



ALEDO ISD

**2023-2024
GUEST
TEACHER
HANDBOOK**



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A Message from the Division of Human Resources

Dear Guest Teacher,

Welcome! Or... Welcome Back!

Thank you for being a vital component of the Aledo ISD's team of educators. Our teachers would not be able to have a successful classroom without you. You not only help us serve t our permanent staff and students, but you serve our community.

As a guest staff member, we know your job can be challenging, but so meaningful and rewarding! You have the opportunity to make a difference in the life of students, meet different people, and engage in fulfilling experiences no other job can offer. Together we grow greatness and empower learners for life. As part of our teaching family, you provide instruction and consistency to our students when their teachers are away from the classroom. We want students to come to school each day knowing that they will be in a safe, welcoming, and non-judgmental environment. Thru your dedication and efforts, they are empowered to thrive to achieve their personal best. Your commitment to safety and instructional excellence is valued and appreciated.

We want our guest teachers to be successful! Through this Handbook we want to equip you for success. We encourage you to provide productive feedback of your experiences by using the Frontline Absence Management feature or by contacting us directly. We enjoy hearing from you.

In the Aledo ISD's webpage, you may access the District's Board Policies, Strategic Plan, Employee Handbook, and Guest Teacher Handbook.

Sincerely,

Sherry Taylor

Executive Director of Human Resources

SECTION 1: ABOUT ALEDO ISD

Aledo Independent School District is a K-12 public school district, located in Parker and Tarrant Counties. AISD is a fast-growth district and one of the top-rated public school districts in Texas with more than 6,600 students and about 900 employees.

The district has six elementary schools, two middle schools, one 9th-grade campus, a high school, and a learning center.

Let's welcome McAnally Middle School and the Aledo Child Development Center!

AISD offers an expansive range of notable programs for students including Career and Technical Education (CTE), award-winning UIL band, robotics club, college scholarship program, successful organizations including student council, National Honor Society, National Art Honor Society, Future Farmers of America, Thespian Society and Junior World Affairs Council.

Mission Statement

The mission of the Aledo Independent School District is to provide all students with an educational program developing intellectually, physically, and socially to be responsible citizens and contributing members of society. Inherent within this mission is the belief that all students can learn and that schools can make a difference in the lives of their students.

Vision Statement

Growing Greatness through exceptional experiences that empower learners for life.

Aledo ISD's Board of Trustees

Dr. Susan Bohn	Superintendent
Kimberly Raymond	Deputy Superintendent
Dr. Ingia Saxton	Assistant Superintendent
Dr. Amber Crissey	Assistant Superintendent of C&I
Earl Husfeld	Chief Financial Officer
Scott Kessel	Executive Director of Student Services
Sherry Taylor	Executive Director of Human Resources
Mercedes Mayer	Director of Communications

Equal Opportunity Employer

Aledo Independent School District is an equal opportunity employer and does not discriminate against persons because of race, color, religion, gender, national origin, age, disability, military status, genetic information or on any other basis prohibited by law. Aledo Independent School District prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities. The Title IX Coordinator is Kim Raymond, Deputy Superintendent, 1008 Bailey Ranch Road, Aledo, Texas, 76008 (817) 441-8327.

Aledo ISD's Central Office Administrators

Campus Administrators

Angela Tims Principal, Aledo High School	Loryn Windwehen / Arthur Aven, Anita Callaway AHS Associate Principal / Asst. Principals
Jeffrey Bradley Associate Principal, Don Daniel 9 th Grade Campus	Stacy Donalson, Jennifer Lawler Asst. Principals, Don Daniel 9 th Grade Campus
Mandy Musselwhite Principal, Aledo Middle School	Michael Diaz, Datra Lonon, Charles Linehan Asst. Principals, Aledo Middle School
Joshua Jenkins Principal, McAnally Middle School	Megan Snyder, Kirsten Simonson, Diana Warren Asst. Principals, McAnally Middle
Holly Elgin Principal, Annetta Elementary	Brittany Smith Asst. Principal, Annetta Elementary
Gina Henze Principal, Coder Elementary	Shanna Smith Asst. Principal, Coder Elementary
Amy Sadler Principal, McCall Elementary	Karen May Asst. Principal, McCall Elementary
Katie Griffin Principal, Stuard Elementary	Brandy Emmitte Asst. Principal, Stuard Elementary
Jake Bean Principal, Vandagriff Elementary	Amanda Sudderth Asst. Principal, Vandagriff Elementary
Heather Street Principal, Walsh Elementary	Ashlee Hammond Asst. Principal, Walsh Elementary
Christy Tolbert Associate Principal, ECA Early Childhood Academy	
Rebecca Albertson Director Aledo CDC	Melinda Wilburn Assist. Director Child Development Center
Cheryl Jones Principal, Aledo Learning Center	

School Addresses
Central Administration Office
Human Resources Division / Business Office Division
1008 Bailey Ranch Road
Aledo, Texas, 76008
817-441-8327

Aledo High School
(Grades 10-12)
1000 Bailey Ranch Road
Aledo, Texas, 76008
817-441-8711

Don Daniel 9th Grade Campus
(Grade 9)
990 Bailey Ranch Road
Aledo, Texas, 76008
817-441-4504

Aledo Middle School
(Grades 6-8)
416 FM 1187 South
Aledo, Texas, 76008
817-441-5198

McAnally Middle School
(Grade 6-8)
14700 Old Weatherford Road
Aledo, Texas, 76108
817-441-8347

Vandagriff Elementary School
(Grades Kinder-5)
151 FM 5 South
Aledo, Texas, 76008
817-441-5177

Coder Elementary
(Grades Kinder-5)
12 Vernon Road
Aledo, Texas, 76008
817-441-6095

Stuard Elementary School
(Grades Kinder-5)
200 Thunderhead Lane
Aledo, Texas, 76008
817-441-5103

McCall Elementary
(Grades Kinder-5)
400 Scenic Trail
Willow Park, Texas, 76087
817-441-4500

Walsh Elementary School
(Grades Kinder-5)
14113 Walsh Ave
Fort Worth, Texas, 76108
817-207-3355

Annetta Elementary
(Grades Kinder-5)
1001 Learners Lane
Annetta, Texas 76008
817-207-3405

**Aledo Child Development Center &
Early Childhood Academy**
(Grades Newborn-Pre-K)
408 FM 1187 South
Aledo, Texas, 76008
817-207-3416

We encourage you to visit our home [webpage](#) and select a school to learn more about each one of them.

The [2023-2024 Instructional Calendar](#) can be found on the Aledo ISD website.

Like us on [Facebook](#), connect on [LinkedIn](#), follow us on [Twitter](#) and [Instagram](#).



SECTION 2: HOW TO BE PART OF OUR TEAM

Application Requirements

The first step for prospective candidates wishing to become a guest teacher in Aledo ISD:

- Complete an online Substitute application thru [Frontline Education](#)

All interested applicants will be required to supply the following information:

- A record of the highest education attained (high school diploma, GED certificate, or official transcript for all college courses, and/or Texas teacher's certificate).
- Two forms of identification to complete the Employment Eligibility Verification I-9 (Examples: Driver's License, Social Security Card, Birth Certificate, or Passport).

Minimum Commitment Requested

The ability to commit to a minimum of 6 days per semester or 12 full days per school year.

What to Expect

Human Resources onboards applicants on a regular basis. If a posting is not live, onboarding sessions are not active.

- All applicants will be screened.
- Screened applicants will be contacted to confirm availability and interest. Next steps will be provided via email.
- Confirmed prospects will be uploaded to the Texas Education Agency for fingerprints and clearance.
- After clearance, selected candidates will complete onboarding packet forms, mandatory onboarding, and orientation meeting with Human Resources.
- The onboarding dates will be offered electronically after completion of all requirements.

In addition, all hired staff will be required to complete the following:

- Yearly compliance training (required of all staff)

Fingerprints

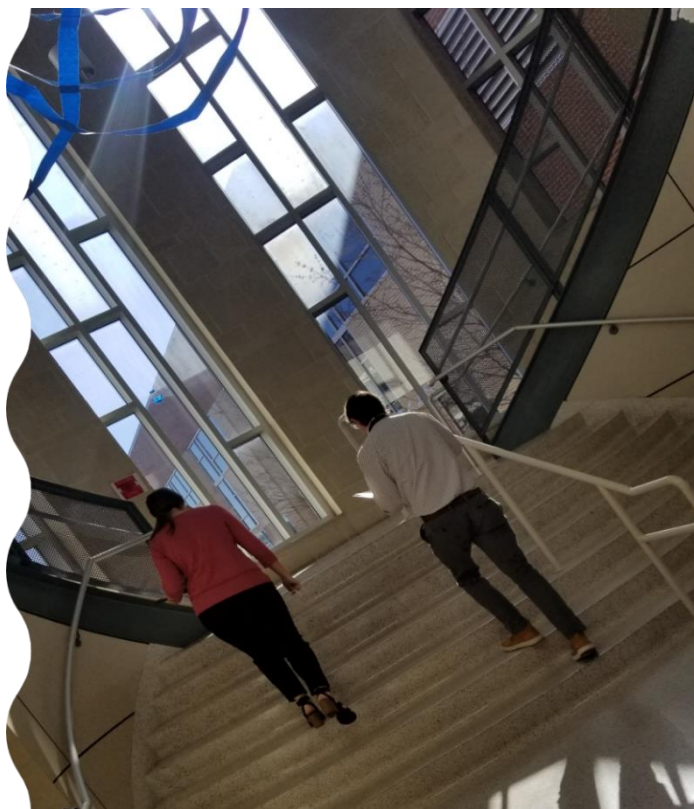
It is the law that any individual who will be hired as an employee of the district, whether part-time or full-time, completes fingerprinting. The district will need to subscribe to your fingerprint results with TEA. Candidates are responsible for the fees associated with this step. In addition, clearance of fingerprints is needed prior to first day on the job.

Classroom Ready - Onboarding & Orientation

To complete the hiring process, all future guest teachers need to comply with a 2-hour Onboarding Orientation. At the end of this training, you will be classroom ready.

To summarize, before your first day...

- You will be required to provide the following:
 - ◆ Official college or university degree, diploma, or GED certificate
 - ◆ Proof of ID for I-9 verification purposes
 - ◆ Copy of teacher certification, if applicable
 - ◆ Sign TRS active Care health insurance form
- Complete onboarding training when you will receive:
 - ◆ Guest Teacher parking pass
 - ◆ ID badge
 - ◆ Service Center set up
 - ◆ Resources
- Required:
 - ◆ Fingerprints clearance
 - ◆ Mandatory District and TEA Annual trainings provided via Vector
 - ◆ Sign Handbook Acknowledgement



Guest Teachers Job Description

TITLE: Guest Teacher

WAGE/HOUR STATUS: Exempt

REPORTS TO: Principal and Executive Director of Human Resources

Primary Purpose:

Enables students to continue their education with minimal interruption in the absence of the regular classroom teacher.

Qualifications:

Completion of the Aledo ISD Substitute Orientation Process

Have the interpersonal skills to work well with children, parents, and school staff

Major Responsibilities and Duties:

- Reports to the main office upon arrival at the school building
- Reviews the absent teachers lesson plans and carries out instructional and administrative duties as outlined
- Maintains effective classroom management and supports building-wide standards and policies for safety and health
- Assumes responsibility for overseeing student behavior in class and during teacher assigned locations and times
- Completes a summary of work completed at the end of each teaching day and leaves it for the regular classroom teacher
- Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates
- Performs building duties as assigned by the principal

Working Conditions/Physical Demands:

- Moderate physical activity, which includes standing, stooping, bending, lifting, walking and moving small stacks of books and other classroom equipment
- Ability to see within normal parameters
- Ability to hear within normal parameters
- May have biological exposure to bacteria and communicable diseases

Mental Demands:

- Ability to communicate (verbal and written)
- Ability to instruct
- Ability to maintain emotional control under stress

- Ability to make rational and quick decisions
- Ability to change assignments as needed

Mental Demands/Physical Demands/Environmental Factors:

- Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment; (P.E. teachers: automated external defibrillator (AED))
- Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting
- Motion: Frequent walking
- Lifting: Regular light lifting and carrying (less than 15 pounds); may lift and move textbooks and classroom equipment
- Environment: Work inside, may work outside; regular exposure to noise
- Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

Supervisory Responsibilities

- This job requires supervision of the classroom and students.

Terms of Employment:

- On a daily basis
- Salary is to be established by the Board

EVALUATION:

The Superintendent or designee shall have authority to remove a substitute teacher's name from the list.

The foregoing statements describe the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities, duties, and skills that may be required.

SECTION 3: GENERAL INFORMATION

Types of Guests Teachers

Guest teachers work as a temporary, on-call, at-will employee. It is not a permanent full-time or a permanent part-time position. It is an opportunity for employment on an “as-needed” basis. Aledo ISD does not guarantee any amount or period of work. Guest teachers may not be eligible for unemployment compensation benefits drawn on school district wages during any scheduled school breaks including, but not limited to summer, winter, fall, or spring break.

Guest Teachers may work in a teacher capacity, or as a teacher assistant/aide. The district does not require minimum college credits to work as a guest teacher.

The following requirements must be met before an applicant can be hired:

- ✓ Completed digital application.
- ✓ Complete fingerprinting process- criminal background check.
 - **The substitute is responsible for the cost associated with this step.**
- ✓ Complete digital onboarding documents.
- ✓ High School diploma or GED or official transcripts from an accredited college/university showing degrees confirmed or latest degree awarded, if applicable.
- ✓ Attend initial Guest Teacher training. These are by invitation only. Aledo ISD may require our guest teachers to attend additional in person or virtual trainings prior to renewal, such as “Guest Teacher Academy / Convocation” at the beginning of each school year.
- ✓ Guest Teachers on a long-term assignment are required to hold a valid and active teacher certification.

ASSIGNMENTS DEFINED

Special Services Program

- Co-Teach – offers students with disabilities or other special needs students, access to the general curriculum in the least restrictive environment
- Inclusion - offers additional support in general classroom
- Content Mastery / Resource Specialized Support – pulls students aside to receive specialized support and instruction on specific goals and objectives
- Functional Academics (FA) – students are at a pre-requisite academic level. Students may have physical needs to support daily living activities. Paraprofessional support in the classroom is required.
- Dyslexia - Students needing additional assistance in recognizing words, understanding what they read, spelling, rhyming, decoding written words. MTA Program used.
- Homebound Services – A Teacher certification is required. Visit students' homes to provide general, 504, or special education services. Must provide services in all core academic subject areas. Contact Human Resources if interested.
- PPCD (Preschool Program for Children with Disabilities) - PPCD serves children ages 3-5. This program is designed to address the educational needs of young children with disabilities. Disabilities may range from a mild speech impairment to children with physical needs and/or behavior challenges.

Teachers

- Guest teachers - provides main instruction in the absence of the regular teacher. Maintain student's safety and a positive educational environment.

Paraprofessional

- Paraprofessional role is to assist the main teacher. Duties may include but are not limited to classroom assistance in the following classrooms Physical Education, Library, In-School Suspension (ISS), Pre-K, diverse Special Education settings.

Types of Paraprofessional Assignments

Below is an explanation of the various educational classes you may encounter when viewing assignments for Aledo ISD.

- **Physical Education (PE) Aide** This position works with the physical education teacher and assists with the supervision of students, demonstrations, and some instruction.
- **CM/Resource Aide** This position works with special education students on specific content areas, goals, and objectives utilizing approved interventions.
- **Special Education Aide** This position works with special education students to provide instructional support across school environments.
- **In School Suspension Aide (ISS)** This position works with students who have been assigned by an administrator for discipline reasons. The students do their regular classroom assignments given by the teacher of record.
- **Preschool Program for Children with Disabilities Aide (PPCD)** This position works in the PPCD classroom with 3 and 4 year old students with disabilities. Aide may be required to assist with toileting, dressing, and diaper changing and feeding.
- **Functional Academics/ SPED ED Aide SPED Needs** This position works with special education students in a self-contained classroom on functional academics and life skills individually developed for each student. Aide may be required to assist with toileting, dressing, and diaper changing and feeding.
- **Pre-K Aide** This position assists Pre-K teachers with instructional needs of ESL and/or economically disadvantaged students.

COMPENSATION AND BENEFITS

Salary information according to Requirements and Assignments

Assignment Category	Pay Rate
Guest Teacher – Certified	\$110.00
Guest Teacher – Conferred Degree	\$100.00
Guest Teacher - Non-Degreed	\$100.00
Paraprofessional (PALS, FA, PPCD Aide)	\$115.00
Paraprofessional (All Other)	\$ 95.00
Nurses /SLP /Diagnosticians	\$180.00
Long- Term Assignments Certified <i>ONLY*</i>	\$145.00
Permanent Campus Guest Teachers –Commitment (per semester) ** Assigned by HR / Degreed Long-term Assignments	\$130.00
Monitors / Child Nutrition Services	\$15.15 / hr.
Bus Drivers (with active CDL and school endorsement)	\$22.00 / hr.

*Long Term Certified

- A **certified guest teacher** may serve in one long-term position, after scheduled by Human Resources and at the Principal's discretion, in the absence of the classroom teacher.
 - ◆ Pay rate begins on the first consecutive day teaching for the same employee and shall continue until the conclusion of the extended period term.
 - ◆ Beginning and end dates for these assignments will be notified by Human Resources or the campus principal or designee.

**Campus Commitment

- A **Permanent Campus Guest Teacher** may serve at a specific Campus by semester increments after scheduled by Human Resources and at the Principal's discretion.
 - ◆ Principal or designee will assign duties daily as needed.
 - ◆ Pay rate begins on the first consecutive day and shall continue until the conclusion of the allotted days.
 - ◆ Beginning and end dates for these assignments will be notified by Human Resources or the Campus Principal or designee.

Hours

- A half-day is up to four (4) hours of actual work time, the rate of pay will be 1/2 of the daily rate of pay.
- Guest teachers will be paid the full daily rate for a job that requires 5 hours or more of actual work time. An exception to this rule is an "Early Release Day".
- Guest teachers are not guaranteed a "conference" period, you may be required to work in a different capacity, perhaps in a different classroom, during the regular teacher's "conference" time. This is part of your regular substitute assignment and will not be subject to additional compensation.
- A Guest teacher may not leave campus early without the permission of the campus principal or designee.
- Although the district reasonably expects Guest teachers to work at least 10 hours per week, the district does not guarantee that you will receive 10 hours every week. The district's need for substitutes varies from week to week. In some weeks, you may not receive any assignments. Similarly, the district understands that some weeks you may not be able to accept the assignments due to illness or other personal reasons.

Compensation

- Guest teacher pay will reflect FICA and income tax withholdings based on the W-4.
- Aledo ISD employees are paid the 15th of each month. (Should that day fall on a non-teaching day, checks will be direct deposited on the evening of the last day prior to the 15th of the month.)
- Direct Deposit is required. During onboarding, you should have completed a payroll "Direct Deposit Form". For Direct Deposit changes, login to [FrontLine Central](#) "My Forms" "Forms I can Start". The Payroll Department will automatically receive notification of your request.
- For questions regarding compensation, contact the Business office.
- To view your withholdings, check history, employee ID #, and other important compensation information, visit AISD's [Employee Portal](#).

2023-2024 PAYROLL CALENDAR

Monthly Payroll Dates Calendar 2023-2024

	Supplemental / Sub Pay Period	Supplemental / Sub Due to Payroll Office	Pay Date
September	07/31/23 to 08/27/23	Aug. 31	Sept. 15
October	08/28/23 to 10/01/23	Oct. 5	Oct. 13
November	10/02/23 to 10/29/23	Nov. 2	Nov. 15
December	10/30/23 to 12/03/23	Dec. 7	Dec. 15
January	12/04/23 to 12/31/23	Jan. 4	Jan. 12
February	01/01/24 to 01/28/24	Feb. 1	Feb. 15
March	01/29/24 to 02/25/24	Feb. 29	March 15
April	02/26/24 to 03/31/24	April 4	April 15
May	04/01/24 to 04/28/24	May 2	May 15
June	04/29/24 to 06/02/24	June 6	June 14
July	06/03/24 to 06/30/24	July 4	July 15
August	07/01/24 to 07/28/24	Aug. 1	Aug. 15

Incorrect Compensation

What to do should you believe your paycheck is incorrect:

- Contact the AISD Business Office, Payroll Coordinator for detailed compensation information.
- It is the guest teacher's responsibility to compare their work calendar against the list of days worked provided by Payroll.
- Any discrepancies should be directed to the campus at which you worked and were not paid appropriately.
- The campus is responsible for providing the documentation to the Human Resources Department validating your request.
- If you need additional assistance, contact the Substitute Coordinator in the Human Resources Department.

You will have two (2) regularly scheduled workdays after payday to contact Human Resources to request a correction made on your check. Payroll will run one (1) batch of corrected checks per payroll period five (5) days after actual payday. All check correction requests received after the two-days deadline will be processed with the following month's payroll.

Health Insurance

- AISD offers the option for guest teachers to enroll in health insurance through TRS-ActiveCare.
- Guest teachers need to annually complete the "*Enrollment, Change, and Declination Form*".
 - ◆ New guest teachers must enroll in or decline medical coverage within 31 days from date of hire.
 - ◆ Returning guest teachers must enroll in or decline medical coverage during the annual open enrollment.
- The district does not provide a contribution to the premium for guest teacher employees. You would be responsible for the entire medical premium. You can find more information by visiting our [Benefits Portal](#).
 - ◆ Payment for one calendar month must be submitted with enrollment form.
 - ◆ The premiums for subsequent months must be submitted to AISD's Payroll Coordinator by the 30th day of the preceding month.
 - ◆ If the 30th day falls on a weekend or a day the district is closed, the payment must be made the preceding business day.
 - ◆ If you fail to timely pay the monthly premiums, the district will proceed with the coverage cancellation process. Your coverage may also be cancelled if you lose eligibility for TRS-ActiveCare.

- To be eligible and enroll in TRS-ActiveCare, guest teachers are to work at least 10 hours per week.
 - ◆ Hours worked for other school districts are not considered in determining whether a substitute is eligible for benefits through Aledo ISD.
 - ◆ There is a waiting period/look back period of 90 days from the guest teacher's first day hired to evaluate eligibility.
 - ◆ For returning guest teachers who elect coverage, this look back period will be the last 90 days of the prior school year.
 - ◆ Should you decline coverage, you cannot enroll again until the next plan year unless you experience a qualifying special enrollment event (examples: gaining a new dependent through marriage, birth, adoption, or placement for adoption, if an individual with other health insurance coverage involuntarily loses that coverage).
- A guest teacher enrolled in TRS-ActiveCare and who is removed from the roster will become ineligible for health coverage and will be provided notice regarding continuation coverage under COBRA (if eligible).
 - ◆ Cancellation due to non-payment is considered a voluntary drop; therefore, you would not be eligible for COBRA.

Workers Compensation

The district, in accordance with state law, provides workers' compensation coverage at no cost to employees who suffer a work-related illness or are injured on the job.

In the event of an emergency, please seek medical attention immediately. If it is not an emergency, follow the steps below:

- Report the injury to your supervisor immediately or as soon as medically able. The Campus Administrator will provide you with the "*Employee Injury form*" to complete.
- Contact the Business Office at (817) 441-8327 for treatment authorization and other information
- For more information on workers' compensation in Texas, please visit <https://www.tdi.texas.gov/wc/index.html>

Jury Duty

Guest teachers will not be paid for jury duty. However, those on long-term assignments may qualify for consecutive day pay by submitting proof of attending jury duty. Written request should be submitted to Melissa Rodriguez at the Human Resources Office, mrodriguez@aledoisd.org, for evaluation on a case by case basis.

Employee ID Badge

All Aledo ISD employees, including guest teacher, are always required to visibly wear the Aledo ISD ID badge. Any adult without an ID Badge or visitor sticker should be escorted to the office. An Aledo ID badge will be given to you at the time of hire. If the Aledo ISD badge is lost or stolen report it to Human Resources (817) 441-8327 immediately.

COMPLIANCE TRAININGS

The Texas Education Agency requires by law ALL school district employees complete certain trainings, such as, but not limited to:

- Blood borne pathogens
- Multi Hazard
- Sexual Harassment
- Allergies

Aledo ISD has partnered with *Vector Training* to bring our guest teachers the training needed.

Additional training and safety guidelines are provided during onboarding for new hires or In-Service convocation for returning guest teachers and are accessible on the District website.

Unemployment Benefits

Guest Teachers are eligible for unemployment benefits if a claim is filed between assignments, between academic terms, during holidays or breaks, or during any other period when students are not in attendance. (Reference: TEC et al vs. Southside ISD 775 S.W. 2d 733)

Retired Teachers

Retired teachers may complete a guest teacher online application and work according to provisions of Senate Bill 273 and House Bill 3147, 77th Legislature. Based on guidance from TRS, TEA has determined that there are different conditions that must be met depending on whether an individual retired before or after January 1, 2001.

ALL Retired /re-hired guest teachers:

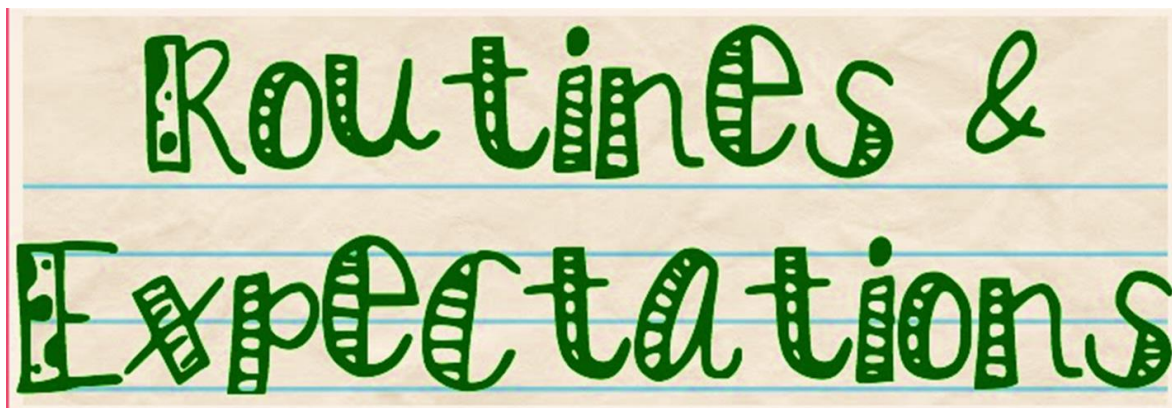
- MUST clock in and out
- May complete long-term assignments for employees on leave
- Should not complete long-term vacancies, that is, if the position is vacant. For details, guidance, or clarifications, you may contact the Human Resources or Benefits & Compensation Departments.

If you have questions related specifically to retirement issues, please check the TRS website: www.trs.state.tx.us or contact TRS by phone at 1-800-223-8778.

Creditable Years of Service for Retirement Purposes

Guest Teachers requesting information regarding creditable years of service for retirement purposes, should contact the Teacher Retirement System at 1(800)223-8778.

SECTION 4: ROUTINES & EXPECTATIONS



Successful guest teaching is a partnership between the guest teacher, the full-time teacher, the campus staff, and the district staff. Grade level teachers or department chairpersons are helpful in answering questions.

Campus Designee's Responsibilities

- Welcome the guest teacher to the campus
- Direct the guest teacher to the classroom - Use the Campus Map!
- Provide a campus bell schedule
- Provide main contacts for emergencies
- Provide main contacts for discipline issues or classroom assistance
- If the Guest Teacher communicates there is no **ORANGE** binder, lesson plans, and supplies, assist them locating what they need to start their day
- Notify If there are any special programs for the day (drills, field day, trips, games, etc)
- Provide a brief campus orientation, if necessary
- Release from duty if services are no longer needed or the day
- Contact Human Resources if/when in doubt of processes
- Reconcile assignment. Reconciling absences confirms the assignment was fulfilled as stated in Frontline Central.

Teacher's Responsibilities

- Place **ORANGE** binder in designated location
- Provide guest teacher with all materials in accessible location:
 - ◆ Detailed lesson plans
 - ◆ At least 2 attendance sheets/rosters (per class, if applicable)
 - ◆ Current seating chart

- ◆ Lists of any special arrangements for individual students (ex: content mastery, Title 1 math, resource, CTE, etc.)
- ◆ Referral slips
- ◆ Hall passes (ex: nurse, library, restroom)

Guest Teacher Responsibilities

Reporting Schedule

Arrive early!

- ✓ Elementary schools (PK-5 grade) begins at 7:15 am ending at 3:25 pm
- ✓ Secondary schools (7-12 grades) begins at 8:10 am to 4:20 pm

Parking and Privileges

- All hired guest teachers are employees. Do not park in "Reserved" or "Visitor" parking areas.
- Once you have decided you will continue as a Guest Teacher, feel free to visit any Police Officer's Campus office to request your "STAFF" parking sticker'
 - ◆ Only need to complete once
 - ◆ TO fill the form - Scan QR Code situated at the Police office door and complete.
 - ◆ Follow their instructions
- Guest teachers may park in the faculty parking lot.
 - ◆ If in doubt, check with the front office to verify which lot is designated for teachers.
- Guest teachers are encouraged to use the faculty lounge and cafeteria while on duty.



Upon Arrival

Guest teachers are requested start their day by visiting the front office and connecting with the Campus Substitute coordinator for instructions.

- Non-TRS retirees will sign in a daily "Attendance Sheet" from Frontline which contains your assignment details.
- TRS retirees **MUST** clock in and out for TRS reporting purposes.
 - ◆ Go to the Kiosk and use your phone and phone Pin # to clock in and out.
- Guest teachers are expected to have an ID badge visible at all times.
 - ◆ ID Badge will portray the Substitute's name and photo.
- Unexpected changes may occur the same day. Unless otherwise instructed by Human Resources, the guest teachers shall report to the campus office presenting their name, assignment information (teacher, job number information).
- It is the responsibility of the guest teacher to find out what the campus' policies and procedures are for dealing with discipline issues, if encountered.
- Consult Campus staff for the following:
 - ◆ Kiosk location to clock (TRS retirees only)
 - ◆ Frontline Sign in Attendance Sheet (all Non-retiree Substitutes)
 - ◆ Special activities planned for the day, such as drills, school-wide gatherings
- Special duties assigned to the teacher
- Student passes and special procedures, such as office referrals, Nurse passes
- Class roll for attendance. You will need two –
 - ◆ one to provide to the PEIMS/ Attendance clerk with attendance
 - sign and date – **DO NOT USE PENCIL**
 - if student is absent – write **ABSENT** next to the student's name
 - Read carefully instructions provided at the Campus
 - ◆ The other list will be used in classroom and in case of emergency
- Map of the school – make sure you can identify nearest teacher restroom, lounge, emergency exit
- Name and phone number or extensions in case of an emergency, nurse, etc.

In the Classroom – Teacher for the Day

- Upon arrival, write your name as you wish to be addressed. **NO FIRST NAME BASIS.**

- Locate needed teaching materials (i.e., review lesson plans, guest teacher/substitute folder, and teacher editions regarding assigned lessons).
- Check the teacher's box for papers to be distributed.
- Greet students at the door.
- **Do not** leave the classroom unattended at any time.
- Keep an accurate record of classroom attendance.
- Follow lesson plans as closely as possible to ensure continuity in the instructional program.
- Make a note of any changes that must be made.
- Treat **all** students in a fair manner and refrain from making threats or statements to students that cannot be followed through.
- ***DO NOT*** express frustration or anger nor engage in arguments, discussions, or name calling.
- Classroom duties for Paraprofessional assignments will vary depending on the Campus.
 - **In the Classroom – Paraprofessional for the Day**
 - ❖ Upon arrival, introduce yourself to the teacher.
 - ❖ Ask for duties assigned to the paraprofessional you are covering for.
 - ❖ Provide assistance as needed.

Throughout the Day

- Carry out the lesson plans and assigned duties to the best of your ability.
- Be fair and carry out the rewards and consequences per discipline plan.
- Be positive and respectful to your interactions with students and school personnel.
- Minimize time spent on procedural matters.
- Require student attention and participation.
- Provide feedback to students about their work.
- Provide closure at the end of class.

At the End of the Day

- Complete your Guest Teacher Summary Report and leave visible at the desk of the permanent teacher.
- It is required any time it is necessary to discipline a student or if the student has been a disruptive factor in the classroom that day.

- Keep copies of all memos, etc. received and leave them in the guest teacher/substitute folder at the end of the day
- Neatly organize the papers turned in by the students and leave inside the folder assigned to Guest teachers.
- Close windows, turn off lights, and equipment.
- **Make sure the room is in good order before you lock the door.**
- Turn in keys, if issued at the office.

General Duty Expectations

When in doubt on how to handle any situation, ask for help. The campus will assist in solving the issue. Refer to the "Contact list" provided in the Front Office during your arrival.

Classroom Expectations

- To follow as closely as possible the lesson plans provided by the regular teacher and carry out the regular routine of the class.
- It is helpful to leave a report of work accomplished.
- Guest teachers have the same responsibility for students, equipment, and materials as the regular employee for whom he/she is working.
- To spend the entire day working with students, not reading personal books, engaged in your electronics, or doing personal work of any kind.
- If time permits, incorporate your own innovations to supplement the daily program.

Items Requiring School Approval

- Students are not excused to leave school under any circumstances without office permission.
- No written communications should be sent to parents without permission from the principal.
- Accidents involving any of the students under guest teacher supervision must be reported to the office immediately.
- Any student appearing to be ill should be sent to the office immediately. It is advised to ask another student to accompany the one who is ill. **Under no circumstances should a guest teacher shall administer medicine internally or externally to a student.**
- Students may not be kept after hours.

Recordkeeping

- Keep careful records for the regular teacher on the following items: attendance, tardiness to class, lost articles, etc.

- **Attendance should be taken at the specified times.**
- Official state attendance for elementary students is recorded one time each day. All absences are recorded during the morning.
- Secondary campuses require an absentee report each period.
- The regular classroom teacher's name should appear on the absentee slip.

Visitors to the Classroom

- Anyone coming to the classroom for information about a child or requesting for a child to be released from school, must be directed to the principal's office.
- **No** student should be released from the classroom without official notices from the office.
- All visitors must check in at the office and receive a visitor's badge.

Student Discipline

Students are expected to follow the campus rules, classroom rules, and rules listed in the [Student Code of Conduct and Student Handbook](#) (available on the district website).

- ❖ **Never administer corporal punishment or physical contact of any kind.**
- ❖ **Never administer any kind of medications in the classroom. Send the student to the nurse's office.**

Guest teachers are responsible for:

- Maintaining a classroom environment that is conducive to learning.
- The noise factor should always be related to the learning situation. It is especially important that the activities of one class never be a disturbance to another.
- Any student unwilling to cooperate and who repeatedly infringes on the rights of others by disturbing the class, should be disciplined appropriately.
 - ◆ Please follow the classroom and discipline procedures as directed by the campus principal.
 - ◆ If assistance is needed, contact the campus administrator. principal. Familiarize yourself with the discipline procedures unique to the campus to which you are assigned. This information may be obtained from the principal when you arrive for duty.

SECTION 5: POLICIES



Guest Teachers Code of Ethics

We expect all district employees to treat each other, students, parents, and other patrons of the district with common courtesy and respect at all times. We hold our students to a high standard of conduct, as expressed in the Student Code of Conduct, and we expect no less of our employees. All district employees serve as role models for our students and must conduct themselves at work and in public as honest, law-abiding citizens.

- Guest teachers have an obligation to conduct themselves in an ethical manner in all things pertaining to school operations and school information.
- Criticism of students, school personnel, and school policies is made only to the principal of that campus in a professional conference.
- Treat all information about students and parents as confidential.
- Do not use your association with the school to inquire about your own or other children.
- Refrain from gossiping about students and/or faculty.
- All employees are expected to dress in a clean, neat, and mature manner to reflect their position as a role model for the students.

❖ *For details, refer to the Texas Educators' Code of Ethics on Appendix A.*

Smoking

Smoking is prohibited, including vaping.

Alcohol/Drugs

Aledo ISD is committed to maintaining an alcohol and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed.

Bullying

All employees are required to report student complaints of bullying to the campus principal.

Confidentiality

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

In Aledo ISD, student information and records are developed, maintained, utilized, and disseminated in such a manner as to protect the privacy rights of students. All school district personnel, including guest teachers, must maintain the confidentiality of personally identifiable information pertaining to any AISD student or staff member. This includes name and other personal information, educational records, and test results, anecdotal information, placement data, information related to counseling services rendered to a student or family member, or any information relating to a student's handicapping condition or placement in special education.

Discussion between school personnel concerning any student should only occur between school personnel who have a direct interest in the education of the student. Such discussions are frequently necessary and advisable but must occur in a private place with no other personnel in attendance. Personnel shall refrain from such confidential discussions in the employee's lounge, office, hallways, cafeteria, etc.

Discrimination, Harassment, and Retaliation

- Employees shall not engage in prohibited harassment, including sexual harassment, of other employees or students.

- While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons, including board members, vendors, contractors, volunteers, or parents.
- A substantiated charge of harassment will result in disciplinary actions.
- Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law.
- Romantic or inappropriate social relationships between students and district employees are prohibited.
- Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district officials.
- All allegations of prohibited harassment of a student will be reported to the student's parents and promptly investigated.
- An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. (See Reporting Suspected Child Abuse) (Appendix B).

Employees who believe they have been discriminated or retaliated against or harassed, are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal, supervisor, or district official is the subject of a complaint, the employee should report the complaint directly to the superintendent. A complaint against the superintendent may be made directly to the School Board.

❖ *For details see Appendix B – Preventing Sexual Harassment Summary*

Guest Teachers Standards of Conduct

- Maintain a positive attitude.
- Guest Teachers are expected to remain on duty during the chosen assignment and follow the same work schedule as the regular employee, including responsibilities such as hall duty, lunchroom duty, and other duties as assigned by the principal or designee.
- If serious problems arise during the day and need to leave, notify the school immediately. They will need to seek coverage for your classroom and notify Human Resources to modify absence if needed.
- Should the Campus office receive a call, a message will be delivered to the room.
- Do not leave the campus without notifying the Campus Administrator and signing out at the school office.

- Exercise good judgment in the maintenance of a positive learning environment.
- Accept additional responsibilities when asked by the principal or campus designee.
- Maintain professional dress code and conduct.
- Avoid any language (verbal or non-verbal) or activity, which may be deemed inappropriate for a public school classroom.
- Under no circumstances will guest teachers to administer corporal punishment or physical contact in dealing with student discipline
- The striking of a student or use of improper language will result in immediate removal from the guest teachers list

Disciplinary Actions

The Campus Administrator will file a *Guest Teacher Complaint/Incident Report* form for any concerns that he or she might have with your ability to perform your duties or your non-adherence to AISD policies.

Upon receipt of a complaint/incident report from an AISD campus, Human Resources will conduct an investigation. The guest teacher will be contacted with the opportunity to submit a written statement to be held with the report filed in the Human Resources Department. If this investigation confirms the report findings, depending on the severity of the complaint/incident, the guest teacher may immediately be removed from the district wide guest teacher pool.

Aledo ISD retains the right to deviate from the steps described above at the sole discretion of the employer.

Actions which may lead to removal as a guest teacher may include but are not limited to:

- Failure to comply with any district policy or administrative regulation
- Deficiencies pointed out in a conference, observations, or memoranda
- Failure to fulfill duties and responsibilities as assigned
- Cancellations of 4 or more assignments without 24-hour notice per semester, regardless of reason.
 - ◆ *Option to cancel absences will be inactivated.*
- Failure to work minimum 6 days in a semester
- Failure to return paperwork requested by Aledo ISD in a timely manner
- Failure to perform required or assigned duties

- Failure to maintain discipline in the classroom or at assigned school-related functions
- Insubordination or non-compliance with any official directives
- Conducting personal business during school hours
- Reduction in force because of financial issues or program change
- The possession, use, or being under the influence of alcohol, alcoholic beverages, drugs, narcotics, and any other substances as defined by the Texas Controlled Substances Act, while on school property, working in the scope of the duties, as assigned, or attending any school- or district-sponsored activity
- Conviction of any felony or any crime involving moral turpitude
- Failure to report any arrest, conviction, or deferred adjudication for any felony or any crime involving moral turpitude as required by policy
- Failure to meet the district's standards of professional standards or dress code
- Failure to comply with reasonable district requirements concerning professional growth and improvement in techniques leading to improvement as a guest teacher
- Failure to attend required training or meetings, as scheduled
- Disability, not otherwise protected by law, that impairs performance of required duties
- Immorality, which is a conduct the Board of Education determines, is not in conformity with the accepted moral standards of the community encompassed by the district. Immorality is not confined to sexual matters, but includes conduct inconsistent with rectitude, or indicative of corruption, indecency, or depravity
- Any activity, school-connected or otherwise, that, because of publicity given it, or knowledge of it among students, faculty, and community, impairs or diminishes the guest teacher's effectiveness in the district
- Reason and/or directives specified in the Guest Teacher Manual reflecting special conditions or responsibilities required
- Failure to maintain an effective working relationship, or maintain good rapport, with parents, the community, or colleagues
- A significant lack of student progress or achievement during a long-term assignment
- Assault on an employee or student
- Falsification of records or other documents related to the district's activities
- Falsification of required information on an employment application

- Misrepresentation of facts to a supervisor or other district official in the conduct of district business
- Any attempt to encourage or coerce a child to withhold information from the child's parents, district personnel, or law enforcement/child protective personnel and any other associated agency
- Any other action or cause which may put in jeopardy the health, safety, and well-being of the students and staff of the Aledo Independent School District
- Other reasons that may cause guest teachers to be removed from the roster:
 - ◆ poor performance or misconduct
 - ◆ Failure to accept at least 6 assignments per semester
 - ◆ Not returning a letter of reasonable assurance in a timely manner
 - ◆ Failure to maintain confidentiality, including but not limited to any social media comments, uploads, remarks that may affect the District, Staff, other Substitutes, and/or students.

Conditions for Continuation of Employment

- Guest teachers will be required to work a minimum of six (6) full days or twelve (12) half days during the fall and six (6) full days or twelve (12) half days during the spring.
- Successfully signing the Letter of Reasonable Assurance issued annually by the District.
- Guest teachers not meeting these requirements will be considered inactive and removed from the active guest teacher pool.
 - ◆ Individuals removed from the guest teacher list, due to inactivity, must reapply and meet the current hiring requirements.

SECTION 6: STANDARD RESPONSE PROTOCOLS



Think safety first!

Upon arrival, it is important that you acquaint yourself with Aledo ISD's standard response protocol and follow each school's procedures.

- Each classroom has a standard response protocol map posted by the classroom door (sometimes on the back of the door). Please review each map for classroom exits and locations.
- As you arrive to your classroom, find the **ORANGE** binder.
- As a guest teacher, you should familiarize with the protocols.
- You are responsible for the safety of the students under your supervision.

Hazardous & Flammable Materials

When dealing with hazardous / flammable materials or chemical spills, contact the campus principal or custodian to appropriately handle clean-ups and disposal.

Possession of Firearms and Weapons

Employees, visitors, and students are prohibited from bringing firearms, knives, or other weapons onto school premises or any grounds or building where a school sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the District's weapons policy should report it to their campus administrator or call the Aledo ISD Police Department immediately.

Safety

The district has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. To prevent or minimize injuries to employees, coworkers, and students, and to protect and

conserve district equipment, employees must comply with the following requirements:

- Observe all safety rules
- Keep work areas clean and orderly at all times
- Immediately report all accidents to their supervisor
- Operate only equipment or machines for which they have training and authorization

SECTION 7: FRONTLINE SERVICE CENTER



Absence Management - Automated Calling System

Aledo ISD uses the Frontline Absence Management automated calling system. This system utilizes both, the telephone, and the Internet, to assist guest teachers in locating jobs. Unless otherwise set, guest teachers have access to all available positions to fill and could be able to select jobs accordingly.

For the system to work to its maximum potential, guest teachers are encouraged to:

Set “Preferences”

- Personal Info – Verify phone credentials and email. Contact Human Resources for changes, if needed.
- Phone credentials to view and change PIN number for the 800 number
- Schools according to either view or NOT view assignments for specific schools.
- Call Times to set own preferences on days/ hours to receive notifications or NOT
- Some guest teachers work in multiple districts and may set a pin accordingly.
- To view past assignments and assess past jobs, view the third tab (see image 1).
 - ◆ This is useful when figuring your future paychecks. Use with the pay periods date range.
- **Enter all known non-workdays** (see image 2 for example on how to use the fourth tab “Non Work Days”)
- You will have access to all available open positions for Campuses selected and have the opportunity to claim jobs accordingly.
 - ◆ *View NOTES if available, to know details of assignments.*

frontline
education

Sign in with a Frontline ID

Frontline Username

Your username is required.

Frontline Password

Your password is required.

Sign In with Frontline ID

[Forgot Username](#)

[Forgot Password](#)

Or Sign In with Organization SSO



Time tracking made *easier*
for you and your staff.

KEEP YOUR DISTRICT RUNNING SMOOTHLY

Image 1 – PREFERENCES TABS

VIEWING AS: DAWN MARIE AXNESS | Absence Management | Aledo ISD

NAVIGATION

- Home
- Available Jobs (17)
- History
- Feedback
- Preferences

Calendar View:

- September 2020:** Days 1-4 are blue (Completed assignments). Days 9-11, 14-18, and 23 are green (Available jobs).
- October 2020:** Days 1-3 are blue (Completed assignments).
- November 2020:** Days 5 and 9 are green (Available jobs).

Summary: 17 Available Jobs, 1 Scheduled Jobs, 7 Past Jobs, 0 Non Work Days.

Job Details Table:

Date	Time	Duration	Location
Teacher: Report to: Main Office CONFIRMATION #417053955			
Wed, 8/19/2020	7:15 AM - 3:25 PM	1 Full Day	McCall Elementary School
GRIFFIN, TRACY TEACHER'S AIDE Report to: Main Office CONFIRMATION #416608351			

Green = Available jobs

Blue = Completed assignments

Yellow = canceled assignments

Image 2 – NON-WORK DAYS – Did you know you can also remove an already

Calendar View:

- September 2020:** Days 10 and 11 are green (Available jobs).
- October 2020:** Days 1-3 are blue (Completed assignments).
- November 2020:** Days 4 and 5 are blue (Completed assignments).

Summary: 0 Scheduled Jobs, 0 Past Jobs, 4 Non Work Days.

Non Work Day Details Table:

Date	Time	Reason	Action
Non Work Day 12:00 AM - 4:00 PM Appt			
			Remove
Tue, 9/29/2020	12:00 AM - 4:00 PM	Appt	Remove
Tue, 10/20/2020	12:00 PM - 4:00 PM	appt	Remove

set non work days?

Availability

Guest teachers are called in most cases by the computerized absence reporting system. However, if no job has been previously assigned, you are encouraged to login to Frontline Absence Management to look and accept jobs available. Guest Teachers may be placed on school priority lists in accordance with the individual school processes or preferences based on previous performance.

In addition,

- Human Resources will contact guest teachers for hard to fill jobs, long-term assignments, and other specific needs.
- On the same-day needs, campus designees will be contacting guest teachers.
- By being placed on school priority lists in accordance with the individual school processes or preferences based on previous performance.

Assignment Cancellations

Should an emergency arise after accepting an assignment, the guest teacher should follow the Frontline Absence Management procedures for canceling an assignment. If unable to cancel in the system, and the emergency occurs after 6:00 a.m. and before 7:00 a.m. on the day of the assignment, contact the proper administrator or designee listed below.

DO NOT cancel an assignment to pick up a different same-day of cancellation assignment. Should you cancel an assignment the system will block your visibility for the day.

Unless otherwise instructed, our Administrator's phones are in case of emergency ONLY and to text same-day assignment cancellation.

Leave a message at the Campus or text according to Campus guidelines below:

CAMPUS	Guest Teacher Designee	Contact Information
Aledo High School / DNGC	Arthur Aven	817-228-5349 (text)
	Tiffany Welch	817-441-8711 (Campus)
Aledo Learning Center Aledo Middle School	Cheryl Jones	682-224-9960 (text)
	Campus Secretary	817-441-5198 Ext. 1504 (Campus)
McAnally Middle School	Megan Snyder	724-433-0234 (text)
		817-441-8347 (Campus)
Annetta Elementary	Holly Elgin	972-358-9935 (text)
Coder Elementary	Gina Henze	817-441-6095 (Campus)
Vandagriff Elementary	Amanda Sudderth	817-441-8771 (Campus)
Stuard Elementary	Katie Griffin	817-441-5103 (Campus)
McCall Elementary	Amy Sadler	682-224-9834 (text)
Walsh Elementary	Ashlee Hammond	817-629-1722 (text)
Aledo Child Development Center	Becky Albertson	817-991-2796 (text)
Early Childhood Academy	Jil Beal	817-555-2536 (Campus)

Proper Protocol to Cancel Absences:

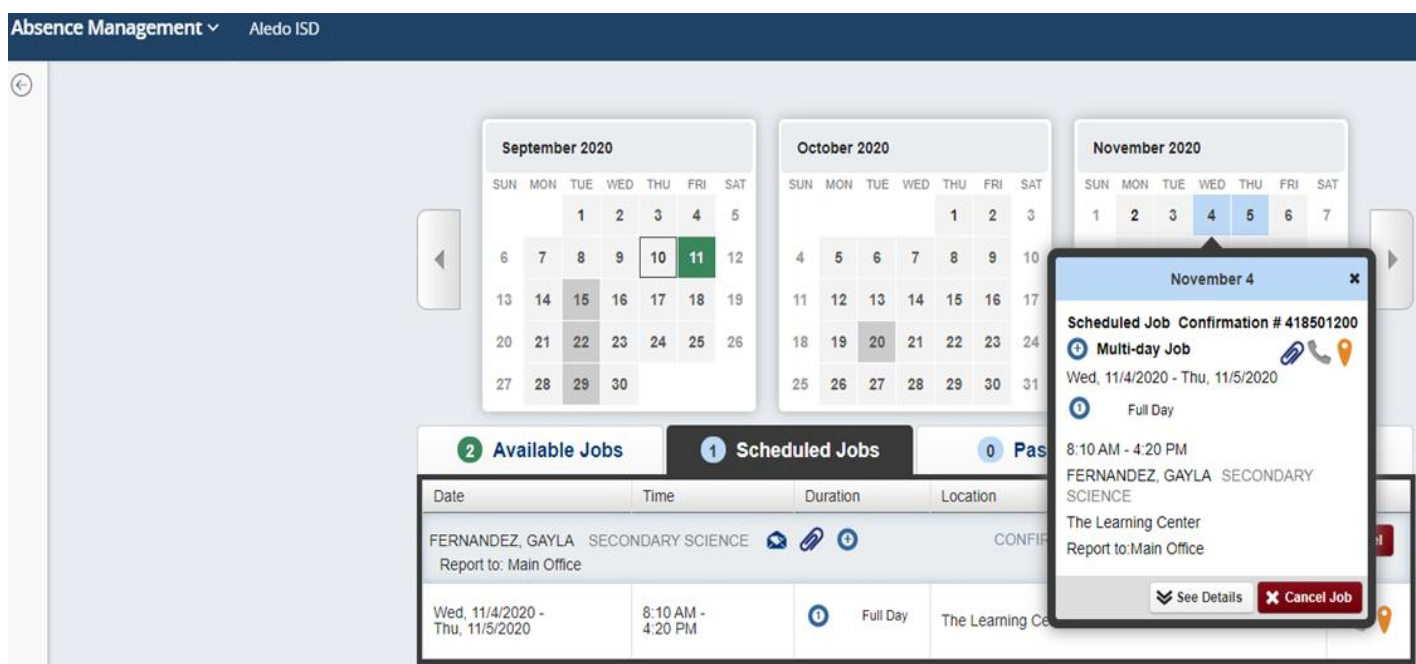
- For night before or same day cancellations use the contact list shared above. Follow up with an email to Human Resources.
- If you cancellation happens between 24-72 hours, contact Campus directly. Follow up with an email to Human Resources.
- If cancellations are with 4 or more days in advance, contact Human Resources.
- Mark the day as a NON-WORKDAY in Frontline Central. This will prevent: the system to call you for unfilled assignments and will exclude you from the daily report the Campuses create to call available SUBS to help on a same day need.

Assignment Changes

We appreciate and request guest teachers to remain flexible to attend, not only the needs of the Campus for which they are assigned to work, but the District needs.

- ✓ Occasionally, a campus administrator or staff assigned to work with the Frontline Absence Management system, will request the guest teacher to change assignments after they have reported for duty.

- ✓ If a campus has an unfilled assignment with a greater student need than for the position which you have accepted, then you may be asked to move to the greater need position. You will only be asked to change positions when it is in the best interest of our students.
- ✓ Sometimes the District will request the guest teacher to assist at another campus with higher needs.
- ✓ Refusal to change assignments may end in removal from the guest teacher pool.



- ✓ Guest Teachers may be asked and are expected to perform other duties during the absent employee's conference period, etc.
- ✓ Guest teachers will be given a 30 minutes duty-free lunch period.

Bad Weather Days

Some days may become too dangerous for students and employees to travel to and from school because of weather conditions. If you have accepted jobs for any of these days, you should monitor the Aledo ISD website for information on Aledo ISD closings. If the Aledo ISD computerized absence reporting system continues to call you the morning of closing, please press the (*) button for no more calls or refuse the job by pressing the number 2 in accordance with computerized absence reporting instructions. You will not be paid any day that Aledo ISD is closed.

Time & Attendance

Aledo ISD uses an electronic time clock system that is recorded via a kiosk at each campus.

Only TRS retirees will need to clock in/out. However, it is recommended that all Substitutes keep a calendar of the dates worked, the teacher/aide for whom you subbed, and at which campus you worked, whether it was a full or half day substitute job and the job number. Comparing this data to your Frontline calendar will come handy if you feel there is a discrepancy in the system and/or your paycheck. Please check with the campus office for the location of the time clock (kiosk).

For those who need to record time, click on the first tab that appears on the screen. It will prompt the below use your 10-digit kiosk/phone number and 4-or-5-digit numeric PIN.

→ Kiosk ID is your phone #

→ Find your pin # in Frontline under "Preferences" → "Phone Credentials"

→ "Phone Pin"

If you are a TRS retiree and fail to clock in/out at the campus on a given day, email Melissa Rodriguez, Human Resources Manager, with the change needed.

Time & Attendance
Formerly VeriTime

Aledo ISD
Thursday 08/10/2023
03:01 PM

Phone # → KIOSK ID/PHONE NUMBER

KIOSK PIN → Pin #

Return to Scanner Log In

frontline
EDUCATION

SECTION 8: DRESS CODE



When you are working an assignment at a Campus, you become an employee of the District. All our employees are expected to dress in a manner that projects a professional image for the employee, District, and community. Professional dress is a vital factor in establishing respect with students and parents.

- ✓ Employees shall act as role models by exemplifying the highest standard of professional appearance for the educational purposes of teaching community values and proper grooming and hygiene.
- ✓ All faculty and staff shall maintain dress and grooming standards that are neat, clean, will not be a health or safety hazard and are appropriate for the professional workplace as not to disrupt or interfere with normal school operations.
- ✓ The District's minimum standard of dress for campus employees is business casual attire.
- ✓ Each supervisor has the responsibility to counsel his or her employees and suggest a change in dress or personal hygiene habits, if needed.

All District employees, including guest teachers, will adhere to the following guidelines:

Slacks, Pants, Leggings, Shorts

Appropriate*: Slacks/ pants dressy capris; leggings if top/blouse covers more than half the thigh.

Inappropriate: Jeans; shorts; exercise, yoga, or sweatpants; denim overalls; any pants too form fitting or too low rise for free movement.

*Coaches must adhere to this dress code policy when in the academic classroom.

Skirts and Dresses

Appropriate: Dress and skirt length should cover more than half the thigh.

Inappropriate: Short, tight skirts; mini-skirts; spaghetti strap or strapless dresses without a covering for shoulders. Slits cannot open higher than mid-thigh.

Shirts, Tops, Blouses, Jackets

Appropriate: Casual shirts; dress shirts; sweaters; golf-style shirts; *sleeveless tops that are three inches wide across the shoulder; turtlenecks; suit or sport jackets. Sheer tops are allowed with a sleeveless top underneath (see *sleeveless tops above).

Inappropriate: Hanes style “undershirt” t-shirts worn alone; halter or tank tops; spaghetti strap tops; sleeveless tops with large armholes; sweatshirt/hoodies; tube tops; low cut front or back tops; racer back tops; shirts that do NOT cover the torso completely, cleavage or midriff should not be visible even with movement; revealing or sheer tops unless paired with appropriate sleeveless top (see above).

Shoes and Footwear

Appropriate: Loafers; boots; flats; dress heels; open-toed sandals; clogs; mules; leather deck type and rubber soled shoes; neat, clean tennis shoes or conservative athletic walking shoes.

Inappropriate: Flip flop shoes made of foam or rubber; 5 toe, barefoot running shoes; house shoes.

Jewelry, Hair, Hats, Tattoos, and other items

Appropriate: Aledo ISD allows employees to wear jewelry or to keep tattoos uncovered at the workplace within the following guidelines. Factors considered to determine whether jewelry or tattoos may pose a conflict with the employee’s job performance or work environment include:

- Personal safety of self or others, or damage to district property
- Productivity or performance expectations
- Offensiveness to co-workers, students, parents, or others in the workplace based on racial, sexual, religious, ethnic, drug paraphernalia, or other characteristics or attributes of a sensitive or legally protected nature
- Complaints

Campus Staff Development/Teacher Work Days:

At Principal's discretion (no shorts).

Guest Teachers not expected to work on these days, except if completing a long-term assignment.

Jean Days*:

Jeans for fundraisers or incentives as approved by the principal. *Jeans must be neat and clean with no frayed edges, no holes, no sagging. Jeans cannot be too low rise or too tight to restrict free movement. Low-rise jeans that prevent modesty are not acceptable.

Special Outdoor Events:

Principals may designate, as appropriate, shorts that are a reasonable length, Bermuda short length or longer, for special events such as Jumping Jamboree and Field Days.

Spirit Shirt Days:

Spirit t-shirts or sweatshirt/hoodies may be worn no more than one day a week unless designated by the principal. Collared spirit shirts may be worn any day. *Certain job assignments might allow for dress code lenience as determined by administration.*

In situations where dress code interferes with the need for medical accommodation, please contact your Principal or Human Resources.

If you have any question as to whether your attire is appropriate or not, please do not wear it. Where there is a question regarding dress or grooming, the administration's decision will be final.

All staff, including guest teachers are required to always wear visible school ID.

Dress business casual but comfortable!
*Friday Spirit Shirts and Jeans**



SECTION 9: TECHNOLOGY



- AISD is not responsible for lost, damaged, or stolen items. When bringing personally owned electronic devices to school, it is the owner's responsibility his/her device is secured. to ensure that
- AISD assumes no responsibility for service charges employees might incur while using personal devices. This includes, but is not limited to, charges related to data plans, texting fees, and security programs.
- AISD will not provide IT support, additional electrical power access, or network drops to support employee personally owned devices.
- If classroom technology is not working properly, such as the Promethean board, contact your Campus Administrator or designee.
- When using Technology remember confidentiality social media guidelines. You are an employee of Aledo ISD.

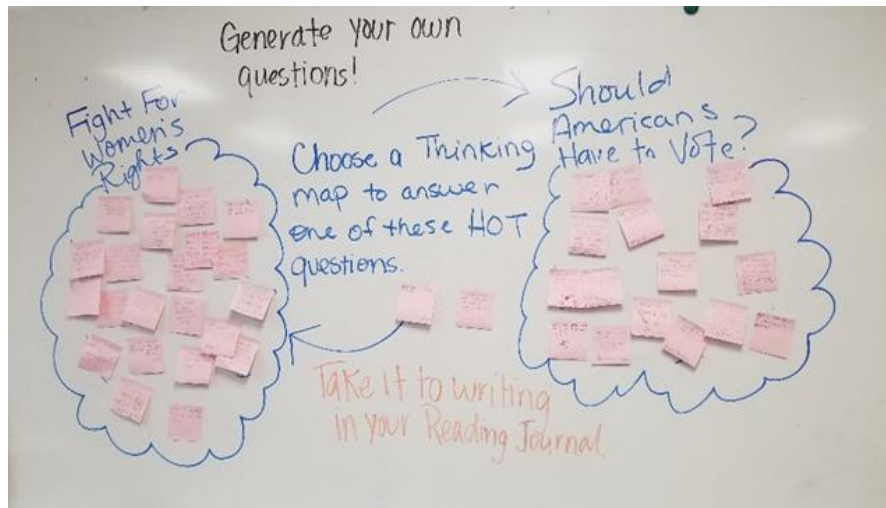


SECTION 10: *SUCCESSFUL INSTRUCTIONAL DAY* **

**** *CLICK ON THE TITLE FOR C&I TRAINING VIDEO***

Instructional Focus of Aledo ISD

Aledo ISD believes it is our job to grow each student academically. We also believe that the mastery of content and concepts, and the ability to think, write, and speak critically about content and concepts is key for future-ready Bearcats. We support our Bearcats in engaging in “productive struggle,” because that is what will be expected of them in college, the workplace, and the military.

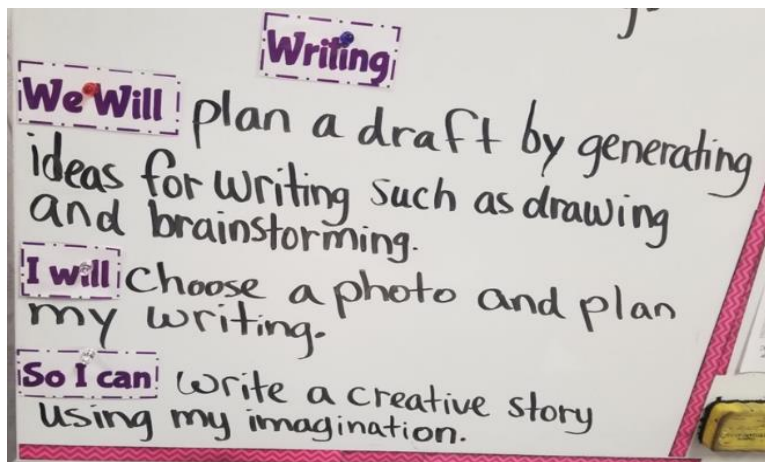


Highlights

- We will, I will, So that I can
- Thinking Maps
- Journals
- Professional Learning Communities (PLC's) – Each Core teacher will have PLC time with their like content teachers once a week during a set aside time in their school day.
- Fundamental Five
- Rigor & Relevance
- Balanced Literacy
- Write from the Beginning & Beyond

Classroom Instruction

- Guest teachers should follow as closely as possible the lesson plans provided by the regular teacher and should carry out the regular routine of the class. It is helpful to the regular teacher for the substitute to leave a report of work accomplished.
- A guest teacher has the same responsibility for students, equipment, and materials as the regular employee for whom he/she is working.
- A guest teacher is expected to spend the entire day working with students, not reading personal books, listening to the radio, or doing personal work of any kind. A substitute teacher is expected to carry out the program outlined by the regular employee, not just supervise the students.
- Grade level teachers or department chairpersons are helpful in answering questions.



SECTION 11: Successful Classroom Management

Classroom management seems to be the most challenging aspect for guest teachers.

These suggestions may be of help:

- Be enthusiastic. Greet them with a smile!
 - Follow the guidelines provided on Section 4 at the start of every day.
 - Be ready. Be prepared. Be organized.
 - Be respectful of students and expect the same.
 - Establish procedures. Be sure students understand what is expected of them.
 - Establish Rapport. Talk to the Students before Class begins.
 - Act like you are in control - students are excellent judges of character. They can smell, anxiety. YOU are the teacher / teacher's aide for the day.
 - Be friendly, firm, and consistent.
 - Stay on top of Discipline.
 - Avoid Confrontations. Don't lose your temper, keep your cool!
 - Give positive reinforcement when due.
 - Keep Students busy. ENGAGE THEM!
 - Follow the lesson plans. No plans? Planned class is not going as expected? Create an emergency plan. Play a trivia game, a debate, enacting, search for a specific subject and write an essay related to the subject area. WING IT!
 - Use vocabulary appropriate to the classroom. Inappropriate language will not be tolerated.
-
- ❖ The goal is to provide safety and continuity.
 - ❖ Be proactive, be positive, and be preventative.

Classroom Management Scenarios

➤ Scenario 1 The Choir

All students want to answer at the same time and participate. When asked a question, students answer all at the same time, without raising their hands.

Strategy:

Avoid confusion and provide guidance and set expectations.

Phrase questions so that only one student will answer or so children need to raise their hands. For example: "Raise your hand if you can tell me where the attendance folder is." "Raise your hand if you know the names of the states bordering Texas." "John, where is the art paper?"

➤ Scenario 2 The Clone

Students usually say, "This is not the way our teacher does it."

Strategy:

Provide assurance and reduce emotions that uncertainty triggers, specially at lower grade levels.

Guest teacher may say, "Don't worry if I don't do things exactly the way your teacher does. He/ She is unique! I will try my best to teach you in another good way. Change can be fun for you!"

Remember, children often feel more secure when they follow an established routine. Try to hold to the time schedule and other "anchor" routines to keep the balance.

➤ Scenario 3 The Chatty or The Garrulous

After providing a "quite" assignment to complete, students begin to talk to one another. Won't be quiet or ask personal questions.

Strategy:

Guest teacher needs to evaluate guidelines and instructions given.

Is there a different way of explaining the instructions? Ask questions to measure comprehension of "what to do".

Strategy:

Restate expected behavior, motivators, and consequences.

Students who follow the directions may receive a class token (or another motivator). Students who choose not to follow these directions will be assigned the consequences outlined in the classroom rules.

Strategy:

Use proximity.

Move towards the students who continue with the undesired behavior while repeating the instructions.

Strategy:

Avoidance.

Avoid answering personal, religious, or political questions by asking another question pertaining to the topic on hand.

➤ **Scenario 4 The Defiant**

A student refuses to complete their work.

Strategy:

Agree and disarm.

Guest teachers may disarm the student by agreeing with them followed by restating the expectations and consequences if they do not complete work.

➤ **Scenario 5 The Turtles**

Students are taking more than two- three minutes to make the transition from one activity to another.

Strategy:

Lead by example and do one step at a time.

Students are used to routines but may not follow them all the time. Also, instructions may be vague. Students need to know five specific things to make quick transitions from one activity to another.

1. What to do about the activity they are currently engaged in.
2. What to do with the materials they are using.
3. What new materials they will need.
4. What to do with these new materials.
5. Specify how much time they will have to make the transition.

➤ **Scenario 6 The Shakespeare-not**

A student uses profanity, abusive language, or makes derogatory remarks.

Strategy:

Choose to aim low move aside, address consequences.

Guest teachers need to stay calm, use a lower than the class tone of voice, take the offender to the side for a small timeout and talk. Do not lecture. Provide a friendly reminder of class rules and consequences. Make sure to write it down and class knows it will be notified.

Strategy:

Be consistent.

Encourage polite language and discourage swearing. Don't let 'minor' words slip through the net compared to the heavyweight abuse.

Strategy:

Replace.

Teach students to address issues and frustrations in a different way. Expressing themselves by selecting words or phrases that are inoffensive or can be used as alternatives. Or why not try some Shakespearean words?

Never tell students:

1. Act your age.
2. You're too smart to act like this.
3. Weren't you listening the first time?
4. I will make believe I didn't hear you.
5. You're going to pay for this...
6. Welcome to your worst "nightmare" or underworld" or any of its adjectives.
7. That is not my job.
- 8.

Avoiding Power Struggle

P.N.P = Proximity Name Privacy

- Power struggles get worse if escalated.
- Neither student nor guest teacher will win.
- Use active listening or broken record.
- Agree to speak with the student later.
- Keep all communications as private as possible.
- Never embarrass a student in front of his/her peers.
- If a student refuses to accept a consequence, contact the principal immediately.

- Contact the principal immediately if a problem escalates.
- Keep the tone of your voice low
- Redirect to keep on task

Guest teachers are not to initiate, participate, or engage in power struggles, ever.



SECTION 12: FREQUENTLY ASKED QUESTIONS

1. How do I change my personal information?

To submit a name or address change, complete the applicable online form, found on the Aledo ISD website under the Human Resources/Current Employees tab.

- Please allow 2 business days for address change.
- For name changes, proof of ID will be required.
- Remember to update Frontline profile with most current address, email and phone number.

2. Do I need to submit a new application for employment every year?

Close to the end of the school year, Human Resources sends guest teachers a *Letter of Reasonable Assurance* via email. This letter indicates intention of the get teacher to return the following year.

- Failure to sign the letter will be an indicative the guest teacher will not return and will be inactivated in the system.
- Guest teachers who do not work during the previous semester will be inactivated.
- Failure to work the requested minimum of days, shall inactivate a guest teacher in the system.
- Should a guest teacher be no longer active in the system he/she will need to re-apply for employment as a guest teacher.
- **Only ACTIVE guest teachers DO NOT need to reapply.**
 - ◆ The only occasions an active guest teacher needs to apply shall be:
 - He/she is a certified educator interested in a specific long-term assignment
 - OR as directed by Human Resources.

3. Can I use the Frontline Central app to clock in/out?

NO. Currently, Frontline as a company, does not provide that feature for Substitutes. It is only offered to regular staff. Absence Management allows them to create absences.

4. How can I accept assignments?

Frontline offers several ways for you to view, assignment details and accept jobs. You may login into your Frontline account or use the [Mobile App for Substitutes](#). You may also accept jobs when the system calls you thru the

“800” number or using one of the apps Frontline Central partners with. There are fees and subscriptions affiliated to them.

5. I completed my bachelor's degree or my certification. What do I do to receive the appropriate pay rate?

You must provide the Human Resources office with the official college transcripts with conferred degree or a copy of your certification before your pay can be changed.

6. How much is my pay when I work half days?

Any assignment covered for less than 4 hours is considered a half-day assignment and shall be paid at half of the normal daily rate.

7. Do I need to do all the compliance trainings?

Yes. Aledo ISD recognizes the time these trainings may take. Hence, we only request our guest teachers to comply with basic Texas Education Agency requirements. In addition, new hires will be required to complete 2-hour onboarding training. Returning guest teachers will be required to complete a 2-hour in service at the beginning of the fall semester.

8. Will I have a district email?

No. Only long-term guest teachers covering for a permanent teacher on leave, will require a district email to enter grades and access instructional platforms. Frontline Central and Safe Schools are linked to your personal email provided.

9. How do I see my pay information?

Go to the Aledo ISD webpage. You may find the [Ascender Employee Portal](#) in different pages. Thru the Employee Resources or Substitute Resources or Payroll department page. First time you login use the “Create Account” tab. It will prompt you to create your profile.

APPENDIX A

Texas Educators' Code of Ethics Effective 12/26/2010

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community.

1. Professional Ethical Conduct, Practices, and Performance.

1.1 The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

1.2 The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

1.3 The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

1.4 The educator shall not use institutional or professional privileges for personal or partisan advantage.

1.5 The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

1.6 The educator shall not falsify records, or direct or coerce others to do so.

1.7 The educator shall comply with state regulations, written local school board policies, and other applicable state and federal laws.

1.8 The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

1.9 The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

1.10 The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

1.11 The educator shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

1.12 The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse or prescription drugs and toxic inhalants.

1.13 The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

2. Ethical Conduct Toward Professional Colleagues.

2.1 The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

2.2 The educator shall not harm others by knowingly making false statements about a colleague or the school system.

2.3 The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

2.4 The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

2.5 The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.

2.6 The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

2.7 The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.

3. Ethical Conduct Toward Students.

3.1 The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

3.2 The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

3.3 The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

3.4 The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.

3.5 The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect or abuse of a student or minor.

3.6 The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student.

3.7 The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

3.8 The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

3.9 The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication.

3.10 Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

- the nature, purpose, timing, and amount of the communication;
- the subject matter of the communication;
- whether the communication was made openly or the educator attempted to conceal the communication;
- whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- whether the communication was sexually explicit; and whether the communication involved discussion(s) of the physical or sexual attractiveness of the sexual history, activities, preferences, or fantasies of either the educator or the student.

APPENDIX B

PREVENTING SEXUAL HARASSMENT SUMMARY

(See [DIA](#) and [DH](#))

AISSD prohibits harassment on the basis of the employee's race, color, gender, national origin, disability, religion, or age.

Sexual Harassment is:

1. Unwelcome sexual conduct
2. Can be Words, Actions or
3. Both

Prohibited when the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee's work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee's employment opportunities.

Retaliation is prohibited against a person who:

1. Is alleged to have experienced harassment
2. Is a witness
3. Participates in an investigation
4. Makes a good faith report of prohibited harassment

Any report of harassment **MUST** be investigated. The District cannot promise absolute confidentiality. To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

What should you do if you have been harassed or know of any harassment?

It is helpful to inform the harasser directly that the conduct is unwelcome and must stop!

However, you are not required to report harassment to the alleged harasser.

You should always use the District's complaint mechanism:

An employee who believes that he or she has experienced prohibited harassment should immediately report the alleged acts to a District official:

1. A supervisor or campus principal or
2. The Title IX Coordinator or
3. The Superintendent

A report against the Title IX Coordinator may be made directly to the Superintendent; a report against the Superintendent may be made directly to the Board.

AI SD's 5 Point Plan for prevention:

1. AISD has a sound sexual harassment prevention policy.
2. This handout provides awareness and prevention training for administrators and employees.
3. The District's complaint mechanism provides confidential and secure third-party reporting for victims and witnesses.
4. AISD will always conduct incident investigation.
5. AISD will promptly respond by taking appropriate disciplinary or corrective action to address the harassment **AND** there is a protection from retaliation.

We hope your experience substituting in Aledo ISD is positive!

*For additional questions and guidelines not added to this Handbook,
please contact:*

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Executive Director Human Resources
staylor@aledoisd.org

Melissa Rodriguez,
Human Resources Manager
mrodriguez@aledoisd.org