

**GUEST TEACHER
ORIENTATION
2023-2024**

Human Resources Office

Welcome
to the TEAM!



On behalf of

Dr. Susan Bohn

Aledo ISD Superintendent

And all our staff, students, and parents

Welcome!

HUMAN RESOURCES DEPARTMENT

Kimberly Raymond
Deputy Superintendent

Sherry Taylor
*Executive Director
of Human Resources*

Melissa Rodriguez
*Human Resource
Manager*

- Substitutes / Student Teachers / Recruitment/ Paraprofessional & Auxiliary Assistance

Millie Smith
Human Resource Specialist

- Professional / Certifications / Evaluations / T-Tess

Judy Worthington
Secretary to ED / Specialist

- Time & Attendance / Paraprofessionals / Leave

Nikki Calderon
Human Resource Specialist

- Auxiliary staff / Records Keeping & Processing / VOE's

2022-2023 GUEST TEACHER OF THE YEAR

Nissa Flores

Thank you for your support!

AGENDA FOR THE DAY

- ✓ Human Resources Overview
- ✓ Setting up your preferences in Frontline
- ✓ Departments
 - Payroll
 - Technology
 - Student Services & Special Programs
 - Safety & Security
 - C&I
- ✓ Expectations in Campus Processes including
 - Frontline Central (clock / managing jobs, block, non-workdays)
 - Daily Routine
 - Instructional Focus & Classroom Management
 - Conduct & Ethics
 - Legal Aspects
- ✓ Immediate Assignment needs



RESTROOM

RESTROOMS
SNACKS &
DRINKS

2023-2024 APPROVED GUEST TEACHER COMPENSATION PLAN

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	\$15.00 / hr.
Bus Drivers (with active CDL and school endorsement)	\$21.25 / hr.

WHAT IS A PERMANENT CAMPUS GUEST TEACHER

- ✓ Elementary
 - 1 per Campus
- ✓ Secondary
 - 2 at each Middle School
 - 3 shared between DNG & AHS
- ✓ Reports to the same Campus everyday.
- ✓ Duties assigned same day and will change according to the unfilled needs of the day.
- ✓ Increments in scheduling will be semester based unless an opening becomes available.
- ✓ Additional during High Season (October, November, January, February, March, April)
 - 1 at each Middle School
 - 2 sharable between AHS & DNGC





FAQ'S / NEED TO KNOW

✓ GO TO:

Current Employees page

- Employee Portal/ Ascender - Paycheck info, Employee ID #, deductions, etc. (viewable after first paycheck)
- PAY PERIODS & PAY DATES
- Frontline Absence Management
- Time and Attendance Tutorials
- Other important information and forms

✓ VECTOR

- Compliance Trainings
- 2023-2024 Aledo ISD Guest Teacher Handbook acknowledgement



COMPLIANCE TRAININGS

VECTOR

A link and login instructions will be sent to your email.

The following trainings are required by law:

- ✓ Blood bourn pathogens
- ✓ Allergies
- ✓ Multi Hazard
- ✓ FERPA
- ✓ Sexual Harassment
- ✓ Handbook Acknowledgement

DUE DATE: November 3, 2023

The background features a low-angle, upward-looking view of a modern building's glass and steel facade. Overlaid on this are several translucent, wavy bands of color: a yellow-to-orange band at the top, a red-to-pink band on the left, and a teal-to-blue band at the bottom. The text is centered in a bold, white, sans-serif font.

SETTING YOUR FRONTLINE SYSTEM TO START



GUEST TEACHER TUTORIALS

RESOURCE LIBRARY

How to Set your Preferences

- ✓ **Preferences**
- ✓ **Job Preferences** (Aide, Teacher, Nurse, CN, Office)

YOUR RESPONSIBILITY:

- ✓ **SET School Preferences**
- ✓ **SET Non- work- Days**
- ✓ **SET 4-digit PIN #** to accept assignments thru the 800 phone **AND** **CLOCK IN OUT**
 - ✓ If you see jobs but are not receiving phone calls, check your profile to make sure you have your call times set to allow for maximum job offers.
- ✓ **SELECT ASSIGNMENTS**

NAVIGATION

Home

Available Jobs

History

Feedback

Preferences

August 2020

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2 Available Jobs

0 Scheduled Jobs

0 Past Jobs

0 Non Work Days

This list shows non-work days for the past 30 days. View more by clicking the History tab

Date

Time

Reason

No data to display

Add Non-Work Day



Calendar and tabs easy access



Green - Available jobs



Blue - Scheduled & Past jobs



Gray - DO NOT call and I'm unavailable ***NON-WORKDAYS -you will not be contacted by system or campus.***



Secure Job - accept or decline job / view details by campus, grade level and subject area, teachers notes, and attached materials

ACCEPTING & VIEWING JOBS

- ✓ Login with username and password you created when completing onboarding documents.
- ✓ TOP LEFT - toggle between Absence Management OR Time and Attendance
- ✓ USE ABSENCE MANAGEMENT to view and accept jobs, view past assignments, and create NON-workdays

The screenshot displays the 'Absence Management' interface for 'Aledo ISD'. On the left, a 'NAVIGATION' sidebar includes links for Home, Available Jobs, History, Feedback, and Preferences. A 'YOUR SOLUTIONS' dropdown menu is open, showing 'Absence Management' (selected) and 'Time & Attendance'. The main area features three calendar views for July, August, and September 2023. Below the calendars, there are four tabs: 'Available Jobs' (0), 'Scheduled Jobs' (1), 'Past Jobs' (0), and 'Non Work Days' (0). The 'Scheduled Jobs' tab is active, showing a table with columns for Date, Time, Duration, and Location. The table lists a job for 'Carlson, Sarah' on 'Fri, 9/1/2023' from '8:10 AM - 4:20 PM' at 'Aledo High School'. A 'Report to:' field and a 'CONFIRMATION #587500157' are also visible.

Date	Time	Duration	Location
Fri, 9/1/2023	8:10 AM - 4:20 PM	1 Full Day	Aledo High School



Always check your days worked against Payroll Calendar for accuracy of pay.

NAVIGATION

- Home
- Available Jobs
- History
- Feedback
- Preferences

Personal Info

Phone Credentials

Schools

Call Times

District List

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:

Phone PIN:

New PIN:

Confirm New PIN:

LEARN HOW TO MAKE THE SYSTEM WORK ON YOUR BEHALF USING PREFERENCES

1

CHANGE 4-digit Pin #

2

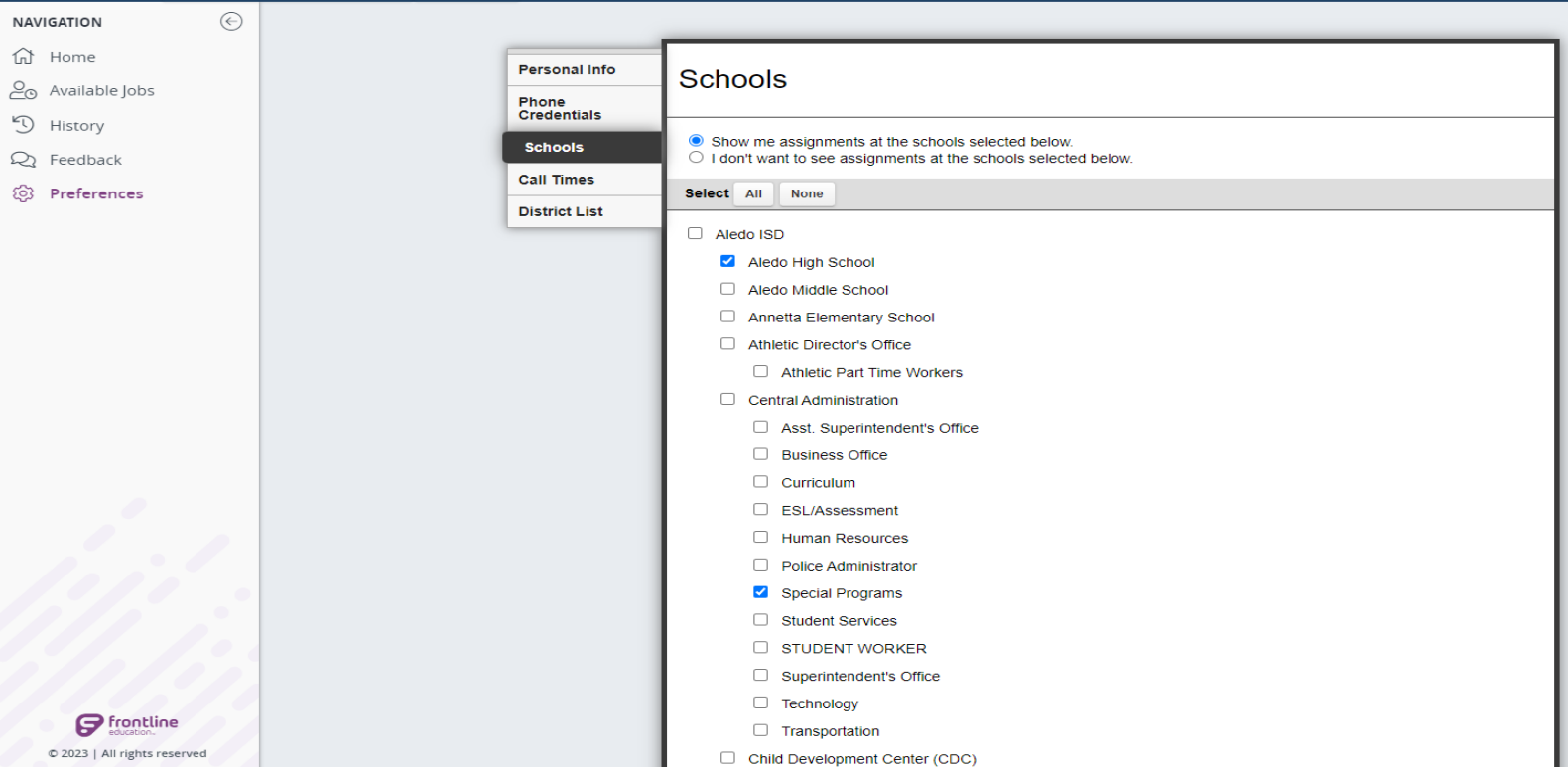
accept jobs

3

Create campus preferences

4

Set up preferred Call times



LEARN HOW TO MAKE THE SYSTEM WORK ON YOUR BEHALF USING PREFERENCES

1

2

3

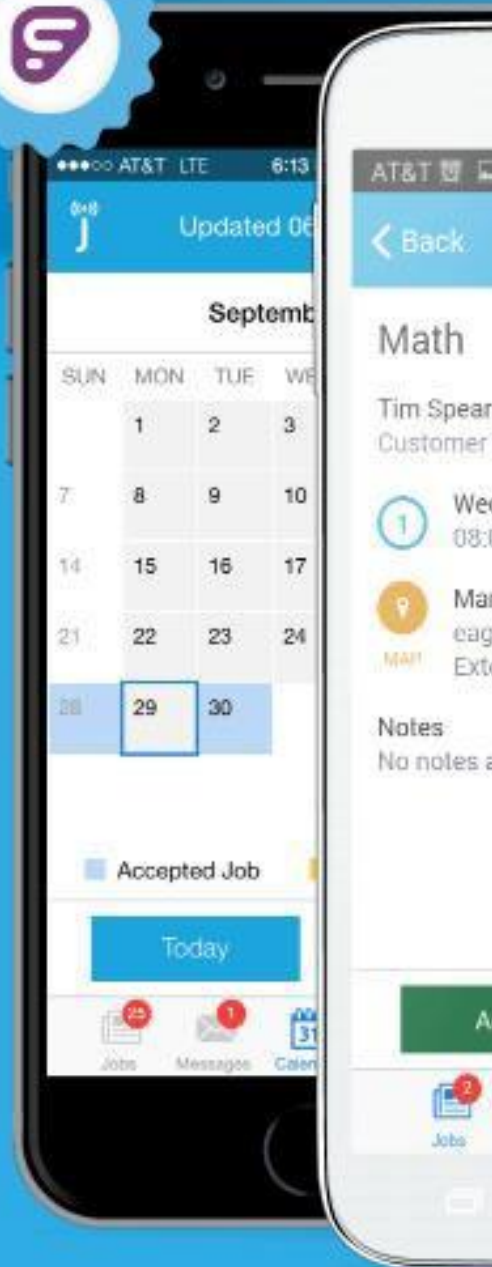
4

CHANGE 4-digit Pin #

accept jobs

Create campus
preferences

Set up preferred Call
times



JOBULATOR AND OTHER APPS TO VIEW AND ACCEPT JOBS

Private companies

Free Trials

Notifies of available jobs

To access Frontline -
Use email address associated with *Jobulator*. Enter your 4, 5, or 6 - digit numeric PIN.

Fees associated with options other than Frontline

Not affiliated to the district

**USE FRONTLINE
SUBSTITUTE APP!**

BENEFITS





HEALTH INSURANCE OVERVIEW

Eligibility and process

- ✓ Need health insurance?
 - minimum of 10 hours a week
 - 90-day period (“look back”)
- ✓ Payroll & Benefits Coordinator
 - Determine and confirm eligibility
 - *Will collect payment prior to insurance*
- ✓ Fill out form *TODAY* if you will decline Insurance
 - You have 30 days from today to complete
- ✓ *NOT ELIGIBLE FOR DISTRICT CONTRIBUTION*

2023-2024 MONTHLY PREMIUMS

TRS PLANS	ActiveCare Primary	ActiveCare HD*	Active CarePrimary+	Scott & White HMO
Employee	\$461	\$475	\$541	\$596.96
Employee+ Spouse	\$1,245	*1,283	\$1,407	\$1,501.90
Employee =Child(ren)	\$784	\$808	\$920	\$960.68
Employee +Family	\$1,568	\$1,615	\$1,786	\$1,728.86

EMPLOYEE DAY CARE



**Option subject to
space**

Fees apply

Fill out forms for
consideration



Eligibility:

Campus Guest
Teachers

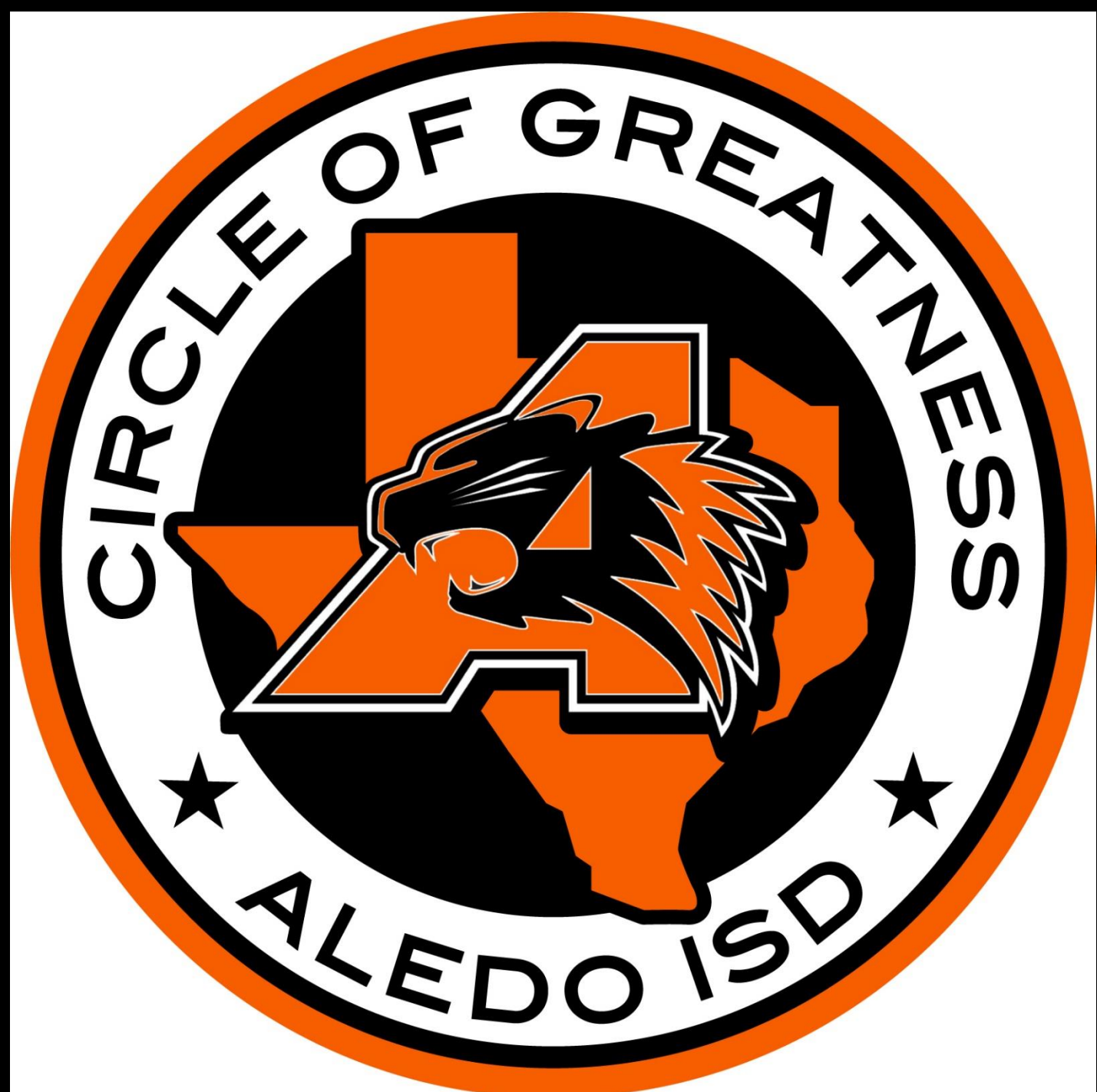
Long-term Subs

CIRCLE OF GREATNESS

We want to recognize those who go above and beyond in their service to others with our Circle of Greatness Award.

Tell us about your experience with an Aledo ISD team member who is Growing Greatness!!

- Monthly nominations
- Annual Winners
- Form available on [website](#)





OTHER DEPARTMENTS

STUDENT SERVICES & SAFETY

**EXECUTIVE
DIRECTOR
SCOTT KESSEL**

- ✓ Counseling Support
- ✓ Nurse Training
- ✓ Emergency Preparedness
- ✓ Child Abuse and Neglect Reporting
 - *It is our duty to report*
- ✓ Bullying Reporting
 - *District Intervention Counselor*
 - *Online Form and Campus hard copy*

SPECIAL PROGRAMS

**DIRECTOR
MARGARET
BLOODWORTH**

- ✓ Co-teach
- ✓ Content Mastery
- ✓ Resource / Specialized Support
- ✓ Functional Academics
- ✓ Dyslexia
- ✓ 504 Services
- ✓ Homebound Services

*If you are interested in Special Ed assignments,
we will be providing additional
training!*

TECHNOLOGY

READ GUEST TEACHER HANDBOOK

- ✓ Policies & Guidelines
- ✓ Classroom expectations - ONLINE TRAINING
 - Promethean Boards

NEED TO KNOW:

- ✓ AISD-BYOD wi-fi option on your device to connect
- ✓ Resources in classroom
- ✓ ALL assignments and daily work will be easily accessible
 - All students log in to ONE specific platform
 - Canva
 - See Saw



TECHNOLOGY

Aledo ISD is not responsible for lost, damaged, or stolen items.



If a Substitute brings personal electronic items to school, it is their responsibility to ensure that those electronics are secured.

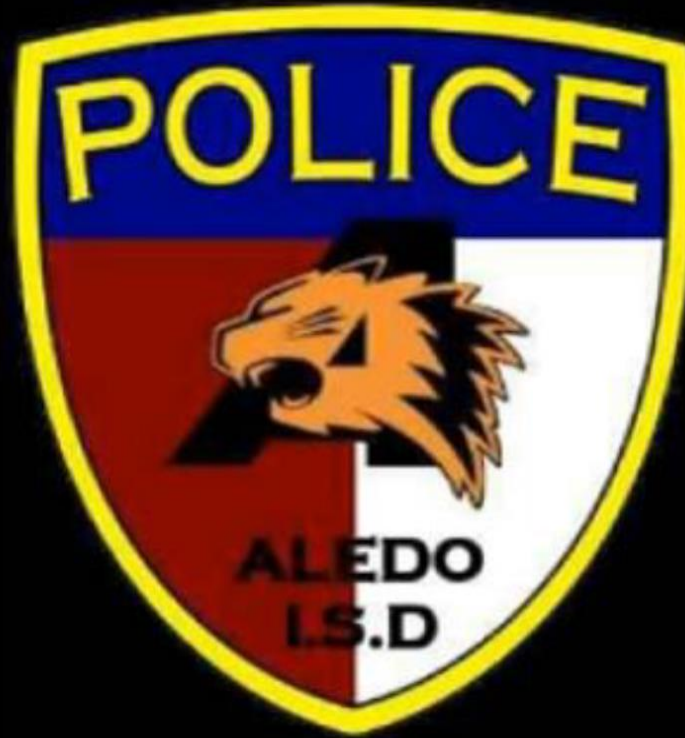


AISD assumes no responsibility for any service charges the employee may incur while using a personal device. This includes but is not limited to texting fees and security programs.



AISD will not provide IT support, additional power access, or network drops to support the employee's personal device.

Aledo I.S.D. Police Department



- ✓ One Police Officer per Campus
- ✓ Parking Pass
- ✓ Security Training-VECTOR

Routines &
Expectations

DRESS COMFORTABLY

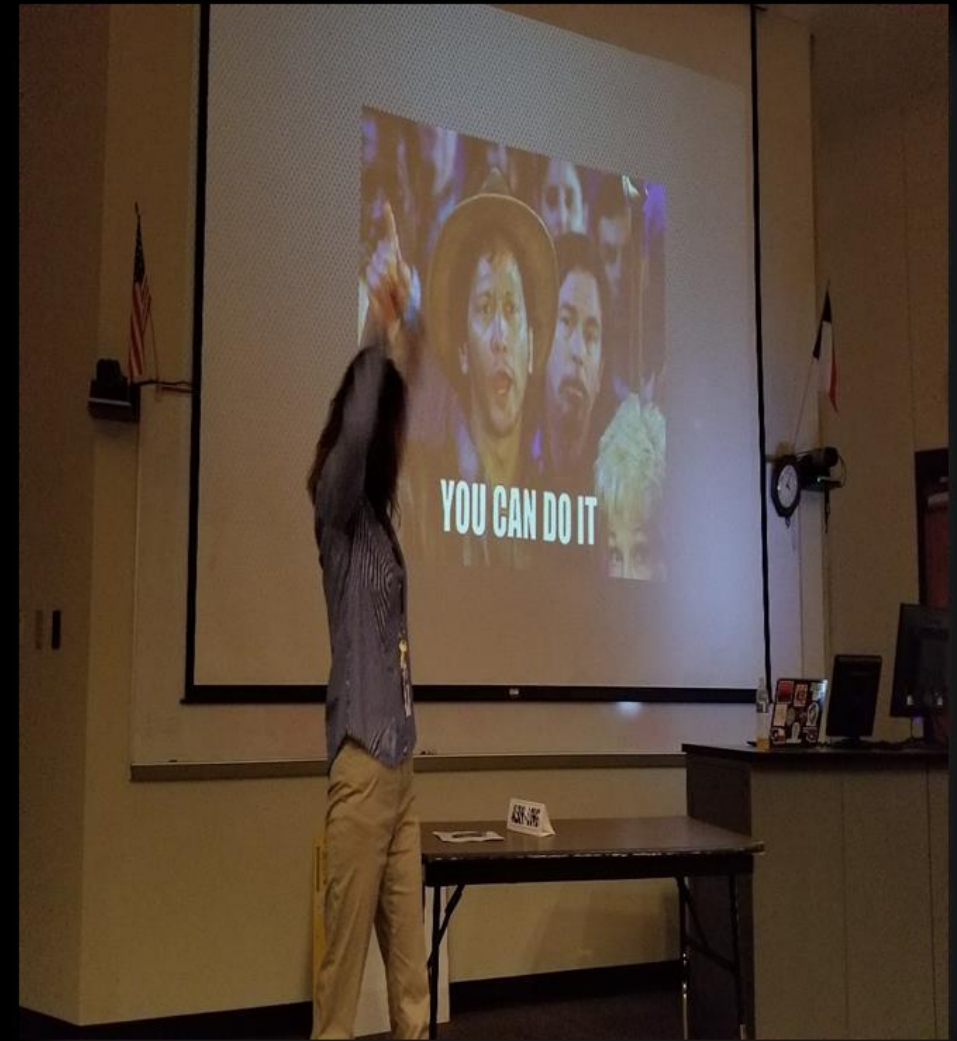
✓ Ladies

- DON'T - excessively high heels, short skirts, low-cut tops, and severely tight attire.
- DO Professional-looking pantsuits are appropriate.

✓ Men

- DON'T - shorts, joggers, t-shirts
- DO - khakis or dress pants, a button-down or polo shirt, and comfortable shoes.

- ✓ **IN GENERAL** - jeans, t-shirts, and sandals are not a good idea for any substitute.



SCHOOL SCHEDULES



Administration Building

8:00 am - 4:30 pm

Elementary Bell Schedule 7:15AM

7:30 First Bell

7:40 Tardy Bell

3:10 Dismissal Bell

Early Release Dismissal Bell - 11:40AM

Secondary Bell Schedule 8:15AM

8:30 First Bell

8:40 Tardy Bell

4:10 Dismissal Bell

Early Release Dismissal Bell - 12:40PM

UPON ARRIVAL



Park at faculty parking area

Report to the Front Office.

You should be provided with:

➤ **CAMPUS MAP**

- ✓ Classroom location
- ✓ Nearest restroom
- ✓ Teacher's lounge

➤ **SPECIAL INSTRUCTIONS**

- ✓ How to enter Lounge
- ✓ Classroom key protocols
- ✓ Student Roster
- ✓ How to take attendance

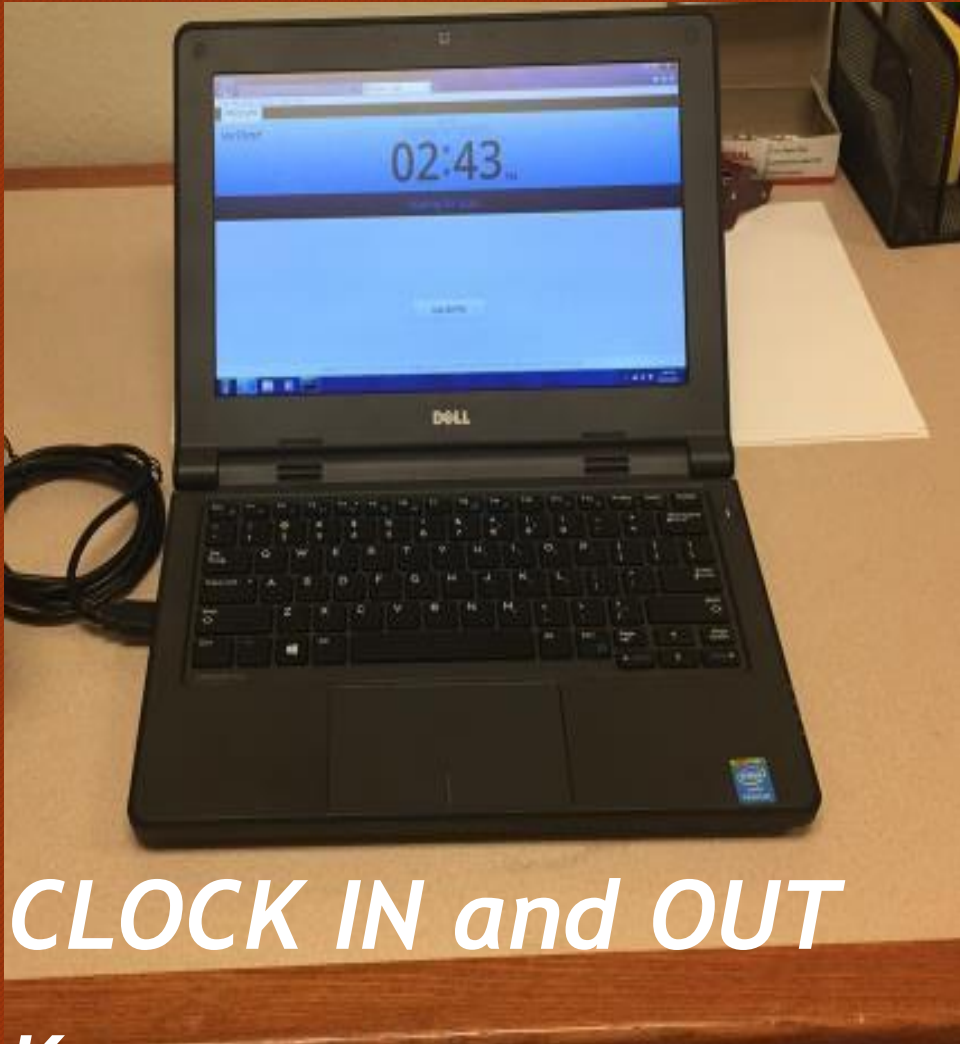
➤ **WHO TO CONTACT - List of useful extensions**

- ✓ In case of emergency
- ✓ Classroom management out of hand

Ask for classroom and lounge keys

(RETURN END OF DAY)

RETIREES VS NON-RETIREES



CLOCK IN and OUT

Kiosk - ask front office for location

**Report to
the Front
Office.**

**Retirees
MUST clock
In/Out**

**ASK FOR
KIOSK
LOCATION**

**NON-
RETIREES**

**Sign In
Sheet**

Substitute Sign In

Date Range: 8/22/2023 - 8/22/2023	Report Date: 8/28/2023
Type: Absences, Vacancies	Username: Rodriguez, Melissa
School(s): All Schools	Employee(s): All Employees
Employee Type(s): All Employee Types	Substitute(s): All Substitutes
Vacancy Profile(s): All Vacancy Profiles	

(39) Substitute Sign In Tuesday, August 22, 2023

Substitute	Signature	Start/End	Employee	Conf. #
Amanda Jimenez McAnally Middle School	x _____	Full Day 08:10 AM - 04:20 PM	Cannon, Tanya SOC STUDIES TEACHER/COACH TEACHER	588978898
Angela Castro Daniel 9th Grade Campus	x _____	Full Day 08:10 AM - 04:10 PM	Teacher TEACHER	588653295
Beverly Britton Early Childhood Academy (ECA)	x _____	Full Day 07:15 AM - 03:25 PM	Spec Ed Aide, Spec Needs AIDE	589388125
Bianca Martinez Walsh Elementary School	x _____	Full Day 07:15 AM - 03:25 PM	CAMPUS GUEST TEACHER ASSIGNMENT, CGT TEACHER	589498297
Carole Burk Aledo High School	x _____	Full Day 08:10 AM - 04:20 PM	Teacher TEACHER	588332362
Cheryl Halla Aledo High School	x _____	Full Day 08:10 AM - 04:20 PM	CAMPUS GUEST TEACHER ASSIGNMENT, CGT TEACHER	589500572
Christi Garcia McCall Elementary School	x _____	Full Day 07:15 AM - 03:25 PM	HARBUCK, FRANCES 5TH GRADE TEACHER TEACHER	589145556
Christina Moore Vandagriff Elementary School	x _____	Full Day 07:15 AM - 03:25 PM	CAMPUS GUEST TEACHER ASSIGNMENT, CGT TEACHER	589497307
Deborah Powell Aledo High School	x _____	Full Day 08:10 AM - 04:20 PM	Spec Ed Aide, Spec Needs AIDE	588654864
Donna Will McCall Elementary School	x _____	Full Day 07:15 AM - 03:25 PM	RUSSELL, KERI DYSLEXIA TEACHER TEACHER	589361211
Elizabeth Rich Stuard Elementary School	x _____	Full Day 07:15 AM - 03:25 PM	Wurth, Lena 4TH GRADE TEACHER TEACHER	588632660

START YOUR DAY

- ✓ Write your name on the board as you wish to be addressed BUT **Never by your first name.*
- ✓ Review the expectations, or rules, if any are posted.
- ✓ Check your Substitute folder and Read through the lesson plans left by the teacher in Substitute Folder provided (orange folder).
- ✓ Make sure you are engaged:
 - Monitor check they are logged in working on assigned work
 - Look thru their shoulders
 - Follow daily work schedule



Workday Expectations

- ✓ Be on Time
- ✓ Always wear your SUB ID BADGE*
- ✓ Go to your assign classroom
 - FIND ORANGE FOLDER (Safety & Emergency) Protocol / EVACUATION MAP
 - Refer to Guest Teacher /Substitute Folder
 - Take role at the beginning of each period.
 - Follow teachers daily lesson plan/instructions found in this folder.
 - *NOTE TO SELF: “I am an extension of the teacher and temporarily responsible for the education of each child in my classroom”.*
- ✓ CEL PHONES FOR EMERGENCIES ONLY
 - ✓ Contact Campus Sub coordinator
 - ✓ Use phone in classroom

REFER TO
HANDBOOK FOR
DETAILS

IF you accepted a job and can't fulfill it, notify CAMPUS IMMEDIATELY
Follow up with an email to HR

DO NOT LEAVE THE TEACHER'S CLASSROOM DIRTY!



**WRAPPING
UP
YOUR
CLASS**

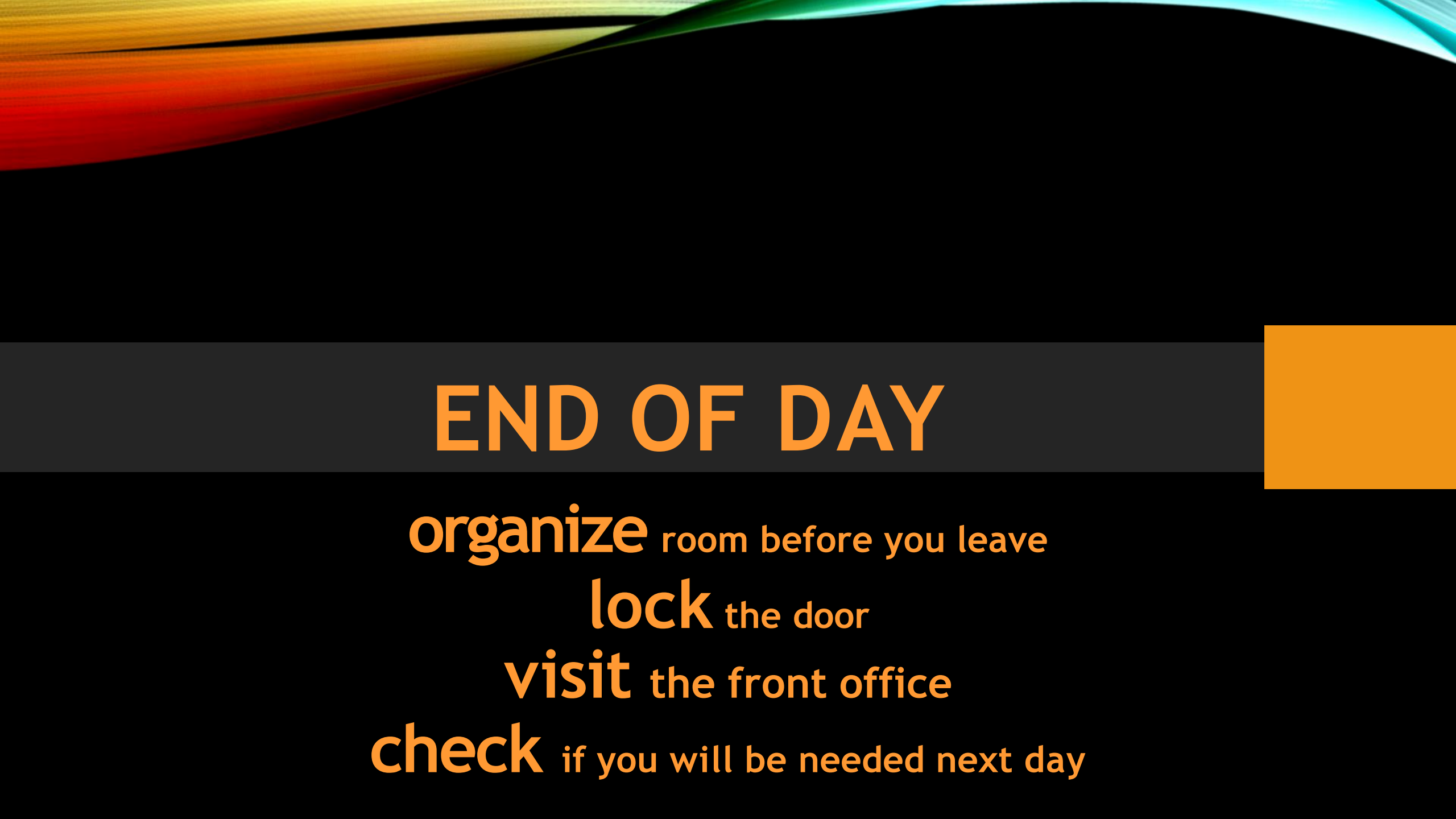
Take the last few minutes to:

- ✓ Summarize the day. What have they learned?
 - Remind the students of homework, if any.
- ✓ BE NEAT.
 - ✓ Together with the students, clean and straighten the work areas and surroundings from garbage
 - ✓ Organize the papers turned in by Students

BE CAREFUL .

- ✓ Make sure all materials, devices or anything that belongs to the classroom/ teacher, is accounted for, and electronics are turned off, including classroom lights.





END OF DAY

organize room before you leave

lock the door

visit the front office

check if you will be needed next day



You know you're
a substitute
teacher when...
You are happy that the
phone rang at 6 a.m.



Absence
cancellations 24
hours or less –
Contact
Campus directly



Follow up with
an email to HR



Minimum of 6
days worked
per semester or
12 from date of
hire until last
days of school



Know what to
do in case of
emergencies

Generate your own
questions!

Fight For
Women's
Rights

Choose a Thinking
map to answer
one of these HOT
questions.

Should
Americans
Have to Vote?

**Are you
smarter than a
5th grader?**



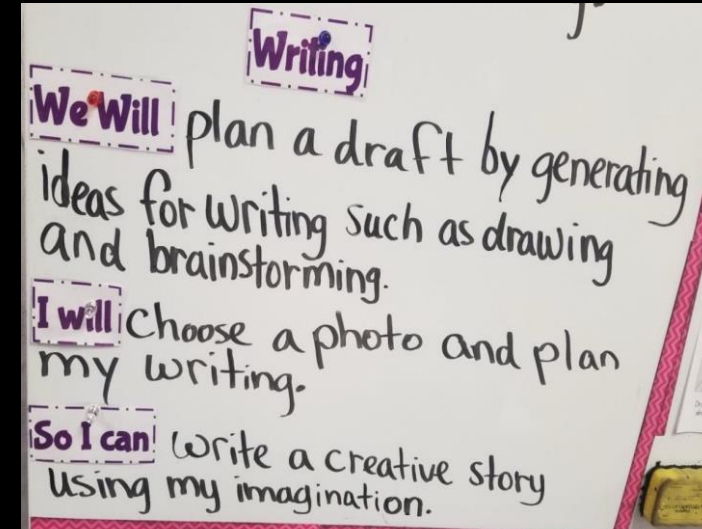
Growing greatness through exceptional experiences that empower learners for life.



INSTRUCTIONAL FOCUS

We will, I will, So that I can

- ✓ Thinking Maps
- ✓ Journals
- ✓ Professional Learning Communities (PLC's)
- ✓ Fundamental Five
- ✓ Rigor & Relevance
- ✓ Balanced Literacy
- ✓ Write From the Beginning & Beyond



TRAINING VIDEO will provide techniques that you can use in your classroom to help you achieve effective group management and control.



**Talk to the Students before
Class begins - Establish
Rapport**

*Stand at the door, receive
them, welcome them, get
to know something about
them (what extracurricular
activities they do?)*

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. Something is
not going well? WING IT!*

**You are not their friend but
be friendly.**

*That does not mean not to
smile 😊*

Stay on top of Discipline

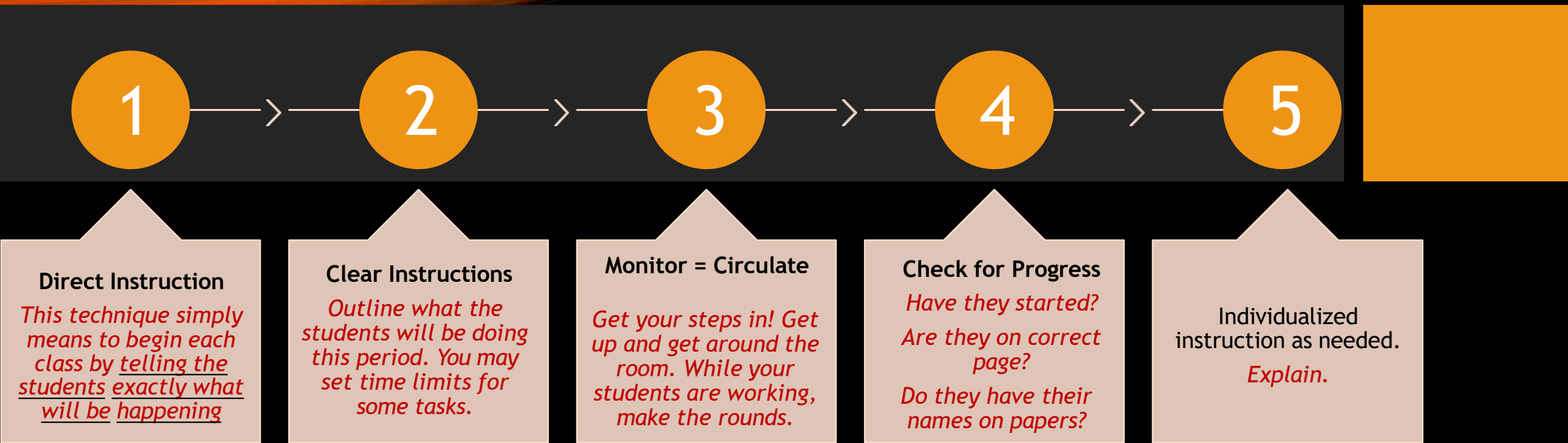
Avoid Confrontations

*Don't lose your temper,
keep your cool!*

**Give Praise - Effective -
praise when due.**

**Keep Students busy.
ENGAGE THEM!**

*Follow the lesson plans. No
plans? 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.*



Uncertainty increases the level of excitement and anxiety in the classroom.

An effective teacher will make a pass through the whole room about two minutes after the students have started a written assignment.

NONVERBAL CUEING

A standard item in the classroom of the 1950's was the clerk's bell. A shiny nickel bell sat on the teacher's desk. With one tap of the button on top he had everyone's attention.

Teachers have shown a lot of ingenuity over the years in making use of non-verbal cues in the classroom. Some flip light switches. Others keep clickers in their pockets.

Non-verbal cues can also be facial expressions, body posture and hand signals. Care should be given in choosing the types of cues you use in your classroom. Take time to explain what you want the students to do when you use your cues.

Low-Profile Intervention

Most students are sent to the principal's office as a result of confrontational escalation. The teacher has called them on a lesser offense, but in the moments that follow, the student and the teacher are swept up in a verbal frenzy. Much of this can be avoided when the teacher's intervention is quiet and calm.

BE STUDENT CENTERED

BE ATTENTIVE

Priority is to ensure student safety

BE FOCUSED

What's going on around you

BE ALERT &
ENGAGED

Walk around after giving assignments

BE PRESENT

Build rapport and take notice

BE PLEASANT

Introduce yourself in a friendly manner

PLC DATES = ALL - HANDS-ON-DECK!!

✓ FALL
➤ TBD

✓ SPRING
➤ TBD

A word cloud centered around the word "ethics". The word "ethics" is the largest and most prominent, rendered in a dark red, serif font. Surrounding it are numerous other words in various sizes, colors (including red, orange, yellow, and black), and orientations. The words are arranged in a dense, overlapping manner, creating a rich visual texture. The overall theme is related to moral philosophy and professional conduct.

ethics

principles

integrity

moral

conduct

value

right

honor

conduct

honesty

truth

social

true

strategy

metaphor

honest

rules

code

motivation

dictionary

decision

practice

professional

philosophy

correct

dilemma

information

management

choose

goodness

proper

idea

choice

just

definition

decide

words

word

work

rule

good

person

behavior

people

conscience

wrong

fair

morality

guide

responsibility

honor

concept

justice

respect

life

conceptual

fairness

women

ethic

regulation

corporate

ethical

law

action

PROFESSIONALISM



- ✓ FERPA - Signed agreement
- ✓ Gossip about classes, staff, or students will not be tolerated.
- ✓ Keep your political, religious, and social beliefs to yourself.
- ✓ Be friendly, positive, and enthusiastic.
- ✓ Show respect, interest in the subject / assignment
 - Children are very quick to pick up on your overall attitude, and you want them to be at least cooperative if not deeply engaged
- ✓ Parents as Subs - You are an employee of the District!

“



Do NOT transport students in your car alone or without prior approval or leave with them at the end of day.



Do NOT make telephone calls or write notes of a personal nature to students.



Respect students and their cultural, religious backgrounds.



Use only proper humor (avoid sexual and racial jokes or humor).



Be confidential (what you hear at school stays at school)



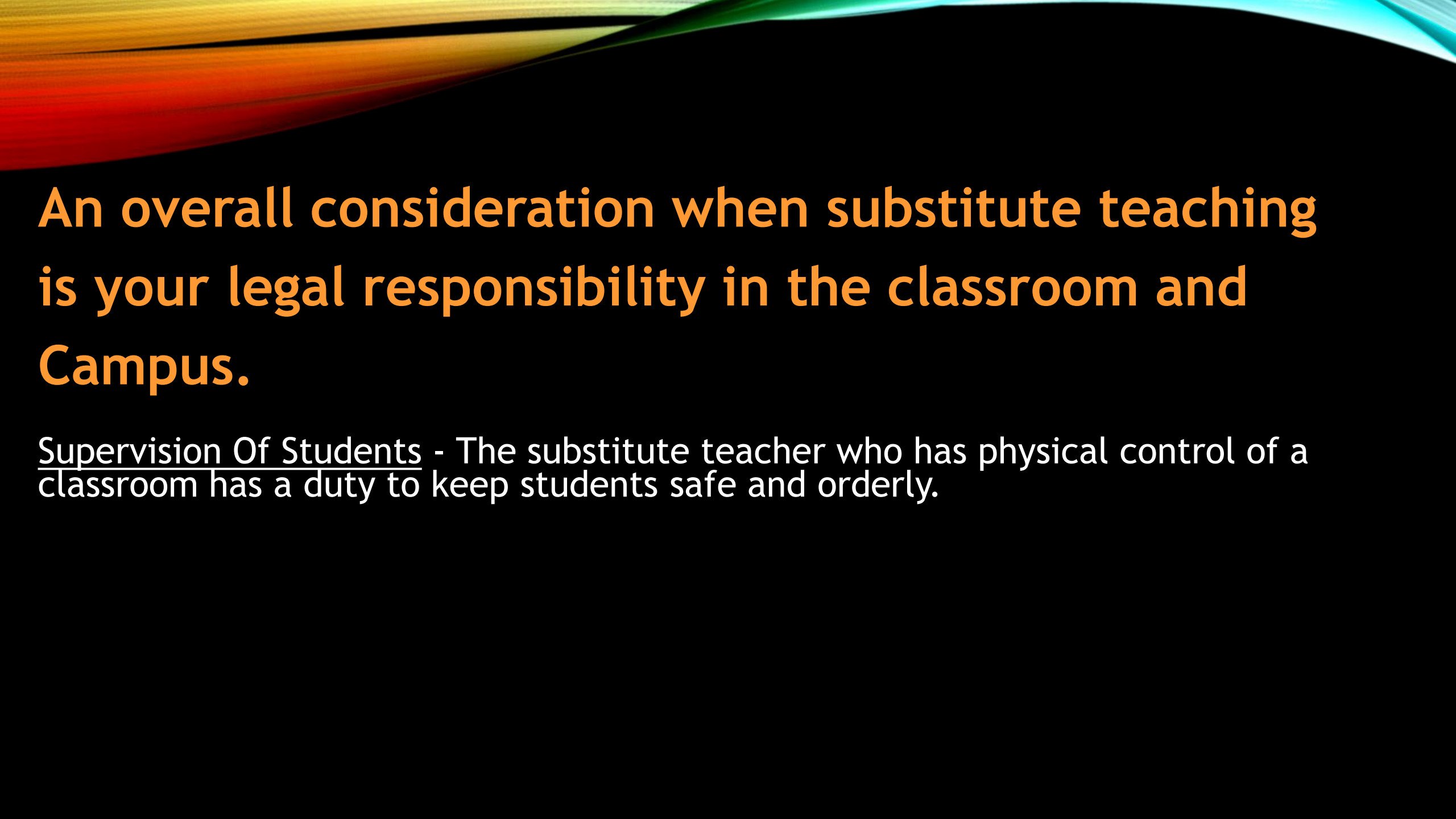
Do NOT criticize others

”





Legal Aspects & Responsibilities



**An overall consideration when substitute teaching
is your legal responsibility in the classroom and
Campus.**

Supervision Of Students - The substitute teacher who has physical control of a classroom has a duty to keep students safe and orderly.

The following are some legal responsibilities you should have an understanding of.

It will require some questioning on your part as to specific school/district policies.

Due Care and Caution - A teacher is required to exercise due care and caution for the safety of the students in his/her charge. Essentially, this means acting reasonably and with safety in mind, being able to explain circumstances and your actions, as well as following school safety policies and procedures.

Release of Children - Due to possible restraints on who may have custody of a child, children should not be allowed to leave the building during the school day without express consent from the office.

Administering Medication - Medication should only be administered by the school nurse or other appropriate health personnel, not the classroom or substitute teacher. Student who bring any medication to the school should be referred to the school Nurse.



Confidentiality - It is unprofessional and against the law in many states to disclose confidential information about your students. Generally, a substitute teacher should avoid comments about individual students that convey private information: grades, medical conditions, learning or discipline problems, etc.



Dangerous Situations - A substitute teacher is responsible for making sure the learning environment is safe. This includes things such as the arrangement of desks so as not to block exits and proper supervision during the use of potentially dangerous classroom equipment.



Anecdotal Records - Maintaining notes on particular incidents in the classroom can protect you in problematic situations. If you feel that your actions might be questioned, note the date and time, the individuals involved, the choices for action considered, and the actions taken.

SEXUAL HARRASMENT

What is sexual harassment?

Definition: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- ✓ Submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's employment or a student's academic success
- ✓ Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individuals.
- ✓ Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working, or learning, environment

THE FOLLOWING ARE BEHAVIORS COULD BE VIEWED AS SEXUAL HARASSMENT WHEN THEY ARE UNWELCOMED

✓ Verbal:

- whistling or making cat calls at someone
- making sexual comments about a person's clothing or body
- telling sexual jokes or stories
- referring to an adult woman or man as a hunk, doll, babe, or honey
- spreading rumors about a person's personal sex life
- repeatedly "asking out" a person who is not interested

✓ Non-verbal

- paying unwanted attention to someone (staring, following)
- making facial expressions (winking, throwing kisses, licking)
- making lewd gestures
- giving gifts of a sexual nature

✓ Physical

- hanging around, standing close, or brushing up against a person, touching a person's clothing, hair, or body
- touching oneself in a sexual manner around another person, hugging, kissing, patting, stroking, massaging



Any school employee (including Substitutes) who knows or reasonably suspicion that a child has been neglected, or physically or sexually abused, should immediately notify the *Campus Principal* or contact ED of HR directly for guidance on how to immediately proceed. You are responsible of also notifying the Department of Children's Services. Contact information should be available in each school's main office or guidance center.

DRUG & ALCOHOL ABUSE POLICY

- **AIISD forbids any employee from:**
 - Possessing, using, selling, distributing, or being under the influence of alcohol or drugs.
 - Possessing, using, selling, or distributing alcohol or drug paraphernalia on school district property.
- **Tobacco-Free Campuses**
 - Cigarettes and tobacco products also against policy.
- **Enforcement**
 - Reasonable suspicion gives AIISD the right to request testing for policy violation.
 - Violation or refusal to test can result in termination.

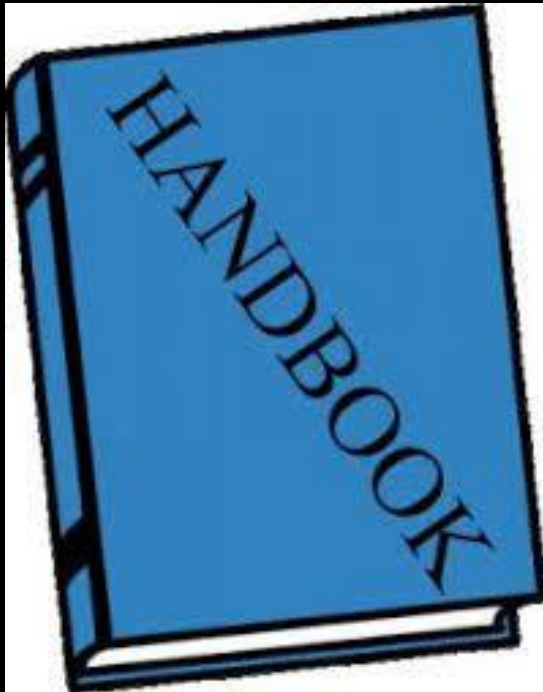


POSSESSION OF FIREARMS AND WEAPONS

- ✓ Employees, visitors, and students, including those with a license to carry a concealed handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (building or portion of a building) or any grounds 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 the administration.



HANDBOOK ACKNOWLEDGMENT FORM



- VECTOR - electronic 2023-2024 *Handbook Acknowledgement & Substitute Handbook*
- Simply review and sign if in agreement and willing to abide by our policies and regulations.
 - ✓ If not in agreement, contact the HR office to request separation of employment.

LORA - Letter of Reasonable Assurance

- ✓ Updated and signed annually.
- ✓ NO Frontline rights for next school year.
- ✓ Account will become inactive.
- ✓ Re -apply and onboarding process



CAMPUS NEEDS

- ✓ Monthly newsletter provides you with upcoming needs.
- ✓ Long-term teacher assignments require a teaching certification unless otherwise communicated.
- ✓ All- Sub Emails





THANK YOU

Melissa Rodriguez
mrodriguez@aledoisd.org
(817) 441-8327