



PIEDMONT **PUBLIC SCHOOLS**

2026-2027

Guest Teacher Handbook

615 EDMOND ROAD NW
PIEDMONT, OK 73078
(405)373-2311
WWW.PIEDMONTSCHOOLS.ORG

Revised 10/28/2026

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PIEDMONT PUBLIC SCHOOLS

Our Mission

We commit to cultivating relationships, building partnerships, and creating challenging and relevant learning environments for all.
Engage. Equip. Empower.

Our Vision

Inspire students to reach their full potential through an exemplary education that empowers them to be real-world ready.

Core Values



**AUTHENTIC
RELATIONSHIPS**



**SERVANT
LEADERSHIP**



**POSITIVE &
COLLABORATIVE
CULTURE**



**SAFE & INCLUSIVE
ENVIRONMENT**



INTEGRITY

GUEST TEACHER SCHEDULER

Jazmin Cogburn

(405)373-5192

jazmin.cogburn@piedmontschools.org

PAYROLL CLERK

Cassandra McDorman

(405)373-5188

cassandra.mcdorman@piedmontschools.org

PIEDMONT SCHOOL SITES

School Site	Address	Phone
Early Childhood Center	11020 W. Memorial Yukon, OK 73099	(405) 373-5190
Northwood Elementary	14100 Northwood Dr. Yukon, OK 73099	(405) 373-5151
Piedmont Elementary	1011 Piedmont Rd. N. Piedmont, OK 73078	(405) 373-2354
Stone Ridge Elementary	10000 W. Memorial Yukon, OK 73099	(405) 373-4227
Piedmont Intermediate	977 Washington Ave. Piedmont, OK 73078	(405) 373-5155
Stone Ridge Intermediate	10121 NW 134 th Street Yukon, OK 73099	(405) 283-2110
Middle School of Piedmont	823 Second St. NW Piedmont, OK 73078	(405) 373-1315
Piedmont High School	1055 Edmond Rd NW Piedmont, OK 73078	(405) 373-5011

This handbook is designed to provide general informational guidelines regarding the expectations of the District. It does not constitute, nor is it intended to create, an express or implied contract of employment.

Guest teachers are categorized as at-will employees or independent contractors of Piedmont Public Schools (PPS). Accordingly, the professional relationship may be terminated by either the Guest teacher or the District at any time, with or without cause or prior notice. The District does not guarantee specific benefits, guaranteed hours, or permanent terms of employment. A current copy of this handbook is always accessible on the official Piedmont Public Schools website.

Guest teachers are responsible for reviewing, understanding, and adhering to all procedures and guidelines outlined in this handbook. Please note that while this document provides district-wide standards, individual school sites within our system may enforce additional expectations, schedules, and operational procedures unique to their campus.

Attending the Guest Teacher Training Session for PPS does not guarantee that you will be employed as a Guest teacher. References and criminal background checks will be checked and received before activation into the Guest Teacher system.

**Guest teachers who are 19-21 years of age may only guest teach for students in grades Pre-K through 6th grade.*

RETURNING GUEST TEACHER

To be re-activated for the 2026-2027 school year:

1. Complete Vector tutorials as required for all Piedmont School employees.
 - Annual Attestation for Child Abuse Reporting
 - Bloodborne Pathogen Exposure Prevention
 - Child Abuse: Identification & Intervention
 - Collaborating with Parents & the Community
 - CSAP Elementary
 - FERPA
 - Responding to Bullying
 - Student Communications
 - Title IX
2. Email your Certificate of Completion to the Guest Scheduler - jazmin.cogburn@piedmontschools.org.
3. When all steps have been completed and with school board approval, you will be reactivated in our system.

Guest Teachers must work during the previous year in order to avoid a break in service. An employee who has had a break in service is required to have a criminal history record check report on file that is less than 5 years old.

NEW GUEST TEACHER APPLICATION PROCESS

1. Complete the online Guest Teacher application
 - Go to www.piedmontschools.org > Employment > Guest Teachers to access the online application.
 - Two references must be provided
 - *A good personal reference should be someone who can speak positively and specifically about your professional work experience and style. It can be a current or former supervisor, peer, colleague at work, or mentor. **No family/relatives.***
2. Once you apply, you will receive an email with the next available informational/training meeting.
**Returning Guests who did not work the previous year, will be considered NEW.*
 - After the training session, you will complete a preliminary background check. We will initiate the preliminary screening. Upon receiving the results, you will get an email to complete your onboarding paperwork.
3. Schedule an appointment to complete the required **Background Check** (see Background Check/Fingerprint Process) and submit the receipt to the Guest Teacher scheduler.
**The applicant is responsible for any cost associated with the background check (\$58.25).*
4. Complete all onboarding paperwork.
5. When all steps have been completed and with school board approval, you will be added to our Guest Teacher system.

The items below will be needed to complete the onboarding process and will be sent to you electronically:

- Two forms of ID (Example: State Photo ID and SS card)
- A voided check or a preprinted form from your bank for direct deposit
- Direct Deposit Authorization
- OK Tax form & W4
- I-9
- Loyalty Oath
- Receipt from the OSBI background check with Idemia/Identogo
- College transcripts of current teaching certificate (*if applicable*)
- Completion of the Vector tutorials

Be sure to check your spam folder and accept emails from @piedmontschools.org.

PAY RATE

The standard pay for Guest teachers is as follows:

- Certified guest teachers.....\$85.00 per day
- Non-certified guest teachers.....\$75.00 per day
- Support Staff/Paraprofessional\$75.00 per day

- Certified long-term guest teacher..... \$150 per day
(more than 20 days in the same classroom consecutively; increased pay rate will be applied on day 21)
- Non-certified long-term guest teacher..... \$100 per day
(more than 20 days in the same classroom consecutively; increased pay rate will be applied on day 21)

*Certified guest teachers must possess a current Oklahoma teaching certificate.

LONG-TERM PAY

Long term pay begins after a guest teacher has worked twenty (20) consecutive days in the same assignment. The first twenty (20) days are paid for at the regular guest teacher rate. The higher pay will begin after (20) twenty consecutive days.

PAYROLL INFORMATION

Payroll for Piedmont Schools is **100% DIRECT DEPOSIT**. Do not close your bank account without having a replacement account to present to Payroll.

- Need to update your direct deposit or W4, please contact the Guest Scheduler to get the forms or the Finance Department in the Administration building.
- Paychecks are issued through direct deposit once a month on the 15th day of each month and cover days worked within the preceding month’s pay period. If the 15th falls on a weekend day or holiday, pay will be deposited the business day before the 15th.

NON-CERTIFIED GUEST TEACHER

- Non-certified guest teachers without a degree are limited to 135 days of subbing for a classroom teacher.
- Non-certified guest teachers who have provided a college transcript, with at least a bachelor’s degree posted, are limited to 145 days of subbing for classroom teachers.

CERTIFIED GUESTS TEACHERS

Certified guest teachers who have provided a current Oklahoma teaching certificate may guest teach an unlimited number of days.

BACKGROUND CHECK/FINGERPRINT PROCESS

Background checks must be completed as a requirement of your employment and to complete your new hire process. Oklahoma State law requires background checks for guest teachers with the National Criminal History Record Check. A copy can be requested if an NCHRC has been processed within the past twelve months for the purpose of school employment. The applicant is responsible for any cost associated with the background check (\$58.25 fee). Idemia/Identogo is contracted by the OSBI to conduct digital fingerprinting.

To schedule a background check, follow the steps below:

- Enter/click <https://ok.state.identogo.com/> in your web browser
- Service code: **2B7KRR**
- Select School District: **“Piedmont Public Schools”**
- Select a date and time to schedule your appointment

After your appointment, please email a picture of the receipt to the Guest Scheduler. We use the codes on the receipt to communicate your results with the OSDE.

RED ROVER

Red Rover is an Absence and Guest Teacher Management system, designed with Guest Teachers in mind. In Red Rover, you will be able to easily see what jobs are available and book those jobs in advance. You'll also be able to manage your availability and schedule online, review assignments that you've accepted, and much more.

**The district will create an account for you. Account details will be emailed with instructions for the first login.*

DRESS CODE

Guest teachers should dress professionally. Examples of appropriate attire include slacks, blouses, polos/collared shirts, medium-length skirts, or dresses. Athleisure and tracksuits are only permitted while teaching PE class. On Friday, you are encouraged to wear well-maintained jeans with a Piedmont spirit shirt.

CELL PHONE

Cell phones should **only** be used in the event of an emergency. Taking pictures or videos of students is prohibited. It is best to lead by example and keep your cell phone in your bag or pocket.

Student cell phones are **not** to be confiscated. If a situation or student becomes unmanageable, you shall call the office for an Administrator. Please see page 10 for the new “Bell 2 Bell: No Cell” policy.

ASSIGNMENTS

Piedmont Schools aims to provide a safe learning environment for students in the absence of their regularly assigned classroom teacher. Guest teachers are expected to fulfill the assignment they have accepted. **DO NOT** leave early. You are required to remain until the end of your contract day. Tardiness or early leave could result in a reduction in your daily pay and possible exclusion from those school locations. *Guest teachers who are 19-21 years of age may **only** Guest for students in grades Pre-K through 6th grade.*

The district reserves the right to discontinue assigning Guests to any or all school sites at any time.

ACCEPTING AND CANCELING

In the event a job must be canceled, he/she should do so at the earliest opportunity. If you are canceling an assignment less than 24 hours in advance, please contact the school immediately (*please see page 5 for the list of phone numbers for each school*).

If you are unable to cancel the absence yourself, contact the Guest Scheduler by email or phone. It is **your** responsibility to call the school and let the office staff know you will be absent. Several cancellations or a history of no-shows may cause inactivation of the account.

REASSIGNMENT

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

COMPLAINTS

Any occurrence of the following behaviors may result in immediate removal from the active guest teacher list. This list is not exhaustive and other conduct/behavior may also result in immediate removal.

- Using profanity or inappropriate language in the presence of students
- Endangering students by leaving them unattended
- Falling asleep in the classroom or on your cell phone for long periods of time
- Making sexually, racially, or otherwise inappropriate oral/written comments
- Possessing or using alcohol or unlawful drugs on school premises
- Insubordination
- Refusal to follow instructions and or lesson plans left by the classroom teacher

Upon removal from the Active Guest Teacher List, the Guest Teacher in question will be notified of such removal in a timely fashion.

If a complaint/concern is less serious, the Guest teacher will be contacted regarding the nature of the complaint and appropriate action will be taken.

Individual schools reserve the right to request that a specific Guest teacher be restricted from their campus. Such requests will be honored provided the school has a reasonable, documented basis for the restriction.

REPORTING FOR DUTY

Upon arrival at a school site, please follow the next steps:

1. Scan your driver's license at the School Safe ID system located in the foyer.
2. Report to the school office staff before assuming duties in the classroom. They will ensure you get a schedule and/or a key, if necessary.
3. Please verify that there are no special instructions, school assemblies, or other pertinent information needed to carry out your duties.

WORKING HOURS

Guest teachers should arrive 15 minutes before school starts and should stay 15 minutes after school is dismissed. DO NOT leave early. You are required to remain until the end of your contract day.

Tardiness or early leave could result in a reduction in your daily pay and possible exclusion from those school locations. All times are listed below.

School	School Start Time	Guest Report Times
Early Childhood Center	8:15 AM - 3:30 PM	8:00 AM - 3:45 PM
Elementary Schools (NW, PES, SR)	8:30 AM - 3:45 PM	8:15 AM - 4:00 PM
Intermediate Schools (PI and SRI)	7:35 AM - 2:50 PM	7:20 AM - 3:05 PM
Secondary Schools (MS and HS)	7:50 AM - 2:50 PM	7:20 AM - 3:05 PM

DISMISSAL

Follow the dismissal policies. Listen for after school announcements regarding release; car riders, walkers, and bus numbers. For elementary and intermediate schools: ask another teacher to sign you into Safe Schools to monitor the car line.

Upon completion of assignment, please leave classroom in an orderly manner. DO NOT get into teachers' personal things (i.e. candy, pencils, pens, etc.). Return teacher manuals and any completed assignments.

At the end of the day, please take a few minutes to leave a detailed note for the teacher. Keep the note professional with only facts. The teacher appreciates knowing if the lessons were completed, where assignments have been stored, and if any behavior problems or unusual events occurred.

Stop by the front desk and return any items you were issued (i.e. classroom key, badge to enter and exit the building).

CLASSROOM DUTIES AND RESPONSIBILITIES

Guest teacher folders should be on or near the teacher's desk. The binder typically contains attendance sheets, emergency plans for individuals with health concerns, lesson plans, etc. If the folder is unavailable, please check with the front office.

- Familiarize yourself with the emergency plans located in the folder.
- Maintain the regular classroom routine.
- Taking accurate attendance is important. These attendance records can be turned in to the school office during the planning period or lunch. Older students are permitted to deliver the attendance to the office.
- Money collected from students for any reason is to be delivered to the office at the first available opportunity but must be submitted on the same day it was received.
- Technology devices are part of the student instruction, which includes the following: 7th-12th graders can take Chromebooks home.
- Guest teachers are expected to reinforce the expectations of the classroom teacher.
- Classroom rules are posted in classrooms or described in the lesson plans.
- The district expects all students to be treated with respect.
- NEVER leave the class of students unattended. Leaving students unattended is grounds for immediate removal.
- If a student leaves the classroom without permission, the teacher should not chase the student. Contact the office immediately for assistance and they will handle the situation.
- If the guest teacher needs to leave the classroom for an emergency, please notify a nearby teacher so the class will be supervised.
- Students are encouraged to stay in the classroom. Use good judgment when offering hall passes to students.
- Students are not permitted to visit the library, other classrooms, etc.- without written permission from another teacher.
- Consider keeping a log of students exiting/entering the classroom. This log will be helpful in the event of an emergency.
- Guest teachers are not allowed to bring their own children to the building (unless the child is a student at the school).

The successful guest teacher is actively involved with instruction. This includes moving around the classroom often, checking student work, and assisting with assignments. Many discipline problems can be avoided by the guest teacher's use of proximity to the students.

At all times, and in all matters related to guest teaching, the guest teachers should never hesitate to seek help when needed. Everyone in the school system wants the guest teacher to be successful.

CLASSROOM TIPS:

- Do not assume a student automatically understands directions. Regularly check for comprehension and offer proactive assistance when needed.
- Adapt your explanations to match the developmental level of your students. Speaking above their comprehension level creates confusion, frustration, and insecurity.
- Rather than simply providing answers, guide students toward finding their own solutions. This fosters critical thinking, problem-solving skills, and personal confidence
- Avoid expecting students—even high schoolers—to communicate or process emotions like adults. Setting unrealistic developmental expectations can hinder your ability to build meaningful connections with them.
- Maintain high standards by focusing on desired behaviors rather than restrictions. Phrase classroom rules as positive "expectations." Instead of
 - No running = Move through the building in an orderly manner
 - No fighting = Settle conflicts appropriately
 - No gum chewing = leave gum at home
- Frequently acknowledge and validate positive behavior. Reinforcement does not always have to be verbal; simple gestures like a nod, a smile, or a "thumbs up" are highly effective.
- Whenever possible, collaborate with students on expectations and consequences before starting a new activity or game. Engage them by asking, "What behaviors do we expect to see during this activity?"
- Allow yourself to have a sense of humor especially when you make a mistake. Enjoy your time working with the students. A positive attitude is contagious.
- Utilize a non-verbal sound or sign to reconvene the class (e.g., a bell, a specific clapping pattern) to get students' attention without raising your voice. Practice these signals with the class proactively.
- Treat students with the dignity and respect they deserve, and firmly insist that they reciprocate that respect. Actively listen to their input; offering understanding and support can effectively de-escalate a student experiencing a high-stress or panic situation.

- In high school especially, it is easy to expect them to communicate like adults - but it is not necessarily so. Setting such unreasonable expectations can hurt your chances of reaching those students.
- Move around the room all hour/day. Often just standing near a disruptive/distracted student can help them regain focus, even without speaking.
- Bring a short back-up activity, such as age-appropriate riddles, trivia, or a picture book to read to the class

INTERACTING WITH STUDENTS & PROFESSIONAL BOUNDARIES

To maintain a safe environment for both students and staff, all school employees must observe strict professional boundaries. Because well-intentioned gestures can sometimes be misinterpreted, employees are expected to use sound judgment and adhere to the following behavioral standards.

- Avoid unnecessary physical contact with students that could be misunderstood or construed as inappropriate.
- Avoid being left entirely alone with a student out of sight of others. If a private conversation is necessary, keep the door open or meet in a space with a clear window.
- Never transport students in your personal vehicle. All school-sanctioned transportation must use approved school vehicles and follow official protocols.
- Any romantic or sexual contact with current or former students is strictly prohibited, regardless of the student's age (including those 18 or older).
- Maintain professional discourse. Avoid off-the-cuff comments, suggestive remarks, double entendres, or engaging in tasteless/explicit jokes and song lyrics.
- Refrain from drawing students into, or being drawn into, highly charged personal discussions regarding politics, religion, or sexually explicit topics.
- Do not communicate with students outside of school hours or via personal social media/texting channels unless it is through an approved school platform for official school business.
- The use of physical force to enforce discipline is strictly prohibited.
- If a student confides in you regarding a personal topic of a sexual nature or abuse:
 - Invite another adult or administrator to join the conversation if possible.
 - Do not promise confidentiality regarding their safety.
 - Document the conversation in writing and report it to a school counselor or administrator immediately.

DISCIPLINE

You are prohibited from using any physical discipline. Forced exercise such as running laps or doing push ups is not allowed. Discipline is to be used sparingly and must be age-appropriate. Guests must never administer corporal punishment, physically discipline a student in any way, or verbally abuse the student. Please contact the office or a nearby teacher if problems arise.

- Treat every student with consistent respect and professional courtesy. Modeling this behavior sets the standard for how students should treat you and one another.
- Stay alert and scan the room frequently. Spotting potential behavioral issues in their early stages allows you to intervene before a situation escalates.
- Understand that students—particularly when interacting with a guest teacher—may test behavioral boundaries to see what is acceptable. It is vital to establish and maintain a firm, consistent stand the moment those established limits are reached.
- Consistently reinforce to students that they are responsible for their own actions, choices, and behavior.
- Whenever possible, speak privately with a student who is causing a disruption. This can be done quietly at your desk or just outside the classroom door in the hallway to avoid public confrontation.
- Avoid getting trapped in power struggles or reaching a dead end with a student. Whenever possible, de-escalate the situation in a way that allows the student to "save face" while still complying with expectations.
- Boredom and frustration often drive negative behavior. Keep a close eye on student engagement and be prepared to transition activities, accelerate the lesson, or slow down your pacing based on the needs of the room.
- Students may occasionally attempt to alter regular procedures or suggest activities that deviate from their normal schedule. While remaining pleasant, be firm about how the day will proceed. Adhere as closely as possible to the permanent teacher's lesson plans and established routines to maintain consistency.
- Seek support from school administration when safety is compromised or a situation exceeds your control. However, avoid over-relying on the principal for routine discipline matters. Involving an outside administrator removes the opportunity to establish your own authority and manage accountability within your classroom.

TIPS FOR BEHAVIORAL CHALLENGES

When a student challenges your authority or disrupts the learning environment, keep the following professional standards in mind to effectively manage the situation:

- Remember that you are the professional in the room. Base your response on established school policies and select the most appropriate course of action calmly and objectively.
 - Your primary goal is to minimize disruption. Depending on the severity of the behavior, utilize one of the following approaches:
 - Direct Intervention (Option A): Pivot the rest of the classroom back to their tasks, then address the individual student privately. Speak with them calmly, privately, and sincerely.
 - Selective Non-Response (Option B): "Choose your battles." If the infraction is minor, it may be most effective to ignore the behavior temporarily to avoid disrupting instruction, while keeping a close eye out for a repeat offense.
 - While a student's frustration may feel personal, remember that you are rarely the true target. Students often carry heavy burdens from outside the classroom—including personal relationships, family dynamics, social pressures, or work stress. Maintaining this perspective will help you respond with objective professionalism rather than emotion.
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EMERGENCIES AND DRILLS

Each classroom has emergency procedures posted on the wall. Review these posters and become familiar with plans. There should be a sub binder in the classroom. If there is not one, contact the office.

SAFETY TIPS AND GUIDELINES

- When giving instructions, use a calm, measured voice and speak slowly. Maintain an appropriate physical distance to prevent student agitation or distress.
- Be mindful of your facial expressions, tone of voice, and body language. Positive, non-threatening non-verbal cues are highly effective tools for de-escalating challenging behavior.
- Acknowledge your professional and personal boundaries. You are not expected to handle every crisis alone. Realizing when you need support—and actively utilizing available backup—is essential for managing a situation safely. If necessary, the best course of action may be to step away and let another qualified team member intervene.
- If a student is falling, do not attempt to catch them. Doing so risks a secondary fall where you may land on the student, resulting in severe injuries to both of you. Instead, clear the space if possible and assist immediately once they have landed.
- Do not physically lift, carry, or move a student unless you have received specific, approved training and/or possess the required specialized equipment.

- Always maintain situational awareness. Take a moment to visually scan your environment when entering or moving through high-traffic areas such as classrooms, hallways, cafeterias, playgrounds, and parking lots. Be alert for running students or individuals sitting in walkways to prevent collisions and trip hazards.

IN AN EMERGENCY

TAKE ACTION

Standard Response Protocol - Announcements

EVENT	ACTION	ANNOUNCEMENT
Medical Emergency or Altercation	 HOLD	This is a HOLD ACTION . Hold in your Room or Area. Clear the halls. Remain in your classroom. Continue teaching and learning.
Possible threat OUTSIDE	 SECURE	This is a SECURE ACTION! Get inside. Lock outside doors.
Threat inside/ Weapon/ Active Shooter	 LOCKDOWN	This is a LOCKDOWN! Locks, Lights, Out of Sight!
Fire Alarm	 EVACUATE	EVACUATE the building. Follow your teacher's directions.
Severe Weather	 SHELTER	WEATHER WARNING. Proceed to your designated storm SHELTER location.

MEDICATION

A guest teacher is never to give out medication to a student. If a student requires medication, it should be administered through the school nurse or the designee of the school site.

BLOODBORNE PATHOGENS (BBP)

You shall not clean up any bodily fluids or sharps. Contact the office if you see a hazardous spill; vomit, blood, glass, etc. Our custodians have specific BBP training and PPE for cleaning.

INJURY TO STUDENT

In case of an accident or medical need for a student, notify the school office to receive assistance. Never leave the remaining students unattended. Guest teachers are to report all accidents to the building level principal.

PERSONAL INJURY

The safety of our staff is a top priority at Piedmont Public Schools. Any employee who sustains an injury while on the job must report the incident to their supervisor immediately. For guest teachers, the designated supervisor is the building Principal or Assistant Principal at the current assignment site. Immediate notification is required for any injury that requires medical treatment, as well as any injury that the supervisor deems has the potential to require medical attention in the future. This reporting process must be followed strictly for all on-the-job injuries unless a life-threatening emergency occurs. In the event that immediate emergency medical treatment is necessary, the health and safety of the individual is the primary priority, and all required documentation must be completed and submitted at the first practical opportunity following the incident.

PROHIBITED SUBSTANCES

The possession and use of alcohol and drugs on school property is strictly prohibited. Guest teachers suspected of being under the influence are subjected to testing and dismissal. It is important to maintain a safe and professional environment on school premises, and any behavior that jeopardizes the safety and well-being of students and staff will not be tolerated.

TOBACCO FREE POLICY

Piedmont Public Schools has a no-smoking policy. All tobacco and vape products are prohibited on all school property.

CONFIDENTIALITY

Student confidentiality is a top priority in our district. Student behavior, performance, and achievement are not the subject of general conversation and should not be discussed with persons out of the school system or persons not involved with the student's education. Student records are protected by federal law. Also, staff confidentiality is a priority so we ask that you respect their privacy.

SOCIAL MEDIA POLICY

District employees are expected to be positive ambassadors for our district and community. Because readers of social media may view the employee as a representative of the district, they must observe the following rules when referring to the district, its schools, students, programs, activities, employees, volunteers and communities on any social media. Employees shall not use obscene, profane or vulgar language on any social media network or engage in communications or conduct that is harassing, threatening, bullying, libelous, or defamatory or that discusses or encourages any illegal activity or the inappropriate use of alcohol, use of illegal drugs, sexual behavior, sexual harassment, or bullying. Employees shall not engage in personal use of social media during contract hours unless online activity has been assigned to an employee and/or is related to an employee's work assignment. Use of an employee's personal social media account to discuss school business with parents and students is prohibited. You are not to make any statement on behalf of the district or anyone else affiliated with PPS.

SOLICITATION

Personal selling, promoting, or otherwise soliciting goods or services for personal gain or benefit is prohibited. Distribution of any written material is prohibited unless approved in advance by an administrator or permanent teacher.

GUEST REASONABLE ASSURANCE

Guest Teachers who end the school year in good standing have a Reasonable Assurance of returning to work for the next school year. There is no requirement to apply again for employment for the upcoming school year.

TIPS TO ENSURE GOOD STANDING

To maintain an active and positive status with Piedmont Public Schools, please adhere to the following professional expectations:

- Commit to the Full Workday: If you accept a full-day assignment, you are expected to work until the scheduled school day concludes. Please DO NOT leave early or alter your hours to fit your personal schedule. Even if your primary assignment finishes early, you may be needed to assist in another area of the building.
 - Minimize Last-Minute Cancellations: Repeatedly canceling accepted jobs places an undue hardship on our schools and teachers. Please make every effort to follow through with your commitments. If a cancellation is absolutely unavoidable, please cancel as early as possible.
 - Notify the School Site: In the event that you must cancel an assignment, please be courteous and notify the school directly. School phone numbers can be found on page 5 of this handbook and on the PPS website.
 - Follow Established Guidelines: Work diligently within the protocols outlined in this Guest Teacher Handbook, and follow all instructions provided by the building principal and the teacher(s) for whom you are substituting.
 - Remain Flexible: Occasionally, a building administrator may need to reassign you to a different classroom or role upon arrival to ensure a safe, efficient learning environment. Your cooperation and flexibility in these situations are greatly appreciated.
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FREQUENTLY ASKED QUESTIONS

NEED TO DO UPDATE YOUR ADDRESS/PHONE NUMBER OR DO A NAME CHANGE?

- For address, email, or phone number changes, please email the Guest Scheduler with the new information.
- For name changes, please provide proof documentation (i.e. marriage certificate, driver's license, social security card) and a government ID with the new name to the Human Resources department.

NO LONGER ABLE TO GUEST?

If you are no longer available to work as a guest teacher for PPS, you will need to submit a letter of resignation to the Guest Scheduler by email or by mail to the Administration Building.

SCHOOL CLOSING

In the event of emergency school closing, it is your responsibility to use the resources listed below to determine if you are to report to work.

- Local television stations
- Local radio stations
- PPS District website
- PPS District Facebook/Instagram
- Parent Square App
- Mobile Application for text alerts



Starting this 2025–2026 school year, Oklahoma’s SB 139 mandates that all public schools enforce a “bell-to-bell” ban on student use of phones and personal electronic devices during instructional hours. This includes, but isn’t limited to, cell phones, smart watches, tablets, earbuds, headphones, and gaming devices.

PPS CELL PHONE/PERSONAL ELECTRONIC DEVICE POLICY FNH

- All students will be allowed to carry their PED, but they must be turned off and in a backpack.
- No use of cellular phones, smart phones, smart watches, tablets, ear pods, headphones, and gaming devices. Gaming devices will only be permitted in the E-Sports classroom. All PEDs must be turned off and put away.

Exceptions to this policy may be granted by the building principal for unique situations such as, but not limited to:

- Emergency use of cell phones or personal electronic devices by students during the school day.
- Use of cell phones or personal electronic devices by students who use them to monitor health issues.

School-issued devices used in class are **not** affected by this ban.

CONSEQUENCES FOR CELL PHONE OR PED USE

MIDDLE SCHOOL AND HIGH SCHOOL

- **No warning** - much communication on the front end of this.
- 1st Offense: Detention with parent contact.
- 2nd Offense: One day of In School Intervention (ISI) with parent contact
- 3rd Offense: Three days of ISI or out of school suspension at administrator discretion and parent contact.
- 4th Offense: Conference with parents and work together to develop a future solution.

ELEMENTARY AND INTERMEDIATE

- 1st Offense - Warning
- 2nd Offense - PED kept in a secure office location until the end of the school day.
- 3rd Offense: Parent picks up the PED from a secure office location.

Each 9-week period, consequences and offenses “reset” to zero.

ADDITIONAL INFORMATION

- [Oklahoma SB 139](#)
- [Frequently Asked Questions](#)

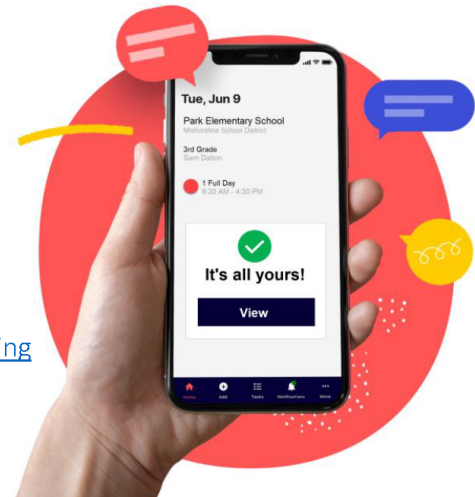


app.redroverk12.com

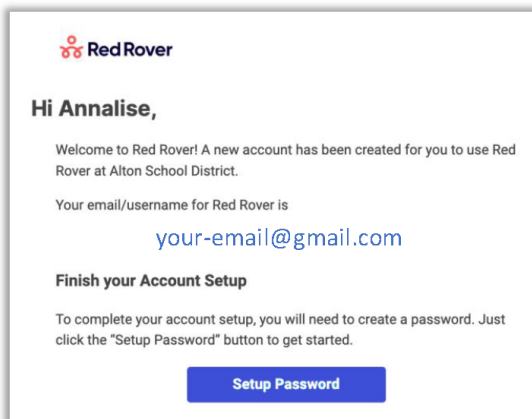
Substitute Quick Start Guide

Welcome to Red Rover, a sub placement system built with you in mind! This guide will show you what you need to know to find and accept sub assignments in Red Rover.

A video guide is also available at redroverk12.com/sub-training



Logging into Red Rover



To log in to Red Rover, your district will send you a system invitation email. When you receive your invite, click the blue **Setup Password** button. You'll be directed to the Red Rover website, app.redroverk12.com, to create a password.

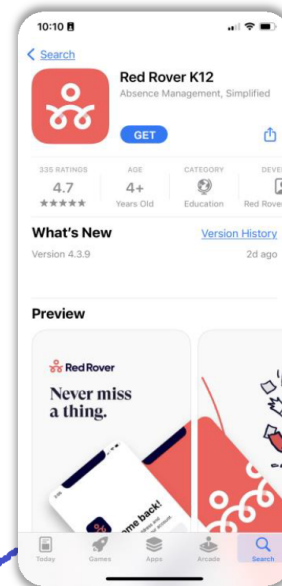
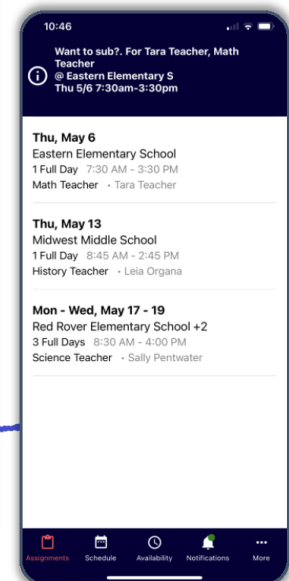
For future visits to the site or mobile app, you'll log in with your email address and password you created.

Accepting Sub Assignments

Red Rover makes finding and accepting sub assignments easy. You can accept assignments in three ways:

- On the Red Rover website
- Through the free Red Rover mobile app (*recommended*)
- Via Text message (*if you do not use the app.*)

For the best experience, download the *free* Red Rover app for Android and iOS. To download the app, go to the Google Play Store or the Apple App Store and search "Red Rover K12". Download the app **for free** and login using the same login credentials you created when you were invited by your district!

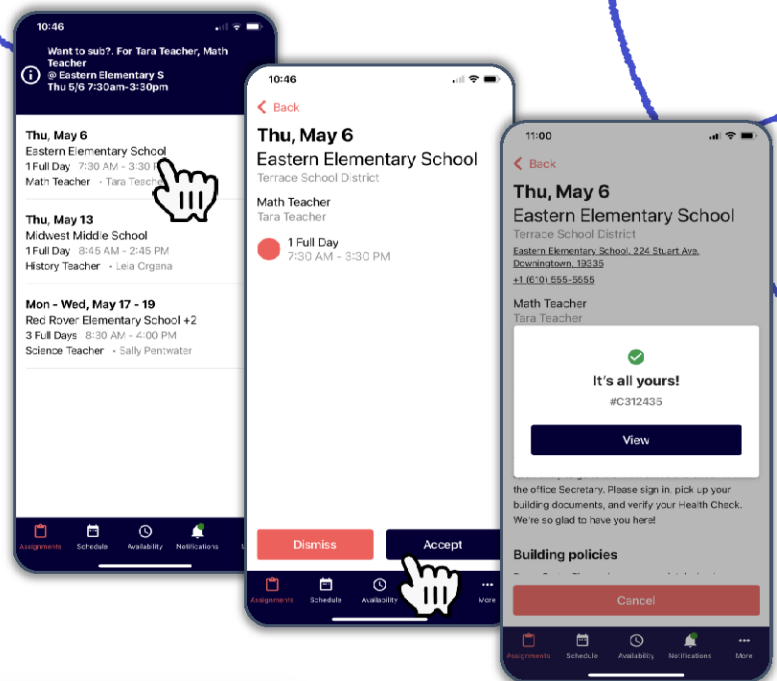
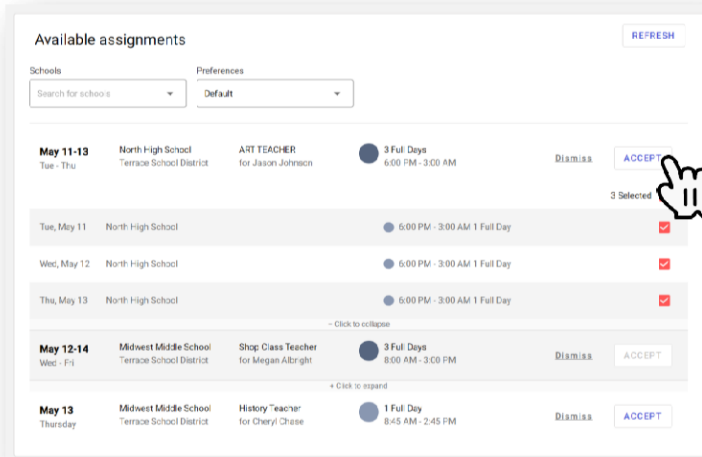


Accept Assignments on the App

If using the app, Red Rover will send you alerts about available jobs. Tap the alert (*Android: Swipe from top of screen and tap the alert*) to see more details.

App users can also open the app to view available assignments. Tap an assignment you are interested in to view more details. Tap **Accept** to accept the assignment.

Red Rover will provide a confirmation number for your records.



Accept Assignments on the Web

Sub assignments can be accepted on the Red Rover website at app.redroverk12.com. Log in with your username and password. Then scroll down to your "Available Assignments."

To accept a job, click the **Accept** button.

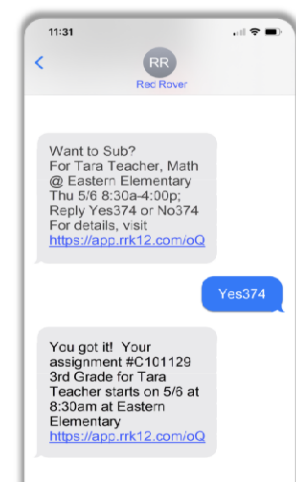
If you successfully accept the job, Red Rover will display a confirmation number.

Accept Assignments by Text Message

If you don't install the Red Rover App, Red Rover will send you text messages about available assignments. Reply with the provided "Yes" code to accept the assignment. If you successfully accept the assignment, Red Rover will reply with a confirmation number.

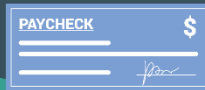
Help, Managing Notifications, & Personal Information

Help guides and videos for all these features are available in the Help Center. Access the Help Center by clicking the  icon in the upper right-hand corner of the website or in the menu on the app.



HOW TO READ YOUR PAY STUB

Important information regarding payday,
pay periods, and more



PAY DAY

Pay is deposited on the 15th of every month. If the 15th falls on a weekend day or holiday, pay will be deposited the business day before the 15th.

PAY PERIOD

The pay period is the 1st day of the month, through the last day of the month. As an example, November's check will reflect all the days worked in October.



PAY STUB



Your paystub will be emailed by "Piedmont Payroll". Use your first and last initial and last 5 digits of your SSN as the password to open the PDF.

Example: LB12345

PAY RATES

Certified teachers: \$85/day
Long term certified rate: \$150/day
Regular subs: \$75/day
Half day: \$37.50



PIEDMONT PUBLIC SCHOOLS

2026-2027 DISTRICT CALENDAR

BOARD APPROVED 12/8/25

AUGUST

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

SEPTEMBER

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

OCTOBER

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

NOVEMBER

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

DECEMBER

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

LEGEND

New Teacher Academy	August 6 & 7
Convocation AM Resource Day PM	August 10
Resource Day	August 11
PD Day	August 12
First Day of School - Classes Begin	August 13
Labor Day	September 7
Professional Development Day	September 24 & 25
P/T Conferences	October 1 & 6
No School	October 9
Fall Break	October 12 & 13
Thanksgiving Break	November 23-27
Winter Break	Dec. 21-Jan. 1
Resource Day	January 4
MLK	January 18
Resource Day	February 15
D.U.C.K. Week	March 8-12
Spring Break	March 15-19
P/T Conferences	March 23 & 25
No School	March 26
No School	April 16
Last Day of School	May 20
Resource Day	May 21
Weather Days	May 24-27
Memorial Day	May 31

OF DAYS

STUDENTS: 172

TEACHERS: 180

PROFESSIONAL DEVELOPMENT: 3.5

TEACHER RESOURCE DAYS: 4.5

MAY 20: EARLY RELEASE

JANUARY

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

FEBRUARY

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

MARCH

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

APRIL

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

MAY

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