



2024/2025

Guest Teacher Handbook

To Ensure All Individual Learners Reach Their Full Potential

Effective August 5, 2024

***Welcome to
Scottsdale Unified School District!***

Our district covers 112 square miles, serving most of Scottsdale and Paradise Valley, along with parts of Tempe and Phoenix. We have 15 elementary schools, 5 middle schools, 4 K-8 schools, 5 high schools and Scottsdale Online Learning serving grades K-12.

Since 1896 we have taken pride in upholding the high standards of the District and ask that you assume the same responsibilities of our faculty in adhering to our policies and guidelines. We know guest teachers play an important role in the education of our students and we thank you for your dedication! We hope your time here is rewarding and memorable. Welcome to SUSD!

Vision

Engaging all students in world-class, future-focused learning

Mission

We inspire, motivate, and empower all to think critically, act collaboratively, and embrace diversity for a life of intellectual exploration, community engagement, and personal growth.

Values

Excellence, Integrity, Empathy, Trust, Inclusion, Unity

Table of Contents

REQUIREMENTS OF A GUEST TEACHER.....	page 5
FRONTLINE AUTOMATED GUEST TEACHER SYSTEM.....	page 6
Proactively Fill your Schedule	page 7
Manage your Preferences	page 7
Find Out about Available Jobs	page 7
DAILY OVERVIEW	page 8
Arrival at School	page 8
Throughout the Day	page 8
At the End of the Day.....	page 8
FUNDAMENTALS TRAININGS for Guest Teacher / School Based Staff.....	page 9
Confidentiality/FERPA	page 9
Child Abuse Reporting.....	page 9
Bullying Awareness: What You Need To Know and Do.....	page 10
Unlawful Harassment and Retaliation.....	page 10
Basic Media Relations.....	page 10
Children’s Internet Protection Act	page 10
Drug Free Work Place.....	page 11
EMERGENCIES.....	page 11
Onsite Evacuation	page 11
Shelter-In-Place	page 11
Lockdown.....	page 11
Modified Lockdown.....	page 11
Guest Teacher Protection/Safety.....	page 12
FIRST AID/STUDENT SAFETY	page 12
WORKER’S COMPENSATION.....	page 12
EVALUATION OF A GUEST TEACHER.....	page 13
PAYROLL INFORMATION.....	page 13
Guest teacher Preps, 6/5’s... ..	page 13
Long Term Assignment.....	page 14
Tax Withholding Information	page 14
Prop 206 / Non-Accrual General Leave	page 14
Arizona State Retirement System	page 15

NAME CHANGES..... page 15

Personal Contact Info page 15

SEXUAL HARASSMENT page 15

Definition page 15

Investigation of Complaints and Reports page 16

Confidentiality page 16

RESPONSIBILITIES OF A GUEST TEACHER page 16

Essential Functions..... page 16

APENDICES

Appendix A - Guest Teacher Best-Practice Expectations

Appendix B - Tips for Effective Classroom Management

Appendix C - Blood Borne Pathogens, How to Report a Significant Exposure”

Appendix D - Pay Periods

Appendix E – District Calendar

Appendix F - Daily Work Log

Appendix G - SUSD Guest teacher Evaluation Form

Appendix H - 2024-2025 Reasonable Assurance of Employment

Requirements of a Guest Teacher

Here are the minimum requirements for guest teacher teaching in the District:

- *You must hold a valid Arizona Teacher Certificate or Arizona Guest Teacher Certificate.*
- *Nurses must have a valid Arizona Registered Nursing License (RN).*
- *You must hold a valid IVP fingerprint card issued by the AZ Department of Public Safety.*
- *Submission of an online, Guest Teacher/Certified application is required – see Job Postings at susd.org/careers.*
- *You must supply 3 verifiable professional references (one must be a **recent supervisor**).*
- *You must attend a guest teacher orientation.*
- *You must work a minimum of **five (5) assignments** within a **six-month period** to retain active status.*
- *Cancelling assignments more than 2 times a month is considered excessive and may lead to the deactivation of your Frontline account and guest teacher status within SUSD.*
- *You must maintain an SUSD email address and check it regularly as it is the main form of communication.*
- *All guest teachers will be required to sign a Letter of Reasonable Assurance.*
- *I understand that as an “at will” employee, my status as a guest teacher may be deactivated at any time by the Guest teacher Coordinator or SUSD, with or without notice.*

Employment of an individual as a Guest Teacher is solely at the discretion of the District. Placement of an individual on the Guest Teacher list does not ensure employment. Once called as a Guest Teacher for a day or partial day, the individual has no expectation of continued employment. The individual has no right to notice of hearing in connection with the District’s decision to no longer call the individual as a guest teacher.

If at any time you are unable to accept assignments as a Guest Teacher, it is your responsibility to indicate that you are unavailable in Frontline by logging ‘non-workdays.’ Failure to maintain accurate availability in this system could result in the deactivation of your guest teacher status.

Scottsdale Unified School District is an equal opportunity employer. Discrimination against an otherwise qualified individual with a disability or any individual by reason of race, color, religion, sex, age, or national origin is prohibited. Efforts will be made in recruitment and employment to ensure equal opportunity in employment for all qualified persons.

Frontline Education Automated Guest Teacher System

Each Guest Teacher is set-up with an online profile that will outline location preferences as well as the days and times he or she will be available. These are factors that will determine call-out priority. Please note that you may still receive calls, you did not sign-up for when the system cannot fill a position with a preferred guest teacher.

Requests for Guest Teachers are made through Frontline Education. Calls are made to available Guest Teachers between the hours of 5:30 AM and 11:59 AM, Monday through Friday, for same day jobs. Future assignment calls are made between 4:00 PM and 9:30 PM, Sunday through Friday. The system will not call on Friday evenings, Saturdays, Sunday mornings, or holidays. Frontline Education will call for future jobs up to 48 hours prior to the start date so it is important to pay attention to job details when calls are received.

If you do not wish to receive phone calls during these times, you must edit call times in your profile. You may also search for available jobs by phone and online. This system will not leave a message and if you miss a call, you will be unable to retrieve it. If you need to decline a job, please do so by responding to the prompts. Hanging up on the system 3 times in one day will disqualify you from accepting any jobs that day.

You may be called for half-day or full-day assignments. An assignment is considered a half-day at 4 hours 20 minutes or less, dependent upon your AM or PM duties. It is recommended that you review scheduled assignments online so that you are aware of any AM or PM duties, specific instructions, or plans left by the absent teacher.

If you have verbally accepted a job, you must log-in and verify that it has been entered in the system. It is your responsibility, as a guest teacher, to verify jobs before arriving at the campus. If the absence is not placed properly and another guest teacher accepts the job, the guest teacher in the system is the only one authorized to stay and work the assignment and be paid for the assignment.

If you have been mistakenly assigned to a job where a guest teacher is not needed or required, we will make every effort to assign you to an equivalent assignment for that day. If we cannot find another assignment, you will be compensated for a half-day pay. However, you will be required to stay at the school for that half-day and assist with any duties that the administration assigns you, including filing and/or copying.

*If you are unable to report for an assignment after you have accepted, you must immediately call the **Guest Teacher Coordinator at 480-484-6174, or email the Guest Teacher Coordinator, to cancel.***



Frontline Telephone: 1-800-942-3767

SUSD Guest Teacher Coordinator

Denise Harrison

480-484-6174

dharrison@susd.org

PROACTIVELY FILL YOUR SCHEDULE

Frontline offers you the flexibility to proactively search for jobs and fill your own schedule the way you want. For you to benefit most from automated guest teacher placement, Frontline offers both telephone and web services for finding and accepting jobs. Guest Teachers may call Frontline toll-free at 1-800-942- 3767 or login online at <https://homeroom.susd.org>.

MANAGE YOUR PREFERENCES

With Frontline, not only can you plan your schedule ahead of time, but you can also choose non-workdays, specify preferred schools, and adjust call times to fit your schedule. You may also view work history and receive phone and e-mail notifications of available jobs.

FIND OUT ABOUT AVAILABLE JOBS

Frontline notifies Guest Teachers of available jobs they qualify for. Most employee absences are entered the day before the absence occurs, but teachers can enter absences well in advance, too. Depending on the District's settings, Guest Teachers can discover jobs available days, weeks, or even months in advance.

Daily Overview

ARRIVAL AT SCHOOL

You must arrive at the school at least 20 minutes before the job start time. For daily jobs, you are required to sign in and out at the front office each day. If you are new to a school, let the secretary know so and ask if there are any school-specific policies. When you check-in at the front office, you will receive necessary keys and any other materials required for the assignment.

Please ensure you have the following information from the school before students arrive:

- Up-to-date roster
- Emergency Response Procedures
 - Fire Drill
 - Lockdown
 - How to communicate with the office during an emergency or drill
 - A copy of the Classroom Emergency Response Guide-this should be located in each teacher's classroom.
- Bell Schedule
- Knowledge of general school procedures
- Locations of staff restrooms and staff lounge
- Clear expectation of departure time
- Teacher lesson plan

THROUGHOUT THE DAY

Attendance should be taken at the beginning of class. The attendance register is a legal record and must be accurate. Failure to record attendance may result in disciplinary action. If the regular teacher did not leave a seating chart, make one. This could prevent future discipline issues and will enable you to call on students by name. **Never leave the classroom unattended.** If an emergency arises and you need to step away during class, call the front office so that a staff member can monitor the room. A Certified Staff Member must always be present in the classroom.

If a person who is not connected with the school seeks information about a student or permission to remove the student from the classroom, that person should be directed to the principal's office. School administration will determine whether the student should be excused and will notify you of the decision. **Never release a student without the permission of the school administration.**

You will be expected to follow the lesson plans left by the absent teacher to the best of your abilities. When emergency situations arise, it may not always be possible for the absent teacher to leave plans. If this situation occurs, you should consult neighboring teachers or a department chair for assistance and use your resourcefulness in planning the day's activities. Any disciplinary issues should be dealt with immediately so as not to cause disruption or delay in the learning of any other students. **At no time are you to touch a student in any way or administer corporal punishment. This will result in your immediate removal from the campus and deactivation of your guest teacher status.** Please see "Tips on Maintaining Discipline" in Appendix A of this handbook.

AT THE END OF THE DAY

You will be expected to leave the classroom and any materials used in the same condition that you found them. Leave the teacher a specific account of all activities or an end-of-day report. Feedback may be left by logging into Frontline and reviewing assignments. Please don't forget to return keys and any other items received to the front office when you check out.

Fundamental Trainings for Guest Teachers/ School Based Staff

Fundamental trainings can be accessed through the Homeroom.susd.org. Guest Teachers are encouraged to take all school-based Fundamental trainings by Fall Break of each year however, Emergency Response Plan-School Based, Active Shooter and Conflict of Interest Fundamentals are mandatory. You may take these trainings online through Homeroom.

To access the Fundamentals, log onto [Homeroom](#) > [Staff Applications](#)>[Click on the Fundamentals App](#) > [Click on All Courses](#) > [Scroll down until you find Emergency Response Plan School Based Employees](#) > [The Fundamental](#) contains two videos that includes the [Emergency Response Plan-School Based](#) and [Active Shooter](#). [The Conflict-of-Interest Fundamental](#) is a separate Fundamental.

Below is a summary of our school-based Fundamentals that pertain to guest teachers in our district. This information is required to be reviewed on an annual basis. You will have access to all school based Fundamental trainings; we strongly encourage to complete these during your prep periods.

Confidentiality/ FERPA

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. Schools must have written permission from the parent or eligible student to release any information from a student's education record. Generally, schools must have written permission from the parent or eligible student to release any information from a student's education record.

Schools may disclose "directory information" such as student's name, address, honors and awards, and dates of attendance. However, schools must tell parent and eligible students about directory information and allow them a reasonable amount of time (14 days in SUSD) to request that the school not disclose directory information. Schools must notify parents and eligible students annually of their rights under FERPA.

Education records are defined as records that are directly related to a "student" and maintained by an "educational agency or institution" or by a party acting for the agency or institution.

It is imperative that all matters pertaining to students remain confidential. Any information regarding problems, progress, grades, relationships, and confidences of students, their parents, and the staff should remain confidential. If the information shared with you is necessary for the school to have, please discuss the child's conversation in private with his or her teacher or school administration.

Child Abuse Reporting

All school district personnel including volunteers are required by Arizona state law (A.R.S. § 13-3620) to report any cases of suspected child abuse. Governing Board Policy JFL, States, "Any school personnel who reasonably believes that a minor is or has been the victim of physical injury, child abuse, or neglect that appears to have been inflicted upon the minor by other than accidental means; or who reasonably believes there has been a denial or deprivation of necessary medical treatment or nourishment shall immediately report such information to a peace officer and the Department of Child Safety (DCS) formerly Child Protective Services (CPS)." We have a duty to immediately report the following types of suspected conduct: Child Abuse, Neglect, and injuries that appear not to be accidental. Failure to report is a crime. Guest teachers are mandatory reporters. If abuse is suspected, contact the child's teacher, the principal, or the school nurse.

They can assist you in making the requisite report by calling Department of Child Safety (DCS) at (1-888-767-2445), and local law enforcement- which can be the school's SRO or the local police department. You have a duty to report not to investigate. Suspected child abuse must be reported immediately. Never delay a telephone report until the next day.

Bullying Awareness- What You Need to Know and Do

There are three parties that can be involved in bullying: The bully, the perpetrator, the victim, the receiver of the bullying, and the bystander, onlookers who provide recognition to the bully and/or onlookers who partake in the bullying. Arizona State law, A.R.S.341 (A) (37) contains requirements pertaining to how to address bullying in schools. Administration must be notified immediately followed by a written report within a day. Focus on establishing a positive climate and culture in your classroom each day. SUSD has a proactive stance against bullying. Each school has a pyramid of intervention, ask school administration for more information. Do not ignore any mean-spirited teasing, bullying and aggression, social exclusion and cyber bullying behavior. Do not ignore students with anxiety and depressive or withdrawal symptoms. Bring these things to the attention of administration or the classroom teacher.

Unlawful Harassment and Retaliation

Federal and state anti-discrimination laws prohibit discrimination based on these protected classes: gender, race/national origin, color, age (40 years of age or older), religion, and disability. Harassment is a form of discrimination. Federal and state law prohibit harassment based on any protected class. A hostile work environment is defined as conduct of a sexual, racial, gender-age- or disability- biased nature. This is conduct that is offensive or unwelcome and that is severe or pervasive. No reprisals, retaliation, or other adverse action will be taken against any individual for filing in good faith such a complaint or making such a report, or for assisting in the investigation of any such complaint or report; nor will there be any effect on future employment, grades, or work assignments. Any suspected retaliation or intimidation should be reported immediately to one of the persons described above. Per governing board policies AC, ACA, ACA-R, GBBA, GBBA-R, reports are to be made to the immediate supervisor, building principal or unit administrator, or to the Assistant Superintendent of Human Resources. Any person who observes harassment of another employee is also encouraged to make a report.

Basic Media Relations

We work with media to build our reputation by sharing good news, promote SUSD through programs, events, and milestones, advertise, and respond to requests for information from the media. People in the district who are authorized to speak to the media include: The Superintendent, Public Information Officer (PIO), backup PIO, athletic coaches, club leaders, and principals. If you have any questions our communications department is located at Mohave District Annex (MDA) at 480-484-6100.

Children's Internet Protection Act (CIPA)

Schools and libraries must certify that they have an internet safety policy that includes technology protection measures. The protection measures must block or filter internet access to pictures that are obscene, child pornography or any content harmful to minors. The school's internet safety policies must include monitoring the online activities of minors. SUSD must remain CIPA compliant in order to continue to qualify for E-rate funding. Your role as a guest teacher is to supervise students using the district's technology resources. SUSD's technology use and privacy guidelines state:

SUSD provides various Technology Resources to authorized employees to assist them in performing their job duties. Each employee has a responsibility to use the District's Technology Resources in a manner that is respectful of other employees, and consistent with the educational goals and objectives of the District. Each employee is responsible to report any misuse of the network to the Director of Information Technology. Each employee is further responsible for the supervision of students using the District's Technology Resources. Failure to follow the District's policies regarding Technology Resources may lead to disciplinary measures up to and including termination. Illegal uses of District Technology may result in referral to law enforcement authorities. SUSD acknowledges that this policy is intended for

activity generated by school employees. It is understood that this policy cannot address actions or activities that may be initiated outside of the District.

Drug Free Workplace

Arizona law prohibits smoking and tobacco products on school grounds. This includes parking lots, athletic fields, school vehicles, and any school sponsored event that may occur off school grounds. See GBED of the Scottsdale Policy Manual for more information.

Emergencies

Emergencies can arise at any time, and you should be prepared to handle them with minimal confusion. Procedures may differ throughout the District, depending on whether you are at an elementary school, middle school, or high school. Common sense is the most valuable tool you can use when dealing with health and safety issues. It is essential that you know the emergency protocols in place at each school. If an emergency does arise, try to remain calm and instruct students to do the same.

Each classroom will have a Classroom Emergency Response Guide (CERG) that lists response protocols to a variety of situations. Please locate the CERG and become familiar with the directions. Below are a few of the response protocols every guest teacher should be familiar with:

Onsite Evacuation (Fire Evacuation)

The purpose of an on-site evacuation is to move everybody from inside buildings to a safer area outside on campus grounds. Although most known as a fire drill, the on-site evacuation would be used for any situation where being outside is safer than being inside. Some examples of this may be when there is a gas leak, or if there is an unknown chemical smell inside a building.

Shelter-in-place

Shelter-in-place means to take immediate shelter in a safe place during an emergency. Shelter-in-place areas may change depending on the emergency, but generally means staying in your classroom. A shelter-in-place may be used for situations like severe weather, animals on campus, or a power outage.

Lockdown

Lock-down procedures are designed to secure all students, teachers, and staff in the nearest available lockable room. All education stops. They may be used in situations involving dangerous intruders or other incidents that may result in harm to persons inside school buildings or may be due to police situations occurring in the neighborhood immediately surrounding the school.

Modified Lockdown

The goal of using a modified lockdown is to secure the outer perimeter of the school so that no one enters or leaves the campus while learning continues uninterrupted with students. This style of lockdown procedure should only be used in situations where there is no threat on the school property, but there is a possible threat somewhere in the surrounding neighborhood.

Guest Teacher Protection/Safety

All employees have the responsibility of maintaining safe conditions in their work areas and making safety a part of the normal work routine. Failure to observe safe work practices and procedures may be cause for disciplinary action including termination.

Employees are required to: 1) observe all safety regulations given orally or in writing, 2) use and wear required safety equipment and 3) safeguard co-workers and others affected by the work being performed.

Employees shall immediately report to their supervisor any accident, illness or disease or unsafe working condition arising from their employment that affects the employee or anyone else.

First Aid/Student Safety

If a student is injured and is able, he or she should be sent to the Nurse's office right away. If the student is unable, you should immediately call the front office for assistance. Always use universal precautions and treat all bodily fluids as if they are hazardous, regardless of your perception. Please see Appendix B for more information on blood borne pathogens.

Never give out medication to a student, not even aspirin. If a student requires medication, he or she must be sent to the Nurse's office.

We have several "peanut free" schools due to severe contact and airborne allergies. You will be required to adhere to peanut free policies at individual schools. Failure to do so will result in the immediate deactivation of your guest teacher status. If you are not sure of the status of a school, don't hesitate to ask when you check-in.

Workers' Compensation

As an employee of the Scottsdale Unified School District, you are insured under the Workers' Compensation Law as properly administered by the Industrial Commission of Arizona. Any injury which occurs to you as an employee on school property while in the normal course of your duties should be reported immediately to the school nurse to establish a record of said injury. If it becomes necessary for you to make application for compensation, the school nurse will aid you in the completion of the necessary form(s).

Evaluation of a Guest Teacher

A Guest Teacher may be evaluated at any time by the school administration, the absent teacher, or the Human Resources Department. Schools and teachers have the right to block a guest teacher from their campus or classroom for demonstrated deficiencies (please refer to Appendix F, Guest Teacher Evaluation). When three schools have 'blocked' you by placing you on the 'Do Not Use' list and submitting an unsatisfactory evaluation of your performance or conduct, you will be deactivated. **This does not mean that you cannot be dismissed before three blocks have been submitted. SUSD reserves the right to dismiss a guest teacher at any time.**

Evaluations become part of a Guest Teacher's permanent Guest Teacher file. The Human Resources Department will make every effort to contact you by SUSD email to notify you of any unsatisfactory report. Should you have any questions about your standing, please contact the Guest teacher Coordinator at 480-484-6174.

Payroll Information

All Guest Teachers' pay dates are on the same schedule as regular employees. Unless you have elected direct deposit, you will receive payment in the form of a pay card. Questions about the pay card should be directed to the **Payroll Department at 480-484-6136**.

All Guest Teachers are paid according to the following pay scale:

Tuesday - Thursday	\$146 per day
Monday & Friday	\$166 per day
Long-term Guest Teachers	\$170 per day
Guest Nurses	\$170 per day

You will be paid for each job number shown in the automated guest teacher system which is verified by the school sites before the end of each pay period. You are still responsible for ensuring your assignments are in the system. Failure to do so will result in late payment. Paydays are every other Tuesday. Please see the pay schedule on Appendix C for more information. If there are any questions about the amount received, you should call the Guest Teacher Coordinator at 480-484-6174 so time worked can be verified. Always keep track of dates and the teachers' names for whom you covered. A record-keeping sheet has been provided for you in Appendix D.

GUEST TEACHER PREPS, ETP (Extra Time Period)

Any Guest Teacher that accepts a certified teaching position for an employee working an ETP contract will receive an additional \$28 for the additional class period. Guest teacher preps are **not** paid for classified positions. Inform the school's administrative assistant if you have worked a guest teacher prep period. Please allow payroll ample time to process payment for guest teacher preps worked.

LONG TERM ASSIGNMENTS

In the event, a certificated staff member is absent for an extended period and the guest teacher assigned serves 20 or more consecutive days for the same teacher, the rate of pay will be \$170.00 a day.

*The long-term rate applies only to certified positions to compensate for time and effort in lesson planning and possible participation in staff development, Parent Teacher conferences and parent meetings. **If you must be absent due to personal or family illness during a long-term assignment, you will need Principal approval to maintain the long term pay rate. This approval needs to be sent to the Guest Teacher Coordinator, via email, by the principal prior to the absence.** Any other absences or breaks in the job number will result in loss of the long-term rate without exception.*

Scottsdale Unified School District currently utilizes a Certified Guest Teacher Pool to cover certain classified positions. If asked to cover a classified position, the certified Guest Teacher will retain their regular rate of pay.

TAX WITHHOLDING INFORMATION

You may access tax forms online and submit any changes electronically by logging into Employee Access, Employee Self Service Portal. New forms will not be sent every year. To access the portal, please follow these steps:

- 1. Go to www.Homeroom.susd.org*
- 2. Go to the Employee Services tab and click Employee Access.*
- 3. Log in using your SUSD credential.*
- 4. Click on My pay at the left-hand side of dashboard.*
- 5. Click on Pay and Tax information.*
- 6. Click on the Edit button and scroll to Employee Tax Forms.*
- 7. You must have your SUSD email credentials to login to Homeroom. If you do not remember your ID or password, you will need to contact the Help Desk at 480-484-HELP (4357).*

PROP 206 / NON-ACCRUAL GENERAL LEAVE

Beginning July 1, 2017, Guest teachers and Nurses will begin earning General Leave days at the rate of one hour for every thirty hours worked, up to a school-year cap of five days earned in accordance with Prop 206.

- General Leave days may only be used in full-day or half-day increments.*
- Guest teachers must report in Employee Access the use of General Leave days, within 24 hours of the absence.*
- Guest teachers must also notify the Guest teacher Coordinator if use of general leave time will affect any assignment.*
- Please review Appendix D, 2024-25 Pay Period Schedule for schedule timelines.*

ARIZONA STATE RETIREMENT SYSTEM

Arizona State Retirement System statute ARS §38-727 states that an employee is eligible for retirement benefits when meeting their standard of 20 hours for 20 weeks. This is calculated by Payroll. Please feel free to visit <https://www.azasrs.gov/> for more information or to register and view your benefits.

If you have retired from ASRS within the last year it is imperative that you track your hours so as not to exceed the 20 hours for 20 weeks standard. You also need to submit a Return to Work form each year to the Human Resources Department. Should you have any questions regarding these limitations, please visit <https://www.azasrs.gov/> or call the Director of Payroll Services at 480-484-6130.

Name Changes

Name changes require an updated copy of your social security card, driver's license, and an updated guest teacher certificate from the Arizona Department of Education. The name we recognize in our system must match the name on your social security card and certificate. You may email Human Resources at humanresources@susd.org for a form to change your name. If you have any questions, please contact her.

PERSONAL CONTACT INFO

It is the responsibility of the employee to maintain current contact information by logging into Employee Access and accessing the Employee Self Service module. The District is not responsible for lost communications due to incorrect contact information such as a mailing address or phone number.

Sexual Harassment

It is the policy of the District to maintain a learning and working environment that is free from sexual harassment.

Sexual harassment of another employee or student is gross misconduct, which can warrant immediate dismissal of the perpetrator.

It shall be a violation of this policy for any member of the District staff to harass another employee or student through conduct or communications of a sexual nature as defined below:

DEFINITION

Sexual harassment is described as unwelcomed sexual advances, request for favors, and other inappropriate verbal or physical conduct of a sexual nature when made by an employee of the District to a student or when made by an employee of the District to another employee when:

- *submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or education; or when*
- *submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or when*

- *Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional standing or creating an intimidating, hostile, or offensive employment or educational environment.*

Sexual harassment may include, but is not limited to the following:

- *Verbal harassment or abuse.*
- *Pressure for sexual activity.*
- *Unwelcomed verbal conduct, with sexual or demeaning implications, such as sexual propositions, slurs, insults, jokes, or other sexual comments.*
- *Unwelcomed physical conduct, such as touching, blocking, staring, making sexual gestures, and making or displaying sexual drawings or photographs.*
- *Suggesting or demanding sexual involvement, accompanied by implied threats concerning one's grade, job, et cetera.*

INVESTIGATION OF COMPLAINTS AND REPORTS

The School District will promptly and thoroughly investigate any complaint or report of a violation of Policy GBBA. A thorough investigation may take several weeks in some cases. The person filing the complaint or reporting a violation will be advised of the findings of the investigation.

CONFIDENTIALITY

The right to confidentiality, both complainant and of the accused, will be respected consistent with the School District's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

Responsibilities of a Guest Teacher

A Guest Teacher will enable each child to pursue his education as smoothly and completely as possible in the absence of the regular teacher, while upholding the high standards of the Scottsdale Unified School District.

ESSENTIAL FUNCTIONS

- *Arrive at the school within a reasonable amount of time after accepting an assignment.*
- *Always wear an SUSD ID badge while on District property.*
- *Report to the school's administrative offices upon arrival at school.*
- *Maintain as fully as possible the established routines and procedures of the school and classroom to which assigned.*
- *Maintain active teaching styles even during periods of silent reading and test taking.*
- *Teach the lesson outline and described, as prepared by the absent teacher.*
- *Assume the responsibility for overseeing pupil behavior in class, during lunch, and during all recess periods.*
- ***Remain on campus through the end of the dismissal bell. Please do not leave during specials.***

- *Report in writing on the day's activities at the conclusion of the teaching day.*
- *Follow all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.*
- *Make the well-being of students the fundamental value of all decision-making and actions.*
- *Maintain just, courteous, and proper relationships with students, parents, staff members, and others.*
- *Maintain professional dress and grooming standards appropriate for a school environment, including appropriate shoes for all surfaces.*
- *Direct any criticism of other staff members or of any department of the school system toward improving the District. Such constructive criticism is to be made directly to the school administrator who has the responsibility for improving the situation.*
- *Performs all other duties as assigned by the Principal or school's administration.*

Appendices

APPENDIX A - GUEST TEACHERS TEACHER BEST-PRACTICE EXPECTATIONS

Maintains a classroom environment that enhances learning.

- *Positive Classroom atmosphere.*

Uses time effectively.

- *Avoids unnecessary delays during the lesson.*

Provides clear direction and explanations.

- *Assist students who have difficulty with directions.*

Provides for and maintains learner involvement in lesson.

- *Responds and redirect learners who are not involved in the learning.*

Demonstrates Positive Teacher-Learner interaction.

- *Shows respect for students.*
- *Demonstrates warmth, friendliness, and a positive attitude.*
- *Maintains close proximity with learners.*
- *Encourages and listens to students.*

Maintains positive classroom behavior.

- *Models appropriate behavior.*
- *Uses effective techniques to maintain acceptable behaviors.*
- *Used effective techniques to change unacceptable behaviors.*

APPENDIX B - TIPS FOR EFFECTIVE CLASSROOM MANAGEMENT

- *Use positive reinforcement.*
- *Be fair and consistent.*
- *Be friendly and enthusiastic. Show an interest in what students are doing.*
- *Provide specific feedback to the students designed to improve the quality of their work.*
- *Keep students engaged in their learning.*
- *Ensure students are properly supervised at all times.*
- *Speak to students privately if a behavior needs to be corrected, refrain from disciplining a student publicly.*
- *Follow the teachers' lesson plans.*
- *Have a clear understanding of the school and teachers' management and discipline procedures.*
- *If a discipline problem develops, and you find you are unable to solve it, you should refer it to the principal or the designated person in charge.*
- *Provide Constant supervision to students, refrain from use of cell phone and other personal devices.*

APPENDIX C - BLOOD BORNE PATHOGENS

Blood borne pathogens can cause infection by entering your body through open cuts, nicks, skin abrasions, and mucous membranes. Injury from contaminated objects such as broken glass, sharp metal, a needle, or a knife can cause infection. Blood borne diseases may also be transmitted by touching a contaminated surface.

Protecting yourself from blood borne diseases requires knowing the facts and taking precautions. Handwashing with soap and running water is the best way to control the spread of infectious material; it keeps you from transferring contamination from your hands to other areas of your body or other surfaces.

- *Accidents may happen. You should always use universal precautions with blood and bodily fluids. Wear all personal protective equipment such as gloves, eye wear, or masks. Minimize splashing, spraying, and spattering.*
- *If you are exposed, immediately report the incident to the School Nurse.*
- *Do not eat, drink, smoke, or apply cosmetics if there is a possibility of exposure.*
- *Do not keep food or drinks in places where blood and other potentially infectious materials are present.*
- *Wash your hands often throughout the day.*

HOW TO REPORT A “SIGNIFICANT EXPOSURE”

In some instances, such as an exposure to blood borne pathogens, you may not know if the blood, bodily fluids, or other material to which you are exposed is infectious. In other instances, such as an exposure to Tuberculosis, MRSA, or Meningitis, you may know the exposure is “significant” based upon the symptoms of the person to whom you are exposed. Understanding the pathogens involved and how they are spread will help you answer the question.

If you feel you may have been exposed to a blood borne pathogen, see the School Nurse who will guide you in reporting per District policy and provide you with a copy of the Report of Significant Exposure to Bodily Fluids or Other Infectious Material.

What you must do per SUSD policy:

1. *Notify your supervisor with 24 hours*
2. *Complete the (101) EMPLOYER’S REPORT OF INDUSTRIAL INJURY with either the School Nurse or Principal*

If there was an exposure: Complete and return the following confidential reports within 10 days to Legal/Risk Management via fax 480-484-6237.

1. *Report of Significant Exposure (BBP Report)*
2. *Hepatitis B Declaration/Declination Form*

For more information regarding the requirements for filing a workers’ compensation claim for a significant work exposure, please contact Legal/Risk Management Department at 480-484-6148 or 480-484-6180.

REPORT OF SIGNIFICANT WORK EXPOSURE TO BODILY FLUIDS OR OTHER INFECTIOUS MATERIAL

(This form is not a claim form, but a report of exposure. Forms to report a claim to the Industrial Commission are available at: www.ica.state.az.us.)

- 1. Exposed Employee _____ Birth Date _____ Job Title _____
Last Name First M.I.
- 2. Address _____ Phone No. _____
- 3. Employer's Full Name _____
- 4. Employer's Address _____
- 5. Date of Exposure _____ Time of Exposure _____ A.M. _____ P.M. _____
- 6. Address or Location of Exposure _____
- 7. Describe the circumstances surrounding the exposure, including (if applicable) personal protective equipment worn and the names of any witnesses to the exposure (be specific) _____

- 8. What were you exposed to? (Directly or indirectly via bandages, personal items, etc.) Check all that apply.
 Blood Vaginal fluid Broken skin Urine Any other fluid(s) containing blood or infectious material (Describe) _____
 Semen Surgical fluid(s) Mucous membrane Feces Airborne/Respiratory/Oral Secretions Other (specify): _____
 Saliva Vomitus Skin infection (e.g. abscesses, boils, or pus-filled/red/swollen/painful skin lesions)

- 9. Source person(s) information Unknown Known
 Name _____ DOB _____ Phone No. _____
 Address _____ City _____ State _____ Zip _____

- 10. What part(s) of your body was exposed to bodily fluids/infectious material? Did exposure take place through your skin or mucous membrane (be specific)? _____

- 11. Did you have any open cuts, sores, rashes, or other breaks/ruptures in your skin or mucous membrane that were exposed to bodily fluids/infectious material (please describe)? _____

I HAVE GIVEN THIS FORM TO MY EMPLOYER AND HAVE RECEIVED A COPY OF THIS COMPLETE FORM.

EMPLOYEE SIGNATURE _____ DATE _____

Other Required Steps to Establish Prima Facie Claim for HIV, AIDS or Hepatitis C (A.R.S. §§ 23-1043.02, -03; A.A.C. R20-5-164)

- 1. You must file this report with your employer no later than ten (10) days after your exposure.
- 2. You must have blood drawn no later than ten (10) calendar days after exposure.
- 3. You must have blood tested for HIV or Hepatitis C by Antibody Testing no later than thirty (30) calendar days after exposure and test results must be negative.
- 4. You must be tested or diagnosed as HIV positive no later than eighteen (18) months after the exposure, or tested and diagnosed as positive for the presence of Hepatitis C within seven (7) months after the exposure.
- 5. You must file a workers' compensation claim with the Industrial Commission of Arizona no later than one (1) year from the date of diagnosis or positive blood test if you wish to receive benefits under the workers' compensation system.

Other Required Steps to Establish Prima Facie Claim for MRSA (A.R.S. § 23-1043.04; A.A.C. R20-5-164)

- 1. You must file this report with your employer no later than thirty (30) days after your exposure.
- 2. For a claim involving MRSA, you must be diagnosed with MRSA within fifteen (15) days after you report in writing to your employer the details of the exposure.
- 3. You must file a workers' compensation claim with the Industrial Commission of Arizona no later than one (1) year from the date of diagnosis if you wish to receive benefits under the workers' compensation system.

Other Required Steps to Establish Prima Facie Claim for Spinal Meningitis or TB (A.R.S. § 23-1043.04; A.A.C. R20-5-164)

- 1. You must file this report with your employer no later than ten (10) days after your exposure.**
- 2. For a claim involving spinal meningitis, you must be diagnosed within two (2) to eighteen (18) days of the possible significant exposure and for a claim involving tuberculosis, you must be diagnosed within twelve (12) weeks of the possible significant exposure.**
- 3. You must file a workers' compensation claim with the Industrial Commission of Arizona no later than one (1) year from the date of diagnosis if you wish to receive benefits under the workers' compensation system.**

APPENDIX D - PAY PERIODS

Scottsdale Unified School District 2024 - 2025 Payroll Calendar with Deduction Schedule

Pay Period	Start Date	End Date	Pay Date	24 DED (12 mo)	19 DED (CERT)	18 DED (CLS 10 mo)
1	07/01/24	07/06/24	07/16/24			
2	07/07/24	07/20/24	07/30/24	24		
3	07/21/24	08/03/24	08/13/24	23		
4	08/04/24	08/17/24	08/27/24	22	19	18
5	08/18/24	08/31/24	09/10/24	21	18	17
6	09/01/24	09/14/24	09/24/24	20	17	16
7	09/15/24	09/28/24	10/08/24	19	16	15
8	09/29/24	10/12/24	10/22/24	18	15	
9	10/13/24	10/26/24	11/05/24	17	14	14
10	10/27/24	11/09/24	11/19/24	16	13	13
11	11/10/24	11/23/24	12/03/24	15	12	12
12	11/24/24	12/07/24	12/17/24	14	11	11
13	12/08/24	12/21/24	12/31/24	13	10	10
14	12/22/24	01/04/25	01/14/25	12	9	
15	01/05/25	01/18/25	01/28/25	11	8	9
16	01/19/25	02/01/25	02/11/25	10	7	8
17	02/02/25	02/15/25	02/25/25	9	6	7
18	02/16/25	03/01/25	03/11/25	8	5	6
19	03/02/25	03/15/25	03/25/25	7	4	
20	03/16/25	03/29/25	04/08/25	6	3	5
21	03/30/25	04/12/25	04/22/25	5	2	4
22	04/13/25	04/26/25	05/06/25	4	1	3
23	04/27/25	05/10/25	05/20/25	3		2
24	05/11/25	05/24/25	06/03/25	2		1
25	05/25/25	06/07/25	06/17/25	1		
26	06/08/25	06/21/25	07/01/25			
27	06/22/25	06/30/25	07/15/25			

APPENDIX E- DISTRICT CALENDAR

Scottsdale *Unified*
SCHOOL DISTRICT

2024 – 2025 District Calendar

Revised: 3/28/2024

(480) 484-6100 | www.susd.org
District Office Hours: 7:30 am – 4 pm

Follow us on...

JULY 2024						
S	M	T	W	T	F	S
	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			

AUGUST						
S	M	T	W	T	F	S
				1	2	3
4	★	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						
S	M	T	W	T	F	S
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						
S	M	T	W	T	F	S
		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		

NOVEMBER						
S	M	T	W	T	F	S
					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

DECEMBER						
S	M	T	W	T	F	S
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				

JANUARY 2025						
S	M	T	W	T	F	S
			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	

FEBRUARY						
S	M	T	W	T	F	S
						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	

MARCH						
S	M	T	W	T	F	S
						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

APRIL						
S	M	T	W	T	F	S
		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			

MAY						
S	M	T	W	T	F	S
				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

Key

- ★ First Day For Students
- No School
- Early Release Day (Varies by Grade, see below)
- Early Release ES & 3 K-8 Schools* (not Middle Schools)
- Last Day for Students, Early Release/High School Graduation

July

- 24-26 New Teacher Orientation
- 29 Returning Teachers Begin
- 29-31 Staff Preparation Days

August

- 1-2 Staff Preparation Days
- 5 First Day For Students
- 28 Early Release: All Grades, including Pre-K

September

- 2 Labor Day
- 11, 25 Early Release: All Grades, including Pre-K

October

- 3 District Recess
- 4 End of 1st Quarter
- 7-11 Fall Break
- 23-25 Early Release: Conferences – All ES & 3 K-8 Schools*
- 24-25 Early Release: Conferences – All Middle Schools
- 30 Early Release: All Grades, including Pre-K

November

- 6 Early Release: All Grades, including Pre-K
- 11 Veterans Day
- 27-29 Thanksgiving Recess

December

- 4 Early Release: All Grades, including Pre-K
- 18-20 Early Release: Final Exams – HS only
- 20 End of 2nd Quarter & 1st Semester
- 23-27, 30-31 Winter Break

January

- 1-3 Winter Break
- 15 Early Release: All Grades, including Pre-K
- 20 Martin Luther King, Jr. Day

February

- 5, 26 Early Release: All Grades, including Pre-K
- 17 Presidents Day

March

- 7 End of 3rd Quarter
- 10-14 Spring Break
- 26-28 Early Release: Conferences – All ES & 3 K-8 Schools*
- 27-28 Early Release: Conferences – All Middle Schools

April

- 18 District Recess

May

- 20-22 Early Release: Final Exams – HS only
- 22 Last Day of School Early Release – All Grades, including Pre-K
- 22 High School Graduation
- 23 Staff Preparation Day
- 26 Memorial Day

• 180 Student Instructional Days

* K-8 Schools: Cheyenne, Copper Ridge, Echo Canyon

APPENDIX G - SUSD GUEST TEACHER EVALUATION FORM

Name of Guest teacher: _____

Date(s) Guest teacher Covered: _____

AESOP Confirmation #: _____

Grade/Subject: _____

School: _____

Please circle a response:

1. Did the guest teacher demonstrate punctuality by reporting to assignment on time? **YN NA**
2. Is the guest teacher neat, professional, and appropriate in appearance and demeanor for classroom instruction? **YN NA**
3. Did the guest teacher follow instructions and lesson plans left by the teacher? **YN NA**
4. Did the guest teacher adhere to Scottsdale District and school-specific policy? **YN NA**
5. Did the guest teacher relate well and interact effectively with students? **YN NA**
6. Did the guest teacher cooperate with administrators and other staff members? **YN NA**
7. Did the guest teacher display good classroom management skills as per District and school-specific procedure? **YN NA**
8. Did the guest teacher take appropriate actions regarding student behavior? **YN NA**
9. Did the guest teacher take appropriate steps to ensure student safety and security? **YN NA**
10. Were the classroom and materials left in good condition? **Y N NA**
11. Did the guest teachers provide adequate written feedback? **Y N**

NA Evaluator's comments:

Guest teacher's Responses: *** This Section is used only when a guest teacher is blocked from an entire school***

Guest teacher Coordinator's response and actions taken:

Do you want this guest teacher to return to your school? **N Y**

Principal's Signature: _____

Date: _____

APPENDIX H – LETTER OF REASONABLE ASSURANCE

We are pleased to notify you that you have reasonable assurance of returning as a Substitute Teacher with SUSD for the 2024-2025 school year. Failure to do so will result in the deactivation of your substitute status, without exception.

Employment with our District calls for several customary break/holiday/recess periods during the school year. Following each of these periods, as established by the 2024-2025 school calendar, you will remain a Substitute Teacher for the District.

BREAK/HOLIDAY/ RECESS	DATES
Summer Break	Friday, May 24, 2024 – Friday, August 2, 2024
Labor Day	Monday, September 2, 2024
District Recess	Thursday, October 3, 2024
Fall Break	Monday, October 7, 2024-Friday, October 11, 2024
Veterans Day	Monday, November 11, 2024
Thanksgiving Recess	Wednesday, November 27, 2024- Friday, November 29, 2024
Winter Break	Monday, December 23, 2024 – Friday, January 3, 2025
Martin Luther King Jr. Day	Monday, January 20, 2025
Presidents Day	Monday, February 17, 2025
Spring Break	Monday, March 10, 2025- Friday, March 14, 2025
District Recess	Friday, April 18, 2025

By signing this document, I confirm that I have read and understand the following statements:

- I understand that as an “at will” employee, my status as a substitute teacher may be deactivated at any time by the Sub Coordinator or SUSD, with or without notice.
- I acknowledge that I will work according to the dates of the 2024-2025 Certified Work Calendar. I understand I must work a minimum of **five (5) times** within a **six-month** period to retain active status.
- I acknowledge that I will check in with the school Administrative Assistant upon my arrival at least 20 minutes prior to the start of the assignment.
- Prior to accepting any assignments in the Scottsdale Unified School District, I will read the 2024-2025 Guest Teacher Handbook and abide by all policies outlined in its contents and I agree to complete all required trainings by October 4, 2024.

I will maintain an SUSD email address for daily communication with the sub coordinator and Frontline. _

Print Name _____

Initial

Signature _____

Date _____

Phone Number (_____) _____