



GUEST TEACHER HANDBOOK

Revised 10/1/26

"A teacher affects eternity; they can never tell where their influence stops."
Henry Brooks Adams

Welcome to Visalia Unified School District

We appreciate your services as a Guest Teacher. This handbook will provide you with the support and guidance you may need as you work with our students.

We wish you the best on your Guest Teacher Journey!

Save this digital handbook so that you may take it along on your daily travels as it includes useful information that may assist you when you are on an assignment.

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GUEST TEACHER DUTIES

Thank you for becoming a Guest Teacher with Visalia Unified School District. We value your service as it enables instruction to continue in the absence of the classroom teacher.

Your professionalism, confidentiality, and dependability are paramount in day-to-day education.

The following are examples of duties you may need to perform in short-term and long-term assignments:

DAY-TO-DAY ASSIGNMENTS	MULTI-DAY/ LONG-TERM ASSIGNMENTS
<ul style="list-style-type: none"> Know your Frontline username and password for the app and website 	<ul style="list-style-type: none"> Know your Frontline username and password for the app and website
<ul style="list-style-type: none"> Know your User ID and PIN to access the Frontline phone system 	<ul style="list-style-type: none"> Know your User ID and PIN to access the Frontline phone system
<ul style="list-style-type: none"> Know your VUSD.org email and VUSD.us Google Account login 	<ul style="list-style-type: none"> Know your VUSD.org email and VUSD.us Google Account login
<ul style="list-style-type: none"> Arrive on time to the site 	<ul style="list-style-type: none"> Arrive on time to the site with a timesheet
<ul style="list-style-type: none"> Check in with the office staff / site admin 	<ul style="list-style-type: none"> Check in with the office staff / site admin
<ul style="list-style-type: none"> Sign in/out with Time & Attendance 	<ul style="list-style-type: none"> Sign in/out with Time & Attendance
<ul style="list-style-type: none"> Sign in/out with Raptor 	<ul style="list-style-type: none"> Sign in/out with Raptor
<ul style="list-style-type: none"> Follow the teacher's lesson plans 	<ul style="list-style-type: none"> Create and implement lesson plans
<ul style="list-style-type: none"> Leave the classroom and materials in good condition 	<ul style="list-style-type: none"> Leave the classroom and materials in good condition
<ul style="list-style-type: none"> Follow teacher rules and consequences 	<ul style="list-style-type: none"> Follow teacher rules and consequences
<ul style="list-style-type: none"> Possible coverage of another classroom during teacher's prep period 	<ul style="list-style-type: none"> Use various platforms and programs for student instruction
<ul style="list-style-type: none"> Other teacher-like duties may be assigned by site administration 	<ul style="list-style-type: none"> PLC collaboration with grade level / subject matter colleagues
<ul style="list-style-type: none"> Single day assignment - can cancel in Frontline 	<ul style="list-style-type: none"> Attend staff meetings
	<ul style="list-style-type: none"> Host Intervention
	<ul style="list-style-type: none"> Prepare reports (attendance/grades)
	<ul style="list-style-type: none"> Prepare for and attend IEP / SST Meetings
	<ul style="list-style-type: none"> Prepare for and hold Parent / Teacher Conferences
	<ul style="list-style-type: none"> Attend Back to School Night and/or Open House, if applicable
	<ul style="list-style-type: none"> Other teacher-like duties may be assigned by site administration
	<ul style="list-style-type: none"> Multi-day assignment - Call the Sub Office to remove the day

FRONTLINE ABSENCE MANAGEMENT

Frontline is a self-service system that helps schools manage employee absences and coverage for those absences. When a teacher enters their absence(s) into Frontline, this creates an assignment for a Guest Teacher to accept/decline.

This is the system you will use to accept and keep track of your assignments.

Three Ways to Access

- Website: <https://login.frontlineeducation.com>
- Phone: (800) 942-3767 (add this number to your contact list)
 - Check out the GUEST TEACHER FAQ: [Frontline](#) for information on how to find your Phone PIN
- Frontline Education App: Available in the [App Store](#) and on [Google Play](#)

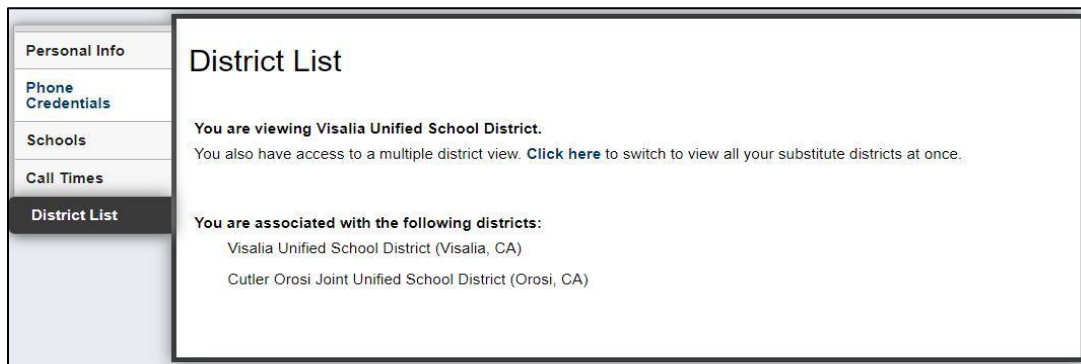
Using the Frontline Absence Management Website

Guest Teachers may select/review future assignments 24 hours a day, 7 days a week

- The Frontline Website provides access to all features and functions
- The phone and app do not have access to all features and functions

IMPORTANT! Be sure to calendar when you accept future assignments. Occasionally Guest Teachers forget that they agreed to a future assignment and do not show up. This leaves students without the support they need. Please be mindful of this when booking with other districts so that you do not double-book.

- Do you work in multiple districts that use Frontline? To have access to "multiple district view," log into the [Frontline Website](#). Under Navigation > Preferences > District List. Follow the instructions to view all your substitute districts at once



When Frontline Calls You

- It will tell you the Employee's Name (or Vacancy / Roving), Location, Classification (ex. PE Teacher), Date, and the Start Time / End Time

- If you accept an assignment, the system will **always** give you a Confirmation Number. **If you do not receive a Confirmation Number, the assignment was not assigned to you**
- **NOTE:** The Sub Office does not automatically assign Guest Teachers to absences entered by employees. They must accept work themselves via the automated phone system, app, or website

Morning Assignments - Call / Text Times

For unfilled assignments, Frontline will call out to available Guest Teachers.

Guest Teachers may view Frontline's Call Times within their Frontline account under Preferences > Call Times.

- Morning callouts for **same day** assignments is Monday - Friday 5:00am - 11:00am
- Guest Teachers may personalize these times on the Frontline website

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Call times for Visalia Unified School District						
Morning						
No Calls	5:00 AM - 12:30 PM	5:00 AM - 12:30 PM	5:00 AM - 12:30 PM	5:00 AM - 12:30 PM	5:00 AM - 12:30 PM	No Calls
Evening						
5:00 PM - 9:30 PM	5:00 PM - 9:30 PM	5:00 PM - 9:30 PM	5:00 PM - 9:30 PM	5:00 PM - 9:30 PM	No Calls	No Calls
My Preferences						
District Call Times	District Call Times	District Call Times	District Call Times	District Call Times	District Call Times	District Call Times
Edit	Edit	Edit	Edit	Edit	Edit	Edit

Frontline never calls in the morning for future assignments.

- **Important!** If Frontline is calling you in the morning, it is important that you answer!
 - This call is either a cancellation or a change to the assignment
- Although we attempt to honor all requests, there may be times when redirection to another classroom / subject / grade level / site is necessary

DISCLAIMER ACCEPTANCE: Limiting your availability to accept Frontline calls from our district will be considered a declaration of not accepting work and may be considered a Non-Work Day for the purposes of employment verification.

- To edit Call Time Preferences, click on the "Edit" link below the desired day. Select the button for "Call me between." Enter the desired times for Frontline to call you. **NOTE:** You will only be called during the periods of time that overlap with the district call times. Choose if you want to apply the changes to all days or just to the selected day

Sub Office technicians will directly call / text Guest Teachers starting at 6:10 AM to fill unfilled assignments.

- If you verbally agree / text acceptance of an assignment, the Sub Office technician will assign you to the assignment
- Give the technician an estimated time of arrival so they may update the assignment and alert the site
- Do you have calls from Frontline turned off? If so and there are still assignments to be filled, a Sub Office technician may still call / text you. If you are not available, use Frontline's Non-Work Days feature to mark yourself unavailable. By marking yourself unavailable, your name is removed from Frontline's call list for that day

Your Call Time Preferences for Monday

District Call Times

Morning: 5:00 AM to 12:30 PM

Evening: 5:00 PM to 9:30 PM

My Preferences

☐ Don't Call Me

☐ Call me during the district call times

☒ Call me between 05:30 AM and 09:00 PM

Note: You will only be called during the periods of time that overlap with the district call times.

Cancel Apply To All Apply only to Monday

Future Assignments - Call Out Time

System callout time for future assignments is 7 days a week (including holidays) from 5:00pm - 9:30pm - Frontline only calls in the evenings for future assignments.

Accepting Multi-Day Assignments

IMPORTANT! Read the "Notes to Substitute" and **start / end** dates of multi-day assignments to ensure that you can fulfill the entire assignment before accepting.

Long-Term Assignments

If you are offered a long-term assignment, advise the Sub Office of any dates you are unable to work on before accepting. The school site must approve this adjustment prior to scheduling you.

NOTE: If you are late, or absent more than 3 times, the site may request a different sub.

Preferred Schools

You have the option to make changes to your school preferences.

- To do so, log on to Frontline and select "Preferences." Choose the "Schools" tab

- Make the desired changes and click the green “Save” button in the upper right-hand corner. **NOTE:** Some locations do not use subs, i.e., “DO-ACCOUNTABILITY”, and may be ignored
- If the “**Show me assignments at the ...**” is checked:
 - Any boxes that are checked are sites you **will** receive called for
- If the “**I don’t want to see ...**” is checked:
 - Any boxes that are checked are sites for which you **will not** receive calls

Your Non-Work Days

If you are unavailable, you should add your Non-Work Days to Frontline. This will allow Frontline to only call Guest Teachers that are available to work on a given day.

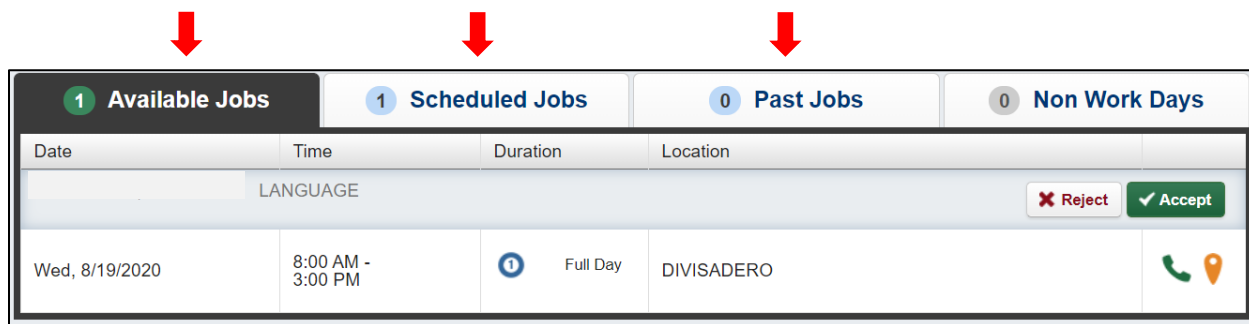
In Frontline, from the Home Page click on the “Non-Work Days” tab. Click the Add Non-Work Day button. Make the desired changes and click on the Save button. In the example below, the Guest Teacher has selected Mondays as Non-Work Days from 8/19/24 through 10/4/24, all day with a reason of “School”.

If you are only unavailable for partial day, you may add just those hours. Please be sure to notate the hours in the from / to section, as well as in the “Reason” section. ***If you don’t list the times in both sections, the Sub Office cannot see the times.***

NOTE: If you have an assignment in the future and you attempt to create a Non-Work Day on the same date, Frontline will return an error message. You will need to cancel the assignment before adding the desired Non-Work Day.

How to Review Assignments

Review Frontline assignments from the homepage by selecting the desired tab:



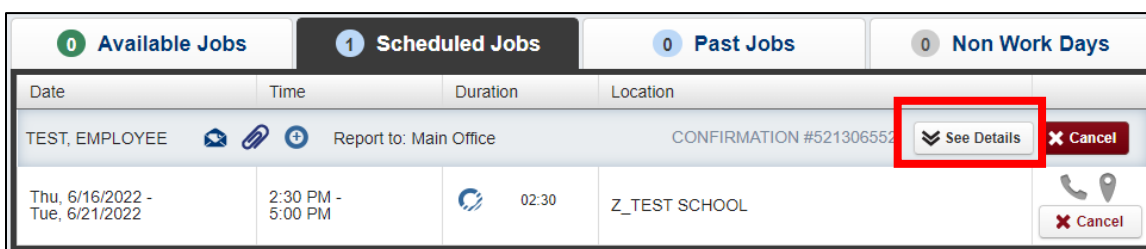
How to Cancel Assignments

Did you know that you are able to cancel an assignment yourself through Frontline? This applies to single day AND multi-day assignments!

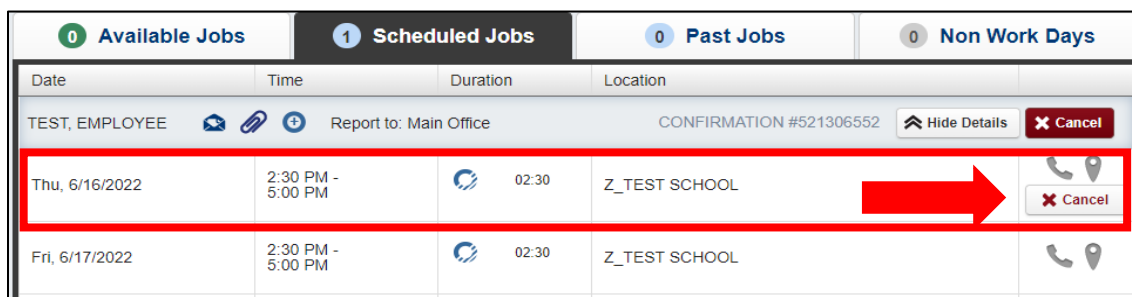
While we recognize that unforeseen circumstances may arise, it is your responsibility to notify the Sub Office as soon as possible if you are unable to fulfill an assignment that you have accepted.

Use the [Frontline Website](#) to cancel an assignment as soon as you know you're unavailable.

- Assignments may be cancelled via the Frontline Website up to **2 hours** before the start time. Log onto your Frontline account and click on the Scheduled Jobs tab
- Click the drop-down arrows next to the "See Details" button



- Click on the red "Cancel" button of the desired date



- A pop-up window stating, “Cancelling Job Portion” will appear

- Choose the Cancellation Reason
 - When selecting “SUB - REQUEST TO USE AVAIL SICK LEAVE” as the cancellation reason, the system will generate a timesheet for sick leave
 - If you do not wish to use your Sick Leave please select “Unavailable”
- Click on the red “Yes, Cancel Portion” button. Make sure that you see a pop-up that says, “Job Cancel Successful.”
- For an assignment cancelled by the Guest Teacher less than 12 hours before the start time of the assignment, Frontline will create a system generated Non-Work Day on the Guest Teacher’s schedule. ***This Non-Work Day cannot be removed***
- The Sub Office monitors cancelled assignments. If a pattern of last-minute cancellations is identified, the Guest Teacher will be notified via email and may be denied further offers of work

*We ask that you update Frontline as soon as possible if you are no longer available.
This allows us to try to secure other coverage.*

FRONTLINE TIME & ATTENDANCE

Frontline is a self-service system that helps schools manage timekeeping. When a Guest Teacher signs in / out via Time & Attendance, this creates an electronic timesheet for the site to review and approve. Once approved, this timesheet is sent to Human Resources, then to Payroll for processing.

Using the Frontline Time & Attendance Website

To view timesheet data, Guest Teachers may view timesheets at any time!

- Website: <https://login.frontlineeducation.com>
- Choose “Time & Attendance” in the drop-down

To sign in and sign out for assignments, Guest Teachers will use their Frontline Phone Credentials:

- **User ID:** 10-digit phone # on file
- **PIN:** Check out the GUEST TEACHER FAQ: [Frontline Absence Management](#) for information on how to find your Phone PIN

OUR SCHOOLS

It is important to familiarize yourself with our school sites before accepting assignments. Knowing the location of a site will help you determine:

- Driving directions
- Traffic and road conditions
- Estimated drive time

When accepting assignments in Frontline, the location is included in the assignment information. Simply click on the location icon (next to the green phone icon) and a map will open to guide you to the school.

1 Available Jobs		1 Scheduled Jobs		0 Past Jobs		0 Non Work Days	
Date	Time	Duration	Location				
LANGUAGE				✖ Reject		✔ Accept	
Wed, 8/19/2020	8:00 AM - 3:00 PM	Full Day	DIVISADERO				

Elementary Art, Music, & PE

These teachers usually travel to multiple sites. If interested in these types of assignments, be sure to add them as locations when you set up your Frontline profile!

District Office - Music & Art Team (VAPA)

District Office - PE Team

- Review the file attachments in Frontline for detailed instructions.
 - You may need to use the web browser version and not the app to view the attachments.
- If you need assistance with Music & Art or PE assignments, contact Laura Fuentes
 - Email: lfuentes@vusd.org
 - Phone: [559-931-8116](tel:559-931-8116)

Mileage Expense Form

If your assignment requires you to travel to more than one site in a school day, you may fill out a Mileage Expense Form. The form may be downloaded from the VUSD Website. [VUSD.org > Departments > Finance > Finance Forms > Mileage Expense Form](https://vusd.org/Departments/Finance/Finance%20Forms/Mileage%20Expense%20Form).

YOUR DAILY JOURNEY

This section focuses on information you need to know before and after you have accepted an assignment.

School Hours for Pre-K-12 Guest Teachers

School Hours	Assignment Hours
Elementary 8:10 am - 2:30 pm	Elementary 8:00 am - 3:30 pm
Middle School 8:20 am - 3:20 pm	Middle School 8:05 am - 3:35 pm
High School 8:30 am - 3:30 pm	High School 8:15 am - 3:45 pm
<p>Some Middle / High School teachers have a pre-first class which start prior to 7:30am Sequoia High School & Creekside have start and end times that do not align with the above hours.</p> <p><i>Be sure to check your assignment's start and end times in Frontline.</i></p>	

We recommend reporting 10 minutes before the start time to ensure you have time to get checked in to Raptor and Time & Attendance prior to reporting to the classroom.

Reporting for Duty

Be sure to check the time of your assignment to ensure that you arrive on time and that you can stay until the end of the assignment.

The screenshot shows the Frontline system interface with the following details:

- Tabs:** 0 Available Jobs, 3 Scheduled Jobs (selected), 3 Past Jobs, 1 Non Work Days
- Header:** Date, Time, Duration, Location
- User/Assignment:** HEITZENRATER, CRAIG MATH
- Location:** MAIN OFFICE
- Report to:** CONFIRMATION #521643670
- Buttons:** See Details, Cancel
- Scheduled Job Details (highlighted with a red box):**
 - Date:** Tue, 9/6/2022 - Wed, 9/7/2022
 - Time:** 8:00 AM - 3:30 PM
 - Duration:** Full Day
 - Location:** GOLDEN WEST

- Be prompt in arriving and beginning your duties. Allow enough time to get parked, checked in, and to the classroom
 - You are expected to be at the school site no later than the time listed on the assignment in Frontline. If you are running late, call the school site so they may plan for other coverage. [School site contact information](#) may be found in the "[Information for Substitutes Folder](#)"
- Guest Teachers are expected to check in with the office staff and sign in and sign out for each assignment using the Raptor System and Time & Attendance.
 - Upon arriving at a site, they will need to follow the instructions on the KIOSK to log in to Raptor and Time & Attendance. A sticker-type badge will be printed

- Check out the GUEST TEACHER FAQs: [Miscellaneous](#) and [Frontline Time & Attendance](#) for information on Raptor and Time & Attendance
- Guest Teachers are not to leave campus during working hours, except in the case of an emergency
- Guest Teachers are **not** entitled to the teacher's preparatory (prep) period and may be asked by the site to substitute for another class during that time
- Guest Teachers are expected to remain at the school site until the contracted end time of the assignment, which may include the teacher's end-of-day duties, even if the teacher has the last period off

The Office Staff will:

- Provide the Guest Teacher with the classroom teacher's substitute folder
- Provide the Guest Teacher with directions to the classroom
- Provide the Guest Teacher with any other necessary instructions, i.e., map of the school, schedules / procedures, and keys (if available)
- Explain any unusual procedures for the day, i.e., fire drills, assembly, field trip, etc.

During the Work Day

- It is the responsibility of the Guest Teacher to put their personal belongings in a secure place upon their arrival. VUSD is not responsible for any lost / stolen items
- **Never** leave students alone in the classroom
- Follow the teacher's lesson plans to the best of your ability.
- Be fair, firm, and consistent as you follow the teacher's classroom rules and consequences
 - Use positive reinforcement for good behavior
- Be positive and find different ways to pull students into the lesson.
 - Your passion is contagious
- Act at once if an accident occurs that is serious enough to need immediate attention
 - Report the accident to the front office.
 - Report first-aid concerns to the school nurse
- Always allow a student to see the nurse even if you are not convinced that they are not feeling well, as you do not know their medical history

Classroom Management

- Print your name on the board
- Review the lesson plans, books, materials, and any special procedures
 - Locate and review emergency plans and specific behavior intervention plans for students as well, if provided
- Only use instructional materials provided by the teacher or other school personnel

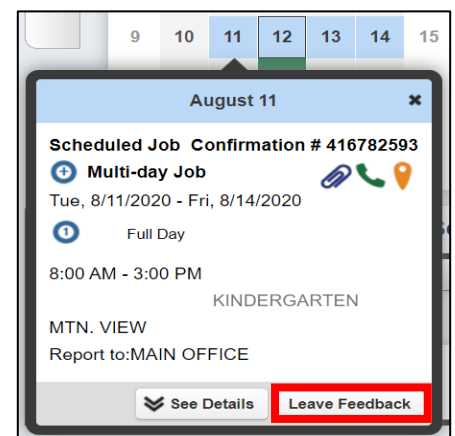
- If there are missing materials or supplies that you need, contact the school office for assistance.

Confidentiality

- All information about students is confidential. Divulging information to unauthorized people may result in the termination of your working relationship with VUSD. These include, but are not limited to:
 - Behavior
 - Academic level
 - Medication(s)
 - Special assistance needs
- Taking photos / videos of students / staff is not permitted

At the End of the Assignment

- Leave the classroom in an orderly manner
 - Ask students to help clean around their area before dismissal
 - Return equipment and supplies to their proper storage areas
 - Re-lock any cabinets that were locked when you arrived
 - Leave the teacher's desk and room as you found them
- Ensure the students make it safely to the bus or designated areas for pick up, if applicable
- At the end of the day, leave a detailed note for the teacher. They will want to know how much work students completed and how they behaved
- Leave Feedback. Feedback is confidential, with only the Sub Office reviewing it
 - Log onto your Frontline account
 - Click on the date on the calendar that corresponds to the assignment for which feedback is being left. Click on the Leave Feedback button
 - Select an overall score that represents how you would rate the experience you had in the assignment. Be sure to leave feedback on the various questions that explain why you gave the overall rating that you did.
 - Feedback questions are:
 - Were the teacher's lesson plans in order and easy to follow?
 - Did you follow the lesson plans / directions?
 - Did you leave the classroom and materials in good condition?
 - Did you leave a summary of work covered and a list of helpful / disruptive students?
 - General Notes / Comments



- If your duty day is not over but you have completed all check-out tasks, use the time to complete any active Keenan Trainings. You may access the Keenan Website from the VUSD Website or by clicking [Keenan Online Trainings](#)
 - Be sure you are logged in to your VUSD.us account before clicking on the Keenan training link
 - If all assigned training courses have been completed, Guest Teachers may complete any other available training(s)
 - To choose additional training(s), click on the "Extra Training" section
- Check out with office staff
 - Sign out of Raptor and Time & Attendance
 - Be sure your sign in and sign out times are correct **before** you leave
 - For minimum days and partial day assignments, a lunch will be auto deducted. You will need verify that the site has removed / corrected the lunch time if there was no lunch break due to the day's schedule. **The Sub Office does not have access to edit this!**
 - Turn in any keys, folders, notes, etc.
- Leaving early
 - If a Guest Teacher chooses to leave prior to the end time of the assignment listed in Frontline, their timesheet will reflect the actual hours worked based on your sign in and sign out times
 - If you need to leave early, and there will still be students in the classroom, you must speak with the site prior to leaving so they may secure other coverage for the class.

VISALIA UNIFIED SCHOOL DISTRICT

Friday 11/07/2025

03:30 PM

Note: This clock does not represent the actual time being used for this kiosk.

Welcome, SUBSTITUTE TEST

SCHEDULE

DENTON-SUBSTITUTE CERTIFICATED

Covering: 735177304 for EMPLOYEE TEST

WORK

08:00 AM - 11:15 AM

3.25 Hours

BREAK

11:15 AM - 12:00 PM

EVENT HISTORY

DENTON-SUBSTITUTE CERTIFICATED

Sign In (Sign In/Out)

08:00 AM

Sign Out (Sign In/Out)

03:30 PM

LOCATION & JOB TYPE

DENTON - SUBSTITUTE CERTIFIC...

EVENT

Sign In/Out

COMMENTS

-- No comment --

MAINTAINING SAFETY AND SECURITY STANDARDS

Observe and comply with safety regulations and procedures.

Mandated Training

All Guest Teachers must complete online training sessions through Keenan SafeSchools. These training courses are posted in August of each school year. Keenan will send training notifications and reminders to your VUSD.org email account.

UPDATES FOR THE 2025-26 SCHOOL YEAR!

- Your log in to Keenan will now be your VUSD.us email (i.e. jsmith@vusd.us)
- If you encounter technical issues, contact keanansupport@vusd.org
 - Training Completion Requirements:
- All training courses must be completed by the assigned due date
- If assigned training courses are not completed on time:
 - Frontline account may be disabled
 - All future assignments will be automatically cancelled
 - You must notify the Sub Office once training is completed
 - The Sub Office will verify completion and reactivate your account
 - *Cancelled assignments will not be reassigned to you*
- Check your VUSD email regularly for training reminders

Mandated Reporter - Child Abuse Reporting Act

While everyone should report suspected child abuse, the California Penal Code provides that it is a crime for certain professionals and laypersons who have a special working relationship of contact with children not to report suspected child abuse to the proper authorities. These professionals and laypersons shall report the known or suspected child abuse to a child protective agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

AS A GUEST TEACHER YOU ARE CONSIDERED A MANDATED REPORTER.

California Penal Code 11172, subdivision (e) gives mandated reporters who report suspected cases of child abuse absolute immunity, both civilly and criminally, for making such reports. However, any person who fails to report an instance of child abuse as required by the Child Abuse Reporting Act is guilty of a misdemeanor with a punishment not to exceed six months or \$1,000 or both.

Child Abuse and Neglect Hotline

[1-800-331-1585](tel:1-800-331-1585)

Safety and Security

- Guest Teachers are required to wear their VUSD ID Badge while on campus. Lost or damaged badges may be replaced here: [Badge Request Form](#)
- Report damage to, or theft of, District property immediately upon discovery
- Exercise proper care of facilities and property. **This includes classroom keys!**
- Comply with your role as a mandated reporter
- Be aware of air quality and heat conditions that may restrict activities
 - The heat and air quality advisory spectrum is:
 - green (safe)
 - yellow
 - orange
 - red
 - purple (extremely unhealthy)
- Contact the site office if you see any warning signs of heat exhaustion or heat stroke. These signs include, but are not limited to, rash, headache, vomiting, heavy sweating, cramping, and/or fainting
- For more information regarding Safety in Visalia Schools, please visit [VUSD.org > Departments > Student Services > Student Safety](#)

PROFESSIONAL STANDARDS

The Governing Board expects district employees to maintain the highest ethical standards, behave professionally, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employees shall engage in conduct that enhances the integrity of the district, advances the goals of the district's educational programs, and contributes to a positive school climate.

(cf. 0200 - Goals for the School District)
(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)
(cf. 5131 - Conduct)
(cf. 5137 - Positive School Climate)

The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.

(cf. 2111 - Superintendent Governance Standards)
(cf. 9005 - Governance Standards)

Code of Ethics of the Education Profession

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurturing of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, students, parents, and the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

To read this information in its entirety, please visit [VUSD.org](https://vUSD.org) > [Board of Education](#) > [Board Policy Search](#). Keyword search: code of ethics of the education profession.

Religion in Public Schools

- Visalia Unified School District strongly supports the separation of religion and government
- Do not share your personal religious beliefs or political views with the students
- Some students do refrain from reciting the Pledge of Allegiance due to religious convictions

Sexual Harassment

The Governing Board prohibits sexual harassment of district employees. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify, or otherwise participate in complaint process established pursuant to this policy and accompanying administrative regulation. This policy shall apply to all district employees and, when applicable, to interns, volunteers, and job applicants.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 4030 - Nondiscrimination in Employment)

To read this information in its entirety, please visit [VUSD.org](https://vUSD.org) > [Board of Education](#) > [Board Policy Search](#). Keyword search: nondiscrimination or sexual harassment

Use Of Technology

The Governing Board intends that technological resources provided by the district be used in a safe and responsible manner in support of the instructional program and for the advancement of student learning. All students using these resources shall receive instruction in their proper and appropriate use.

(cf. 0440 - District Technology Plan)

(cf. 1113 - District and School Websites)

(cf. 1114 - District-Sponsored Social Media)

(cf. 4040 - Employee Use of Technology)

To read this information in its entirety, please visit [VUSD.org](https://vUSD.org) > [Board of Education](#) > [Board Policy Search](#). Keyword search: use of technology.

E-Mail Etiquette

All district employees are given access to the district e-mail system. The Governing Board recognizes that technology can enhance employee performance by providing access to information. This access and the resulting exchange of information contribute to a quality instructional program when used appropriately.

Email is a tool that is commonly used to exchange information in an efficient and timely way. With this access comes some caution and direction in terms of your use of the e-mail system.

Guest Teachers:

- Should not read other users' electronic mail or files without permission. They should not attempt to interfere with other users' ability to send or receive electronic mail, or attempt to read, delete, modify, or forge other users' mail
- Should have no expectation that their email is private. It is important to keep messages brief, using only appropriate language
- Should not use email to transmit confidential information regarding students or employees
- Should not send mass (divisions, departments, or entire school sites) or global emails (All VUSD) without approval of the Superintendent or appropriate designee
 - Global e-mails sent to "All VUSD" users must be of work-related importance to **all** employees
 - It is never appropriate to broadcast personal, political, or collective bargaining messages to employees. Be sensitive to other employees regarding the time it takes to open, read, and delete unnecessary or unwanted email
- Should not share their password with anyone
- Should be conscious of the fact that students are very adept in technology. Students should not have access to the personal computer on which you send and receive district emails
- Should understand that e-mail and "instant messaging" are two completely different functions. Instant messaging colleagues, students, or parents is an inappropriate use of district technology and is not allowed
- Should take caution when opening e-mail from unknown senders as viruses can disrupt the entire district network

Penalty for Inappropriate Use

Visalia Unified School District may dismiss at their discretion any Guest Teacher who fails to abide by Governing Board expectations regarding use of technology.

Appearance and Dress

Guest Teachers are expected to exercise good judgment and present a clean, neat appearance that is appropriate for each assignment.

Appropriate

- Professional attire that is appropriate for the specific assignment is required (Classroom setting vs. PE assignment)
 - Clothing should be neat, clean, and align with the standards expected of professional educators in the classroom
- Shoes that are safe and appropriate for supervising students and responding to emergencies

Inappropriate

- Any attire that causes a distraction and impacts the learning environment of students or creates an unsafe environment:
 - Garments that expose undergarments, private areas of the body/midriff
 - Clothing with inappropriate messages, images, logos, or references to alcohol, drugs, violence, or profanity
 - Excessively casual attire such as athletic wear (outside of PE assignments), flip-flops, tank tops, beach wear, etc.
 - Any Torn/tattered clothing
 - Hats/Beanies
 - Hooded sweatshirt (Ok if in PE assignment, hood must stay down when indoors)

Remember, you are representing VUSD to students and the public.

Feedback Policy

VUSD values constructive feedback to help Guest Teachers continually improve. You may periodically receive feedback regarding your performance as a Guest Teacher.

This feedback is confidential, with only the Sub Office reviewing it. When a school site or teacher gives feedback regarding your performance, you will receive an email. The feedback will be included in the email message.

In some cases, you may be asked to attend an in-person meeting to discuss the feedback, especially if there are concerns that need to be addressed face-to-face. These meetings allow for deeper discussion around the issues raised and to develop an action plan for improvement, if needed.

The decision to handle feedback over email or in an in-person meeting will depend on the nature and severity of the situation. Minor feedback will be shared over email, while more serious concerns that require a dialogue will be addressed in a meeting.

Please be aware that repeated negative feedback or failure to improve based on feedback provided will result in your removal from Visalia Unified's substitute system, ending your service with the district.

We appreciate you being open to constructive feedback as we strive to provide the best possible experience for teachers, students, and other staff members when a Guest Teacher is required.

CLIMATE AND CULTURE BEST PRACTICES

Communicate the Significance of Learning

ALWAYS follow the teacher's lesson plans! For more information, refer to the [TEACHING STRATEGIES](#) section of this handbook for listening and teaching strategies.

- Be strong early on. "Don't be a pushover. Assert your authority early. You can always become a little more relaxed later, but the students need to know they are not going to get away with stuff while you are there." -Jillian E. from [weareteachers.com](#)
- Remember to always provide closure at the end of class

Job Performance - Expectations

Guest Teachers are expected to:

- Professional attire that is appropriate for the specific assignment is required (Classroom setting vs. PE assignment)
- Arrive on time and sign in at the office/front desk according to school procedures
- Review emergency procedures and classroom safety protocols upon arrival
- Work with employees / students in a productive, cooperative, and positive manner
- Follow the teacher's lesson plan(s)
- Manage classroom behavior using the school's established discipline procedures and refer serious issues to administration
- Always supervise students, including during transitions, breaks, and lunch periods
- Obtain materials, equipment, and tools needed for the job as advised by the site
- Are courteous to students, teachers, supervisors, administrators, other District employees, and members of the public
- Follow all school and district policies, including dress code and confidentiality requirements
- Remain on campus for the entire assigned work day unless authorized to leave by administration
- Always maintain professional boundaries with students

Actions that constitute unsatisfactory job performance include but are not limited to:

- Arriving late, leaving early, or taking unauthorized breaks without permission
- Using any physical contact or force with students, as this does not maintain appropriate boundaries or ensure student safety

Actions that constitute unsatisfactory job performance... (continued)

- Threatening, intimidating, or using profanity or other inappropriate language when interacting with students or staff on district property at any time
- Reading personal materials, engaging in other non-work activities, or sleeping while on duty in the classroom
- Using personal electronic devices (cell phones, laptops, tablets, etc.) for calls, texting, or social media during instructional time
- Leaving students unattended or leaving students with an aide without prior approval from administration
- Allowing any unauthorized individual into any district facility or classroom
- Providing students with personal contact information (phone number, email, social media etc.) or requesting a student's personal contact information
- Using tobacco products, vaping, or being under the influence of alcohol or illegal drugs on district property
- Using district equipment, technology, or communication devices for personal purposes
- Removing or borrowing district property, materials, or resources without permission
- Using inappropriate, unapproved, or non-curriculum-aligned books, videos, websites, or other instructional materials in the classroom
- Discussing personal beliefs regarding politics, religion, or other controversial topics in a manner that influences students
- Unauthorized soliciting (such as personal tutoring services) or selling products on district premises during hours of duty
- Discussing confidential student or personnel information with unauthorized individuals
- Do not share personal opinions of students with parents. Any serious concerns should be reported directly to site administration for proper follow-up.
- Refusing to follow reasonable directives from administrators or site personnel

Following the Teacher's Rules and Consequences

Maintaining consistency with the regular classroom rules and discipline systems prevents confusion and chaos for students. They know the expectations.

- Teachers outline rules and consequences that work for their specific students' needs. Guest Teachers should trust the systems already in place
- When you reinforce each teacher's rules and consequences, it demonstrates you care about providing a productive, well-managed learning environment for the students
- Consistency in rules across all classroom settings is important for fairness and equity for students. Having different rules when a Guest Teacher is there would be unfair
- Do not allow students to remove or use any materials from the teacher's desk unless you have a note from the teacher indicating approval

Ignoring Behaviors

As a guest teacher, knowing when to address a behavior and when to let minor disruptions pass can help maintain classroom flow and build positive rapport with students.

- Little things like quickly whispering to a neighbor or fidgeting with a pencil are relatively minor issues that can often be ignored, at least initially
- Making eye contact can sometimes be a reminder to students that are paying attention. Eye contact or using proximity may stop problems quickly
- While minor behaviors can be overlooked, disruptive or disrespectful actions require intervention. If a student is being loud, off-task for an extended time, using a phone, or preventing others from learning, the behavior should be addressed in a calm and timely manner
- Use professional judgment to decide when a behavior needs intervention. Some situations require immediate attention to maintain a safe and focused learning environment

Individual Conferences

Individual conferences allow you to privately discuss behavior issues with a student, away from the pressure and embarrassment of calling them out in front of their peers. This can be more effective than public reprimands.

- Ask the student to join you in the back of the classroom for a brief conversation
- Use a calm, respectful tone. The goal is to solve problems, not attack
- Do not humiliate or intimidate students while correcting behavior
- Always follow the teacher's rules and consequences
- Remind them of the rules / consequences but see if there are root causes you can address

Listen Before You Discipline

It is important to listen carefully to students and to consider their point of view before taking disciplinary action.

- Listening to students is particularly important when there is a situation where the Guest Teacher may not have all the information
- The process of listening will not only assist the Guest Teacher in making proper decisions but will often result in a teachable moment for that student

Pick Your Battles

It is important to prioritize and focus on major problematic behaviors while avoiding power struggles over petty issues that may undermine your authority anyway.

- Most behavior problems are inconsequential, meaning it does not harm another student or disrupt the whole class. Spending a great deal of time on inconsequential behavior is what disrupts the whole class

- Minor unacceptable student behaviors are often best dealt with by using a technique known as extinction (ignoring minor negative behavior so it is not reinforced by providing the desired attention). This technique usually results in these types of behaviors disappearing

Positive Discipline

Review each school's system for positive discipline. Many school sites have an acronym that helps students to remember what their positive behavior should look like. For example, at Annie R. Mitchell, their acronym is SOAR:

S = Self-Control

O = On Time & On Task

A = Act Responsible

R = Respect

- To get a child back on track, try a simple reminder like this:
 - "Remember that we SOAR when we are on task. Let's focus on our work"
 - Praising desired behavior is much more effective than punishing undesired behavior. For example, a student keeps turning around in his/her seat to talk to a student behind them. Instead of disciplining the talking student, praise a neighboring student for working quietly on his/her assignment without talking to others. Reward them with a sticker or stamp

Seating Charts

The ability to call students by name is a powerful tool in classroom management. The use of a seating chart can be invaluable in helping the Guest Teacher.

Tip: If the classroom teacher does not have a seating chart, make a quick seating chart using sticky notes. Notate helpers or those with behavior issues.

R-E-S-P-E-C-T

Each student is a person deserving to be treated with kindness and respect regardless of their language, social training, culture, personal circumstances, etc.

- Students respect an adult who can respect them. One way to show respect for the students is to respect yourself and your role as a Guest Teacher
- When a student observes a Guest Teacher sitting at the desk on their phone, falling asleep, or refusing to help students, they lose respect for that Guest Teacher
- Keep this thought in mind - ***Would you want to be a student in your class?***

Staying in Control

It is extremely important for the Guest Teacher not to lose his/her temper or lose control of his / her emotions.

- Treat all students with respect

- Model appropriate behavior even under highly stressful situations
 - When the Guest Teacher loses self-control, it becomes more difficult to make proper decisions and to retain the respect of students
 - When the Guest Teacher loses self-control, their behavior often becomes the focus of attention rather than the student's behavior
 - The most important behavior you need to control is your own
 - Take a deep breath or count to five before responding to challenging behavior to maintain composure
 - If you feel overwhelmed, take a brief pause; stand silently, collect your thoughts, and then proceed with clear direction
 - Speak in a calm, even tone of voice, even when giving corrections or consequences
- If a student's behavior escalates, calmly ask for assistance from a nearby teacher or the main office rather than engaging in confrontation
- Focus on the behavior, not the student's character (e.g., say "That behavior is not acceptable" instead of "You are being bad")
- Keep your focus on maintaining a positive learning environment, not "winning" an argument or proving a point
- Avoid discussions that contain controversial topics, personal qualities, decisions, opinions, or judgments

Equity & Student Services

The Equity and Student Services Department is committed to supporting school sites to build capacity to cultivate an inclusive, positive, safe culture for their students, staff and families, as they work to meet the academic, social, emotional, and behavioral needs of ALL students.

SEL IMPLEMENTATION: A systematic approach to **Social & Emotional Learning (SEL)** intentionally cultivates a caring, participatory, and equitable learning environment. Click on the following link to find resources, organized by each of the five SEL competencies, which include explicit lesson ideas, ideas for embedded lessons in core subject practices, articles, videos, and many tips and tools for building an effective classroom culture. Link: [Equity & Student Services Website - Educator Resources SEL](#)

Student/Teacher Proximity

Proximity is a strategy that is effective for good classroom management. Moving around the room will help keep all students involved in the lesson. Students are less likely to misbehave when you are moving about the classroom and struggling students may easily be identified.

- Stand at the front of the room while you are presenting the lesson but then move around the room while the students are working on an assignment
- Circulate among student desks during independent or group work to check for understanding and offer quiet assistance

- Pause occasionally beside off-task students and make eye contact or give a gentle verbal reminder to stay focused
- Stand at the back of the room when showing a video
- Moving by students who are causing problems may get them to stop acting inappropriately
- Use proximity to positively reinforce good behavior—walk near students who are on task and quietly offer praise or a thumbs-up
- Do not just sit at a table / desk in the classroom and expect the students to stay on task

Brainstorming

Using this method of sharing ideas allows all students to contribute ideas. Students generate as many ideas as possible within a brief time limit - there is no right or wrong idea. Everyone participates and it helps students get involved and interested in learning.

- Introduce the main topic or essential questions you'll be covering that day. Write it on the board
- Ask students to raise their hands and call out anything that comes to mind related to the topic - words, phrases, images, experiences etc.
- Write down every response in a web or list on the board. Don't judge or give your opinion yet
- Keep going until you have a good pool of ideas from the class. Encourage creative, freeform thinking
- Once the ideas have been exhausted, use the brainstormed ideas as a launchpad. Identify what they already know and what needs to be clarified

Attention Grabbers

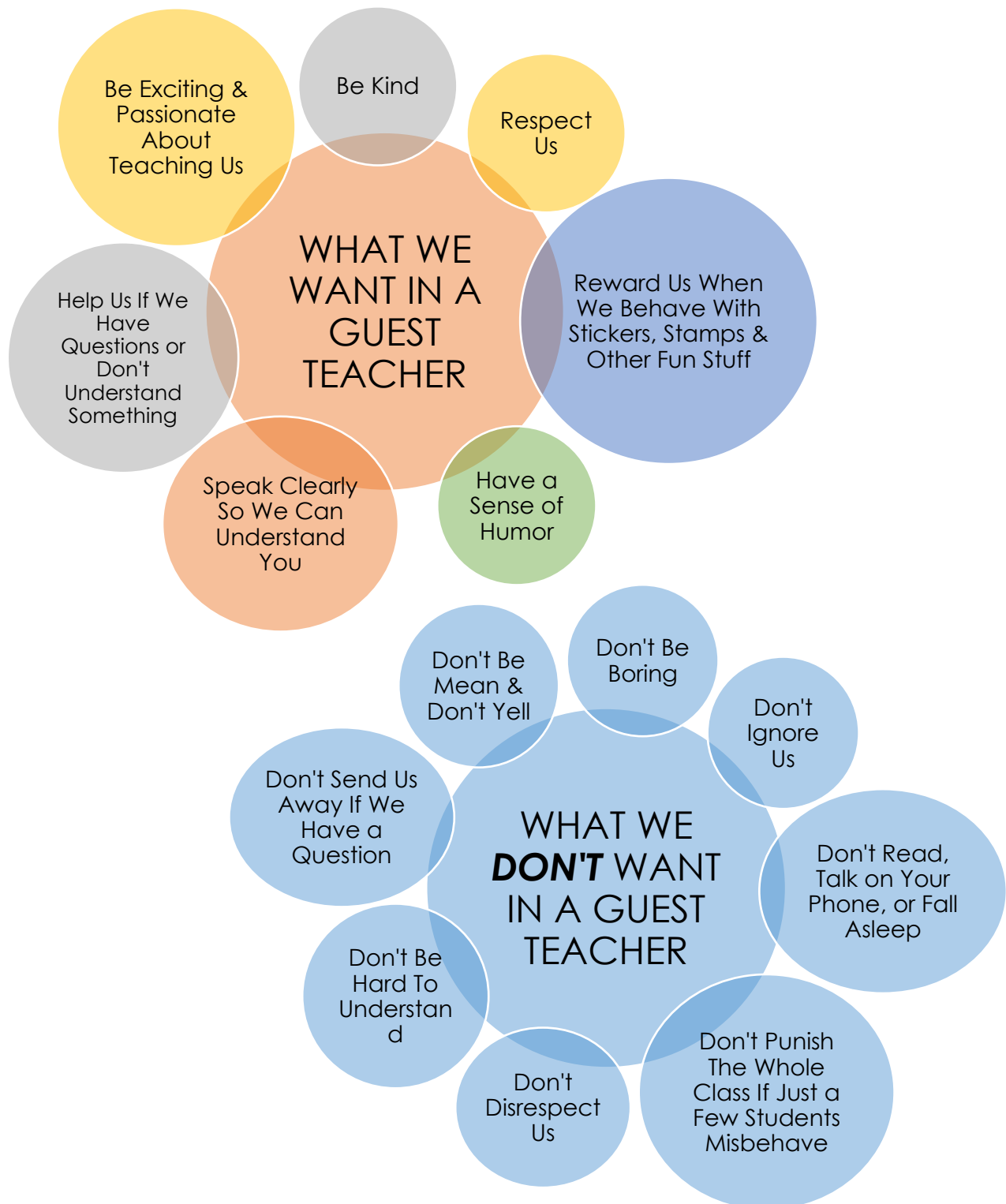
When you need to get the class's attention, it's important to use an effective verbal cue or "attention grabber" before giving instructions. This helps students focus and listen.

A verbal attention grabber is a simple, consistent phrase you say aloud to signal to students that you need their full attention. Some common examples are:

- Teacher: "Eyes on me in 5, 4, 3, 2, 1"
- Teacher: "If you can hear me, clap once / twice"
- Teacher: Class, class
 - Students: Yes, yes
- Teacher: Ready to rock?
 - Students: Ready to roll!
- Teacher: Holy moly!
 - Students: Guacamole!
- Teacher: Hands on top
 - Students: That means stop (put hands on their heads)

What Students Want

This was a survey done of 4th grade students. They were asked what they did and did not want from a Guest Teacher:



Questioning

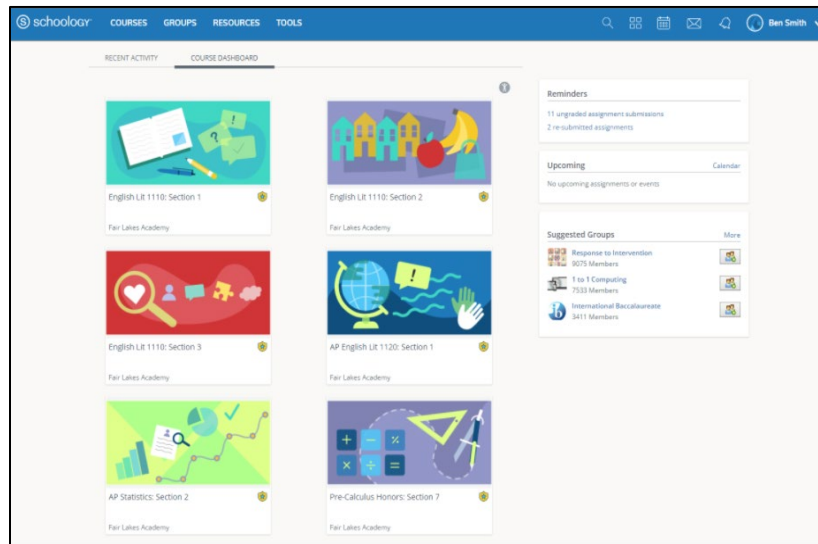
Questioning is a great way to get students to think, and problem solve. Asking students questions (who, what, when, why, where, and how) pulls them into a lesson and gets all students to participate.

- Bloom's Taxonomy provides a questioning structure that addresses the various levels of students' intellectual abilities

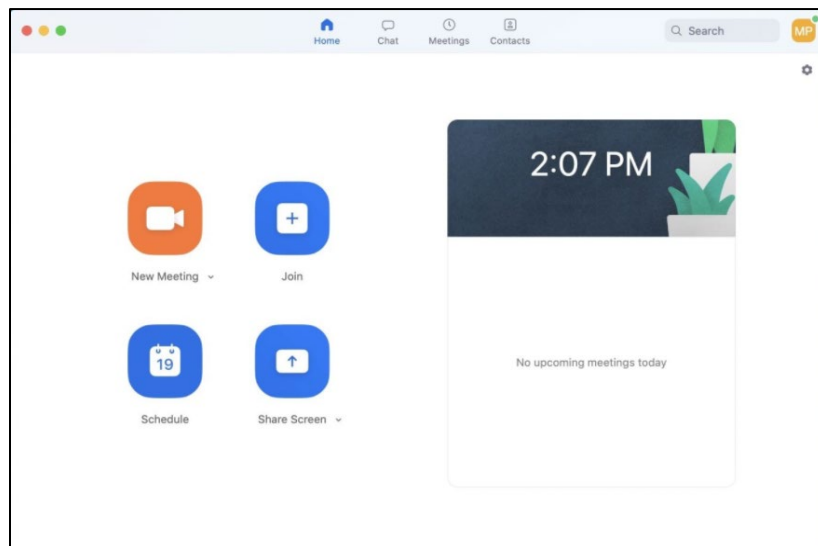
Bloom's Taxonomy	
Knowledge	Ability to recognize, recall, and state facts, terms, basic concepts, and answers. <ul style="list-style-type: none">• What happened after ____?• Can you name the ____?
Comprehension	Ability to understand concepts at a very basic level. <ul style="list-style-type: none">• Can you write in your own word ____?• What differences exist between ____?
Application	Ability to apply learned knowledge in a particular concrete manner. <ul style="list-style-type: none">• What questions would you ask of ____?• From the information given, can you develop a set of instructions about ____?
Analysis	Ability to understand concepts by breaking those concepts into component parts. <ul style="list-style-type: none">• How was this similar to ____?• How is ____ similar to ____?
Synthesis	Ability to assemble elements or parts into a whole. <ul style="list-style-type: none">• How many ways can you ____?• Can you create new and unusual uses for ____?
Evaluation	Ability to evaluate or judge the value of concepts, materials, or ideas. <ul style="list-style-type: none">• Is there a better solution to ____?• How would you have handled ____?

Schoology and Zoom

Schoology is a platform used by VUSD as an electronic library. One may access links to adopted materials, curriculum, and lessons. As a Guest Teacher, you may be asked to teach virtually and will be given access to this platform from the school site.



Zoom is video communication used by VUSD. At some point, a Guest Teacher may be asked to use Zoom as a method of instruction.



For more information about the types of tech resources used at our schools, visit [VUSD.org > Departments > Business Services > Technological Services > Staff Tech Learning Resources](https://www.vusd.org/departments/business-services/technological-services/staff-tech-learning-resources).

GUEST TEACHER GENERAL INFORMATION

Electronic Timesheets

VUSD has implemented Electronic Timesheets using Frontline Time & Attendance.

Before Going to Your First Assignment:

You will complete the badge request form and receive an email when your VUSD badge is ready for pickup. The badge will have a bar code to use for signing in and out via Time & Attendance at the school site

Signing In / Out:

Report to the main office to sign in and sign out

- After signing in with Raptor, press the F8 key to pull up Time & Attendance
- Scan the barcode on your badge to sign in
- At the end of the day, repeat this process to sign out of both Raptor and Time & Attendance
 - If you are working at multiple sites in the same assignment, you only need to sign in at your first site and sign out at your last site of the day
 - If you are working at the same site for multiple assignments, you will need to sign out at the end of your first assignment, then repeat the sign in and sign out process for the second assignment
- Be sure your sign in and sign out times are correct before you leave
 - For minimum days and partial day assignments, a lunch will be auto deducted. You will need verify that the site has removed / corrected the lunch time if there was no lunch break due to the day's schedule
- Be sure to return any binders, keys, attendance sheet, etc. to the office staff

Kiosk Scanner Not Working:

In the event of an issue with the Kiosk scanner not working:

- Select "use ID / PIN", enter your phone number and PIN then select "Log In"
 - Check out the GUEST TEACHER FAQ: [Frontline](#) for information on how to find your Phone PIN
- Please report Kiosk issues to the school site's office staff
 - **The Sub Office does not have access to edit your timesheet!**

Website Navigation:

You can access current and historical timesheets on the Frontline Website

- Toggle from "Absence Management" to "Time & Attendance"
 - View the status of your timesheets and make changes to your PIN
 - Timesheets will auto-submit overnight for the site to approve the next day
 - For more information, refer to the [Using the Frontline Time & Attendance Website](#) section of this handbook

Missed Sign In / Sign Out:

It is the Guest Teacher's responsibility to remember to sign in and sign out each day they work.

- If you experience any issues with signing in / out, please contact the school site's office staff to ensure your hours are accurately recorded for compensation
 - **The Sub Office does not have access to edit your timesheet!**
- Failure to sign in AND out will prevent Frontline from calculating your work hours correctly

Determining Guest Teacher Hours

The work day Encompasses the Start Time through the End Time indicated by Frontline.

- Guest Teachers will be compensated for the time worked on an assignment
 - **Examples:**
 - 2 hours and 45 minutes will be paid as 2.75 hours
 - 3 hours and 20 minutes will be paid as 3.33 hours
 - 6 hours and 10 minutes will be paid as 6.17 hours
- An assignment's end time may be adjusted due to minimum day schedule.
 - While we advise sites to have this updated in advance, there may be times when it is updated the day of the assignment
 - Be sure you are checking your email / Frontline for updates once you learn of the minimum day schedule
 - You may check the VUSD Website for information on minimum days

The Guest Teacher is responsible for checking the "Notes to Substitute" section in Frontline. Here they may find details regarding multi-day or multi-site assignments and extensions.

- **Planning (Prep) Period:** Guest Teachers may have one, multiple or no planning periods. The Guest Teacher may be moved to another class for coverage during this time. The rate of pay remains the same
- **Scheduling Error:** If a Guest Teacher reports to a site due to a district scheduling error, they will have the option to be routed to another available assignment and be paid from the original start time. If no other assignment is available, the Guest Teacher will be paid for the time they are on site dealing with the scheduling error (one hour minimum)

Sick Leave

Guest Teachers are granted forty (40) hours of sick leave each school year.

Sick leave may be used after 120 days of employment. Sick leave balances do not roll over and may not be combined with any other district. Your Leave Balance is located on your paystub, and your leave totals run one month behind.

If you have any questions regarding your available sick leave, please reach out to your [HRD Benefits Technician](#).

Requests made outside of the steps listed below will not be accommodated.

You must cancel the assignment on the Frontline website if you are wanting to use sick leave.

The mobile app does not support requesting sick leave.

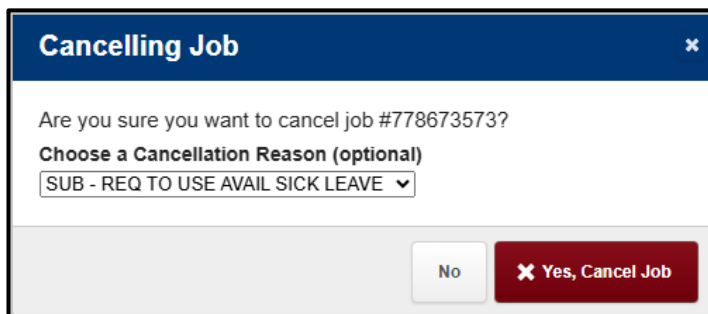
We cannot accommodate Sick Leave requests after you cancel the assignment.

How To Use Sick Hours - Step-By-Step

VUSD shall deduct sick leave hours when the following steps are followed:

- Sick hours may only be used on a day when you are assigned to work
 - If you are in a single-day assignment, cancel yourself out of the assignment, choosing "REQ TO USE AVAIL SICK LEAVE"
 - If you are in a multi-day assignment, contact the Sub Office so a technician may take you out of the assignment
- When selecting "REQ TO USE AVAIL SICK LEAVE" as the cancellation reason, the system will generate a timesheet for sick leave
 - If contacting the Sub Office, be sure to advise if you want to use sick leave
- If you have exhausted all available Sick Leave, your timesheet request for Sick Leave will be rejected
 - Total Hours may not exceed the original number of hours of the assignment

Sick leave will not be deducted if an assignment is accepted and canceled the same day.



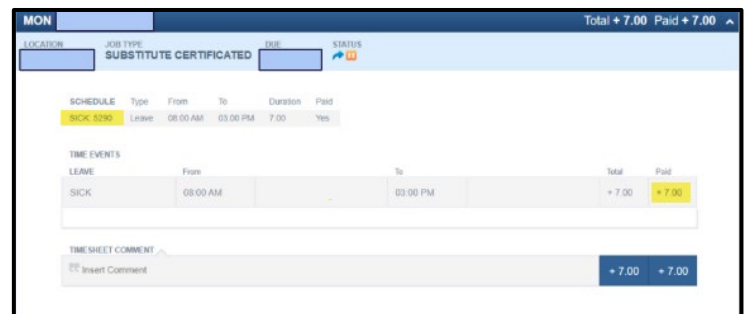
Cancelling Job

Are you sure you want to cancel job #778673573?

Choose a Cancellation Reason (optional)

SUB - REQ TO USE AVAIL SICK LEAVE

No Yes, Cancel Job



MON Total + 7.00 Paid + 7.00

LOCATION: SUBSTITUTE CERTIFICATED

SCHEDULE	Type	From	To	Duration	Paid
SICK 5290	Leave	08:00 AM	03:00 PM	7.00	Yes

TIME EVENTS	From	To	Total	Paid
LEAVE				
SICK	08:00 AM	03:00 PM	+ 7.00	+ 7.00

TIME SHEET COMMENT: Insert Comment

+ 7.00 + 7.00

For more information on how to cancel an assignment, refer to the [How to Cancel Assignments section](#).

Workplace Injury

While we hope it never happens, if you experience a workplace injury, immediately call Company Nurse Injury Hotline at: **877-518-6702** and enter or say the Search Code: TUJ02.

Company Nurse will triage your care and route you to a medical facility if needed. Additionally, report the workplace injury to the school office and fill out the appropriate form which is available on each campus.

Medical Issue

If a Guest Teacher experiences a personal or work-related injury that requires medical attention and the doctor has provided a doctor's note, that note must be submitted to Human Resources.

A Benefits Technician will review your doctor's note, once received. If it is determined that you must be taken off work due to a medical condition or is provided with restrictions to work, a follow-up doctor's note releasing you back to work will be required.

<u>HRD Benefits Technicians - 559-931-8120</u>			
Marlen Allende	Jennifer Flores	Jenny Cristallo	Jennifer Ferguson
Ext. 11362	Ext. 11363	Ext. 11364	Ext. 11365
A - EH	EI - K	L - RAM	RAN - Z

Inactivity

Guest Teachers are expected to work regularly throughout the school year.

If a Guest Teacher does not complete any assignments within six months, their profile will be termed with VUSD, and they will need to reapply to work as a Guest Teacher in the future.

We understand there may be periods when you are unavailable to work due to pregnancy, surgery, illness, or other situations. If you anticipate a period of unavailability, please notify us as soon as possible. We will notate your profile accordingly to prevent deactivation, if possible.

To notify us of an upcoming unavailability, please send an email to suboffice@vusd.org with the following information:

- Your name
- VUSD ID#
- Anticipated start and end dates of unavailability
- Reason for unavailability
- Dr. Note, (if applicable)

Once your unavailable period has concluded, you are expected to resume accepting assignments. Failure to do so will result in deactivation based on the criteria above.

Annual Guest Teacher Training

In preparation for the upcoming school year, new and returning Guest Teachers are invited to attend a paid training session to prepare them for the upcoming school year. Guest Teachers will receive an email notification to their VUSD.org email address inviting them to this training.

PAY RATES / PAYROLL INFORMATION

Guest Teacher Pay Rates

For questions related to pay rates, contact our Sub Office.

2026-2027 SCHOOL YEAR	
Day-to-Day	\$28.58 / hour
Long-Term*	\$35.72 / hour
Pre-K Instructor	Range 76 / Step 1 Classified Salary Schedule

Definition

- **Day-to-Day:** Daily or multi-day assignments
- **Long-Term:** Twenty-one or more consecutive school days in the same assignment. The long-term rate of pay begins on the twenty-first consecutive day and continues until the Guest Teacher is released from the assignment
 - Requires additional responsibilities, including attending staff meetings, back to school nights, conferences, etc.
 - *HRD has the right to amend this rate when the Guest Teacher is assigned to start in a multi-day assignment prior to the first day of school.*
 - This would include work opening / setting up a classroom for day one. Additional training may be required prior to the first week of school

Payday / Payroll

Payday is on/about the 15th of each month for Guest Teachers. For questions related to your paycheck or direct deposit, contact our Payroll Department.

Payroll Technicians - 559-931-8072				
Giovanna Cisneros	Jessica Ramos	Lisa Martin	Karina Vargas	Justien Medina
A – COR Ext. 10509	COS – HAM Ext. 10504	HAN – MED Ext. 10505	MEE – ROM Ext. 10506	RON – Z Ext. 10507

Employee Self Service Portal

The Employee Self Service portal (ESS) is currently available for employees to access payroll information, including pay stubs and prior year W2's.

ESS is available to all district employees currently receiving pay. Pay stubs and W2's may be accessed from anywhere. The electronic pay stub is available on ESS on payday.

To access Employee Self Service, please visit VUSD.org > [Employees](#) > [Employee Self Service](#)

- Use your VUSD network credentials on the Login screen
 - Your username will be your VUSD email address without the "@vUSD.org"
 - If you are having trouble signing in, please put in a [ticket for BIS](#)
 - You will need sign in with your VUSD.us (jsmith@vUSD.us) account
- Save this document for instructions on [How to Access Employee Self Service](#)

Direct Deposit Information

Direct deposit pay stubs will only be available through ESS.

WHY SIGN UP	Without direct deposit, paychecks are mailed two days prior to payday but can take up to 5 business days for the USPS to deliver checks. The best way to guarantee that substitutes will receive their hard-earned money on payday is to sign up for direct deposit. A copy of the Direct Deposit Form is located on the VUSD Website or by clicking here: Payroll Forms
HOW	Complete a VUSD Automatic Payroll Authorization Form and attach a voided check. You may also ask your bank for a deposit form and attach it to the VUSD form. The bank form must be typed and not handwritten. Forms must be turned into the Payroll Department located at the VUSD District Office.
TIME FRAME	It takes one payroll cycle to process your direct deposit. Example: If you turn in the form prior to September payroll closing date, your September check would be a live check that would be mailed to you. If everything is okay, all checks after September would be direct deposit.
ACCOUNT CHANGE	If you need to change your automatic payroll, just use the same direct deposit form, and complete the "change" portion. Be sure to attach a new voided check or typed form from your bank and turn in to the Payroll Department located at the VUSD District Office.

UPCOMING ACADEMIC YEAR

Review the following information to ensure your personnel record does not contain an expiration date that prevents you from accepting assignments in the next school year.

Frontline Updates

Over the summer, log onto Frontline to update the following:

Phone Credentials (Phone # & PIN)	Preferred Schools
Call Times	Email Address

Tuberculosis Renewal

Your Tuberculosis Test (TB test) results are good for four years from the date the results were read, i.e., a TB test read on August 16, 2026, would be good until August 16, 2030.

Frontline will generate the following email when the expiration is 60 days from expiring:

This is a message from Aesop. According to our records, you have the following qualifications that will expire in 60 days on 09/17/2026:

***TB TEST**

Please contact the Aesop administrators with updated information, if available. Thank you.

Visalia Unified accepts TB test results from any medical provider. Guest Teachers must submit their Tuberculin Skin Test results to Human Resources either in person or attach a copy to an email and send to suboffice@vusd.org for processing.

Alternatively, Guest Teachers may complete a California School Employee Tuberculosis (TB) Risk Assessment Questionnaire via our [Online Questionnaire](#). Once your Questionnaire is reviewed, you will be sent a copy of the results. Be sure to forward a copy to the Sub Office so that we may update your profile accordingly.

- If you are advised that you do not qualify for the Online Questionnaire, you will need to get a traditional TB Skin Test completed with a medical professional and then submit those results to the Sub Office

Credential or Permit Renewal

Substitute Teaching Permits and Teacher Credentials are issued by the California Commission on Teacher Credentialing and have an expiration date.

To maintain eligibility to accept assignments, Guest Teachers must renew their permit / credential with the CTC prior to its expiration date. Visit the CTC website for more information on how to renew a document. [CTC ONLINE - APPLICATION AND PAYMENT HELP](#)

Frontline will generate the following email when the expiration is 60 days from expiring:

This is a message from Aesop. According to our records, you have the following qualifications that will expire in 60 days on 09/01/2026:

*SUB PERMIT (may list credential type)

Please contact the Aesop administrators with updated information, if available. Thank you.

The CTC does not know which district(s) a Guest Teacher works for; therefore, it is the responsibility of the Guest Teacher to inform the district(s) where they work of their renewed credential/permit. Please send proof of renewal to suboffice@vusd.org

- Forward the email received from the CTC that contains either:
 - Your unofficial permit
 - The New Document Number w/ issuance and expiration dates
- You may also choose to send a screenshot from the CTC that contains: Your Name, Document number, Issue Date, and Expiration Date
- Once submitted, please allow 2-3 days for processing
 - The Sub Office will send an email verifying that your permit has been received, and your Frontline profile has been updated

Below are examples of what the Guest Teacher may use to notify VUSD of their renewal:

<p><i>California Commission on Teacher Credentialing</i></p> <p><i>By virtue of the authority vested in the Commission on Teacher Credentialing and in recognition of preparation for service in California Public schools</i></p> <p><i>[Redacted]</i></p> <p><i>is hereby awarded the</i></p> <p>30-Day Substitute Teaching Permit</p> <p><i>together with all the rights, privileges, and responsibilities appertaining</i></p> <p>valid: 11/01/2025 to 11/01/2026</p> <p>Document Number: <i>[Redacted]</i></p>		<table border="1"><tr><td>Last Name:</td><td>SMITH</td></tr><tr><td>First Name:</td><td>JOHN</td></tr><tr><td>Middle Name:</td><td></td></tr><tr><td>Document Information:</td><td></td></tr><tr><td>Document Number:</td><td>240030187</td></tr><tr><td>Document Title:</td><td>30-Day Substitute Teaching Permit</td></tr><tr><td>Term:</td><td>Emergency</td></tr><tr><td>Status:</td><td>Valid</td></tr><tr><td>Issue Date:</td><td>3/1/2024</td></tr><tr><td>Expiration Date:</td><td>3/1/2025</td></tr></table>	Last Name:	SMITH	First Name:	JOHN	Middle Name:		Document Information:		Document Number:	240030187	Document Title:	30-Day Substitute Teaching Permit	Term:	Emergency	Status:	Valid	Issue Date:	3/1/2024	Expiration Date:	3/1/2025
Last Name:	SMITH																					
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Document Number:	240030187																					
Document Title:	30-Day Substitute Teaching Permit																					
Term:	Emergency																					
Status:	Valid																					
Issue Date:	3/1/2024																					
Expiration Date:	3/1/2025																					
<p>Dear <i>[Redacted]</i></p> <p>Congratulations, the Commission on Teacher Credentialing issued you the following document on 04/02/2024</p> <p>30-Day Substitute Teaching Permit Document Number: <i>[Redacted]</i> Issuance Date: 05/01/2024 Expiration Date: 05/01/2025</p> <p>The official record of your document is available on the Commission's website when you log into your CTC Online Educator</p>																						

Reasonable Assurance Letter

Visalia Unified School District notifies Guest Teachers each year that they have reasonable assurance of returning to work for VUSD for the next school year in their usual capacity as an on-call Guest Teacher after the summer recess period.

- Information on how to complete your Reasonable Assurance letter is emailed out each Spring to the substitute's VUSD.org email address.
 - You will log in to [PowerSchool Records](#) using your [VUSD.us](#) account
 - The Reasonable Assurance letter confirms if you will or will not be continuing to substitute when the traditional school year resumes. Failure to return this letter will result in account deactivation. Continued non-response will cause the Guest Teacher to be termed, and they will have to reapply via EdJoin
 - Please sign and submit the letter as soon as possible

My Tasks

Needs Attention

Completed

All

▼

Task

Review and Complete Rea

Complete the section below with your intention for the upcoming 2024-2025 school year:

☐

I **do plan** on continuing to substitute when the traditional school year resumes for the 2024-2025 school year.

☐

I **do not plan** on continuing to substitute when the traditional school year resumes for the 2024-2025 school year. My service with VUSD will end effective June 3, 2024.

You may file a claim for unemployment insurance benefits; however, your entitlement to benefits will be determined by the Employment Development Department and NOT by the District. If your employment is not continued when the school year resumes, you may be entitled to UI benefits retroactive to the date you file an initial UI claim. If you choose to file a claim with EDD, you will need to submit a claim on-line at www.edd.ca.gov or by telephone at 1-800-300-5616. If the District is your last employer, and you choose to file a claim for unemployment, the address of record provided below should be used.

Visalia Unified School District
Human Resources Development
5000 West Cypress Avenue
Visalia, California 93277

Signature

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Name (Please print)

Signature

Date

GUEST TEACHER COMMITMENT

As a Guest Teacher, I understand my responsibilities include but are not limited to those listed below:

Contracted Time 	School and Classroom Rules 	Professional Conduct 
<p>I will be punctual and adhere to the classroom/site schedule.</p> <p>I understand I may not leave the campus during work hours.</p> <p>I will fulfill all responsibilities for both single-day and multi-day assignments.</p> <p>My assignment is subject to change at any time.</p>	<p>I will maintain order in the classroom.</p> <p>I will follow the teacher's lesson plans.</p> <p>I will always supervise the students (class, cafeteria, dismissal, etc.)</p> <p>I am not entitled to the teacher's prep period and may be asked to cover another class during that time.</p>	<p>I must not use corporal punishment.</p> <p>There must be no inappropriate physical contact at any time with students.</p> <p>I will maintain professional conduct and will not sexually harass students or employees through words or actions.</p>

I understand that Guest Teacher work is considered “on-call,” “at-will” work. I may accept work as desired.

- Guest Teachers who are dismissed from VUSD shall receive pay through the end of the hours worked. Payment will be issued on the next regular pay cycle

END OF SERVICE

No longer available to sub? Please notify us promptly. Keeping our roster current is essential. It allows us to hire available substitutes who can provide consistent coverage to our sites.

- Send an email to suboffice@vusd.org to request a “Substitute End of Service” form. Instructions will be included in the email reply on how to complete the form
- The [Substitute End of Service](#) form may be found in the “[Information for Substitutes Folder](#)” or in the “Available Forms” tab in PowerSchool Records

EXTENDED SCHOOL YEAR

Extended School Year (ESY) is our summer school program and operates differently from the regular school year.

If you would like to sub for ESY, please email suboffice@vusd.org to add your name to our list of interested Guest Teachers. Toward the end of the school year, the Sub Office selects Guest Teachers for ESY based on performance, dependability, and assignment cancellation history.

- Guest Teachers who accept ESY assignments must be available for the entire duration of the program, across all grade levels and sites as assigned
 - Due to the specialized nature and limited staffing for ESY, this means committing to be present and available throughout the entire session.
 - ESY programs serve students with specific needs, and consistent staffing is essential to their success
- If an unforeseen circumstance prevents you from continuing, notify the Sub Office immediately via email at suboffice@vusd.org

Those who are selected will receive an email with the required information (see below).

Good Morning,

We appreciate your time and dedication throughout this school year and are happy to inform you that **you have been selected for the Extended School Year.**

You are expected to be available for the full six weeks to cover employee absences. We have listed information and details below regarding the schedule, accepting assignments, and pay rate.

If you are unable to commit to the entire period, or no longer interested, please reply to this email so we may offer to another Guest Teacher.

Extended Year 2025 Schedule – List of sites hosting **highlighted** below.

Extended Year 2025	Schedule	Days
High School Mt. Whitney / Golden West	7:15am – 12:45pm	6/10/25 - 7/17/25 - M-Th + 6/20 (Off 6/19 & 7/4)
Elementary School Crestwood / Compass / Manuel Hernandez / Mtn. View / Crowley / Linwood <small>Pre – K Assignments: Must have MMR, TDAP, and Flu Declaration on file.</small>	7:45am – 1:15pm W / 30 min. Lunch (5 Hours)	6/10/25 - 7/31/25 - M-Th (Off 6/19 & 7/4)

Accepting Assignments
You will log into Frontline to view / accept assignments, the process is the same as during the traditional school year.

Extended Year 2025 - Pay Rate
Guest Teacher pay during extended year will be the same as the traditional school year, you will be paid for the hours worked.

Please let us know if you have any questions.

Thank you!

Extended Year - Accepting Assignments

Guest Teachers selected for ESY will continue to use Frontline for viewing and accepting assignments, just as they do during the regular school year.

Extended Year - Timesheets / Pay

- The pay rate for ESY assignments is at the same rate as the traditional school year
- Payday is on/about the 15th of each month for Guest Teachers
 - For more information on pay, please see [PAY RATES / PAYROLL INFORMATION](#)

GUEST TEACHER FAQs

Have a question? The questions below are sorted by the following topics: Assignments, Availability, Feedback, Frontline Absence Management, Frontline Time & Attendance, and Miscellaneous.

Many refer to sections in this handbook that provide more detailed information. Can't find the answer to your question in this handbook? Email your question to suboffice@vusd.org.

Assignments

1. When are absences entered? How do I know when to log on to pick up a job?
 - There is no specific time when assignments are entered, as employees may enter an absence anytime during the day
 - Please check Frontline as often as possible to check for assignments
 - For more information, refer to the [Using the Frontline Website](#) section
2. Why am I seeing assignments being listed between 10:00pm and 3:00am? Why didn't those absences get entered earlier?
 - Assignments are released based on the employee/site preferred lists.
 - When an employee enters an absence, only their preferred substitute(s) may see the assignment immediately
 - Once the time has passed for an employee's preferred substitute(s) to see the assignment, the site's preferred substitute(s) may see the assignment
 - After that time passes, the assignment is available to the general Guest Teacher pool
3. I want to sub for a Preschool Instructor. Can I do that? If so, what do I need to submit?
 - Yes, you may request the ability to view Preschool Instructor assignments
 - For more information on the pay rate, refer to the [Guest Teacher Pay Rates](#) section
 - To add Preschool Instructor assignments to your profile, send an email to suboffice@vusd.org with your request and attach copies of:
 - DTaP/Tdap immunization
 - MMR immunization
 - Flu vaccine (must be from within the last 12 months)
 - If you choose not to receive the flu shot, you will need to request a Flu Shot Declination Form, which will be sent to you via [PowerSchool Records](#)
4. May I accept more than one assignment in a day?
 - Yes, absences are entered throughout the day, so check periodically
 - Be sure that you do not go over 8 hours worked in one day

5. I accepted an assignment for Music/Art Team or PE Team, but I don't know where to report. What do I do?
 - Review the file attachments in Frontline for detailed instructions. For information regarding our Music/Art Team assignments, refer to the [Elementary Art, Music, & PE](#) section
6. I took an assignment, but now I'm not available. What should I do?
 - For more information, refer to the [How to Cancel Assignments](#) section on how to cancel yourself out of an assignment
7. Elementary Schools now get out at 2:30, may I leave early?
 - Yes, however, please note that you will only be paid for the hours worked. If you check out at 2:30, you will only receive pay until 2:30
8. I am in a multi-day assignment and need to take a day off, how do I remove the one day without losing all the future days?
 - Send an email to suboffice@vusd.org and request to be removed
9. I am currently on a long-term assignment receiving *short-term pay*. If my school site asks me to stay after hours for a meeting or event (e.g., conferences, back-to-school night), will I receive additional pay?
 - Additional pay for after-school meetings or events (such as open house or parent-teacher conferences) is not guaranteed. A school site may pay you for extra hours out of their site budget, but this requires prior approval from HRD
10. I am currently on a long-term assignment receiving *long-term pay*. If my school site asks me to stay after hours for a meeting or event (e.g., conferences, back-to-school night), will I receive additional pay?
 - No. Because long-term pay rate is higher than the standard daily rate, it already accounts for required duties after school hours (such as meetings, open house, conferences, etc.). Consequently, no additional pay is issued for these events
11. I completed an assignment from 8:00am - 11:00am and the principal is asking me to cover another class from 11:30am - 2:45pm. Can I do that, and if so, what do I do?
 - Yes, you may accept another assignment on the same day! **Before** going into the new classroom, you will need to:
 - Accept the assignment in Frontline
 - Check out of Time & Attendance for the first assignment
 - Check in to Time & Attendance for the second assignment
12. I am in an assignment and the notes in Frontline say that the assignment is going to extend. When will the other dates be added to my assignment?

- As we process our daily extensions, all assignments will be updated based on the hiring/leave information we have. There will be times when we are waiting for information, and the assignment may not be updated until the end of the day

13. A teacher wants me to accept an assignment, but I don't see it on Frontline. Why?

- The teacher may not have yet entered the absence
- The teacher may not have added you as a Preferred Substitute or the assignment was picked up by one of the teacher's other Preferred Substitutes
- Do you have a Non-Work Day entered? Or did you have a Non-Work Day entered when the teacher entered their absence? If so, Frontline cannot notify you of the assignment
- Is your Sub Permit / Credential on file with VUSD up to date? If not, refer to the [Credential or Permit Renewal](#) section on how to update this information
- Is your TB Assessment up to date? If not, refer to the [Tuberculosis Renewal](#) section for how to update this information
- Did you cancel another assignment less than 12 hours from the start time to accept this assignment? If so, the system has blocked you from work for the day, and that block cannot be removed

14. I am a Preferred Substitute for a teacher, but I missed the email and/or call, and another Guest Teacher picked up the assignment. Can I have it assigned to me?

- No. It is your responsibility to check email / phone notifications for assignments and accept the assignment before it becomes available for any other qualified/available substitute to accept

NOTE: Make sure calls from the Frontline automated phone system are not blocked.

Availability

1. I'm not available on Fridays. Can I still get calls or check for jobs, just not on Fridays?

- Yes! For more information on how to customize your availability, refer to the sections [Morning Assignments - Call Times](#) and [Your Non-Work Days](#)

2. I get texts from the Sub Office to work but I'm not available. How can I stop those texts?

- The Sub Office uses the information from your Frontline Calendar to determine if a sub is available to work
 - Marking your Non-Work Days will keep you from receiving unwanted calls **and** texts. For more information, refer to the [Your Non-Work Days](#) section on how to enter your Non-Work Days
 - In addition, it allows the system to only call those that are available to work that day

Feedback

1. I received an email regarding feedback; can I find out who provided the feedback?
 - No. To maintain open communication lines and receive candid feedback from our sites, we do not disclose names or identifying details about schools or staff members who provide feedback on Guest Teachers. This allows sites to share information freely
2. The email I received with feedback lists a lot of different things. How do I know what I need to work on?
 - The items that speak directly to your specific feedback will be notated in red
3. Can I have more details regarding my feedback?
 - The feedback provided touches on all aspects of what was reported by the site / employee. Out of respect for the submitter's privacy, identifying details will remain confidential
4. Do I need to do anything when I receive feedback?
 - Your commitment to improving in these areas is essential to receiving future substitute assignments with VUSD. Please review our policies, observe appropriate boundaries, and focus on providing a positive and productive learning environment for all students
 - Reflect on the feedback and consider how you can apply it in future classrooms. Our goal is to ensure consistency and professionalism across all substitute assignments
 - Demonstrate growth by implementing the suggested improvements during your upcoming assignments. Continued progress will support your standing as an active substitute with VUSD
 - Review district policies and expectations regularly to stay aligned with our standards for professional conduct, classroom management, and student engagement
 - Your commitment to improving in these areas is essential to receiving future substitute assignments with VUSD. Please review our policies, observe appropriate boundaries, and focus on providing a positive and productive learning environment for all students

Frontline Absence Management

1. Is there a Frontline App?
 - Yes. Search for Frontline Education in the App Store or on Google Play.
 - App Store: [Frontline Education - App Store](#)
 - Google Play: [Frontline Education - Google Play](#)

2. I forgot my Frontline username. What do I do?
 - Click "Forgot Username"
 - Enter your email (usually the email you provided when hired)
 - You will receive an email with your Frontline username
 - This will go to your email address on file, so be sure it stays updated
3. I forgot my Frontline password. What do I do?
 - Click "Forgot Password"
 - Enter in your Frontline username
 - You will receive an email with a link to reset your Frontline password
 - This will go to your email address on file, so be sure it stays updated
4. Frontline called me but I don't know my phone password / PIN. What do I do?
 - To locate your PIN, log onto the [Frontline Website](#), then click on Preferences > Phone Credentials. There you will find your Phone PIN and the option to change your PIN, if desired

Phone Credentials

The phone ID and PIN listed below are only used to sign in to the Absence Management phone system.
[Learn More](#) about why you have separate phone sign in credentials.

Phone Login ID:

Phone PIN:

New PIN:

Confirm New PIN:

[Clear Form](#) [Save Changes](#)

5. I keep getting calls to work at elementary schools. I only want to accept assignments at middle and high school. Can I update that?
 - Yes! For more information, refer to the [Preferred Schools](#) step-by-step instructions on how to set your preferred schools
6. The Sub Office advised me to check my Frontline calendar. How do I do that?
 - Access your Frontline profile via the [Frontline Website](#). Your calendar is the default screen you see when you log into Frontline or may be found from Navigation > Home
7. I don't remember if I have an assignment coming up. Where can I look it up?
 - Check your Frontline calendar. For more information, refer to the [How to Review Assignments](#) section
8. I turned Frontline calling off. How do I turn it back on?

- Log onto the [Frontline Website](#). From the Navigation menu, select Preferences. Click on the Call Times tab. Change, "Accept phone calls for available jobs?" from "No" to "Yes"

The screenshot shows the 'Call Times' configuration page for Visalia Unified School District. On the left, a 'NAVIGATION' menu has 'Preferences' highlighted with a red box. In the center, a sidebar menu lists 'Personal Info', 'Phone Credentials', 'Schools', 'Call Times' (selected), and 'District List'. The main content area is titled 'Call Times' and features a red box around the 'Accept phone calls for available jobs?' toggle, which is currently set to 'Yes' (radio button selected). Below this, a table displays call times for each day of the week, categorized into 'Morning' and 'Evening' shifts. The 'Morning' row shows 'No Calls' for Sunday and Saturday, and '5:00 AM - 12:30 PM' for Monday through Friday. The 'Evening' row shows '5:00 PM - 9:00 PM' for Monday through Friday, and 'No Calls' for Sunday and Saturday.

9. I used to get calls / notifications all the time and now I'm not getting any. Why not?

- There are several factors that determine call frequency:
 - The number of available assignments on any given day
 - The number of absences, trainings, field trips, etc., at a site fluctuates. Sometimes there is a greater need than other times
 - Your school preferences - the fewer schools you have selected, the fewer calls you will receive
 - Refer to the [Preferred Schools](#) section
 - Your Sub Permit / Credential expired
 - Refer to the [Credential or Permit Renewal](#) section
 - Your TB Assessment expired
 - Refer to the [Tuberculosis Renewal](#) section
 - You are not up to date with your Keenan Online Trainings
 - Refer to the [Mandated Training](#) section

Frontline Time & Attendance

1. I forgot my badge! How do I sign in for my assignment?
 - You can sign in using your Phone Credentials
 - To locate your Phone Credentials, log onto the [Frontline Website](#), then click on Preferences > Phone Credentials. There you will find your Phone PIN and the option to change your PIN, if desired
2. How do I view my timesheets to verify my hours are correct?
 - You can view your timesheet by logging on to Frontline Time & Attendance
 - For more information, refer to the [Using the Frontline Time & Attendance Website](#) section
3. I couldn't sign in today, what do I do?
 - You will need to request the site secretary to manually adjust your sign in time

4. I worked 8:00am - 12:00pm today but didn't have a lunch break in my schedule. How do I fix my timesheet to ensure I am paid for my correct work hours?
 - You will need to work with the site secretary to have them adjust your timesheet to remove / adjust the lunch deduction correctly. For more information, refer to the [Electronic Timesheets](#) section
5. I checked in 15 minutes late today; may I stay 15 minutes late to make up the time?
 - No, staying late to "make up" time is not an option for sub assignments
6. I noticed a "Submit" tab in the upper right corner of my timesheet. Are we supposed to submit our time sheets?
 - No. All timesheets submit overnight for review and approval. You are not required to manually submit your hours.

Pay and Pay Related Data

1. When is pay day?
 - For more information, refer to the [Timesheets And Payday](#) section
2. How do I review my paystub?
 - You may view your paystub via the Employee Self Service portal (ESS). For more information, refer to the [Employee Self Service Portal](#) section
3. When will I receive my W-2?
 - W-2 forms are completed and mailed on or before January 31st of every year
 - You may view your paystub via the Employee Self Service portal (ESS). For more information, refer to the [Employee Self Service Portal](#) section
4. How can I get a duplicate W-2?
 - Contact Payroll for this request. For a list of our Payroll Technicians, refer to the [Payday / Payroll](#) section
5. My December timesheet was submitted before Christmas Break. Why wasn't I paid for it on my December paycheck?
 - Your December paycheck is to compensate you for the work completed in November. You will be compensated for your December work in January, on the usual payroll cycle

Raptor

1. What is the Raptor System and how do I use it?
 - Raptor is VUSD's Visitor Management System. It is used to identify who is on each of our campuses, giving school administrators the ability to take appropriate steps to keep the students, employees, and visitors safe
 - Each site will have a computer set up in the front office to sign in/out
 - Guest Teachers are required to sign in and out through Raptor daily

- Sign in using a Driver's License:
 - Hold your driver's license barcode up to the scanner
- Sign in without a Driver's License:
 - Tap on "I DON'T HAVE ID" on the kiosk screen
 - Follow the prompts to enter your personal identifying information
- Complete the sign in process by following the remaining prompts on the screen
- Remember to sign out when you are finished at the site
 - Scan the barcode on your visitor badge to complete the sign out process

Technology (Email / Google Account)

1. Why do I have a VUSD.org and a VUSD.us account? What's the difference?
 - Your VUSD.**org** (jsmith@vusd.org) account gives you access to:
 - Employee Self Service
 - Password Changer
 - VUSD email (Outlook)
 - Your VUSD.**us** (jsmith@vusd.us) account gives you access to:
 - Google Workspace (Docs, Forms, Sheets, Slides, etc.)
 - PowerSchool Records (Reasonable Assurance Letter, Flu Declination Form, and more to come!)
 - VUSD Service Ticket System
2. I keep seeing PowerSchool Records mentioned, what is that and how do I access it?
 - PowerSchool Records is a system that assists us in minimizing onboarding paperwork and streamlines workflows, keeping records secure
 - To access [PowerSchool Records](#), you will log in using your VUSD.**us** account
3. What types of things can I do in PowerSchool Records
 - For now, Records gives you the ability to:
 - Complete your Reasonable Assurance Form
 - For more information, refer to the [Reasonable Assurance Letter](#) section
 - Complete the Declination of Flu Shot Form (if requested)
 - Complete the Substitute End of Service Form
 - For more information, refer to the [End of Service](#) section
4. I can't access my VUSD.org email.
 - For technology related assistance, please call the Technological Services Helpdesk line at [559-730-7631](tel:559-730-7631)

Miscellaneous

1. Do I need to wear a VUSD badge if I get a sticker badge from Raptor? If so, how do I request one?
 - Yes, even if you are signed in with Raptor, you will need a VUSD Sub badge. Refer to the [Safety and Security](#) section
 - This is not only a safety issue, but your badge gives you the ability to check-in / out of Time & Attendance quickly
 - To request a badge, visit [VUSD.org > Departments > Human Resources Development > Badge Request Form](#)
 - Standard turnaround time 10 business days
 - If it has been more than 10 business days and you haven't received an email regarding badge pickup, call 559-931-8120 option 2
2. What are the District Office Hours?
 - Monday through Friday 7:45 AM - 4:45 PM
 - Summer hours (School not in session - June / July)
 - Monday through Thursday 7:30am - 5:30pm
3. How do I update my credential or sub permit?
 - You would need to renew your credential with the CTC and
 - For more information, refer to the [Credential or Permit Renewal](#) section
4. I'm sick. How do I take a sick day?
 - For more information, refer to the [How To Use Sick Hours - Step-By-Step](#) section
5. What is considered appropriate attire?
 - Appropriate attire should match the assignment you are subbing. For more information, refer to the [Appearance and Dress](#) section
6. Where is the information regarding safety in schools?
 - For more information and resources, refer to the [MAINTAINING SAFETY AND SECURITY STANDARDS](#) section.
 - You may find additional training videos, on the [Keenan Online Trainings](#) website. From the "My Assignments" page, scroll to the bottom and select the "View Library" link. On the Extra Training page select the "Emergency Management"
7. I sprained my ankle and I'm on crutches. Can I still work?
 - Before you report to work, you will need to provide a Dr.'s note to HRD. A [Benefits Technician](#) will review your note and advise if you are clear to report to a site
 - The note should state:
 - Whether you can work with or without restrictions
 - If you have restrictions, list them in detail
 - For more information, refer to the [Medical Issue](#) section

2026 - 27 SCHOOL CALENDAR

2026

July					August					September				
Mon	Tue	Wed	Thr	Fri	Mon	Tue	Wed	Thr	Fri	Mon	Tue	Wed	Thr	Fri
		1	2	3	3	4	5	6	7		1	2	3	4
6 *	7 *	8 *	9 *	10 *	10	11	12	13	14	7	8	9	10	11
13 *	14 *	15 *	16 *	17 *	17	18	19	20	21	14	15	16	17	18
20 *	21 *	22 *	23 *	24 *	24	25	26	27	28	21	22	23	24	25
27 *	28 *	29 *	30 *	31 *	31					28	29	30		

October					November					December				
Mon	Tue	Wed	Thr	Fri	Mon	Tue	Wed	Thr	Fri	Mon	Tue	Wed	Thr	Fri
			1	2	2	3	4	5	6		1	2	3	4
5	6	7	8	9	9	10	11	12	13	7	8	9	10	11
12	13	14	15	16	16	17	18	19	20	14	15	16	17	18
19	20	21	22	23	23	24	25	26	27	21	22	23	24	25
26	27	28	29	30	30					28	29	30	31	

2027

January					February					March				
Mon	Tue	Wed	Thr	Fri	Mon	Tue	Wed	Thr	Fri	Mon	Tue	Wed	Thr	Fri
				1	1	2	3	4	5	1	2	3	4	5
4	5	6	7	8	8	9	10	11	12	8	9	10	11	12
11	12	13	14	15	15	16	17	18	19	15	16	17	18	19
18	19	20	21	22	22	23	24	25	26	22	23	24	25	26
25	26	27	28	29						29	30	31		

April					May					June				
Mon	Tue	Wed	Thr	Fri	Mon	Tue	Wed	Thr	Fri	Mon	Tue	Wed	Thr	Fri
			1	2	3	4	5	6	7		1	2	3	4
5	6	7	8	9	10	11	12	13	14	7 *	8 *	9 *	10 *	11 *
12	13	14	15	16	17	18	19	20	21	14	15	16	17	18
19	20	21	22	23	24	25	26	27	28	21 *	22 *	23 *	24 *	25 *
26	27	28	29	30	31 H					28 *	29 *	30 *		

School Starts for Students 08-13-26					School Ends for Students 06-04-27									
Winter Break Starts and Ends for Students 12-21-26 to 01-08-27					Spring Break Starts and Ends for Students 03-22-27 to 03-26-2027									

SUB OFFICE CONTACT INFORMATION

Main Office Number

559-931-8120 Option 3, Option 2	Availability: <ul style="list-style-type: none">6:00am - 4:30am. Unable to reach us? Send us an email! We will respond ASAP
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Direct Lines

April Fridlund	559-931-8120 Ext. 11372	Availability: <ul style="list-style-type: none">6:00am - 4:30pm (Monday - Friday)We are working to fill same-day assignments between 6:00am & 9:30am For general questions that are not answered in the handbook, please call after 9:30am or send us an email at the email address below
Janett Rivera	559-931-8120 Ext. 11373	

Business Cell Phones (Text Only)

April Fridlund	559-280-3193	Availability: <ul style="list-style-type: none">Text only between 6:00am - 4:30pm We will respond during business hours
Janett Rivera	559-303-5934	

Email

suboffice@vusd.org	Availability: <ul style="list-style-type: none">Emails will be answered in the order received during normal business hours.Include your Employee ID # in all correspondence.Use email to send proof of Permit/credential/TB test renewal, general questions, etc.<ul style="list-style-type: none">Allow 2 - 3 business days for Permit/Credential/TB update(s)
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