



Guest Teacher Handbook

WHITE SETTLEMENT I.S.D

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Your Role as a Guest Teacher

As a Guest Teacher, you will play a vital role in the daily education of our students. Guest Teachers also have the responsibility to provide a stimulating learning environment for students. The Guest Teacher must do his/her best to continue the lesson plan from the point where it was discontinued

We consider every teaching day to be important in the life of the child. The Guest teacher should not consider that he/she is filling in, but should feel that he/she is doing the work of the classroom teacher for that day. The successful Guest Teacher is one who is versatile enough to meet the needs of the class. While the Guest Teacher is there to ensure the education of each student, the first responsibility is to maintain the care, welfare, safety, and security of the students in the classroom.

Being a Guest Teacher is not easy! It requires the ability to walk in to any classroom setting and carry out the daily activities just as the regularly assigned teacher would.

In addition to be ready on a moment's notice, Guest Teachers are also required to demonstrate quality in their teaching. They need to exude professionalism in the way that they relate to students, parents, and district employees. Please use the information provided in this handbook to help guide you.

This guide, along with the information from the White Settlement ISD Guest Teacher Orientation, will provide assistance in defining areas of responsibility, and will serve as a valuable reference.



Mission

Statement....

Fostering a culture of excellence and empowering Brewer Bears to be innovators and leaders of tomorrow by providing a premiere education.

Vision

Statement....

Developing a passion to learn...discovering purpose for tomorrow

White Settlement ISD Motto:

Think Big...Bears Do!

White Settlement ISD

Board of Trustees

Policies BA, BB series, BD series, and BE series

Texas law grants the board of trustees the power to govern and oversee the management of the district's schools. The board is the policy-making body within the district and has overall responsibility for the curriculum, school taxes, annual budget, employment of the superintendent and other professional staff, and facilities. The board has complete and final control over school matters within limits established by state and federal laws and regulations.

The board of trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Board members are elected annually and serve three-year terms. Board members serve without compensation, must be qualified voters, and must reside in the district.

Current board members include:

- Mr. Ben Davis, Place 5, President
- Mr. John Bradley, Place 7, Vice-President
- Mrs. Amanda Sanchez, Place 3, Secretary
- Mr. Raymond Patterson, Place 1
- Mr. Glen Lowry, Place 2
- Dr. Jeremy Lelek, Place 4
- Mrs. Krystal Arnold, Place 6

WSISD Administrators

Frank Molinar- Superintendent

David Bitters- Assistant Superintendent of Finance & Operations

Chris Jenkins- Assistant Superintendent of Curriculum Instruction & Administrative Services

Heather Crow- Curriculum and Instruction Director

Desiree Coyle- Communications Director

Charmaine Rambo- HR Assistant Director

Daryl Porter
Brewer High School

Randy Summerhill
Brewer Middle School

Joanie Shields
Tannahill Intermediate School

Chelsea LaPlante
West Early Learners Academy

Andrew Farr
Blue Haze Elementary

Sarah Williams
Liberty Elementary

Courtney Berry
North Elementary STEAM Academy

Brooke Mielinski
Fine Arts Academy

Emily Estes
DAEP

District Information

White Settlement ISD, located west of downtown Fort Worth, is a growing suburban school district that serves more than 7000 students. The district includes four elementary campuses, a Fine Arts Academy, an intermediate school, a middle school and a high school campus. The White Settlement Independent School District employs approximately 900 team member.

School	Hours
<u>Brewer High School</u>	<u>8:20- 4:00</u>
<u>Brewer Middle School</u>	<u>8:00- 3:40</u>
<u>Tannahill Intermediate</u>	<u>7: 15- 3:00</u>
<u>Blue Haze Elementary</u>	<u>7: 30 - 3:10</u>
<u>Fine Arts Academy</u>	<u>8:00 - 3:40</u>
<u>Liberty Elementary</u>	<u>7: 30 - 3:10</u>
<u>North Elementary STEAM Academy</u>	<u>7:30 - 3:10</u>
<u>West Early Learners Academy</u>	<u>7:45 - 3:25</u>
<u>DAEP</u>	<u>8:15- 3:15</u>

@whitesettlementisd
f i t v

JULY 2025						
Sun	M	T	W	T	F	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		
July 1-4 Offices Closed						

GENERAL INFORMATION

Application Requirements: All individuals who wish to be employed as a Guest Teacher for White Settlement ISD must complete, and submit, an application through the district website online application system.

Candidate Review: The submitted applications, and credentials, are reviewed to ensure that the applicant is a qualified candidate. White Settlement ISD requires 60+ credit hours from a regionally accredited college or university as a qualification to work as a Guest Teacher. They must provide an official copy of their transcript. Applicants with less than 60 credit hours, or only having a high school diploma/GED, are required to obtain a signed Administrator's Recommendation form. They must also provide a copy of their high school diploma/transcript.

Fingerprinting and Background Check: Guest Teacher candidates are required to submit to a background check, and fingerprinting for the Texas Education Agency. The cost and scheduling is the responsibility of the candidate. This is a one-time fee, and is valid for any Texas public school district. The Human Resources department will contact you with further instructions regarding your fingerprinting. Upon new employment, if you were printed BEFORE September 1, 2015, you will need to be printed again.

Pre-Employment Affidavit: Texas Education Code, Section 21.009, an applicant for a position requiring certification with a school district must complete a pre-employment affidavit disclosing whether the applicant has ever been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. NOTE: An applicant is not precluded from being employed based on a disclosed charge if the employing entity determines based on the information disclosed in the affidavit that the charge was false. A determination that an employee failed to disclose information required to be disclosed by an applicant under Texas Education Code Section 21.009 is grounds for termination of employment.

Minimum Working Requirements: Guest Teachers will be required to work a minimum of six (6) days each month to remain active. This includes half days. Those who do not meet this requirement will be considered inactive, and will be removed from the active Guest Teacher pool. You must notify the Substitute Coordinator if you cannot meet the requirement, but wish to remain active. Individuals removed from the pool, due to inactivity, must reapply, and meet the current hiring requirements. If you are removed for this reason, you will not be eligible to reapply until the following school year

GENERAL INFORMATION

CONT.

Renewal of Application for Guest Teaching All guest teachers who have performed their duties in an acceptable manner are notified by the Substitute Coordinator via email at the end of each school year to complete the required Reasonable Assurance form. This update is necessary in order to remain active on the Guest Teacher list. If it is not received by the due date listed on the form, you will be removed from the active pool.

TRS Retired Employees and Guest Teaching Retired teachers may file an application for Substitute (Guest) teaching, and work according to TRS guidelines. The Teacher Retirement system has different rules depending on your retirement date, which could result in losing your annuity for the month. 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

Alternative Certification Programs Some institutions of higher education and large school districts have been approved by TEA to operate alternative programs of preparation for teachers and administrators. These programs may involve university coursework, or other professional development experiences, as well as intense mentoring and supervision during the candidate's first year in the role of an educator. For additional information on available programs, please visit www.tea.state.tx.us and select "Becoming a Texas Teacher."

Resignation If you decide to formally resign your position as a Guest Teacher for WSISD, you will need to fill out a Substitute Resignation form, provided by the Substitute Coordinator. This form must be filled out, and you must turn in your ID badge before the end of your employment. Please contact Viridiana Jimenez with further questions on resignation.

Job Assignment Each substitute assignment should be attached to a specific job number when working at a campus. Working without a specific job number may prohibit payment for the assignment. In addition, each substitute will be required to clock in and clock out daily using True Time for the job assignment.

ELIGIBILITY FOR HEALTH INSURANCE COVERAGE

White Settlement ISD provides health insurance to employees through **TRS- ActiveCare**. A Guest Teacher is eligible to enroll in **TRS- ActiveCare** if the Guest teacher works 10 or more hours each week and regularly schedules 6 or more jobs per month. Hours and days worked in other school districts are not considered in determining whether a Guest Teacher is eligible for benefits through White Settlement ISD.

Guest Teachers are required to use the time keeping system in Absence Management. This will require you to clock in and out during your assignments. In order to determine your health insurance eligibility, we must have a system to capture your actual hours worked. Hours worked will not affect your pay. You will still be paid on a half or full day basis. The actual hours worked will be used to determine health insurance eligibility only. You should be clocked in for all hours worked.

Your availability schedule may vary from week to week, but you must make sure to regularly schedule at least 6 days a month of availability. Accordingly, the district requires all Guest Teachers to indicate in Absence Management a schedule of at least 6 days a month that they are available to work. The district does not guarantee that you will receive 6 days a month. The district's need for Guest Teachers varies from week to week. The district understands that you may not be able to accept all requested assignments due to illness, or other personal reasons.

If you elect to enroll in ActiveCare, you will be responsible for the full premium. You must tender payment for the premium for each calendar month by the 10th day of the preceding calendar month. If the 10th day falls on a weekend, or a day the district is closed, the payment must be made the preceding business day. Make checks payable to White Settlement ISD. [Deliver to the Benefits Coordinator, Alyssa Thompson, at the Central Administration Build. You may contact her at 817- 367-5306 or \[athompson@wsisd.net\]\(mailto:athompson@wsisd.net\)](#)

You must submit payment for one calendar month with your enrollment form. Your insurance will take effect the first day of the calendar month following the month you became eligible for health insurance. You may be removed from the Guest Teacher roster for poor performance or misconduct.

In addition, you will be removed from the Guest Teacher roster if:

- You do not regularly schedule at least 6 days a month of availability
- You repeatedly turn down assignments, are repeatedly unavailable for calls, or frequently cancel assigned positions.
- You do not timely return a letter of Reasonable Assurance

A Guest Teacher who has been removed from the active roster is no longer eligible for health insurance and will be provided coverage under COBRA. A Guest Teacher who has been removed from the active roster may reapply for employment the following year.

HEALTH AND MEDICAL INFORMATION

ALWAYS escort a student- that has a serious injury, head injury, asthmatic symptoms or injured outside. 3 B's – breathing issues, bleeding uncontrolled and broken bones need immediate attention and adult escort.

Always send a pass with student. – Per guidelines, students must be brought by staff or have a pass. In an emergency the student needs to be brought by a staff member, or the teacher needs to call and let the nurse know what occurred so appropriate treatment can be given. The pass needs to include student first and last name, time they left class, and why they are coming to nurse. Please do not diagnose them, even with a fever, this is a liability issue. The nurse will determine if a student has a fever and only a doctor can diagnose an illness.

Blood – Anytime a student has an active nosebleed or any injuries with active bleeding please send them to the nurse per the blood borne pathogen protocols to clean the blood and avoid exposure of other staff and students. If there is blood in the class or hall please notify the office so the blood can be cleaned up properly.

Field trips – The Nurse must know at least 2 weeks in advance before any off-campus activity. This is to verify no student has physician restrictions preventing them from going on a trip and to get any medications prepared. Please let the nurse know date and time of field trip and what classes are going. Staff will need to be trained and signed off by the nurse for medication administration prior to the day of the field trip. A notebook with 1st aid information and a 1st aid kit will be taken on all field trips. If any accidents occur on the field trip, notify the school nurse as well as the student's parents immediately. Prior to going home on the day of a field trip, the 1st aid kit and meds are signed back in with the nurse. Do not take them home! See field trip guidelines for more information.

Latex Free and Scent free district – NO lotions or creams may be applied to students. No oils or scented devices may be used in the classrooms. Many students have allergies to things that include essential oils, scentsy, sprays and lotions, especially scented ones. By using them we can be putting our students and staff at risk and cause severe allergic reactions, including skin irritation or asthma attacks. Sunscreen brought by a student may only be applied to that student. No sunscreens can be applied to children that do not supply their own sunscreen. This is also to prevent any allergic reactions. All campuses are latex free as we have students and staff with latex allergies.

Medication policy – All medications (even over the counter) must be kept in the nurse's office. This includes cough drops. Students must have a physician's order with parent's written permission to take medication at school. No medication can be kept by the student except emergency medication – diabetic supplies, an inhaler or epi pen and a student must have a physician order with the nurse stating they can carry the medication with them.

"Must see" students – Please remember that any students with real head or eye injuries must be seen in the nurse's office so the injury can be assessed and documented.

Physician notes When physician notes are received make sure they are sent to the office. An email with restrictions will be sent to the student's teacher and PE teacher. If a student arrives with a new injury- on crutches, with a cast, stitches or staples please call or send them to the nurse's office immediately to verify we have received correct physician release for them to attend school and implement physical activity restrictions.

Playground – no monkey bars on the playground equipment unless direct staff supervision at the monkey cars. No tackle football games during recess. See weather protocol for outdoor activity.

Privacy –Who has "A need to know"? Please remember Family Educational Rights and Privacy Act (FERPA) laws...what goes on in the nurse's office is confidential. Please remember that when an emergency occurs on campus, the information about the student/staff and the accident is considered confidential. It should not be discussed between any staff, students or parents.

When must a student stay home from school? – Fever, diarrhea, vomiting, rash, red/runny eyes associated with pink eye. Student must be free of symptoms for 24 hours or have a doctor's note before returning. If a child from your class is sent home for one of these reasons and returns before their 24 hours are up, please call to let the nurse know parents can be notified to pick them up. Covid exclusion criteria for covid like symptoms.

Weather – If the temperature or heat index is 95 degrees or under, no limitation for outside play due to heat. If the temperature or heat index is 96-98 degrees, limit outdoor time to 20 minutes or under and monitor students for symptoms of excessive heat exposure. Please be mindful of students in sensitive health groups. If the temperature and wind chill is above 40 degrees no limitation for outside play due to cold. If the temperature and wind chill is 36-39 degrees, all students must be properly dressed to go outside and limit play time to 20 minutes or under. Also take into consideration cloud cover and wind. Monitor students for symptoms of excessive cold exposure. Please be mindful of students in sensitive health groups. If there is any condensation or rain, students may not go outside, this is especially important for asthmatic students. Ozone restrictions are based on the **current** ozone conditions.

Red and Orange Ozone days - No outdoor activity once it reaches an orange or red condition.

Green & Yellow Ozone days - No restrictions.

If you have concerns about a students' health, please call the campus nurse. If you see or think a student has passed out, had a seizure, is injured, or has had any medical event, please notify the nurse or front office. DO NOT move them or try to take them to the nurse, as more damage can occur by moving an injured person or if a student is not fully conscious. If a student has injured their back, head, neck, or has series injuries, DO NOT move them, call the nurse. The nurse can come to the class room or outside to evaluate the situation if a student is unable to safely walk to the nurse's office. If in doubt, always Call the nurse.

Always: Assess, Plan, Act & Remain Calm **"ICE:DIG your way out"**

In Case of Emergency...Dial office, Inform of location and Give all the details you can.

If a student or staff member becomes unconscious (i.e. - body collapses uncontrolled, slumps out of chair and falls to the ground, unresponsive)

Or if there is a serious life-threatening emergency:

(i.e. - severe asthma, bleeding, major head/neck/back injury, student having a seizure or an allergic reaction)

- Immediately push the panic button if there is one, or have a student call the front office.
- Tell office staff what room you are in and what the emergency is, be specific and give details.
- Place yourself with the person. If unconscious, begin calling their name to wake.
- DO NOT move them, or leave them alone. Clear the immediate area of students and all objects.
- If possible have another student go to the class next door to notify the teacher of the emergency event, so that teacher can help in clearing the area of students.
- Campus nurse and administrative Staff will be notified of the emergency situation & will come to the location of the emergency.
- Situation will be evaluated and an emergency plan will be initiated if necessary.
- AED team will be initiated if necessary.

AED ~ Rapid Response Team:

Each campus has a team of the nurse and at least 5 other staff who are trained in AED/CPR. The call will be made over the school intercom for the Rapid Response team to report to location of emergency 1. AED team responds to the location of emergency with AED.

2. Upon arrival: Assess, Plan, Act. Determine in CPR/AED needed.

If you hear the team requested to an area, please avoid that area. If you are on the playground when an emergency occurs notify office by radio or phone.

Do not ever move a student that has a head, neck or back injury. More damage can occur if a student is moved.

If you ever have any questions or concerns please feel free to call or stop by the campus nurses office or feel free to call the health services coordinator.



PROFESSIONAL DRESS

Employee dress should project a professional image for the employee, district, students and the community. Clothing should always reflect a professional and business-like atmosphere and not attract unfavorable attention. Dress (including shoes) and grooming shall be clean, neat, and appropriate for the job assignment.

Support staff (custodial, food service, maintenance, and transportation employees) shall dress appropriately as described for their respective roles.

The following are not considered appropriate attire:

- Revealing or provocative shirts, skirts, or dresses, spandex, or similar tight outfits
 - Shirts that are low-cut, show cleavage or midriff
 - Clothing with a sheer or see-through appearance
- Any clothes that are too short or too baggy (including oversized or crew-necked T-shirts and pajama pants)
- Crop tops
- Jeans (except for special days with the approval of the superintendent/principal/supervisor)
- Yoga pants, sweat pants, wind pants, athletic leggings, athleisure skirts (tennis skirts) and warm-up suits in the classroom
 - Shorts, wind pants, sweatpants and warm up suits should only be worn in PE or athletic classes as appropriate; coaches must be in professional dress while in the regular classroom.
 - Shorts must be at least mid-thigh.
- Spaghetti straps, camisoles or tank tops worn without a jacket or shirt-jacket
- Leggings not worn with a dress, shirt or sweater that is at least mid-thigh
- Hats in the building
- Piercings that are distracting to the school environment or a safety hazard
 - Visible body piercing jewelry is limited to the ear and a small stud nose ring.
 - No nose hoop rings allowed.
- Visible, offensive body art
- Slippers
- Flip flops
- Athletic tennis shoes should only be worn in P.E. classes and special assignments. Exemptions may be made.

EXCEPTIONS

- Spirit Days will be held every Friday, and staff is encouraged to wear school T-shirts. Jeans are allowed if a school spirit shirt is worn.
 - In the event that Friday is a holiday, Spirit Day will be Thursday.
 - Jeans worn on designated jean days CANNOT have holes/tears.
- Special Day/event attire may be designated by the campus principal or district designee (i.e. Field Day, Storybook Character Day).

Guest Teacher ID Badge

- Your ID badge will not grant access to any White Settlement ISD Campus.
- The ID Badge may be used only by the individual to whom it was issued.
- Guest Teachers may not loan their ID badge to anyone, including students, for any reason.
- All Guest Teachers must have, and visibly display, their ID Badge while on school property. (At all times!)
- The ID Badge must be worn attached to a clip in a clear plastic card holder, on a lanyard, or another device, clearly visible. Your ID Badge must be free of decoration.
- If a Guest Teacher forgets their ID badge, they will need to sign in to the Positive Proof computer at the campus front office.
- A lost, stolen, or misplaced ID badge must be immediately reported to Viridiana Jimenez at: 817-367-1300 or viridiana.jimenez@wsisd.net
- If you are in need of a replacement ID badge, you must contact Amy Moore at 817-367-5330 or amoore@wsisd.net, and pay a \$5.00 replacement fee.
- All Guest Teachers who are no longer employed by White Settlement ISD must return their ID badge to Viridiana Jimenez in Human Resources
- For returning Guest Teachers, previously issued ID badges must be returned during Returning Guest Teacher Orientation in August.
- A badge photo will be taken during orientation for new Guest Teachers. Badges will be issued at a later date. A notification will be sent via email.
- Returning Guest Teachers will be issued a new badge for the current school year, with the same photo they previously had.
- If you would like a new picture, please contact Amy Moore, and pay the \$5.00 replacement fee

GUEST TEACHER CAMPUS CONTACTS

Central Administration

Viridiana Jimenez
Viridiana.jimenez@wsisd.net
8224 White Settlement road
817-367-1300

Brewer High School
1025 W. Loop 820 North (817) 367- 1200
Michael Dickinson mdickinson@wsisd.net

North Elementary
9850 Legacy drive (817) 367- 1323
Rhonda Richey-RRichey@wsisd.net

Brewer Middle School
1000 S. Cherry lane (817) 367-1267
Kirsten Schneider-kschneider@wsisd.net
Randy Summerhill-rsummerhill@wsisd.net

West Elementary
8901 White Settlement rd. (817)367-1312
Ashley Conine- aconine@wsisd.net
John Hebert- John.Hebert@wsisd.net

Tannahill Intermediate
701 American Flyer Blvd (817) 367- 1370
Carolyn Bell cbell@wsisd.net

Liberty Elementary
7976 Whitney Dr. (817) 367-1312
Gloria Espinoza-gespinoza@wsisd.net

Blue Haze Elementary
601 Blue Haze Dr. (817) 367- 2583
Rachel Seidler rseidler@wsisd.net

Fine Arts Academy
8301 Downe Dr. (817) 367-2583
Amanda Doll- adoll@wsisd.net

DAEP
7911 Gibbs dr. (817) 367-1364
Emily Estes- EEstes@wsisd.net

Salary & Payroll Procedures

2024- 2025 Guest Teacher Daily Pay Rate

Substitute Teacher Qualifications	Daily Rate
Less than 60 credit hours or High School Diploma/GED <i>*Requires Administrator Recommendation*</i>	\$85
60+ credit hours, Degreed, & Certified Teachers	\$95
Registered Nurse (Must be R.N.)	\$115
Long Term (Non Degreed)	\$90
Long Term Assignments (Degreed & Certified)	\$115

Guest Teacher Incentives	<ul style="list-style-type: none">• \$50: 5-9 days per month• \$125: 10-14 days per month• \$200: 15+ days per month
Incentives are determined by days that are worked per Month.	

Long Term Assignments

A Guest Teacher may serve in a long-term position at the principal's discretion, in the absence of the classroom teacher.

After the 10th day in the long term assignment, the Guest Teacher will earn the daily long term rate. If the Guest Teacher is absent anytime during the long term assignment, or has to leave early, the long term pay starts back at day one, and at the normal daily rate.

Whole Day / Half Day Guidelines

Guest Teachers who work for four (4) hours or less per day will be compensated for one-half day of work.

Guest teachers who work more than four (4) hours per day will be compensated for one full day of work.

****Half days or full days will be based on the vacancy selected in Absence Management. You are paid based on the job that you are assigned. Please make sure any changes to your job are made before you leave the campus!**

White Settlement I.S.D.

2023-2024 Payroll Calendar

Calendar is for supplement pay, extra duty, overtime, dock, and substitute pay.

All true time timesheets & payroll sheets must be submitted, approved and into payroll by the submit to payroll date. Failure to have the sheets submitted to payroll on time could result in payment being delayed until the next pay period

Start of Pay Period	End of Pay Period	Pay Date for Start & End Dates
6/2/2024	7/6/2024	7/23/2024
7/7/2024	8/3/2024	8/23/2024
8/4/2024	8/31/2024	9/23/2024
9/1/2024	9/28/2024	10/23/2024
9/29/2024	10/26/2024	11/21/2024
10/27/2024	11/23/2024	12/17/2024
11/24/2024	1/4/2025	1/23/2025
1/5/2025	2/1/2025	2/21/2025
2/2/2025	3/1/2025	3/21/2025
3/2/2025	4/5/2025	4/23/2025
4/6/2025	5/3/2025	5/23/2025
5/4/2025	5/31/2025	6/23/2025
6/1/2025	7/5/2025	7/23/2025

Guest Teacher Check Stub Instructions

1. Go to WSISD web site www.wsisd.com, once there, on the right hand side of the screen, you will see a tab FOR STAFF. Click it.
2. Once webpage is open, you will see Staff Links on the right. Click on Staff Links. In Staff Links, click on Employee Access from the list on the left.
3. You will now see the login screen. Enter your login credentials.

Login information: If you do not have a login ID or password for Employee access, you must contact Amy Moore in Technology Services at: 817-367-5356 or amoore@wsisd.net to obtain login credentials.

To Print/View Your Check Stub:

1. Click on the Employee Information tab
2. Navigate to the Payroll box and click on the Check History Link
3. To access your check stub, click on the Check Number and your check stub will appear.
4. To print your check stub, click on the print button on the right hand side, and choose how you want to print your check stub. Click print.
5. After the print queue, process is complete, click View Report, and your check stub will appear, along with an option to save or print it.

It is your responsibility to notify Lisa Hoover in payroll at 817-367-5320 or lhoover@wsisd.net if you have a bank or direct deposit change. If you have a personal information change, (Address, Phone #, Etc.) you must notify Viridiana Jimenez at 817-367- 1300 or viridiana.jimenez@wsisd.net

Instructions for Clocking In & Out

1. Go to www.wsisd.com , click on 'Quick Links' and select 'Gradebook'
2. Click on 'True time/ Timeclock'



[Grade Book Access / Family Access](#)

[Employee Access / Web Finance](#)

[TrueTime / Timeclock](#)

3. Enter your True Time ID # in the 'Access Code' field

The image shows the login interface for the Skyward system. At the top is the Skyward logo, which consists of three blue curved lines above the word 'SKYWARD' in a bold, sans-serif font. Below the logo is the text 'WHITE SETTLEMENT ISD' and 'LIVE HR and FINANCE DATABASE'. The login form has three input fields: 'Login ID:', 'Password:', and 'Access Code:'. The 'Access Code' field is highlighted in purple and contains a series of dots. A black arrow points from the text 'Access Code/ Employee ID' to the 'Access Code' field. Below the input fields is a 'Sign In' button and a link that says 'Forgot your Login/Password?'.

Access Code/ Employee ID

4. Buttons to use:
 - a. Click the 'In' button to clock in for the day, or when returning from break or lunch
 - b. Click 'Gone for the day' at the end of tour shift each day.
 - c. You will automatically have a 30- minute lunch deducted from your day.

Instructions for Submitting Your Time Sheet

1. Click on 'View/ Submit Time Sheets'

The screenshot shows the 'True Time Quick Entry' web application. At the top, there are navigation buttons: 'In', 'Enter Out', 'Work Out', 'Gone for the day', and 'Enter Future Out of Office Records'. Below these are two main sections: 'Current Status' and 'Totals'. The 'Current Status' section shows 'Current Status: IN', 'Start Time: 8:00 AM', 'Current Time: 2:57 PM', 'Duration: 6h 57m', and 'Scheduled Return:'. The 'Totals' section shows 'Mon 05/22/23 Total: 6h 30m *', 'Scheduled Hours: 8h 00m', 'Lunch Total:', and 'Weekly Total: 6h 30m *'. Below these sections are navigation links: '<Prev Day 05/22/2023', 'Monday', and 'Next Day> View/Submit Time Sheets'. A 'Refresh' button is also present. The main area displays 'Transactions for Monday 05/22/2023 for JIMENVIR000 JIMENEZ, VIRIDIANA'. It contains a table with columns: Status, Start Time, End Time, Duration, and Note. The table has one row: 'IN', '8:00 AM (7:53)', and '6h 57m'. To the right of the table are buttons: 'Edit the Existing Times', 'Add a Missing Record', 'Delete', and 'Close'. At the bottom, a footnote states: '* The daily and weekly total hours reflect 30m that have been deducted for lunch because you are scheduled to have an auto lunch from 11:30 AM until 12:00 PM. The lunch record will be added to your day when you select Gone for the Day.'

Status	Start Time	End Time	Duration	Note
IN	8:00 AM (7:53)		6h 57m	

2. Select the time sheet that you want to submit and click 'Submit Time Sheet'

3. View your time to make sure that your hours are correct. If your hours are correct, click 'Submit Time Sheet'. If there is an error on your time sheet, please close out and email me the corrections that are needed. Timesheet corrections will only be done if I receive an email, no over the phone corrections.

4. You will get a pop-up window. Click 'Save'.

This will complete your weekly Time sheet submission.

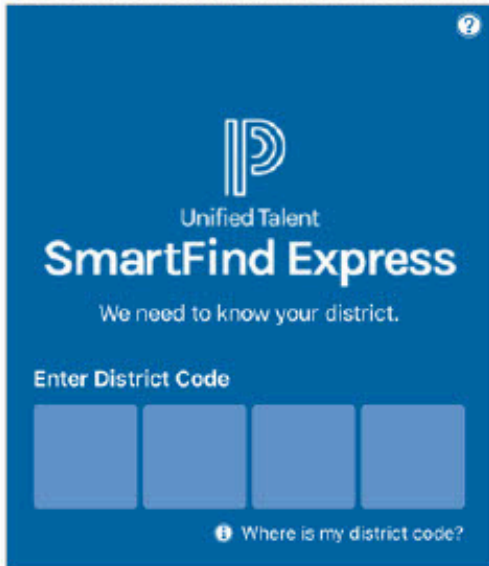
Timesheets must be done at the end of each workweek that you work.



Get Started

Access the App

Each district will provide you instructions and a district unlock code. Open the app and enter the code.



MXTX

After unlocking, select the district. Enter your login credentials for the selected district.



Main Navigation



- A. **Jobs** – Find and accept jobs available to you and manage jobs you have accepted in a list view.
- B. **Calendar** – Find and accept jobs available to you and manage jobs you have accepted in a calendar view.
- C. **Settings** – Set your availability and notification preferences.
- D. **Logout**

NOTE: The mobile app has multi-lingual support. It translates to the selected language of your device.

Manage Jobs – List View

Find & Accept Available Jobs

1. Select **Jobs** from the main navigation.
2. From the **Available** jobs list, select a job to access its details page.
3. To take a job assignment, tap **Accept**.

-OR-

To hide a job from the list, tap **Decline**. A confirmation will appear asking you to select a reason.

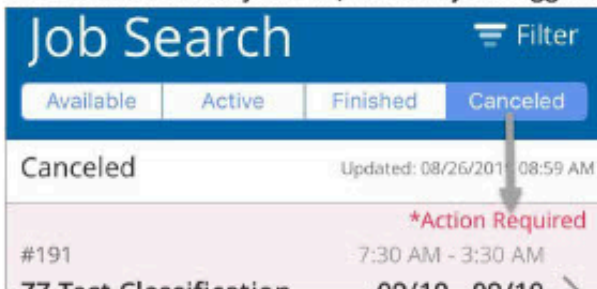
Review & Cancel Active Jobs

1. Select **Jobs** from the main menu.
2. From the **Active** jobs list, select a job.
3. Review the job dates, schedule, and location information.
4. You may have one or more of the following options:
 - **Cancel Assignment** – Only available if you can cancel the job. A confirmation will appear asking you to select a reason.
 - **Play** – Only available if there are audio instructions.
 - **View** – Only available if there are text instructions.
 - **Attachments** – Only available if there are instruction files.

Acknowledge Canceled Jobs

If you have been canceled from an assignment by someone else, you should acknowledge the cancellation.

1. Select **Jobs** from the main menu.
2. From the **Canceled** jobs list, select a job flagged as Action Required.

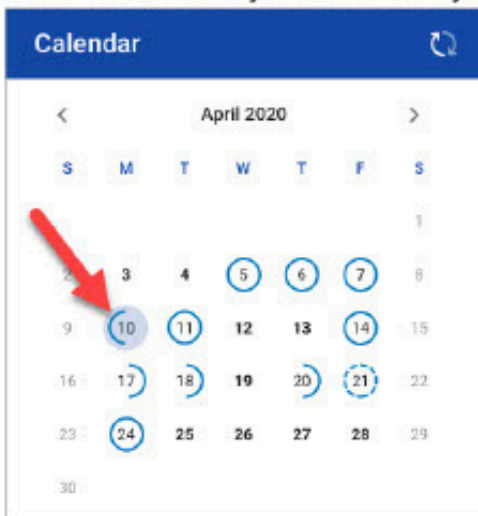


3. Review the job dates, schedule, and location information.
4. Tap **Acknowledge Cancellation**.

Manage Jobs – Calendar View

Jobs available to you and your assigned jobs are displayed together in the calendar.

1. Select **Calendar** from the main navigation.
2. Select a date with a job icon to view jobs for that day.



3. Select a job from the list to review its details.

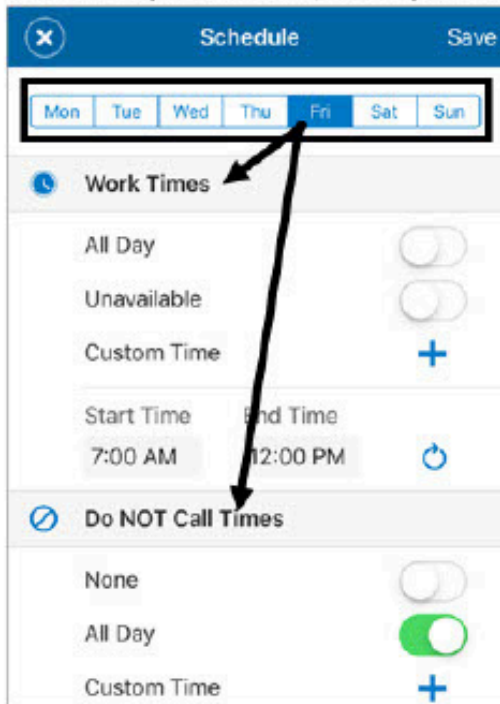
Job icons:



Manage Availability

Manage Schedule

1. Select **Settings** from the main menu.
2. From the **Availability** tab, select **Schedule**.
3. For each day of the week, select your **Work Times** and **Do NOT Call Times** preferences.



4. Tap **Save**.

Set Unavailable Dates

1. Select **Settings** from the main menu.
2. From the **Availability** tab, select **Unavailability**.
3. Tap **Add**.
4. Enter the unavailability details.
5. Tap **Save**.

To remove an unavailability entry:

- For iOS, press from the list and slide left, then tap **Delete**.
- For Android, press from the list and hold, then tap **Delete**.

Manage Notifications

1. Select **Settings** from the main menu.
2. From the **General** tab, select **Notifications**.
3. Turn notifications on or off for both push (in-app) and SMS (text) delivery.
4. If you elect to receive SMS notifications, tap **Enter Mobile Phone Number** to update your preferred mobile number and provider.

Manage Classifications

1. Select **Settings** from the main menu.
2. From the **General** tab, select **Classifications**.
3. Tap **Edit**.
4. Select appropriate classifications and groups from each tab.
5. Tap **Save**.

Manage Locations

1. Select **Settings** from the main menu.
2. From the **General** tab, select **Locations**.
3. Tap **Edit**.
4. Select appropriate locations and groups from each tab.
5. Tap **Save**.

Manage Auto Accept

1. Select **Settings** from the main menu.
2. From the **General** tab, select **Auto Accept Setup**.
3. Select your minimum acceptance window. This will apply to all locations.
4. Turn **Auto Accept** on or off for each location.
5. Tap **Classifications Setup** for each location to choose corresponding classifications.

Manage Profile Settings

1. Select **Settings** from the main menu.
2. Select the **Personal** tab.
3. Select an option to update your email address, password, contact information (for calls), or physical address.

NOTE: Password is not the same as your PIN. You must log in to the web application to change your PIN.

Remind App for Guest Teachers

You will receive announcements, school closings for inclement weather, and other important information via this app. It is important that you sign up, for communication purposes.



Sign up for important updates from

Viridiana Jimenez

Get information for **WSISD** right on your phone—not on handouts





STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



EVACUATE

"To a Location"

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



HOLD

"In Your Classroom or Area"

Students are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



SECURE

"Get Inside. Lock outside doors"

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



SHELTER

"State Hazard and Safety Strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.



AVOID|DENY|DEFEND

Since 2002, the Advanced Law Enforcement Rapid Response Training (ALERRT)™ program at Texas State University has been used to train law enforcement officers across the nation in how to rapidly respond to dangerous active threat situations.

Over the years we've seen response times shorten and the capabilities of law enforcement increase. As a result of increased public awareness, many citizens have asked what they can do to protect themselves and reduce the dangers faced during one of these events. As we've seen that hiding and hoping isn't a very effective strategy, Avoid Deny Defend® has been developed as an easy to remember method for civilians of all ages and abilities to follow.

AVOID | DENY | DEFEND™

During an act of violence (robbery, hostage situation, workplace violence, active shooter, etc):

AVOID starts with your state of mind.

- Pay attention to your surroundings
- Have an exit plan
- Move away from the source of the threat as quickly as possible
- The more distance and barriers between you and the threat, the better

DENY when getting away is difficult or maybe even impossible.

- Keep distance between you and the source
- Create barriers to prevent or slow down a threat from getting to you
- Turn the lights off and silence your phone
- Remain out of sight and quiet by hiding behind large objects

DEFEND because you have the right to protect yourself.

- If you cannot AVOID or DENY, be prepared to DEFEND yourself
- Be aggressive and committed to your actions
- Do not fight fairly. THIS IS ABOUT SURVIVAL.

Call 911 when you are in a safe area.

When Law Enforcement arrives, show your hands and follow commands.



ALERRT
TEXAS STATE UNIVERSITY

Remember that **What You Do Matters.®**

For more information, visit **AvoidDenyDefend.org**
or email: **ADD@alerrt.org**

ALERRT at Texas State University's Avoid Deny Defend® training is a not-for-profit vital message and may be used at no cost provided it is distributed at no cost to the end user. We only ask that you credit ALERRT at Texas State as the creators of the Avoid Deny Defend® program.

Texas State University is a member of the Texas State University System.

Guardian Program



Legal Aspects:

An overall consideration when Guest Teaching is your legal responsibility in the classroom, and the school. The following are some legal responsibilities you should be aware of. An understanding of these responsibilities will require some questioning on your part as to specific school district policies.

White Settlement ISD does not allow for the use of corporal punishment.

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, unless there is expressed consent from the office.

Due Care and Caution

A Guest Teacher is required to exercise due care and caution for the safety of the students in his/her charge. Essentially, this means acting responsibly, and with safety in mind. This also means being able to explain circumstances and your actions, as well as following school safety policies and procedures.

Administering Medication

Medication should only be administered by the school nurse, or other appropriate health personnel. It should NEVER be administered by a Guest Teacher, under any circumstances.

Confidentiality

It is unprofessional, and in many states against the law, to disclose confidential information about your students.

Anecdotal Records

Maintaining notes on particular incidents in the classroom can protect you in problematic situations. If you feel your actions may be questioned, note the date and time, the individuals involved, the choice for actions considered, and the explanation for actions taken.

DO NOT TAKE PICTURES OF STUDENTS!

Dangerous Situations

The Guest 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

Reporting Abuse:

Any Guest Teacher who knows, or reasonably believes, that a child has been neglected, or physically or sexually abused, should immediately notify the building principal and counselor.

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency within 48 hours of the event that led to the suspicion.

Reports to Child Protective Services can be made to the Texas Abuse Hotline at 1-800-252-5400.

https://www.dfps.state.tx.us/contact_us/report_abuse.asp

Sexual Harassment: 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

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, unwanted texts or calls)
- Making facial expressions (winking, blowing 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, or massaging)

Any form of sexual harassment will not be tolerated.

Electronic Communication

DH (Legal)

Texas Education Code section 38.027 defines electronic communication as any communication facilitated by the use of any electronic device, such as a telephone, computer, computer network, personal data assistant, or pager. The term includes e-mails, text messages, instant messages, and any communications through an Internet website, including a social media website or a social networking website. A school district shall adopt a written policy concerning electronic communications between a school employee and a student enrolled in the district. The policy adopted under this section must: 1. Include provisions designed to prevent improper electronic communication between a school employee and a student; 2. Allow a school employee to elect to not disclose to students the employee's personal telephone number or email address; and 3. Include provisions instructing a school employee about the proper method for notifying appropriate local administrators about an incident in which a student engages in improper communication with the school employee. Education Code 38.027

DH(Local)

Electronic communications:

Use with Students:

A certified employee, licensed employee, or any other employee designated in writing by the Superintendent or a campus principal may use electronic communication, as this term is defined by law, with currently enrolled students only about matters within the scope of the employee's professional responsibilities. Unless an exception has been made in accordance with the employee handbook or other administrative regulations, an employee shall not use a personal electronic communication platform, application, or account to communicate with currently enrolled students. Unless authorized above, all other employees are prohibited from using electronic directly with students who are currently enrolled in the District. The employee handbook or other administrative regulations shall further detail:

1. Exceptions for family and social relationships;
2. The circumstances under which an employee may use text messaging to communicate with individual students or student groups;
3. Hours of day during which electronic communication is discouraged or prohibited; and
4. Other matters deemed appropriate by the Superintendent or designee

In accordance with ethical standards applicable to all District employees [see DH(EXHIBIT)], an employee shall be prohibited from using electronic communications in a manner that constitutes prohibited harassment or abuse of a District student; adversely affects the student's learning, mental health, or safety; includes threats of violence against the student; reveals confidential information about the student; or constitutes an inappropriate communication with a student, as described in the Educators' Code of Ethics. Each employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic communication.

Personal Use:

All employees shall be held to the same professional standards in their public use of electronic communication as for any other public conduct. If an employee's use of electronic communication violates state or federal law or District policy or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

Reporting Improper Communication:

In accordance with administrative regulations, an employee shall notify his or her supervisor when a student engages in improper electronic communications with the employee.

Disclosing Personal Information:

An employee shall not be required to disclose his or her personal email address or personal phone number to a student.

Exclusion from Campuses

If a campus request that a guest teacher be removed from the list of eligible substitutes for the campus, district administration will inquire as to the reason for the exclusion. The guest teacher may be called to the administration building for explanation and/or excluded from the campus. The guest teacher may be temporarily inactivated until the reason for exclusion is determined and a determination concerning continued employment is reached. If a substitute is excluded from multiple campuses, district administration will investigate the reasons and make a recommendations concerning continued employment as a guest teacher to the Superintendent.

Items Requiring School Approval

- Students are not excused to leave school under any circumstances without office permission. No student should be released from the classroom without official notice from the office.
- Written communication should not be sent to parents without permission from the principal.
- Accidents involving any of the students under your 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 administer medicine internally or externally to a student.
- Students may not be kept after hours.
- Any outsider who comes to the classroom for information about a child, or who comes to the classroom asking that a child be released from school, must be directed to the principal's office.
- All visitors must check in at the office, and receive a visitor's badge.

Rule #1

You are to be attentive and present for the benefit of all students in the classroom. The most crucial reason you are in the classroom is to ensure safety. To accomplish that, your attention must be focused on the students at all times.

Rule#2

Never use the internet at school to surf inappropriate web sites.

Rule#3

Never gossip about classes or students. This rule applies whether you are in the teacher's lounge at school, or anywhere else. It is all right to ask for advice on how to deal with certain students or classes, but don't let the conversation develop into one of complaining, ridiculing, or spreading innuendoes about students or staff.

Rule#4

Keep your political, religious, and social beliefs to yourself. You are there to teach, not proclaim your opinions, or convert students to your way of thinking. By sticking to the teacher's lesson plans, you should be able to avoid these situations. If you find yourself in a class where students ask about your beliefs, be respectful of their inquiries, but stick to the lesson at hand.

Rule#5

Be friendly, positive, and enthusiastic. Although you are not there to become friends with the student, you do need to be pleasant with them. Children are very quick to pick up on your overall attitude, and you want them to be at least cooperative, if not deeply engaged.

Rule #6

Do not have physical contact with students. If a student is not following instructions, do not physically attempt to make a student comply. If a student attempts to leave an area, do not physically block their path. In any similar situation, contact a campus administrator immediately, and inform them of the incident. Physical contact with a student may be necessary to stop a student from hurting themselves or another student. In these situations, contact an administrator immediately. Once the situation is resolved, write a statement of account, and leave with the administrator.

Rule #7

Guest Teachers should not engage with students on social media platforms. These interactions can be misinterpreted, and viewed as inappropriate by parents and the district. Guest Teachers are not permitted to make personal contact with White Settlement ISD students through social media, text, telephone calls, or any form of electronic media.

Guest Teacher Expectations

The needs of a Guest Teacher will vary day to day, campus to campus. It may be that you pick up a job, and then you are needed elsewhere when the time comes. It is important for our Guest Teachers to be flexible, for the needs of the campus and the students.

Guest Teachers are expected to:

- Be Professional
- Be aware of the legal aspects of the job
- Develop proper classroom management techniques
- Follow a daily routine

The Daily Routine:

Please arrive on time, at least 20 to 30 minutes before the first class is scheduled to begin. You should check in at each campus, with the secretary. You will clock in, and gather any necessary information for the day. Please make sure to wear your ID provided by the district.

Prior to Entering the Classroom:

- Report to the office
- Ask about student passes, and special procedures
- Ask if there will be any extra duties associated with the permanent teacher's assignment
- Ask about any special school wide activities planned for the day
- Find out how to refer a student to the office
- Find out how to report students who are absent
- Ask the names of the teachers on both sides of your classroom, and introduce yourself to them
- If you do not yet have an ID badge, obtain one from the office

In the Classroom before School:

- Enter the classroom with confidence
- Write your name on the board
- Review the expectations, or rules if any are posted
- Read through the lesson plans left by the permanent teacher
- Locate the books, papers, and materials, which will be needed for the day
- Study the seating charts
- When the bell rings, stand in the doorway and greet students as they enter.

Throughout the Day:

- Greet students at the door, and get them involved in a learning activity immediately
- Carry out the lesson plans and assigned duties to the best of your ability
- Improvise using the materials in the classroom to fill extra time, enhance activities, or supplement sketchy lesson plans as needed
- Be fair, and carry out the rewards and consequences you establish
- Be positive and respectful in your interactions with students and school personnel

At the End of Each Class Period:

- Make sure that all classroom seats are accounted for
- Challenge students to recall projects and topics they have studied that day
- Have students straighten and clean the area around their desks
- Remind students of homework

Professionalism:

One of the most important aspects of becoming an effective Guest Teacher is how you view and portray yourself to students, staff, and the community. Above all, you need to consider yourself a professional. Remember, students will encounter Guest Teachers on a regular basis, and for that reason alone, you are a very important part of the educational process.

This means:

- Do not give an assignment, then sit down to read the newspaper, play on the computer, or your phone
- Do not make personal phone calls, or be on your cell phone in the classroom
- Do not walk out of the classroom
- Never leave students unsupervised

Discipline:

Most discipline issues can be handled in the classroom, between the Guest Teacher and the student. If additional discipline action is needed, a written office referral is required. Complete all sections,

and send the student to the office with the referral. You may call to inform them that you are sending a student to the office with a referral.

If you feel a student or situation is approaching a crisis stage, maintain a low-key response, allow a cooling off period, and if necessary, send a responsible student for assistance.

Please contact the office if you feel, at any time, that you need assistance. When sending a student to the principal due to discipline matters, the Guest Teacher maintains the duties of supervision and due care for both the individual child, and the remainder of the class. Proper action may require your sound judgment. Possible actions may include having another child accompany the student to the principal's office, or having another teacher watch your class while you escort the student to the office.

Exercising Professional Judgment/Interaction with Students:

- Maintain a professional barrier between you and the students. You are the adult, the teacher, and the professional; act like the expert, not like one of the kids.
- Keep the classroom door open when talking with students.
- Avoid any behavior that could be misinterpreted when interacting with students.
- Avoid leaving your students unsupervised.
- Avoid losing your temper, and avoid corporal punishment.
- Do not take children home with you, or transport them in your car.
- Do not make phone calls, or write notes of a personal nature to students.
- Respect students, and their cultural backgrounds.
- Use only proper humor (avoid sexual and racial jokes or humor).
- Avoid inappropriate comments or conversations.
- Be confidential (what you hear at school stays at school).
- Avoid criticizing others.

Classroom Management:

Focusing

Be sure you have the attention of everyone in your classroom before you start your lesson. Do not attempt to teach over the chatter of students who are not paying attention. Experienced teachers know that silence on their part is very effective. They will punctuate their waiting by extending it 3 to 5 seconds after the classroom is completely quiet. They then begin their lesson using a quieter voice than normal.

Direct Instruction

Uncertainty increases the level of excitement in the classroom. The technique of direct instruction is to begin each class by telling the students exactly what will be happening. The teacher outlines what they will be doing during the period. Time limits may be set for some tasks.

Monitoring

The key to proper classroom monitoring is to circulate. Get up and walk around the room while the students are working, make the rounds, and check on their progress. You may then provide individualized instruction as needed.

Low Profile Intervention

Most students are sent to the principal's office as a result of a 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 maelstrom. Much of this can be avoided when the teacher's intervention is quiet and calm.

An effective teacher will make sure that a student is not rewarded for misbehavior by becoming the focus of attention.

Monitor the classroom by moving around the room, and anticipate problems before they occur.

Use Assertive Messages: These are statements that the teacher uses when confronting a student who is misbehaving. They are intended to be clear descriptions of what the student is supposed to do.

Watch attention spans. It is important to know when to change activities, speed up, or slow down.

Make Ample Use of Praise

When you see good behavior, acknowledge it.

Tips for Successful Classroom Management

Classroom management seems to be the most challenging aspect of Guest Teaching. These suggestions may be of some help:

- Maintain discipline in the classroom at all times. Each school has a disciplinary procedure, so check with your campus for information on their proper procedures. Should discipline problems occur, follow the discipline plan. **Do not administer corporal punishment or physical contact of any kind.**
 - Exhibit enthusiasm and confidence. These are visible indicators to students, and often set the tone for student behavior.
 - Be friendly, firm, and consistent.
 - Establish and maintain an organized system; yet allow for flexibility
 - Be sure students understand what is expected of them.
 - Use praise generously, and show respect for students.
 - Treat students with dignity. Sarcastic or belittling remarks are inappropriate.
 - Use vocabulary appropriate to the classroom. Inappropriate language will not be tolerated.
 - Start the day promptly, firmly, and concisely. Be pleasant. Appear confident. Let the student know that "anything doesn't go". **The Guest Teacher's first words and actions usually go a long way to set the day's discipline.**
 - Write your name on the board, and tell the students that you will be their guest teacher for the day/period.
 - **Get students busy at the beginning of the class. Keep them busy**
 - To avoid problems, phrase questions so that only one student will answer, or so children will raise their hands. For example: "Raise your hand if you can tell me where the attendance folder is."
- Students usually say, "This is not the way our teacher does it." Tell them at the beginning, "Don't worry if I don't do things exactly the way your teacher does. There is usually more than one good way, and a change can be fun for you." **However, children often feel more secure when they follow an established routine, so try to hold to the time schedule and other classroom routines**
- Work to implement instruction at the students' level, and involve them in the process.
 - Learn the names of your students as quickly as possible. Pick out the "disruptive children" and have them help you. Even the smallest task can put them on your side.
 - Remain calm and relaxed. Don't lose your "cool".
 - Be positive. Try to see to it that every student has some success or praise each day. A pleasant environment, or an appreciative smile, can work wonders.
 - If it is necessary to send a student to the office, issue a detailed note, which explains not only the incident, but your attempts to resolve it. **If there is a discipline/ behavioral issue in the class and you need assistance, do not hesitate to call the office for help.**
 - Be a positive role model. Students learn by example. If in doubt, ask someone for help.
 - Leave a note about behavior of the class, and events of the day. It is important for the permanent teacher in the class

Professional Guest Teacher Checklist

**** Arrive at least 30 Minutes Early****

Prior to Entering the Classroom:

- o Report to the front office
- o Ask about student passes and special procedures
- o Ask if there will be any extra duties associated with the permanent teacher's assignment
- o Ask about any special school wide activities planned for the day
- o Find out how to refer a student to the office
- o Find out how to report students who are tardy or absent
- o Find the locations of the restroom and the teacher's lounge
- o Ask the names of the teachers on both sides of your

In the Classroom, Before School:

- o Write your name on the board
- o Review the expectations, or rules, if any are posted
- o Locate the school evacuation map
- o Read through the lesson plans left by the permanent teacher (If no lesson plan has been left, ask neighboring teachers for help)
- o Locate the books, papers, and materials which will be needed throughout the day
- o Study the seating charts (If you cannot find them, prepare to make your own)
- o When the bell rings, stand in the doorway and greet students as they enter the classroom

Throughout the Day:

- o Greet the students at the door, and get them involved in a learning activity immediately
- o Carry out the lesson plans and assigned duties to the best of your ability
- o Improve to fill extra time, enhance activities, or supplement sketchy lesson plans as needed
- o Be fair, and carry out the rewards and consequences you establish
- o Be positive and respectful in your interactions with students and school personnel

At the End of Each Class Period:

- o Challenge students to recall projects and topics from the day
- o Remind students of homework.
- Have students straighten and clean their desks and the area around them

At the End of the Day:

- o Leave the permanent teacher a note that includes what was accomplished, what needs to be completed, and other communications if any
- o Neatly organize the papers turned in by the students
- o Close windows, turn off lights and equipment, and make sure the room is in good order before you shut the door
- o Check to see if you will be needed again the next day
- o Clock out at the front office o (If it is a Friday, you will also need to submit your time sheet after you have clocked out.

