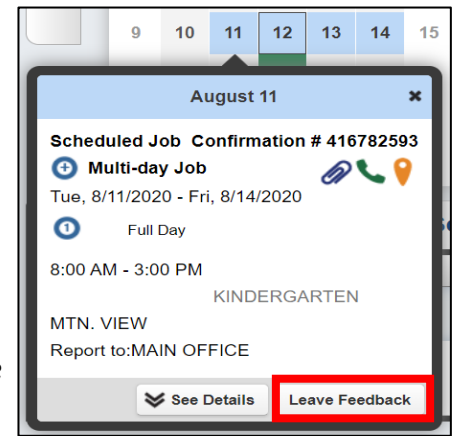
### At the End of the Assignment

This feedback is confidential, with only the Sub Office reviewing it.

#### Leave Feedback

- Log onto your Frontline account.
- Click on the date on the calendar that corresponds to the assignment for which feedback is being left. Click on the Leave Feedback button.
- Select an overall score that represents how you would rate the

- experience you had in the assignment. Be sure to leave feedback on the various questions that explain why you gave the overall rating that you did.
- Feedback questions are:
  - Were the teacher's lesson plans in order and easy to follow?
  - Did you follow the lesson plans/directions?
  - Did you leave the classroom and materials in good condition?
  - Did you leave a summary of work covered and a list of helpful / disruptive students?
  - General Notes/Comments
- Leave the classroom in an orderly manner.
  - Ask students to help clean around their area before dismissal.
  - Return equipment and supplies to their proper storage areas.
  - Re-lock any cabinets that were locked when you arrived.
  - Leave the teacher's desk and room as you found them.
- Ensure the students make it safely to the bus or designated areas for pick up, if applicable.
- At the end of the day, leave a detailed note for the teacher. They will want to know how much work students completed and how they behaved.
  - Did you enjoy your assignment and would like to be asked back?
    - Ask the teacher if they would consider adding you to their Preferred Substitutes list.
- If your duty day is not over but you have completed all check-out tasks, use the time to complete any active Keenan Trainings. You may access the Keenan Website from the VUSD Website or by clicking [Keenan Online Trainings](#).
  - If all assigned training has been completed, Guest Teachers may complete other available training(s).
    - To choose additional training(s), click on the "Extra Training" section.
- Check out with office staff. Review your timesheet - **be sure it is filled out and initialed before you leave!** Turn in any keys, money, folders, etc.
- Leaving early
  - If a Guest Teacher chooses to leave prior to the end time of the assignment listed in Frontline, their timesheet will be adjusted to reflect the actual hours worked.
  - Always check with the office staff or principal if you need to leave early, as they will need to find other coverage for the classroom.





## MAINTAINING SAFETY AND SECURITY STANDARDS

Observe and comply with safety regulations and procedures.

### Mandated Training

All Guest Teachers are required to take online training sessions through Keenan that are posted each school year. Communication regarding required trainings are emailed by Keenan to the Guest Teacher's VUSD.org email account.

- It is important to stay up to date on your training
- **NEW FOR THE 2024-25 SCHOOL YEAR!!**
  - If trainings are not completed by the assigned due date(s), the Guest Teacher's Frontline account will be disabled, and future assignments cancelled.
  - Once any past due training(s) are completed, the Guest Teacher's Frontline account will be reactivated.
    - You will need to check for future work, as you will not be reassigned to cancelled assignments.
- Check your VUSD email regularly.

### Mandated Reporter - Child Abuse Reporting Act

While everyone should report suspected child abuse, the California Penal Code provides that it is a crime for certain professionals and laypersons who have a special working relationship of contact with children not to report suspected child abuse to the proper authorities. These professionals and laypersons shall report the known or suspected child abuse to a child protective agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

#### **AS A GUEST TEACHER YOU ARE CONSIDERED A MANDATED REPORTER.**

California Penal Code 11172, subdivision (e) gives mandated reporters who report suspected cases of child abuse absolute immunity, both civilly and criminally, for making such reports. However, any person who fails to report an instance of child abuse as required by the Child Abuse Reporting Act is guilty of a misdemeanor with a punishment not to exceed six months or \$1,000 or both.

**Child Abuse and Neglect Hotline**  
**1 (800) 331-1585**

## Safety and Security

- Guest Teachers are required to always wear their VUSD ID Badge while on campus. Lost or damaged badges may be replaced by filling out the online [Badge Request Form](#).
- Report damage to, or theft of, District property immediately upon discovery.
- Exercise proper care of District facilities and property. **This includes classroom keys. Remember to turn in your keys at the end of the day!**
- Comply with your role as a mandated reporter - see [Mandated Reporter - Child Abuse Reporting Act](#) section above.
- Be aware of air quality and heat conditions that may restrict activities during physical education and outside play.
  - The heat and air quality advisory spectrum is:
    - green (safe)
    - yellow
    - orange
    - red
    - purple (extremely unhealthy)
- Contact the site office if you see warning signs of heat exhaustion or heat stroke including but not limited to rash, headache, vomiting, heavy sweating, cramping, and/or fainting.
- For more information regarding Safety in Visalia Schools, please visit [VUSD.org > Departments > Educational Services > Equity and Student Services > Student Safety](#)

## PROFESSIONAL STANDARDS

The Governing Board expects district employees to maintain the highest ethical standards, behave professionally, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employees shall engage in conduct that enhances the integrity of the district, advances the goals of the district's educational programs, and contributes to a positive school climate.

(cf. 0200 - Goals for the School District)  
(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)  
(cf. 5131 - Conduct)  
(cf. 5137 - Positive School Climate)

The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.

(cf. 2111 - Superintendent Governance Standards)  
(cf. 9005 - Governance Standards)

Each employee is expected to acquire the knowledge and skills necessary to fulfill his/her responsibilities and to contribute to the learning and achievement of district students.

(cf. 4112.2 - Certification)

To read this information in its entirety, please visit [VUSD.org](https://vUSD.org) > [Board of Education](#) > [Board Policy Search](#) Keyword search: professional standards.

### Code of Ethics of the Education Profession

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurturing of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

To read this information in its entirety, please visit [VUSD.org](https://vUSD.org) > [Board of Education](#) > [Board Policy Search](#). Keyword search: code of ethics of the education profession.

### Religion in Public Schools

- Visalia Unified School District strongly supports the separation of religion and government.
- Do not share your personal religious beliefs or political views with the students.
- Some students do refrain from reciting the Pledge of Allegiance due to religious convictions.

### Sexual Harassment

The Governing Board prohibits sexual harassment of district employees. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify, or otherwise participate in complaint process established pursuant to this policy and accompanying administrative regulation. This policy shall apply to all district employees and, when applicable, to interns, volunteers, and job applicants.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 4030 - Nondiscrimination in Employment)

To read this information in its entirety, please visit [VUSD.org](https://vUSD.org) > [Board of Education](#) > [Board Policy Search](#). Keyword search: nondiscrimination or sexual harassment.

## Use Of Technology

The Governing Board intends that technological resources provided by the district be used in a safe and responsible manner in support of the instructional program and for the advancement of student learning. All students using these resources shall receive instruction in their proper and appropriate use.

(cf. 0440 - District Technology Plan)  
(cf. 1113 - District and School Websites)  
(cf. 1114 - District-Sponsored Social Media)  
(cf. 4040 - Employee Use of Technology)  
(cf. 6163.1 - Library Media Centers)

To read this information in its entirety, please visit [VUSD.org > Board of Education > Board Policy Search](https://vUSD.org). Keyword search: use of technology.

## E-Mail Etiquette

All district employees are given access to the district e-mail system. The Governing Board recognizes that technology can enhance employee performance by providing access to information. This access and the resulting exchange of information contribute to a quality instructional program when used appropriately. Email is a tool that is commonly used to exchange information in an efficient and timely way. With this access comes some caution and direction in terms of your use of the e-mail system. Substitute employees:

- Shall not read other users' electronic mail or files without permission. They shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
- Should have no expectation that their e-mail is private. It is important to keep messages brief, using only appropriate language.
- Should not use email to transmit confidential information regarding students or employees.
- Should not send mass (divisions, departments, or entire school sites) or global emails (All VUSD) without approval of the Superintendent or appropriate designee.
  - Global e-mails sent to "All VUSD" users must be of work-related importance to **all** employees.
  - It is never appropriate to mass broadcast personal, political, or collective bargaining messages to employees. Be sensitive to other employees regarding the time it takes to open, read, and delete unnecessary or unwanted email.
- Should not share their password with anyone.
- Should be conscious of the fact that students are very adept in technology. Students should not have access to the personal computer over which you send and receive district email.

- Should understand that e-mail and “instant messaging” are two completely different functions. Instant messaging colleagues, students, or parents is an inappropriate use of district technology and is not allowed.
- Should take caution when opening e-mail from unknown senders as viruses can disrupt the entire district network.

### **Penalty for Inappropriate Use**

Visalia Unified School District may dismiss at their discretion any Guest Teacher who fails to abide by Governing Board expectations regarding use of technology.

### **Appearance and Dress**

Guest Teachers are expected to exercise good judgment and present a clean, neat appearance that is appropriate for each assignment.

#### **Appropriate**

- Professional attire that is appropriate for the specific assignment is required (Classroom setting vs. PE assignment).
- Clothing should be neat, clean, and align with the standards expected of professional educators in the classroom.

#### **Inappropriate**

- Any attire that causes a distraction and impacts the learning environment of students or creates an unsafe environment.
- Garments that expose undergarments, private areas of the body/midriff.
- Any Torn/tattered clothing
- Hats/Beanies
- Hooded sweatshirt (Ok if in PE assignment, hood must stay down)

Remember, you are representing VUSD to students and the public

### **Feedback Policy**

VUSD values constructive feedback to help Guest Teachers continually improve. You may periodically receive feedback regarding your performance as a substitute.

When a school site or teacher gives feedback regarding your performance, you will receive an email. The feedback will be included in the email message. This feedback is confidential, with only the Sub Office reviewing it.

In some cases, you may be asked to attend an in-person meeting to discuss the feedback, especially if there are concerns that need to be addressed. These meetings allow for deeper discussion around the issues raised and to develop an action plan for improvement, if needed.

The decision to handle feedback over email or in an in-person meeting will depend on the nature and severity of the comments. Minor feedback will be shared over email, while more serious concerns that require a dialogue will be addressed in a meeting.

Please be aware that repeated negative feedback or failure to improve based on feedback provided will result in your removal from Visalia Unified's substitute system, ending your service with the district.

We appreciate you being open to constructive feedback as we strive to provide the best possible experience for teachers, students, and other staff members when a substitute is required.

## CLIMATE AND CULTURE BEST PRACTICES

### Communicate the Significance of Learning

- ALWAYS follow the teacher's lesson plans! For more information, refer to the [TEACHING STRATEGIES](#) section of this handbook for listening and teaching strategies.
- Be strong early on. "Don't be a pushover. Assert your authority early. You can always become a little more relaxed later, but the students need to know they are not going to get away with stuff while you are there." -Jillian E. from [weareteachers.com](#).
- Remember to always provide closure at the end of class.

### Job Performance - Expectations

#### **Guest Teachers are expected to:**

- Work with employees and students in a productive, cooperative, and positive manner.
- Follow the teacher's lesson plan.
- Render honest, efficient, and effective services in the performance of duties.
- Obtain materials, equipment, and tools needed for the job in the prescribed manner.
- Are courteous to students, teachers, supervisors, administrators, other District employees, and members of the public.

#### **Actions that constitute unsatisfactory job performance include but are not limited to:**

- Any physical contact or force with students, as this does not maintain appropriate boundaries or ensure student safety.
- Threatening, intimidating, using profanity (or other inappropriate language), when interacting with students or staff on district property, at any time.
- Sleeping while on duty in the classroom.
- Leaving students unattended or leaving students with an aide without prior approval from the office staff.
- Allowing any unauthorized individual into any district facility.
- Providing students with your personal contact information or asking for their personal contact information.
- Using tobacco or being under the influence of alcohol / illegal drugs on district property.
- Using district equipment or communication devices for personal purposes.
- Removing or borrowing district property without permission.
- Using inappropriate or unapproved books, videos, etc. in the classroom.

- Unauthorized soliciting (such as personal tutoring service) or selling on district premises during hours of duty.
- Distributing or posting literature on district property or posting / removing bulletin board notices without proper authorization.

## Follow the Teacher's Rules and Consequences

Maintaining consistency with the regular classroom rules and discipline systems prevents confusion and chaos for students. They know the expectations.

- Teachers outline rules and consequences that work for their specific students' needs. Substitutes should trust the systems already in place.
- When you reinforce the teacher's rules and consequences, it demonstrates you care about providing a productive, well-managed learning environment for the students.
- Consistency in rules across all classroom settings is important for fairness and equity for students. Having different rules for a substitute can seem unfair.
- Draw boundaries. NEVER let students take anything off the teacher's desk unless you know from the teacher what they allow and ALWAYS leave a note for the classroom teacher.

## Ignoring Behaviors

Students may just be asking a neighbor a simple question. If problems persist, then start with a positive reminder.

- Little things like quickly whispering to a neighbor or fidgeting with a pencil are relatively minor issues that can often be ignored, at least initially.
- Making eye contact can sometimes be a reminder to students that you have an idea they are causing a problem. Making eye contact or using proximity may stop problems very quickly.

## Individual Conferences

Individual conferences allow you to privately discuss behavior issues with a student, away from the pressure and embarrassment of calling them out in front of their peers. This can be more effective than public reprimands.

- Ask the student to join you in the back of the classroom for a brief conversation.
- Use a calm, respectful tone, not an accusatory one. The goal is to solve problems, not attack.
  - **Never** degrade or intimidate students when they are being disciplined.
- Always follow the teacher's rules and consequences.
  - Remind them of the rules/consequences but see if there are root causes you can address.

## Listen Before You Discipline

- It is important to listen carefully to students and to consider their point of view before taking disciplinary action.
- Listening to students is particularly important when there is a situation where the Guest Teacher may not have all the information.
- The process of listening will not only assist the Guest Teacher in making proper decisions but will often result in a teachable moment for that student.

## Pick Your Battles

It is important to prioritize and focus on major problematic behaviors while avoiding power struggles over petty issues that may undermine your authority anyway.

- Most behavior problems are inconsequential, meaning it does not harm another student or disrupt the whole class. Spending a great deal of time on inconsequential behavior is what disrupts the whole class.
- Minor unacceptable student behaviors are often best dealt with by using a technique known as extinction (ignoring minor negative behavior so it is not reinforced by providing the desired attention). This technique usually results in minor unacceptable student behavior disappearing.

## Positive Discipline

Review each school's system for positive discipline. Many school sites have an acronym that helps students to remember what their positive behavior should look like. For example, at Annie R. Mitchell, their acronym is SOAR:

**S** = Self-Control  
**O** = On Time & On Task  
**A** = Act Responsible  
**R** = Respect

- To get a child back on track, try a simple reminder like this:
  - "Remember that we SOAR when we are on task. Let's focus on finishing our math problems."
- Praising desired behavior is much more effective than punishing undesired behavior. For example, a student keeps turning around in his/her seat to talk to a student behind them. Instead of disciplining the talking student, praise a neighboring student for working quietly on his/her assignment without talking to others. Reward them with a sticker or stamp.

## Seating Charts

The ability to call students by name is a powerful tool in classroom management. The use of a seating chart can be invaluable in helping the Guest Teacher.



**Tip:** If the classroom teacher does not have a seating chart, make a quick seating chart using sticky notes. Notate helpers or those with behavior issues.

## R-E-S-P-E-C-T

Each student is a person deserving to be treated with kindness and respect regardless of their language, social training, culture, personal circumstances, etc.

- Students respect an adult who can respect them. One way to show respect for the students is to respect yourself and your role as a Guest Teacher.
- When a student observes a Guest Teacher sitting at the desk reading a paper, on their phone, falling asleep, or refusing to help students, they lose respect for that teacher.
- Keep this thought in mind - ***Would you want to be a student in your class?***

## Staying in Control

It is extremely important for the Guest Teacher not to lose his/her temper or lose control of his/her emotions.

- Treat all students with respect.
- Model appropriate behavior even under highly stressful situations.
  - When the Guest Teacher loses self-control, it becomes more difficult to make proper decisions and to retain the respect of students.
  - When the Guest Teacher loses self-control, their behavior often becomes the focus of attention rather than the student's behavior.
  - **The most important behavior you need to control is your own.**
- Avoid discussions that contain controversial topics, personal qualities, decisions, opinions, or judgments.

## Equity & Student Services

The Equity and Student Services Department is committed to supporting school sites to build capacity to cultivate an inclusive, positive, safe culture for their students, staff and families, as they work to meet the academic, social, emotional, and behavioral needs of ALL students.

**SEL IMPLEMENTATION:** A systematic approach to **Social & Emotional Learning (SEL)** intentionally cultivates a caring, participatory, and equitable learning environment. Click on the following link to find resources, organized by each of the five SEL competencies, which include explicit lesson ideas, ideas for embedded lessons in core subject practices, articles, videos, and many tips and tools for building an effective classroom culture. Link: [Equity & Student Services Website - Educator Resources SEL](#)

## Student/Teacher Proximity

Proximity is a strategy that is effective for good classroom management. Moving around the room will help keep all students involved in the lesson. Students are less likely to misbehave when you are moving about the classroom and struggling students may easily be identified.

- Stand at the front of the room while you are presenting the lesson but then move around the room when the students are working on an assignment.
- Stand at the back of the room when showing a video.
- Moving by students who are causing problems may get them to stop acting inappropriately.
- Do not just sit at a table/desk in the classroom and expect the students to stay on task.

## Brainstorming

Using this method of sharing ideas allows all students to contribute ideas. Students generate as many ideas as possible within a brief time limit - there is no right or wrong idea. Everyone participates and it helps students get involved and interested in learning.

- Introduce the main topic or essential question you'll be covering that day. Write it on the board.
- Ask students to raise their hands and call out anything that comes to mind related to the topic - words, phrases, images, experiences etc.
- Write down every response in a web or list on the board. Don't judge or give your opinion yet.
- Keep going until you have a good pool of ideas from the class. Encourage creative, freeform thinking.
- Once the ideas have been exhausted, use the brainstormed ideas as a launchpad. Identify what they already know and what needs to be clarified.

## Attention Grabbers

When you need to get the class's attention, it's important to use an effective verbal cue or "attention grabber" before giving instructions. This helps students focus and listen.

A verbal attention grabber is a simple, consistent phrase you say aloud to signal to students that you need their full attention. Some common examples are:

- Teacher: Eyes on me in 5, 4, 3, 2, 1"
- "If you can hear me, clap once/twice
- Teacher: Class, class
  - Students: Yes, yes
- Teacher: Ready to rock?
  - Students: Ready to roll!
- Teacher: Holy moly!
  - Students: Guacamole!
- Teacher; Macaroni and cheese
  - Students: Everybody freeze!
- Teacher: Hands on top
  - Students: That means stop (put hands on their heads)

## What Students Want

This was a survey done of 4<sup>th</sup> grade students. They were asked what they did and did not want from a Guest Teacher.



## Questioning

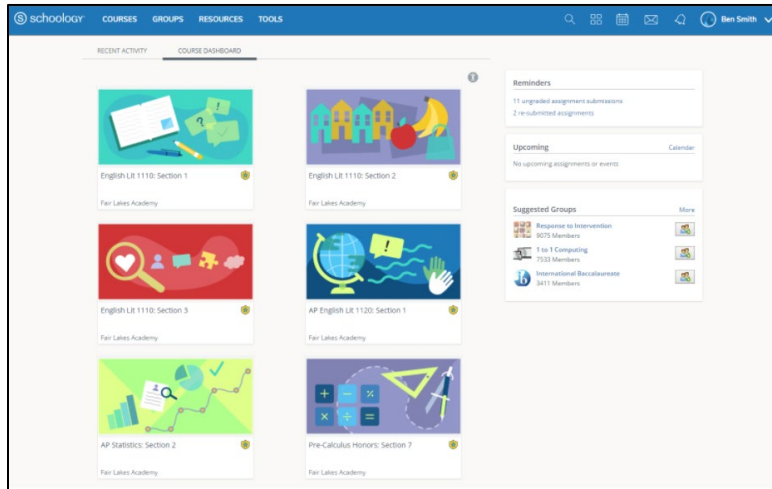
Questioning is a great way to get students to think and problem solve. Asking students questions (who, what, when, why, where, and how) pulls them into a lesson and gets all students to participate.

- Bloom's Taxonomy provides a questioning structure that addresses the various levels of students' intellectual abilities.

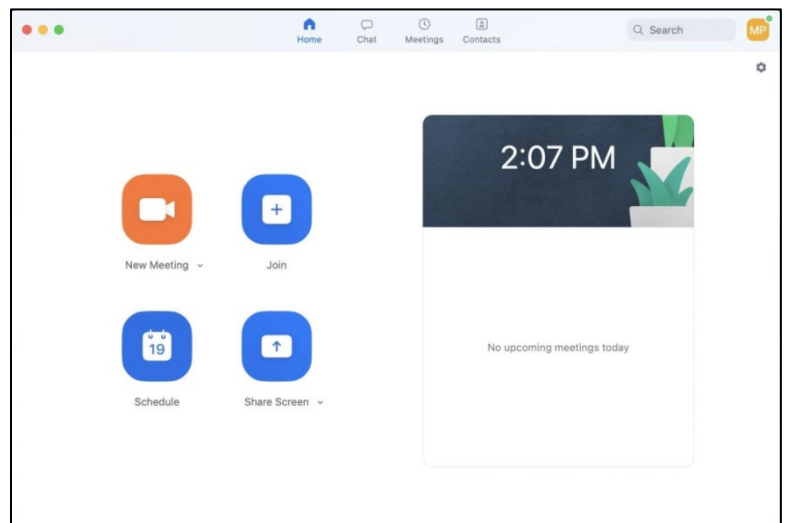
<b>Bloom's Taxonomy</b>	
<b>Knowledge</b>	Ability to recognize, recall, and state facts, terms, basic concepts, and answers. <ul style="list-style-type: none"><li>• What happened after ____?</li><li>• Can you name the ____?</li></ul>
<b>Comprehension</b>	Ability to understand concepts at a very basic level. <ul style="list-style-type: none"><li>• Can you write in your own word ____?</li><li>• What differences exist between ____?</li></ul>
<b>Application</b>	Ability to apply learned knowledge in a particular concrete manner. <ul style="list-style-type: none"><li>• What questions would you ask of ____?</li><li>• From the information given, can you develop a set of instructions about ____?</li></ul>
<b>Analysis</b>	The ability to understand concepts by breaking those concepts into component parts. <ul style="list-style-type: none"><li>• How was this similar to ____?</li><li>• How is ____ similar to ____?</li></ul>
<b>Synthesis</b>	Ability to assemble elements or parts into a whole. <ul style="list-style-type: none"><li>• How many ways can you ____?</li><li>• Can you create new and unusual uses for ____?</li></ul>
<b>Evaluation</b>	The ability to evaluate or judge the value of concepts, materials, or ideas. <ul style="list-style-type: none"><li>• Is there a better solution to ____?</li><li>• How would you have handled ____?</li></ul>

## Schoology and Zoom

Schoology is a platform used by VUSD as an electronic library. One may access links to adopted materials, curriculum, and lessons. As a Guest Teacher, you may be asked to teach virtually and will be given access to this platform from the school site.



Zoom is the video communication used by VUSD. At some point, a Guest Teacher may be asked to use Zoom as a method of instruction. Zoom is the method of instruction used at Royal Oaks Online.



For more information about the types of tech resources used at our schools, visit [VUSD.org > Departments > Business Services > Technological Services > Staff Tech Learning Resources](https://www.vusd.org/departments/business-services/technological-services/staff-tech-learning-resources).

## GUEST TEACHER GENERAL INFORMATION

### Timesheets

Timesheets cover a calendar month and must be taken to each site to record time worked.

#### Before going to your first assignment for the month:

- Enter your VUSD ID #, NOT your Social Security #
- Enter your full name.
  - This is to make sure we are paying the correct person.
- Enter the month worked.
  - This is so that we may correctly report work to the various retirement systems.

#### Before leaving:

- **Be sure the timesheet has been filled out with:**
  - **Teacher Name**
  - **Site #**
  - **Job #** (Confirmation #)
  - **Rate (ST/LT)**
  - **Hours**
  - **Budget Number**
  - **Site Approval**
  - If incomplete, give it back to the office staff to enter all the required information.
    - **NOTE:** It is the responsibility of the Guest Teacher to monitor their assignments in Frontline to ensure all assignments worked have been entered correctly on their timesheet.
- Timesheets should be picked up daily from the site office, even if you are scheduled to return the next day - assignment(s) may change.
- Timesheets are due to the District Office by 5:00pm on the first working day after the end of the month worked.

**Do not leave your timesheet at a site expecting them to send it to the District Office.  
This is how timesheets are late or even lost.**

- Date/time stamp your timesheet and place it in the tray at the receptionist's desk.
  - **TIP!** Use your phone and take a clear picture of your timesheet showing the timestamp as proof that it was turned in on time.
  - December timesheets are due on the last day of school before Winter Break.
  - June timesheets are always due on the last day of the school year.
  - Check Notifications on the Frontline Website and your VUSD.org email regularly for information / reminders about timesheets.
- Payday is on/about the 15<sup>th</sup> of each month for Guest Teachers.
- If a timesheet is turned in unsigned, the substitute will receive an email to their VUSD.org and personal email address requesting them to come in and sign it.





## How To Use Sick Hours - Step-By-Step

VUSD shall deduct sick leave hours when the following steps are followed:

**Sick leave will not be deducted if an assignment is accepted and canceled the same day.**

- Sick hours may only be used on a day when you are assigned to work.
- If it is **more than two hours** before the start time of the assignment, cancel yourself out of the assignment. For the Cancellation Reason choose "SICK."
- If it is **less than two hours** before the start time of the assignment, call the Sub Office so a technician may take you out of the assignment.
- Write "Sick Leave" in the "Substitute For" column, the Confirmation Number in the "Job # " column, and the hours you are requesting to use in the "Total Hours" column.
  - Total Hours may not exceed the original number of hours of the assignment.

For more information on how to cancel an assignment, refer to Page 11, [How to Cancel Assignments](#).

**For your sick leave to be deducted, your timesheet must be filled in correctly**

<div style="display: flex; justify-content: space-between;"> <span style="color: red; font-weight: bold; font-size: 1.2em;">CORRECT</span> <div style="text-align: center;"> <b>VISALIA UNIFIED SCHOOL DISTRICT</b>  <b>CERTIFICATED SUBSTITUTE TIMESHEET</b> </div> <span style="color: red; font-weight: bold; font-size: 1.2em;">CORRECT</span> </div>																	
* DEADLINE - Due at the District Office by 5:00 p.m. on the first working day after the end of the month worked *																	
VUSD ID # REQUIRED: 12345		Name (First Last) John Smith										Month September					
Date	Substitute for	Site #	Confirmation #	Rate (below)	Hours Worked	Fd	Res	PY	Gl	Fct	Obj	Si	Ty	Mgr	Site Approval		
	EXAMPLE	36	123456789	ST/LT	7	000	00000	0	00000	00000	00000	000	0000	000			
1																	
2																	
3																	
4																	
5	SICK LEAVE		123456789		7												
6																	

THIS AREA FOR SITE / HR USE ONLY

**DO NOT WRITE IN THE BUDGET AREA.**

THIS AREA MUST BE LEFT BLANK FOR THE SITE OR HRD TO ENTER INFORMATION ONLY!

<div style="display: flex; justify-content: space-between;"> <span style="color: red; font-weight: bold; font-size: 1.2em;">INCORRECT</span> <div style="text-align: center;"> <b>VISALIA UNIFIED SCHOOL DISTRICT</b>  <b>CERTIFICATED SUBSTITUTE TIMESHEET</b> </div> <span style="color: red; font-weight: bold; font-size: 1.2em;">INCORRECT</span> </div>																	
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Date	Substitute for	Site #	Confirmation #	Rate (below)	Hours Worked	Fd	Res	PY	Gl	Fct	Obj	Si	Ty	Mgr	Site Approval		
	EXAMPLE	36	123456789	ST/LT	7	000	00000	0	00000	00000	00000	000	0000	000			
1																	
2																	
3																	
4																	
5	SICK				7	USE MY SICK LEAVE											
6																	



## Workplace Injury

While we hope it never happens, if you experience a workplace injury, immediately call Company Nurse Injury Hotline at: **877-518-6702** and enter or say the Search Code: TUJ02. Company Nurse will triage your care and route you to a medical facility if needed. Additionally, report the workplace injury to the school office and fill out the appropriate form which is available on each campus.

## Medical Issue

If a Guest Teacher experiences a personal or work-related injury that requires medical attention and the doctor has provided a doctor's note, that note must be submitted to Human Resources.

A Benefits Technician will review your doctor's note once received. If it is determined that the Guest Teacher must be taken off work due to a medical condition or is provided with restrictions in order to work, a follow-up doctor's note releasing the Guest Teacher back to work full duty will be required.

<b><u>HRD Benefits Technicians</u></b>			
<b>Marlen Allende</b>	<b>Christina Gonzalez</b>	<b>Jenny Cristallo</b>	<b>Jennifer Ferguson</b>
730-7538	622-3461	622-3460	730-7868
<b>A – EH</b>	<b>EI – K</b>	<b>L – RAM</b>	<b>RAN - Z</b>

## Inactivity

Guest Teachers are expected to work regularly throughout the school year. If a Guest Teacher does not accept any assignments within six months, their profile will be deactivated, and they will need to reapply to work as a Guest Teacher in the future.

We understand there may be periods when you are unavailable to work due to pregnancy, surgery, illness, or other situations. If you anticipate a period of unavailability, please notify us as soon as possible. We will notate your profile accordingly to ensure you are not deactivated.

To notify us of an upcoming unavailability, please send an email to [suboffice@vusd.org](mailto:suboffice@vusd.org) with the following information:

- Your name
- VUSD ID#
- Anticipated start and end dates of unavailability
- Reason for unavailability

**Once your unavailable period has concluded, you are expected to resume accepting assignments. Failure to do so will result in deactivation based on the criteria above.**

## Annual Guest Teacher Training

In preparation for the upcoming school year, new and returning Guest Teachers are invited to attend a half-day training covering best classroom practices. Guest Teachers will receive an email notification to their VUSD.org email address inviting them to either a morning or afternoon session. Guest Teachers will receive a stipend if they complete the training.

## PAY RATES / PAYROLL INFORMATION

For questions related to pay rates, contact our Sub Office.

### Guest Teacher Pay Rates

2024-2025 SCHOOL YEAR	
Day-to-Day	\$28.58 / hour (all school sites)
Long-Term*	\$35.72 / hour (all school sites)
Pre-K Instructor	Range 76 / Step 1 <a href="#">Classified Salary Schedule</a>

### Definition

- **Day-to-Day:** Daily or multi-day assignments.
- **Long-Term:** Twenty-one or more consecutive school days in the same assignment approved in advance by Human Resources. The long-term rate of pay begins on the twenty-first consecutive day and continues until the Guest Teacher is released from the assignment.
  - Requires additional responsibilities, including grading, lesson planning, attendance at staff meetings, back to school nights, etc.

**NOTE:** \*HRD has the right to amend this rate for special circumstances. This is solely at the discretion of Human Resources.

### Who to Contact

For questions related to your paycheck or direct deposit, contact our Payroll Department. Call the technician whose alpha split matches the first initial of your last name.

Payroll - (559) 931-8072					
Karina Vargas	Phillip Delgado	Jessica Ramos	Lisa Martin	—	Justien Medina
A - CHA	CHE - GL	GO - LE	LI - OB	OC - SAL	SAM - Z

## Employee Self Service Portal

The Employee Self Service portal or ESS is currently available for employees to access payroll information, including pay stubs and prior year W2's.

### **Direct deposit pay stubs will only be available through ESS.**

ESS is available to all district employees currently receiving pay. Pay stubs and W2's may be accessed from anywhere. The electronic pay stub is available on ESS on payday.

To access the Employee Self Service portal, please visit [VUSD.org](http://VUSD.org) > [Employees](#) > [Employee Self Service](#).

- Use your VUSD network credentials on the Login screen.
- Save this document for instructions on [How to Access Employee Self Service](#).

## Direct Deposit Information

<b>WHY SIGN UP</b>	Without direct deposit, paychecks are mailed two days prior to payday, but can take up to 5 business days for the USPS to deliver checks. The best way to guarantee that substitutes will receive their hard-earned money on payday is to sign up for direct deposit. A copy of the Direct Deposit Form is located on the VUSD Website or by clicking here: <a href="#">Payroll Forms</a>
<b>HOW</b>	Complete a VUSD Automatic Payroll Authorization Form and attach a voided check. You may also ask your bank for a deposit form and attach it to the VUSD form. The bank form must be typed and not handwritten. Forms must be turned into the Payroll Department located at the VUSD District Office.
<b>TIME FRAME</b>	It takes one payroll cycle to process your direct deposit. Example: If you turn in the form prior to September payroll closing date, your September check would be a live check that would be mailed to you. If everything is okay, all checks after September would be direct deposit.
<b>ACCOUNT CHANGE</b>	If you need to change your automatic payroll, just use the same direct deposit form, and complete the "change" portion. Be sure to attach a new voided check or typed form from your bank and turn in to the Payroll Department located at the VUSD District Office.

## UPCOMING ACADEMIC YEAR

Review the following information to ensure your personnel record does not contain an expiration date that prevents you from accepting assignments in the next school year.

## Frontline Updates

Over the summer, log onto Frontline to update the following:

Phone Credentials (Phone # / PIN)	Preferred Schools
Call Times	District List(s) (if applicable)

**TIP!** Has your email address changed? Log onto your Frontline account. Under the Navigation area select Preferences. On the Personal Info tab, click Edit. Update your Email Address. Click the Apply button to save the updated information.

## Tuberculosis Renewal

Your Tuberculosis Test (TB test) results are good for four years from the date the results were read, i.e., a TB test read on March 1, 2023, would be good until March 1, 2027.

Frontline will generate the following email when the expiration is 60 days from expiring:

**This is a message from Aesop (Frontline). According to our records, you have the following qualifications that will expire in 60 days on 08/19/2024:**

### **Tuberculosis**

**Please contact the Aesop (Frontline) administrators (Sub Office) with updated information, if available. Thank you.**

Visalia Unified accepts TB test results from any medical provider. Guest Teachers must submit their Tuberculin Skin Test results to Human Resources either in person or attach a copy to an email and send to [suboffice@vusd.org](mailto:suboffice@vusd.org) for processing.

**Alternatively**, Guest Teachers may complete a California School Employee Tuberculosis (TB) Risk Assessment Questionnaire via our [Online Questionnaire](#). Once your Questionnaire is reviewed, the results will be forwarded directly to the Sub Office and the Guest Teacher's information will be updated accordingly.

- If the Sub Office is advised that you do not qualify for the Online Questionnaire, you will be notified via email that you will need to get a traditional TB Skin Test completed with a medical professional and then submit the results to the Sub Office.

## Credential or Permit Renewal

Teacher Credentials and Substitute Teaching Permits are issued by the California Commission on Teacher Credentialing and have an expiration date. Applicants must renew their document with the CTC before the expiration date to continue to work as a Guest Teacher. Visit the CTC website for more information on how to renew a document.

[CTC ONLINE INSTRUCTIONS.](#)

Frontline will generate the following email when the expiration is 60 days from expiring:

**This is a message from Aesop (Frontline). According to our records, you have the following qualifications that will expire in 60 days on 09/01/2025:**

**Credential**

**Please contact the Aesop (Frontline) administrators (Sub Office) with updated information, if available. Thank you.**

The CTC does not know which district(s) a Guest Teacher works for, therefore it is the responsibility of the Guest Teacher to inform the district(s) where they work of their renewed credential/permit. Please send proof of renewal to [suboffice@vusd.org](mailto:suboffice@vusd.org).

- Forward the email received from the CTC that contains either:
  - Your unofficial permit
  - The New Document Number w/ issuance and expiration dates
- You may also choose to send a screenshot from the CTC that contains: Your Name, Document number, Issue Date, and Expiration Date.
- Once submitted, please allow 2-3 days for processing.
  - The Sub Office will send an email verifying that your permit has been received and your Frontline profile updated.

**Below are examples of what the Guest Teacher may use to notify VUSD of their renewal:**

*California Commission on Teacher Credentialing*

*By virtue of the authority vested in the Commission on Teacher Credentialing, I hereby recognize of preparation for service in California Public schools*

*[Redacted]*

*is hereby awarded the*

**30-Day Substitute Teaching Permit**

*together with all the rights, privileges, and responsibilities appertaining thereto*

*[Redacted]*

Last Name: SMITH

First Name: JOHN

Middle Name:

Document Information:

Document Number: 240030187

Document Title: 30-Day Substitute Teaching Permit

Term: Emergency

Status: Valid

Issue Date: 3/1/2024

Expiration Date: 3/1/2025

Dear [Redacted]

Congratulations, the Commission on Teacher Credentialing issued you the following document on 04/02/2024

30-Day Substitute Teaching Permit Document Number: [Redacted] Issuance Date: 05/01/2024 Expiration Date: 05/01/2025

The official record of your document is available on the Commission's website when you log into your CTC Online Educator

## Reasonable Assurance Letter

Visalia Unified School District notifies Guest Teachers each year that they have reasonable assurance of returning to work for VUSD for the next school year in their usual capacity as an on-call Guest Teacher after the summer recess period.

- Information on how to complete your Reasonable Assurance letter is emailed out each Spring to the substitute's VUSD.org email address. Once received, sign and return as directed in the letter. Be mindful of the due date.
  - The Reasonable Assurance letter confirms if you will or will not be continuing to substitute when the traditional school year resumes. Failure to return this letter will result in account deactivation. Continued non-response will cause the Guest Teacher to be termed, and they will have to reapply via EdJoin.
  - Please sign and submit the letter as soon as possible.

### My Tasks

**Needs Attention**Completed

All▼

Task

Review and Complete Reasonable Assurance For

**Complete the section below with your intention for the 2024-2025 school year.**

☐ I **do plan** on continuing to substitute when the traditional school year resumes for the 2024-2025 school year.

☐ I **do not plan** on continuing to substitute when the traditional school year resumes for the 2024-2025 school year. My service with VUSD will be terminated.


You may file a claim for unemployment insurance benefits; however, your eligibility will be determined by the Employment Development Department. If your employment is not continued when the school year resumes, your claim will be retroactive to the date you file an initial UI claim. If you choose to file a claim with EDD, you will need to submit a claim on-line at [www.edd.ca.gov](http://www.edd.ca.gov) or by telephone at 1-800-300-5616. If the District is your last employer, and you choose to file a claim for unemployment, the address of record provided below should be used.

Visalia Unified School District  
Human Resources Development  
5000 West Cypress Avenue  
Visalia, California 93277

Name (Please print)SignatureDate

Reasonable Assurance Letter - Subs

Reasonable Assurance-Guest Teachers and Subs

  
**Kirk Shrum**  
Superintendent  
Board of Education  
Jacqueline A. Gaebler, President

April 4, 2024

FROM: Ben Dhillon, Assistant Superintendent, Human Resources Development

SUBJECT: Notification of Reasonable Assurance for the 2024-2025 School Year

## GUEST TEACHER COMMITMENT

As a Guest Teacher, I understand my responsibilities include but are not limited to those listed below:

### Contracted Time



I will be punctual and adhere to the classroom/site schedule.

I understand I may not leave the campus during work hours.

I will fulfill all responsibilities for both single-day and multi-day assignments.

My assignment is subject to change at any time.

### School and Classroom Rules



I will maintain order in the classroom.

I will follow the teacher's lesson plans.

I will always supervise the students (class, cafeteria, dismissal, etc.)

I am not entitled to the teacher's prep period and may be asked to cover another class during that time.

### Professional Conduct



I must not use corporal punishment.

There must be no inappropriate physical contact at any time with students.

I must never sexually harass a student or employee verbally or physically.

I understand that substitute work is considered "on-call," "at-will" work. I may accept work as desired.

- Guest Teachers who are dismissed shall receive pay through the end of the hours worked. Payment will be issued on the next regular pay cycle.
- No longer available to sub?
  - To request to be removed from VUSD's sub list, email [suboffice@vusd.org](mailto:suboffice@vusd.org) and request a "Substitute End of Service" form. Instructions will be included in the email reply on how to complete and return the form.

## GUEST TEACHER FAQs

Have a question? The questions below are sorted by the following topics: Assignments, Availability, Frontline and Miscellaneous. Many reference back to sections in this handbook that provide more detailed information. Can't find the answer to your question in this handbook? Email your question to [suboffice@vusd.org](mailto:suboffice@vusd.org).

### Assignments

1. When are absences entered? How do I know when to log on to pick up a job?
  - There is no specific time when assignments are entered, as employees may enter an absence anytime during the day.
  - Please check Frontline as often as possible to check for assignments.
  - For more information, refer to the [Using the Frontline Website](#) section.
2. Why am I seeing assignments being listed between 10:00pm and 3:00am? Why didn't those absences get entered earlier?
  - Assignments are released based on the employee/site preferred lists.
    - When an employee enters in an absence, only their preferred substitute(s) may see the assignment immediately.
    - Once the time has passed for an employee's preferred substitute(s) to see the assignment, the site's preferred substitute(s) may see the assignment.
    - After that time passes, the assignment is available to the general substitute pool.
3. May I accept more than one assignment in a day?
  - Yes, absences are entered throughout the day, so check periodically.
    - Be sure that you do not go over 8 hours worked in one day.
4. I took an assignment, but now I'm not available. What should I do?
  - For more information, refer to the [How to Cancel Assignments](#) section on how to cancel yourself out of an assignment.
5. Elementary Schools now get out at 2:30, may I leave early?
  - No. Guest Teachers are expected to work the times listed on the assignment. For more information, refer to the [At the End of the Assignment](#) section for ideas on other tasks to complete at the end of your assignment.
  - It is up to the school site if they will allow a Guest Teacher to leave before the end of their contracted hours. **NOTE:** If the sub chooses to leave before the end time listed in Frontline, the substitute will only be paid for the hours worked.
6. A teacher wants me for an assignment, but I don't see it on Frontline. Why?
  - The teacher may not have yet entered the absence.



- The teacher may not have added you as a Preferred Substitute or the assignment was picked up by one of the teacher's other preferred substitutes.
  - Do you have a Non-Work Day entered? Or did you have a Non-Work Day entered when the teacher entered their absence? If so, Frontline is not able to notify you of the assignment.
  - Is your Sub Permit / Credential on file with VUSD up to date? If not, refer to the [Credential or Permit Renewal](#) section on how to update this information.
  - Is your TB Assessment up to date? If not, refer to the [Tuberculosis Renewal](#) section for how to update this information.
7. I am a Preferred Substitute for a teacher, but I missed the email and/or call and another Guest Teacher picked up the assignment. Can I have it assigned to me?
- No. It is your responsibility to check email / phone notifications for assignments and accept the assignment before it becomes available for any other qualified/available substitute to accept.

**NOTE: Make sure calls from the Frontline automated phone system are not blocked.**

## Availability

1. I'm not available on Fridays. Can I still get calls or check for jobs, just not on Fridays?
  - Yes! For more information on how to customize your availability, refer to the sections [Morning Assignments - Call Times](#) and [Your Non-Work Days](#).
2. I get texts from the Sub Office to work but I'm not available. How can I stop those texts?
  - The Sub Office uses the information from your Frontline Calendar to determine if a sub is available to work.
    - Marking your Non-Work Days will keep you from receiving unwanted calls **and** texts. For more information, refer to the [Your Non-Work Days](#) section on how to enter your Non-Work Days.
    - In addition, it allows the system to only call those that are available to work that day.

## Feedback

1. I received an email regarding feedback, can I find out who provided the feedback?
  - No. To maintain open communication lines and receive candid feedback from our sites, we do not disclose names or identifying details about schools or staff members who provide feedback on Guest Teachers. This allows sites to share information freely.
2. The email I received with feedback lists a lot of different things. How do I know what I need to work on?
  - The items that speak directly to your specific feedback will be notated in red.

3. Can I have more details regarding my feedback?
  - If you have questions or concerns about the substance of the feedback or recommendations rather than the source, please feel free to reach out to the Sub Office with those questions.
4. Do I need to do anything when I receive feedback?
  - Yes, your commitment to improving in these areas is essential to continued substitute assignments with VUSD. Please review our policies, observe appropriate boundaries, and focus on providing a positive and productive learning environment for all students.

## Frontline

1. Is there a Frontline App?
  - Yes. Search for Frontline Education in the App Store or on Google Play. Or, the direct link to Frontline Education in the App Store is: [Frontline Education on the App Store \(apple.com\)](#). The direct link to Frontline Education on Google Play is: [Frontline Education - Apps on Google Play](#).
2. I forgot my Frontline username. What do I do?
  - Click "Forgot Username"
    - Enter in your email (usually the email you provided when hired)
    - You will receive an email with your Frontline username.
3. I forgot my Frontline password. What do I do?
  - Click "Forgot Password"
    - Enter in your Frontline username
    - You will receive an email with a link to reset your Frontline password.
4. Frontline called me but I don't know my phone password / PIN. What do I do?
  - To locate your PIN, log onto the [Frontline Website](#), then click on Preferences > Phone Credentials. There you will find your Phone PIN and the option to change your PIN, if desired.

**Phone Credentials**

The phone ID and PIN listed below are only used to sign in to the Absence Management phone system.  
[Learn More](#) about why you have separate phone sign in credentials.

Phone Login ID: 5599670693

Phone PIN: [redacted]

New PIN:

Confirm New PIN:

5. I keep getting calls to work at elementary schools. I only want to sub at middle and high school. Can I update that?
  - Yes! For more information, refer to the [Preferred Schools](#) step-by-step instructions on how to set your preferred schools.
6. The Sub Office advised me to check my Frontline calendar. How do I do that?
  - Access your Frontline profile via the [Frontline Website](#). Your calendar is the default screen you see when you log into Frontline or may be found from Navigation > Home.
7. I don't remember if I have an assignment coming up. Where can I look it up?
  - Check your Frontline calendar. For more information, refer to the [How to Review Assignments](#) section.
8. I turned Frontline calling off. How do I turn it back on?
  - Log onto the [Frontline Website](#). From the Navigation menu, select Preferences. Click on the Call Times tab. Change, "Accept phone calls for available jobs?" from "No" to "Yes."

The screenshot shows the Frontline website interface. On the left, the 'NAVIGATION' menu includes 'Home', 'Available Jobs', 'History', 'Feedback', and 'Preferences' (highlighted with a red box). The 'Preferences' sub-menu is open, showing 'Personal Info', 'Phone Credentials', 'Schools', 'Call Times' (selected), and 'District List'. The 'Call Times' section is titled 'Call Times' and features a toggle for 'Accept phone calls for available jobs?' set to 'No' (highlighted with a red box). Below this, a calendar for 'Visalia Unified School District' is displayed, showing call times for Morning and Evening shifts across the days of the week.

9. I used to get calls / notifications all the time and now I'm not getting any. Why not?
  - There are several factors that determine call frequency:
    - The number of available assignments on any given day.
      - The number of absences, trainings, field trips, etc., at a site fluctuates. Sometimes there is a greater need than other times.
    - Your school preferences - the fewer schools you have selected, the fewer calls you will receive.
      - Refer to the [Preferred Schools](#) section.
    - Your Sub Permit / Credential expired
      - Refer to the [Credential or Permit Renewal](#) section.
    - Your TB Assessment expired
      - Refer to the [Tuberculosis Renewal](#) section.
    - You are not up to date with your Keenan Online Trainings.
      - Refer to the [Mandated Training](#) section.

## Pay and Timesheets

1. When is pay day?
  - For more information, refer to the [Timesheets And Payday](#) section.
2. When will I receive my W-2?
  - W-2 forms are completed and mailed on or before January 31<sup>st</sup> of every year.
3. How can I get a duplicate W-2?
  - Contact Payroll for this request. For a list of our Payroll Technicians, refer to the [Who to Contact](#) section.
4. When is my timesheet due and how do I turn it in?
  - Timesheets are due to the District Office by 5:00pm on the first working day after the end of the month worked.
    - **Example #1:** Timesheet is for August 2024 - Your timesheet will be due by 5:00pm on Tuesday, September 3, 2024.
    - **Example #2:** Timesheet is for October 2024 - Your timesheet will be due by 5:00pm on Friday, November 1, 2024.
  - Not working on the last day of the month? You may turn your timesheet in early! This assists in faster processing for all timesheets!
  - For more information, refer to the [Timesheets And Payday](#) section for all things timesheet related.
5. I am out of town and forgot to turn in my timesheet. Can I turn it in late or email a copy? What if I want someone to turn it in for me?
  - If a timesheet is turned in after the deadline, it will be paid on the next pay cycle (the following month).
  - We are unable to accept email/copied timesheets. Only original timesheets will be accepted.
  - Yes, you may have someone turn in for you. Be sure you advise them to use their phone to take a clear picture of your timesheet showing the timestamp as proof that it was turned in on time. For more information, refer to the [Timesheets And Payday](#) section.

## Miscellaneous

1. Do I need to wear a VUSD badge if I get a sticker badge from Raptor? If so, how do I request one?
  - Yes, even if you are signed in with Raptor, you will need a VUSD Sub badge. Refer to the [Safety and Security](#) section.
  - To request a badge, visit [VUSD.org > Departments > Human Resources Development > Badge Request Form](#)

2. Why do I have a VUSD.org and a VUSD.us account? What's the difference?
- Your VUSD.org ([jsmith@vusd.org](mailto:jsmith@vusd.org)) account gives you access to:
    - Employee Self Service
    - Password Changer
    - VUSD email (Outlook)
    - VUSD Service Ticket System
  - Your VUSD.us ([jsmith@vusd.us](mailto:jsmith@vusd.us)) account gives you access to:
    - Google Workspace (Docs, Forms, Sheets, Slides, etc.)
    - PowerSchool Records (Reasonable Assurance Letter & more to come)
    - ZOOM
3. What is the Raptor System and how do I use it?
- Raptor is VUSD's Visitor Management System. It is used to identify who is on each of our campuses, giving school administrators the ability to take appropriate steps to keep the students, employees, and visitors safe.
    - Each site will have a computer set up in the front office to sign in/out.
  - Guest Teachers are required to sign in and out through Raptor daily.
    - Sign in using a Driver's License:
      - Approach the kiosk and follow the prompts on the screen.
      - Hold your driver's license barcode up to the scanner.
      - Complete the sign-in process by following the prompts.
    - Sign in without a Driver's License:
      - Tap on "I DON'T HAVE ID" on the kiosk screen.
      - Follow the prompts to enter your personal identifying information.
      - Complete the sign-in process by following the remaining prompts on the screen.
- Both methods will print a visitor badge featuring your picture and a barcode.**
- Remember to sign out when you are finished at the site
    - Scan the barcode on your visitor badge to complete the sign-out process.
4. What are the District Office Hours?
- Monday through Friday 7:45 AM - 4:45 PM.
    - Summer hours (School not in session - June / July)
      - Monday through Thursday 7:30am - 5:30pm
5. I can't access my VUSD email.
- For technology-related assistance, please call the Technological Services Helpdesk line at (559) 730-7631.

6. How do I update my credential or sub permit?
  - You would need to renew your credential with the CTC and
  - For more information, refer to the [Credential or Permit Renewal](#) section.
7. I'm sick. How do I take a sick day?
  - For more information, refer to the [How To Use Sick Hours - Step-By-Step](#) section.
8. What is considered appropriate attire?
  - Appropriate attire should match the type of class. If you are subbing PE, you may be wearing a t-shirt, sweats, and tennis shoes but if you are subbing in a 3<sup>rd</sup> grade classroom it would be more appropriate to wear khaki pants and comfortable shoes. For more information, refer to the [Appearance and Dress](#) section.
9. Where is the information regarding safety in schools?
  - For more information and resources, refer to the [MAINTAINING SAFETY AND SECURITY STANDARDS](#) section.
  - For additional training videos, log onto the [Keenan Online Trainings](#) website. Once logged in, from the "My Assignments" page, scroll to the bottom and select the blue, "View Library" link. On the Extra Training page select the "Emergency Management" link and view any of the desired topics.
10. I sprained my ankle and I'm on crutches. Can I still work?
  - Before you report to a site, you will need to bring your doctor's note to Human Resources and a [Benefits Technician](#) will be able to review your note and advise if you are clear to report to a site.
    - The note should state:
      - Whether you are able to work with or without restrictions
      - If you have restrictions, list them in detail
  - For more information, refer to the [Medical Issue](#) section.

## 2024-2025 SCHOOL CALENDAR

2024

July					August					September				
Mon	Tue	Wed	Thr	Fri	Mon	Tue	Wed	Thr	Fri	Mon	Tue	Wed	Thr	Fri
1	2	3	4	5				1	2	2	3	4	5	6
8 *	9 *	10 *	11 *	12 *	5	6	7	8	9	9	10	11	12	13
15 *	16 *	17 *	18 *	19 *	12	13	14	15	16	16	17	18	19	20
22 *	23 *	24 *	25 *	26 *	19	20	21	22	23	23	24	25	26	27
29	30	31			26	27	28	29	30	30				

October					November					December				
Mon	Tue	Wed	Thr	Fri	Mon	Tue	Wed	Thr	Fri	Mon	Tue	Wed	Thr	Fri
	1	2	3	4					1	2	3	4	5	6
7	8	9	10	11	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	18	19	20	21	22	23	24	25	26	27
28	29	30	31		25	26	27	28	29	30	31			

2025

January					February					March				
Mon	Tue	Wed	Thr	Fri	Mon	Tue	Wed	Thr	Fri	Mon	Tue	Wed	Thr	Fri
		1	2	3	3	4	5	6	7	3	4	5	6	7
6	7	8	9	10	10	11	12	13	14	10	11	12	13	14
13	14	15	16	17	17	18	19	20	21	17	18	19	20	21
20	21	22	23	24	24	25	26	27	28	24	25	26	27	28
27	28	29	30	31						31				

April					May					June				
Mon	Tue	Wed	Thr	Fri	Mon	Tue	Wed	Thr	Fri	Mon	Tue	Wed	Thr	Fri
	1	2	3	4				1	2	2	3	4	5	6
7	8	9	10	11	5	6	7	8	9	9 *	10 *	11 *	12 *	13 *
14	15	16	17	18	12	13	14	15	16	16	17	18	19	20
21	22	23	24	25	19	20	21	22	23	23 *	24 *	25 *	26 *	27 *
28	29	30			26	27	28	29	30	30 *				

School Starts for Students 08-15-24					School Ends for Students 06-6-25									
Winter Break Starts and Ends for Students 12-23-24 to 01-10-25					Spring Break Starts and Ends for Students 04-14-25 to 04-18-25									

## SUB OFFICE CONTACT INFORMATION

### Main Office Number

<b>559-730-7546</b>	<b>Availability:</b> <ul style="list-style-type: none"><li>• 6:00 AM - 3:00 PM. Unable to reach us? Send us an email! We will respond ASAP!</li></ul>
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### Direct Lines

April Fridlund:	<b>559-735-8059</b>	<b>Availability:</b> <ul style="list-style-type: none"><li>• 6:00 AM - 3:00 PM</li><li>• We are working to fill same-day assignments between 6:00am &amp; 9:30am. For general questions that are not answered in the handbook, please call after 9:30 AM or send us an email at the email address below.</li></ul>
Josie Santillan:	<b>559-735-8057</b>	

### Business Cell Phones (Text Only)

April Fridlund:	<b>559-280-3193</b>	<b>Availability:</b> <ul style="list-style-type: none"><li>• <b>Text only</b> between 6:00 AM - 3:00 PM, Monday - Friday.</li></ul>
Josie Santillan:	<b>559-303-5934</b>	

### Email

<a href="mailto:suboffice@vusd.org">suboffice@vusd.org</a>	<b>Availability:</b> <ul style="list-style-type: none"><li>• Emails will be answered in the order received during normal business hours.</li><li>• Include your Employee ID # in all correspondence.</li><li>• Use email to send proof of Permit/credential/TB test renewal, general questions, etc.<ul style="list-style-type: none"><li>○ Allow 1-2 business days for permit/credential/TB update(s).</li></ul></li></ul>
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NOTES: