

MUSTANG PUBLIC SCHOOLS

2025-2026



**GUEST TEACHER
HANDBOOK**



MUSTANG PUBLIC SCHOOLS

909 S Mustang Road
Mustang, Oklahoma 73064

12400 SW 15th Street
Yukon, Oklahoma 73099
(Mailing address)

Mustang Public Schools is committed to conducting its personnel practices in a manner that ensures nondiscrimination in employment and equal opportunity without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age, and gender. Reasonable accommodations may be provided upon request.

Mustang Public Schools appreciate that you are choosing to be a guest teacher in our district.

Guest teaching can be a wonderful experience. It provides you with flexibility that few other jobs can offer. You can take your pick of jobs while reserving the right to "pass" when you need a day off.

When taking the position of a guest teacher, you need to acknowledge that it is your responsibility to be the right kind of influence. You will be filling in for a trained expert in the field of education. You will be expected to lead the class in the learning process.

One of the most important aspects of becoming an effective teacher is how you view and portray yourself to students, staff, and the community. Above all, you need to consider yourself a professional. Professionalism in education has to do with your clothing, communication skills, commitment to children, work ethic and professional discretion. Society expects teachers to uphold the standard of all that is good and decent. In essence, teachers are held to a higher standard than most other professionals because of their direct link to the youth in our community. 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.

The Mustang Board of Education has adopted a job description for teachers. A guest teacher may be responsible for extra duties, such as playground, hall, bus, etc., that have been assigned to the teacher for whom he/she is substituting. It is the responsibility of the guest teacher to know of these duties, to become familiar with associated rules and procedures and to arrive punctually to perform such duties. The principals and teachers in the buildings will be happy to assist with this information. Our teachers are encouraged to inform the guest teacher when outside duties might require different dress for weather, etc.

Mustang Public Schools - Empowering today to achieve a better tomorrow

Attending Guest Teacher Orientation for MPS does not guarantee that you will be employed as a guest teacher. References and criminal backgrounds will be checked and received before activation into the guest teacher system.

Excessive cancellations could result in being inactivated in the Aesop (Frontline) system.

CONTACTS

Donnetta Walker, Guest Teachers walkerdo@mustangps.org	Janeen Stonebraker, Payroll Manager stonebrakerj@mustangps.org
Chris Tobler, Executive Director of Human Resources toblerc@mustangps.org	
Mustang Public Schools Website https://www.mustangps.org	Absence Management / Frontline Online www.AESOPonline.com

EMPLOYMENT

This handbook does not create or intend to create a contract of employment, either expressed or implied. A guest teacher is an at-will employee or independent contractor of the District and the relationship with the District may be terminated by the guest teacher or the District at any time, with or without cause. The District does not guarantee specific benefits or terms of employment. A copy of the handbook is accessible on the Mustang Public Schools website.

GUEST TEACHER HOURS

Elementary: Pre-K - 4th Grade	7:20 am - 2:40 pm
Intermediate: 5th - 6th Grade	7:50 am - 3:10 pm
Middle School: 7th - 8th Grade	8:25 am - 3:40 pm
High School: 9th - 12th Grade	8:25 am - 3:40 pm

ELEMENTARY SCHOOLS (PRE-K - 4th)

Centennial Elementary	700 S Czech Hall Rd	(405) 256-6471
Mustang Creek Elementary	10821 SW 15th St	(405) 324-4569
Mustang Elementary	400 S Mustang Rd	(405) 376-7312
Lakehoma Elementary	224 S Clear Springs Rd	(405) 376-7950
Mustang Trails Elementary	12025 SW 15th St	(405) 324-4551
Mustang Valley Elementary	3001 S Morgan Rd	(405) 324-4860
Prairie View Elementary	9201 SW 59th St	(405) 256-6999
Riverwood Elementary	11800 SW 44th St	(405) 256-5204
Sunset Hill Elementary	4800 S Sara Rd	(405) 806-5600
Mustang Education Center	400 Clear Springs Rd	(405) 376-7854

INTERMEDIATE SCHOOLS (5th - 6th)

Canyon Ridge Intermediate	3600 S Sara Rd	(405) 256-6959
Meadow Brook Intermediate	12500 SW 15th St	(405) 256-5253
Mustang Horizon Intermediate	430 W Forster Dr	(405) 256-6309

MIDDLE SCHOOLS (7th - 8th)

Central Middle School	11820 SW 44th St	(405) 256-5283
Mustang Middle School	1145 S Heights Dr	(405) 376-7981
Mustang North Middle School	10901 SW 15th St	(405) 324-6502

HIGH SCHOOL (9th - 12th)

Mustang High School	8001 S Snyder Dr	(405) 376-7846
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GUEST TEACHER REQUIREMENTS

Applicants **may not begin** accepting assignments until **all** the documents have been completed.

1. Application & Requirements

1. 18 years of age PreK-6th grades. 21 years of age PreK-12th grades.
2. Online Application (new employees only).
3. Two original forms of ID (new employees only).
4. I-9 Form (Digital Form through Wengage).
5. W-4 (State & Federal) (Digital Form through Wengage - new employees only).
6. Direct Deposit (Digital Form through Wengage - new employees only).
7. Bloodborne Pathogen Training (completed annually).
8. Annual Global Compliance Tutorials (GCN Training).
9. New Guest Teacher Orientation - Orientation is required for all NEW Guest Teachers and those returning following a break-in-service.
10. Background check (\$58.25 fee) (new employees only).
 - Schedule appointment online: <https://ok.ibtfingerprint.com/>.

2. Returning Guest Teacher Rule

Guest Teachers must work during the previous school year to avoid a break in service. An employee who has had a break in service is required to have a criminal history record check report on file that is less than 12 months old.

3. E-Verify

This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S. If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment. Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9.

4. Background Check

Any person applying for employment as a guest teacher shall only be required to have one such National Criminal History Record Check (NCHRC) for the school year. Upon request of the guest teacher, the NCHRC results may be sent to any other school district in which the guest teacher is applying to teach. Guest teachers who have worked at least one day in Mustang Public Schools during the previous year will not be required to have a NCHRC in subsequent years unless there is reason to believe there has been a change in the criminal background of the guest teacher. If a guest teacher meets the requirement to not have a NCHRC each year, the guest teacher's records may still be checked through the following databases: Oklahoma Department of Corrections Offender Registry, Oklahoma Probation and Parole Website, Oklahoma State Courts Network Web site, and the Sex Offender Registry.

5. Guest Teacher Orientation

New guest teachers must attend an orientation before they can begin accepting assignments. Guest teacher orientations will be held at the Mustang Public Schools Administration Building, 909 S Mustang Road, Mustang, OK 73064.

GENERAL INFORMATION

A. Contacting Human Resources

The Human Resources Department is open from 8:00 a.m. until 4:30 p.m., Monday through Friday. Feel free to contact the Human Resources office for clarification of regulations or if assistance is required.

B. Change of Name, Address, or Telephone

For name changes, bring a new social security card to the Human Resources department. For address, email, or phone number changes, forms are available through your Wengage Employee Portal (where you did your Onboarding documents).

C. Removing Your Name from the Guest Teacher List

If you are no longer available to work for Mustang Public Schools, you will need to submit a letter of resignation to the HR Specialist in person, email (walkersh@mustangps.org), or by mail to the Administration Building.

D. Guest Teacher Pay

- Keep an accurate record of the days worked for verification in the event you believe your paycheck is incorrect.
- \$85.00 per day for Guest Teachers (Certified or Non-Certified)
- \$100.00 per day for Retired MPS Teachers
- If you accept a job for $\frac{1}{2}$ day, you will be paid $\frac{1}{2}$ the daily rate
- Support Position - \$7.25 per hour
- Long Term Sub (Approved by CT) \$200 per day

E. Payroll Information

PAY SCHEDULE/PAYROLL CHECKS

Payroll for Mustang Schools is 100% **DIRECT DEPOSIT**. Do not close your bank account without having a replacement account to present to Payroll. All Direct Deposit forms are now available through your Wengage Employee Portal, (where you did your Onboarding documents). If a payday falls on a federal banking holiday or weekend, payday will be the business day before. Any error in pay or any necessary changes to payroll withholdings or banking information should be directed to JaneenStonebraker, Payroll Manager at stonebrakerj@mustangps.org.

September 12, 2025 September 26, 2025	October 10, 2025 October 28, 2025	November 13, 2025 November 28, 2025
December 12, 2025 December 26, 2025	January 13, 2026 January 28, 2026	February 13, 2026 February 27, 2026
March 13, 2026 March 27, 2026	April 13, 2026 April 28, 2026	May 13, 2026 May 28, 2026

F. Long-term Guest Teachers

Guest teachers filling a long-term assignment in a class that he/she is working will be paid \$200 per day, if approved.

G. School Closing Information

In the event of an emergency school closing, it is your responsibility to use the contacts listed to determine if you are to report to work. Local TV and radio stations, the District website, and notifications through the Mustang Public Schools' App are sources of information.

H. Reassignment

On the occasion when an essential position goes unfilled, an administrator may reassign a Guest Teacher reporting for work at their school site to accommodate the greater need for classroom coverage.

PROFESSIONAL ETHICS

A. Professional Ethics of the Guest Teachers

All information regarding students, parents, staff, or other school related matters is **confidential**. It is a misdemeanor for any teacher to reveal any information concerning a child obtained by that teacher in the capacity of a teacher except as may be required in the performance of contractual duties (State statutes 63 O.S. 70-6-115). No school employee is to disseminate any information regarding students except through proper channels and procedures and according to the statutes. Confidential information is confidential in all its forms: written, spoken, video, recorder, or other transmittal devices. **Guest teachers are not permitted to take photographs or video of the students.** Negative comments, insulting remarks and/or inappropriate language regarding students or staff members are not permitted.

B. Bathroom Laws

Guest teachers are encouraged to use faculty restrooms only.

C. Interacting with Students

Every parent knows that children benefit from gentle touches and hugs. Unfortunately, innocent gestures can be misinterpreted as inappropriate touching, excessive force, or even abuse. **Touching children at school increases the risk that the school employees will face these types of accusations. School employees should use common sense to prevent false claims of abuse and inappropriate touching.**

1. Avoid being alone with a student of either sex.
2. Avoid physical contact with students, which could be misunderstood as sexual in nature.
3. Physical force to enforce discipline is not allowed.
4. Avoid communicating with students outside of school hours.
5. Avoid off-the-cuff comments with suggestive or double entendre overtones.
6. Do not be drawn into discussions of sexually explicit topics, such as tasteless jokes or suggestive song lyrics, politics, or religion.
7. If a student confides in you regarding a personal topic of a sexual nature, invite another adult to join the conversation and report the conversation in writing to the school counselor or administrator immediately.
8. Do not transport students in your personal vehicle.
9. Avoid any romantic contact with current or former students, even if the students are over 18 years old.

D. Reporting suspected child abuse and/or neglect

As stated in Board Policy 2050: "In accordance with Oklahoma law, school employees having reason to believe that a student under 18 is a victim of abuse or neglect shall report the matter immediately to the statewide toll-free hotline of the Department of Human Services. The statewide Department of Human Services hotline number is 1-800- 522-3511. In addition, the school employee shall also contact local law enforcement to make a report. Any school employee having reason to believe that a student aged 18 years or younger is a victim of abuse or neglect shall report the matter to local law enforcement. The MPS Board of Education fully supports that requirement and has established this policy to facilitate such reporting. All employees of MPS shall report any suspected physical, mental, or sexual abuse or neglect of any student to the Department of Human Services in the county as well as law enforcement by telephone. The employee shall also inform the building principal who will advise the Superintendent that the report was made using Suspected Child Abuse/Neglect Report Form."

E. Removal of a Guest Teacher

Any guest teacher may be removed from the list of guest teachers by the action of the Executive Director of Human Resources and thus become ineligible for assignment because of unsatisfactory evaluations from the site principal or misconduct charges.

EMERGENCY PROCEDURES

Guest teachers are expected to comply with and assist in any emergency procedure.

Please call the site office if assistance is required.

Each classroom should have a map or specific information that indicates where those students and staff are to report for Fire Drill and weather emergencies. In addition, the guest teacher is responsible for taking attendance upon arrival at the designated area and reporting any discrepancies immediately to an administrator. Class lists should be readily available in the classroom.

Prevention or Student Interaction Safety

- Use a calm voice, speak slowly, and use proper distance when giving instructions to prevent agitation.
- Proper facial expressions, tone of voice, and physical body movements can de-escalate difficult behavior.
- Recognize your limits and understand that you can't handle everything. Knowing you have support and backup is crucial to staying in control of your behavior and response. Accept your limits; the best decision may be to let someone else handle the situation.
- Try not to catch a falling student, you could fall on them and both of you could be injured
- Avoid physically lifting or moving a student unless you have the proper training and/or equipment.
- Always be aware of your surroundings, take a moment to visually scan the environment when walking in the classroom, hallway, lunchroom, playground, or parking lot. Students running could strike you or you could fall over students that are sitting in walkways.

Fight Prevention and Management

- Observe behavior.
- Contact the office and wait for help.
- Use specific verbal commands.
- Work in teams to disperse crowds.

Injury to Student

In case of an accident or medical need for a student, notify the school office to receive assistance. Never leave the remaining students unattended. Guest teachers are to report all accidents to the building level principal. Classroom teachers are issued disposable gloves to be used in the event of the presence of bodily fluids (mucus, blood, vomit, etc.).

Personal Injury

An employee who sustains an injury while on the job should report it to his/her supervisor immediately. In the case of a guest teacher, the supervisor is the principal or assistant principal at the site of the assignment. If the injury requires medical treatment or is deemed to have the potential to require medical treatment by the supervisor, the supervisor should contact Human Resources for authorization and instruction on how to access medical treatment. This step must be followed for all on-the-job injuries unless they involve a life-threatening emergency. If emergency treatment is necessary, documentation should be completed at the first practical opportunity.

RESPONSIBILITIES

A. General School Policies

A complete list of Board Policies is listed on the school website,
<https://www.mustangps.org/policies-procedures>

1. All Mustang School District properties are smoke-free, drug-free, and alcohol free.
2. Students are never to be left alone in the classroom.
3. Corporal punishment is not to be used in any circumstance.
4. Students are not to be released from the building during the school day without permission from the office.
5. Classes are to be dismissed promptly at the designated time. No students are to remain in the classroom or any other part of the building unless parents have been notified and transportation, if needed, has been arranged. A teacher must be present to supervise the student.
6. A guest teacher is **never** to give out medication to a student. No medication (even aspirin, cough drops, etc.) is to be stored or administered in the classroom. Regularly prescribed medication will be administered in the school office by appropriate school personnel.
7. Money collected from students for any reason is to be delivered to the office at the first available opportunity but must be **submitted on the same day** it was received.
8. Animals are not allowed in the buildings.
9. Guest teachers are not allowed to bring their own children to the building (unless the child is a student at the school).

B. School and/or Teacher Responsibilities

1. Provide an identification badge for the guest teacher to always wear in the building.
2. Provide directions to the teacher's mailbox, classroom, and the Staff Lounge/Lunchroom
3. Provide a notebook/folder which includes such things as:
 1. Current seating chart or class roster.
 2. Daily schedule, including bell schedule when applicable. The daily schedule may vary due to assemblies, testing, etc.
 3. Bathroom, recess, and special teacher schedules and procedures.
 4. Special instructions: Instructions may include allergies (food, bee stings), medication, special service providers, physician's note, parent volunteers, etc.

5. **Detailed lesson plans, including textbooks and necessary materials for the daily lessons.**
6. Emergency procedures and lock down procedures.
7. Extra duty assignments (hall duty, door duty, study hall).
8. Previously assigned homework or forms collection.

C. Guest Teacher Responsibilities

1. Arrive at the school at least 15 minutes prior to the beginning of the first class and report to the main office of the school to which you have been assigned.

1. Ask about student passes and special procedures.
2. Ask if there will be any extra duties associated with the teacher's assignment.
3. Ask about any special school-wide activities planned for the day.
4. Find out how to refer a student to the office.
5. Find out how to report students who are tardy or absent.
6. Familiarize yourself with the school building:
 - Where do you go for a fire alarm?
 - Where do you go for a tornado alarm?
 - Locate the lunchroom and teacher's lunchroom/lounge.
 - Locate the library.
 - Locate the gym, art, and music room (elementary).
 - Locate the playgrounds (elementary).

2. Appropriate and professional attire is required. Business casual is acceptable. Attire that is not acceptable includes, but is not limited to:

1. Attire prohibited in the student dress code.
2. Sunglasses or hats inside the building.
3. Skirts and dresses shorter than mid-thigh.
4. No bare midriffs or spaghetti strap tops.
5. Flip flops or bedroom slippers.
6. Athletic wear, such as jogging suits, sweatpants, yoga pants, unless engaged in a physical education class or event.
7. Underwear as outerwear.
8. Inappropriately sheer, tight, or short clothing.
9. Any clothing paraphernalia, grooming, jewelry, hair coloring, accessories or body adornments that contain advertisements, symbols, words, slogans, patches, or pictures that are sexually suggestive, that are drug, tobacco or alcohol related or that are obscene, profane, vulgar, lewd, indecent, or plainly offensive or pose a safety or welfare risk to the employee or other person.
10. Any other similarly inappropriate clothing, accessories, body ornaments, etc. or inappropriate grooming or hygiene.

3. Responsibilities related to the teaching day include the following:

1. Maintain direct supervision (line-of-sight) of students.
2. Utilize appropriate, effective classroom management strategies including, but not limited to:
 - Model good manners (i.e., please, thank you, respect, and encouragement).
 - Complete attendance procedures and provide documentation.
 - **Implement lesson plans prepared by the teacher** utilizing District teaching methods and materials, including extra assignments such as bus duty, hall duty, and study hall.
 - Upon request, correct assignments given during the guest teacher's workday in the classroom. Final grades are assigned at the discretion of the teacher on record.
 - Distribute hand-outs as requested by the school office.

4. Guest teachers are to remain in the building all day except for the allotted lunch period.

Guest teachers may purchase lunch from the cafeteria. **Please remain in the building and on campus during the planning period.** It may be necessary for the guest teacher to work during the scheduled planning hour when a class does not fill with a guest teacher. This decision is left to the building administrators. **Please remember that you are hired to guest teach for the full-time frame and will not be excused early.** A guest teacher is assigned to every class period for the day, except for a duty free lunch period. Guest teachers may be assigned to more than one classroom a day. Questions pertaining to guest teacher responsibilities should be directed to the site's guest teacher coordinator (principal, assistant principal, secretary).

D. Use of Technology

How subs take attendance will be determined by the site principal. Generic logins may be established. The network logins will have restricted use, limited internet access, and no email, no grade book access, and no access to attendance records.

Subs have permission to monitor students on computers, to include:

- Technology based classes (tech lit, etc.)
- Computer labs
- Classroom student computers

Information Technology Standards of Conduct

The District's computers, equipment, and software are intended for administrative, educational, and research purposes only and shall be used only in accordance with Administrative Regulations. Acceptable uses of the District's computers and the Internet are activities which support learning and teaching, or which promote the District's mission and goals.

Prohibited Uses

According to Administrative Regulations, the District's Computers and the Internet access (including e-mail) provided by the District, shall not be used:

- To violate an individual's right to privacy.
- To access materials, information, or files of another person or organization without permission.
- To violate the copyright laws or software licensing agreements.
- To spread computer viruses.
- To deliberately attempt to vandalize, damage, disable, or disrupt the District's property or the property of any other individual or organization.
- To locate, receive, transmit, store, or print files or messages which are profane, obscene, or sexually explicit, or which use language that is offensive or degrading to others.
- To distribute religious materials.
- To campaign for or against any political candidate or ballot proposition or for political lobbying, except as authorized by law.
- For any commercial purpose unless authorized by the Administration or Board.
- To engage in any illegal activity.
- To engage in cyber bullying at school or in the workplace.
- Attaching personal hardware to the network.
- Sending mass emails or spam.
- Participating in gambling or lotteries.
- Any other actions that disrupt school/district operations.

Consequences for Misuse

The use of the District's computers and the Internet access provided by the District is a privilege, not a right. Any student or employee who inappropriately uses the District's computers or the Internet may have the privilege of using the computers or the Internet denied, revoked, or suspended and may be subject to other disciplinary sanctions.

CONDUCT AND CONFIDENTIALITY OF STUDENTS

Mustang Public Schools will not tolerate any employee intimidating students verbally or physically. Any derogatory racial/ethnic remarks and different treatment based on race/ethnicity are illegal under Title VI. All students are to be treated politely and with respect. Intimidation, harassment and/or retaliation against persons seeking to protect their rights guaranteed under Section 504, and/or Title VI, are prohibited under these regulations. Any report of such an incident will be thoroughly investigated and, if substantiated, appropriate disciplinary action will be taken.

It is a misdemeanor for any teacher to reveal any information concerning a child obtained by that teacher in the capacity as a teacher except as may be required in the performance of contractual duties. (State statutes 63 O.S. 70-6-115). Information may be provided upon request to the parent or guardian of their child. No school employee is to disseminate any information regarding students except through proper channels and procedures and according to statutes. The teacher of special education students will handle information dissemination on their behalf.

Confidential information is confidential in all its forms; written, spoken, video, recorder, or other transmittal devices.

MEDICATION AND BLOODBORNE PATHOGEN TRAINING

A guest teacher is never to give out medication to a student. If a student requires medication, it should be administered through the school nurse or the designee of the school site. A guest teacher must be able to handle situations involving blood or other body fluids. Bloodborne Pathogen Online Training is required annually. If a guest teacher has questions regarding the content of the information, he/she is to contact the Personnel Office in the Mustang Administration Building - MERC. If the "Bloodborne Pathogens" training has been completed in another district, during the current school year, a copy of the certificate must be provided for the personnel file.

LUNCH COSTS

Adult meals are currently available at the school sites. Breakfast is \$2.50, and Lunch is \$4.85. The guest teacher needs to reserve a lunch tray daily if he/she chooses to purchase a school lunch. There are NO MEALS SERVED at Mustang Education Center.

TEACHER'S MAILBOX

Check for announcements and messages to students at the beginning of the day and periodically during the day. Leave any personal mail to the regular teacher in the mailbox.

EMERGENCY PROCEDURES

For the safety of our students and the guest teacher, it is critical that he/she become familiar with emergency signals and procedures at each building site. These procedures may be for fire, tornado, evacuation, or lockdown. Written information regarding these procedures should be posted and available in each classroom. If one has questions, ask the building principal/assistant principal. If a guest teacher is unable to locate this information, he/she is to see the site principal/assistant principal.

PLANNING PERIOD

Planning periods are to be used for the many duties required of teachers such as planning, preparation of materials, grading, conferences with parents and personnel, etc. In addition, contacts may need to be made with you during this time. **Please remain in the building and on campus as appropriate.**

It may be necessary for the guest teacher to work during the scheduled planning hour when a class does not fill with a guest teacher. This decision is left to the building administrators. **Please remember that you are hired to guest teach for the full-time frame and will not be excused early.**

GENERAL EXPECTATIONS OF CONDUCT

Expectation #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 always be focused on the students.

This means:

- Do not give an assignment then sit down to read the newspaper or play on the computer.
- Do not walk out of the classroom.
- Do not make personal calls

Expectation #2 - Never use the Internet at school to surf websites! This may sound obvious, but it happens.

Guest teachers **are requested not** to log in to any school computer. Special provisions are made in all schools to take attendance via paper recording. This usage also includes listening to CD's, students taking Accelerated Reading tests and Internet searches.

Students are not to go to the media center or to the computer labs to use the computers with a guest teacher. There are real concerns about monitoring and misuse of the equipment.

Although there are a few exceptions, such as multiple days for guest teachers in computer programming classes or for temporary guest teachers for an employee, these exceptions are to be given by principal's request to the Director of Personnel's Office at the Administration Building.

Expectation #3 - Do not gossip about classes or students. As a guest teacher, confidential information about students may be shared with you to help you keep an eye on potential health or behavior problems. As a professional, you are expected to keep such information in confidence, not to share that information with anyone. This will maintain your professional status, the school's dignity, and the child's privacy.

This expectation applies whether you are in the teacher's lounge at school or anywhere else. It is all right to ask advice about how to deal with certain students or classes, but do not let the conversation develop into one of complaining, ridiculing, or spreading innuendoes about students or staff.

Expectation #4 - We live in a country that has a rich variety of races, religion, lifestyles, and traditions. As a guest teacher, you have made the commitment to teach and support each child. Take a leadership role in moral character by embracing and respecting differences.

Keep your political, religious, and social beliefs to yourself. You are there to teach, not to voice your opinions or convert students to your way of thinking. By following 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 follow the lesson provided.

Expectation #5 - Be friendly, positive, and enthusiastic. Although you are not there to become friends with students, you do need to be pleasant with them and demonstrate an interest in their assignment. Children are very quick to pick up on your overall attitude, and you want them to be cooperative and engaged.

As a guest teacher, you are the one in charge of keeping the instructional flow continuing in the classroom in the absence of the teacher. One of the biggest mistakes that a guest teacher can make is seeking a role of popularity with the students. For instance, the teacher lets the students call him/her by their first name. It may feel right for a while because the teacher is getting positive feedback from the students but be aware that it frequently creates a problem. Students will take advantage of the familiarity because they see you at a peer level, not an authority level. You do not want to find yourself in a situation where the students turn it against you by stalling or avoiding class work, which systematically undermines your authority. You can be friendly, even *appropriately* familiar with your students, without becoming a "buddy." Never forget your role in the classroom.

Exercise Professional Judgment When Interacting with Students:

- Maintain a professional barrier between you and students. You are the adult, the teacher, and the professional; act like the expert - not another 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.
- Use verbal praise and reinforcement. Be positive yet demanding. Keep the tone positive while insisting on compliance. This is a thin line every teacher walks. When to push, how to push, how hard to push. The best approach is to try to keep it positive, and at a fast pace.
- Avoid losing your temper. You are the adult - even though your natural reaction may be to raise your voice (defensive reflex), remember that you have an audience. They are looking to you to set a good example.
- Chaperone only school-sponsored functions. Do NOT socialize with students.
- Do NOT take children home with you or transport them in your car alone or without prior administrative approval.
- Do NOT make telephone 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).
- Be confidential (what you hear at school stays at school).
- Avoid criticizing others.

Helpful Classroom Hints:

- Try not to assume that a child understands directions. Offer help when needed.
- Make the way you explain a task age appropriate. Talking over their heads will create confusion and insecurity.
- Lead them to solutions rather than simply giving it to them. This gives them ownership and confidence in problem solving.
- While keeping your standards high, do not forget to be encouraging. Use classroom rules that describe the behaviors you want instead of listing things the students cannot do. Instead of "no-running in the room," use "move through the building in an orderly manner." Instead of "no fighting." Use "settle conflicts appropriately." Instead of "no gum chewing," use "leave gum at home." Refer to your rules as expectations. Let your students know this is how you expect them to behave in your classroom.

- Use positive reinforcement (encouraging good behavior) to recognize students when they are doing well. Make ample use of praise. When you see good behavior, acknowledge it. This can be done verbally of course, but it does not have to be verbal. A nod, a smile or a "thumbs up" will reinforce the behavior.
- Allow yourself to have a sense of humor especially when you make a mistake. Enjoy your time working with kids.
- Respect the students and listen to what they say. An ounce of understanding and support can go a long way in bringing a student out of a panic situation.
- In high school especially, it is easy to expect them to communicate like adults - but it is not necessarily so. Setting such unreasonable expectations can hurt your chances of reaching those students.
- Treat kids with the respect they deserve and insist they reciprocate.
- Collaborate with children on expectations and consequences before an activity/game. Ask, "What behaviors do I expect during this activity?"
- Have a sound or sign to reconvene the class (a bell, three claps, etc.) to get the class's attention without you raising your voice. You may need to practice with the class before the activity begins.
- Remember these "What to do's." There may be times that a student or students may see fit to challenge you. These challenges can range from dozing off to blatantly mouthing off at you in front of the class.

Here are things you need to remember in those situations:

- You are the professional - refer to the school policies you have already reviewed then choose your course of action.
- Diffuse the situation - Option A: Get the rest of the classroom back to working and take the student aside. Talk calmly and sincerely. Option B: "Choosing your Battles." When the offense is minor, you may ignore the behavior for the time being, watching closely for a repeat offense.
- External influences - you may feel like the object of a student's frustration. Just remember there are many things that you do not know about their lives: girl/boyfriend, parents, friends, work.

Discipline Practices:

- Treat everyone with respect and professional courtesy.
- Be alert - spot potential behavior problems in the early stages and act before the situation gets out of hand.
- Remember that some pupils will test a guest teacher to determine what behavior limits are acceptable. Teachers must take a firm stand when the limits are reached.
- Stress to students that they must assume some responsibility for their own actions.
- If possible, try to speak privately with pupils who cause problems. This may be done in the school corridor or quietly at the teacher's desk
- Try to avoid reaching an impasse with a student and allow him/her to save face if possible.
- Seek administrative assistance when necessary but do not lean too heavily on the principal to handle discipline problems. When you call in the principal or send a student to the office, you are asking someone outside your classroom to discipline a student for behavior inside your classroom.
- Watch attention spans. It is important to know when to change activities, speed up or slow down.

- Sometimes pupils will encourage certain activities or procedures which vary from the regular teacher's routine. If such a situation arises, be pleasant but firm as to how things are going to be done that day. Try to adhere as closely as possible to the regular teacher's normal routine.

TIPS TO ENSURE GOOD STANDING

- If you take a full day job, expect to work until the school day has ended. (You can't leave early or adjust the workday to fit your schedule. You could be needed in another area, after your initial job finishes.
- Repeatedly canceling jobs that you have previously accepted places undue hardship on our system and our teachers. Please make every effort to follow through with the jobs you accept. In the event you must cancel, please do so as early as possible.
- Work diligently within the guidelines presented in our Guest Teacher Handbook, as well as follow the instructions from the building principal and the teacher(s) for whom you are substituting.
- Occasionally, it may be necessary for the building administrator to change the accepted assignment(s) to meet the needs of the school for a safe and efficient learning environment. Your cooperation with the administration when this occurs is greatly appreciated.
- Please be courteous and remember to notify the school site if you have accepted a job and need to cancel. School phone numbers are listed in this handbook and on the MPS website.

FRONTLINE

A. What is Frontline

An internet/phone system, with easy-to-follow instructions for filling guest teacher positions.

- Internet system www.AESOPonline.com
- Smartphone App
- Phone system 1-800-942-3767

B. When will Frontline call me?

- **Morning Call Times** 5:30 a.m. to 11:59 a.m. for jobs that day
- **Evening Call Times** 5:50 p.m. to 9:30 p.m. for jobs the next day and future jobs

It is your responsibility to update your Frontline Account, under the Preferences tab, if you choose to not use the system default times. Also, you may create non-work days so that you do not receive calls for dates you know you are unavailable to work. Remember to call 1-800-942-3767 to voice register your name as a guest teacher whether you use the Web option or the telephone option.

Guest Teacher Training Videos (both basic and advanced) are available on your Frontline Account by clicking on the question mark (?) on the upper right-hand side of the screen.

INSTRUCTIONS: Mustang Public Schools

1) Access the Login Screen

Enter **www.gcntraining.com** into your browser's address bar

When the website loads, Click

▶▶▶ LOGIN TO VIEW TRAINING

2) Enter your Organization ID

mustang

The Organization ID is a code unique to each organization.

3) The User ID

If you do NOT have a User ID,

click **I was not given a User ID**

and follow the prompts to create one.

If no account is found, check with your HR Department or Supervisor to see if there is an issue with your account/name. -- it may be a difference of "Smith-Jones" vs "Smith Jones" or "VanHoff" vs "Van Hoff".

If you have created a User ID already, enter your User ID and click Submit

If you've forgotten your User ID, click "I Don't Know..." below the User ID field.

4) The Tutorial Listing Page

On the Tutorial Listing page you'll see a list of tutorials your organization has either required or has made available to you -- if the list does not specifically state "Required", it's possible that not all on the list are required (your organization may provide a list for you in this case).

Take notice of any articles in the News & Information area to the right of the page.

5) Viewing Tutorials

To view a tutorial, click **START** to the left of any title in the list. Your progress is saved after each slide completes, so you may complete a tutorial in several sessions.

If you have trouble viewing a tutorial or slide, use the orange buttons below the tutorial viewer.

Please Contact Chasity Head at headc@mustangps.org with any questions.



MUSTANG PUBLIC SCHOOLS



July '25						
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October '25						
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January '26						
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April '26						
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November '25						
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September '25						
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March '26						
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June '26						
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2025-2026 CONTRACT PAYROLL Calendar

TEACHER / PARENT CONFERENCE INFORMATION	
New Teacher Orientation	August 4-7
District assigned days	August 8, 11-13
First Day of School	August 14
District assigned day	September 22
Inter/MS Parent Teacher Conf	Sept 25 & 29
HS Parent Teacher Conf	October 2 & 6
Elem Parent Teacher Conf	October 2 & 7
District assigned day	October 20
District assigned day	October 21
District assigned day	January 5
District assigned day	January 6
District assigned day	February 9
District assigned day	February 10
Inter/MS Parent Teacher Conf	Feb 26 & March 3
Elem/HS Parent Teacher Conf	March 5 & 10
District assigned day	March 23
NO SCHOOL	April 3
Last Day of School	May 20
Record Day	May 21
High School Graduation	TBD

NO SCHOOL FOR STUDENTS	
September 1	Labor Day
September 22	Prof Dev/Collab Day
October 15-17	Fall Break
October 20-21	Prof Dev/Collab Day
November 24-28	Thanksgiving Break
Dec 22 - Jan 2	Winter Break
January 5-6	Prof Dev/Collab Day
January 19	Martin Luther King Day
February 9	Prof Dev/Collab Day
February 10	Prof Dev Day
March 13-20	Spring Break
March 23	Prof Dev/Collab Day
April 3	No School

BOE Approved 5-12-25

OPEN HOUSE / SCHEDULE PICK-UP DATES	
July 31	Elem Address Verification
A-K July 31/L-Z Aug 1	Freshmen Orientation
9th & 12th Aug 5	HS Schedule Pick-Up
10th & 11th Aug 6	HS Schedule Pick-Up
August 7	HS Schedule Make-up Day
August 7	MS Schedule Pick-Up
August 12	IS Schedule Pick-Up
August 12	Elem Open House
August 13	MVA Open House/google meet
TBA	IS Open House
August 18	MS Open House
August 21	HS Open House
Instructional Period / Number of Days	
Quarter 1	41
Quarter 2	39
1st Semester	80
Quarter 3	44
Quarter 4	41
2nd Semester	85
Total Days of Instruction	165

District assigned days will consist of: District and/or site Professional development, collaboration, and work time. MPS is meeting and working with staff to design a schedule that meets the needs for all. These dates are "no school" days for students. These dates will be clarified within the next couple of months.



MUSTANG PUBLIC SCHOOLS



July '25						
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October '25						
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January '26						
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April '26						
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August '25						
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November '25						
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February '26						
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May '26						
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September '25						
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December '25						
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March '26						
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June '26						
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2025-2026 TIMESHEET PAYROLL Calendar

Timesheets are processed for full calendar weeks. Timesheets are ANY additional time outside of your regular contract payroll, not necessarily submitted on a paper timesheet.

Timesheet pay cycles are indicated by color.

Each pay cycle will be paid on the next regular contract pay date (BOLD OUTLINE date)

NO SCHOOL FOR STUDENTS	
September 1	Labor Day
September 22	Prof Dev/Collab Day
October 15-17	Fall Break
October 20-21	Prof Dev/Collab Day
November 24-28	Thanksgiving Break
Dec 22 - Jan 2	Winter Break
January 5-6	Prof Dev/Collab Day
January 19	Martin Luther King Day
February 9	Prof Dev/Collab Day
February 10	Prof Dev Day
March 13-20	Spring Break
March 23	Prof Dev/Collab Day
April 3	No School

Examples

July 1st through July 11th is a pay cycle indicated by the color blue. Timesheets will be paid on the next bold pay date (July 28th)

*Day one contract in July will be paid on 8/13

*Day one contract in August will be paid on 8/18

Guest Teacher

CHECKLIST



Please note, you will have a total of 2 weeks to complete the process. If not completed by the end of 2 weeks, you will be removed from the Guest Teacher list and you will have to start the process over.

- ☐ Complete the TalentEd Application
- ☐ Orientation Date - emailed to you by Sheila
- ☐ Attend the Orientation
- ☐ Sign your I-9 with Stephanie (Bring your documents to the Orientation)
- ☐ Send your Background Check receipt to Sheila (walkersh@mustangps.org)
- ☐ Complete your OnBoarding Documents - emailed to you by Sheila
- ☐ Complete the GCN Trainings
- ☐ Set up your Frontline - Emailed to you by Frontline (check Spam folder)
- ☐ Change PIN# on Frontline

Once you have checked all of these boxes, you are good to go!
Happy subbing!!