



**Allen ISD**  
Where Eagles Soar

# **Guest Educator Handbook 2022-2023**

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## ALLEN INDEPENDENT SCHOOL DISTRICT

Dear Fellow Educator:

It is an honor to have you serve as a substitute teacher in Allen ISD. You are an important part of the instructional team in the schools where you teach. Your commitment to excellence will enable us to uphold the outstanding reputation that we enjoy.

Our mission is to address the individual learning needs of each student who enters our schools. You are encouraged to recognize the important role you play in this plan and seek to make every student a winner.

The Allen Independent School District Guest Educator Handbook is to help provide vital information that will help guide your way for a successful year. The information in the handbook is an overview and is not intended to supersede district policy and/or federal or state law. Guest Educators are responsible for reading and abiding with all Allen ISD policies, procedures, and guidelines including those contained in the Guest Educator Handbook and Employee Standards of Conduct.

If, at any time, you need assistance in your role as a guest educator, please do not hesitate to ask.

Please feel free to contact our Human Resource office at 972-727-0533.

## **FORWARD**

*The purpose of this Handbook is to help you and the Allen Independent School District have a common understanding of requirements, policies and procedures for the guest educator.*

*ALLEN ISD, the Board of Trustees, and professional staff consider substituting an important phase of our total school program. The guest educator plays a very important role in upholding the high standard of teaching that we maintain in our school system, and the presence of the guest educator must ensure a continuous program of quality instruction for all children. The role of the guest educator is one of the great challenges and one in which you may face new and different situations several times each day. The work is never easy. Guest Educator expectations are to meet the challenge with personal dedication in a sincere, conscientious effort. Allen ISD guest educators are members of our professional family and will be treated with consideration, courtesy, and respect by all school personnel, parents and pupils.*

*Please feel free to call upon members of the administrative staff should you need assistance at any time.*

**GENERAL INFORMATION**

**Guest Educator PAY PERIOD CALENDAR**

2022-2023 School Year

<b><u>PAYROLL PERIOD</u></b>	<b><u>DUE BY NOON</u></b>	<b><u>PAY DATE</u></b>
August 1 - August 14 August 15 – August 28	August 19 September 2	August 30 September 15
August 29 - September 11 September 12 – Sept 25	September 16 September 30	September 30 October 14
September 26 – October 9 October 10 – October 23	October 14 October 28	October 28 November 15
October 24- November 6 November 7 – November 20	November 11 November 28	November 30 December 15
November 21 - December 5 December 6 - January 1	December 9 January 5	December 30 January 13
January 2 - January 15 January 16 – January 29	January 20 February 3	January 30 February 15
January 30 - February 12 February 13 – February 26	February 17 March 3	February 28 March 15
February 27 - March 12 March 13 - March 26	March 17 April 6	March 30 April 14
March 27 - April 9 April 10 – April 23	April 14 April 28	April 28 May 15
April 24 - May 7 May 8 – May 28	May 12 June 1	May 30 June 15

Sub jobs not reported to payroll by the due date will be paid the following pay date.

It is the responsibility of the guest educator to keep a personal record of each job number and dates worked at each campus. If there are discrepancies in the amount of the pay and the number of days worked, the guest educator should contact the office of the school in which he/she worked during that pay period. Any questions pertaining to the pay are to be addressed, first to the school campuses, then to the payroll office.

## GENERAL INFORMATION

In order to remain active as a substitute within Allen ISD the substitute must work at least one time per semester during the school year. Each Spring a Letter of Reasonable Assurance will be offered to the substitutes the district wishes to return for the next school year. The substitute receiving this document who intends to remain active for the coming school year will sign and return the document to the Allen ISD Human Resources office by the date indicated. Substitutes that do not meet the above requirement will be removed from the Allen ISD substitute system and will be required to reapply with no guarantee of re-employment.

Allen ISD is in compliance with House Bill 3, from the 86<sup>th</sup> Texas Legislature. All individuals considered for employment will be checked against the Do Not Hire Registry prior to hiring. The district retains the right to run a criminal history background check on a yearly basis.

### Requirements/Salary – Guest Educator

Guest Educators must hold a minimum of 90 college credit hours. A complete file consisting of an application, references (3), college transcripts, criminal background check and fingerprint clearance, complete the online orientation/training videos and the new hire paperwork process. *Individuals holding a foreign degree must have degree transcripts evaluated by an accredited international degree equivalency evaluator acceptable to the district and meet the current criteria for substitute teachers.*

### Professional

Days Worked	Certified Teacher	90 or more College Hours	High School Diploma/GED
1-10	\$115	\$100	\$80
11-30	\$130	\$115	\$90
31+	\$150		
31-50		\$130	\$100
51+		\$150	\$115

- \$150 per day for registered nurses
- \$150 per day for long term certified teachers (15 or more consecutive school days on one assignment or back-to-back long-term assignments with no break)
- \$5 extra will be added to daily pay for Allen ISD retired teachers
- \$10 extra will be added to daily pay for Allen ISD substitutes for PAS Classroom
- Permanent Substitutes: ½ beginning teacher salary on bachelor’s degree salary scale
- For long term assignments of *more than 30 days in which the substitute is the teacher of record*, certification is required
- The salary for half day assignments (four hours or less) is ½ of the daily rate

### **Support Services**

1. The support positions below will require that the substitutes for these positions to be hired as a temporary employee by the department that requires their services. These positions will not use the sub system. The temporary rate for each assignment will be determined by the Assistant Superintendent of Human Resources.
  1. Certified Admin Sub
  2. Long Term RN Sub
  3. RN sub for Sky Ranch
  4. Certified Counselor Sub/Special Education Counselor Sub
  5. Certified Diagnostician Sub
  6. Certified Speech Therapist Sub
  7. Certified Licensed Specialist in School Psychology
  8. Certified Occupation Therapist
  10. Certified Physical Therapist
  11. Certified Teacher of VI

### **Additional Information:**

If any guest educator is required to be at the school more than four hours, they will qualify for one full day's pay. If a guest educator is required to be at the school four hours or less, they will qualify for one-half day's pay. If you come in early or stay late **without administrative approval** you will not be compensated for any time worked beyond the originally scheduled time.

### **Teacher Retirement System of Texas (TRS)**

Guest educators who are retired from active teaching anywhere in Texas and are receiving retirement income from the Teacher Retirement System of Texas should report this to the Allen ISD Payroll Department. For TRS retirees, a substitute is a person who serves on a temporary basis in the position of a current employee. **If the position is vacant, the retiree must seek prior approval from the district before accepting the position.** Individuals are responsible for contacting TRS to identify any ramifications, such as loss of benefits that may occur due to employment as a substitute.

Services rendered as a guest educator may qualify for service credit with the Teacher Retirement System of Texas provided such service is for at least 90 days in a school year. Eligible individuals are responsible for contacting the Teacher Retirement System of Texas for further information.

### **Bad Weather Closing**

The district may close schools for a full day or part of a day because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late or to release students early, information will be provided on the district's Facebook page and on the district's web site at: [www.allenisd.org](http://www.allenisd.org). Additionally, school officials will notify radio and television stations.

Guest educators, who have job assignments on school days that have been cancelled due to inclement weather, **will not be paid**. However, the consecutive day count will continue after the missed day for sub in long-term assignments.

## **SECURITY**

### **Visitors in the Workplace**

All visitors are to enter any district facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or to be escorted to their destination. Employees who observe an unauthorized individual on the district premises should immediately direct him or her to the building office or contact the administrator in charge. Authorized visitors will receive a sticker ID badge that should be visible at all times.

## **TECHNOLOGY**

### **Computer Use and Data Management**

The district's electronic communications system, including its network access to the Internet, is for administrative and instructional purposes only. Electronic mail transmissions and other use of the electronic communications systems are not confidential and monitored at any time to ensure appropriate use. Employees and students who use the systems are required to abide by the provisions of the district's communications systems policy and administrative procedures. Failure to do so can result in suspension or termination of privileges and may lead to disciplinary action. Guest educators may have access to certain technology as needed for instructional purposes. The campus technician will provide the guest educator with access assistance. At no time should a guest educator gain access to technology equipment under a student or teacher's access code/passwords.

### **Release of Children**

Any outsider who comes to the classroom for information about a child or who comes to the classroom asking for a child to be released from school, must be directed to the principal's office. In any event, children will **not** release from the classroom without official notice from the building principal.

### **Accidents in/on School Property**

In the event of an accident, the guest educator should not attempt to move a student who is unable to move on his/her own. In such cases, the guest educator should send a reliable student to the office for help and stay with the injured student. In a case where there is a risk of exposure to blood or other material potentially containing bloodborne pathogens, avoid exposure. Notify the school nurse or principal immediately. Hand washing facilities (soap and water/clean cloth/paper towel/antiseptic towelettes/waterless disinfectant) should be available to anyone who incurs exposure to blood or other potentially infectious materials.

### **Bloodborne Pathogens Exposure Control Plan**

The district has adopted a bloodborne pathogens exposure control plan to protect employees who are at risk of exposure to blood or other materials potentially containing bloodborne pathogens in connection with exposure to sharps. Sharps are defined as objects used or



encountered in a health care setting that can be reasonably anticipated to penetrate the skin or any other part of the body and to result in an exposure incident.

### **Standards of Conduct**

All substitutes are to work together in a cooperative spirit to serve the best interest of the district and to be courteous to students, one another, and the public. Substitutes are to observe the following standards of conduct. Also, please reference *Standard of Conduct* in District Policy DH:

- Recognize and respect the rights and property of students and coworkers and maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with department and district procedures and policies.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.

### **Dress and Grooming**

- The dress and grooming of district guest educators shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the superintendent. See also Standards of Conduct-Dress Code in District Policies.

### **School Property**

It is expected that the guest educator will maintain good order wherever assigned, and create such conditions as are conducive to a good learning situation. The regular classroom teacher is legally and morally charged with the school property as well as the welfare of the children, and no less is expected of the substitute teacher. Also, please reference *Standard of Conduct* in District Policy DH.

### **Professional Confidence**

Guest educators are to hold in professional confidence any information about the school (pupils, teachers, parents and principal) which might be gained while substituting.

### **Maintaining Discipline**

Corporal punishment is not allowed in the Allen Independent School District. Any unusual disciplinary problem should be addressed with the campus principal or assistant principal. Treat all students with fairness and respect and in a positive manner, while maintaining a learning environment that supports each student's self worth.

### **Cell Phone Use**

Guest educators should silence their cell phones while on the job and in the classroom.

### **Your Personal Telephone Number**

Occasionally, we need to give your personal telephone number to a teacher who would like to give you personal instructions. Please call Human Resources if you do not wish to give your number out.

### **Dismissal of Guest Educators**

Guest Educators are employed at-will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. If the Human Resources department receives a negative complaint including, but not limited to, one or more of the following, the guest educator or non-contract employee may be removed from a site, classroom or deactivated from the substitute system:

- Failure to follow lesson plans and perform all duties of the regular classroom teacher in a prompt and efficient manner;
- Falsification of information on documents used for consideration of employment;
- Failure to comply with board policy or administrative policy;
- Willful and repeated failure to comply with official directives from supervisors;
- Insubordination – infraction of rules – willful or overt defiance – contempt for authority;
- Unexcused tardiness, continued lateness for work or leaving an assignment early without approval;
- Multiple cancelations of assignments;
- Use of inappropriate language or behavior;
- Sexual harassment / lewdness / indecency;
- Distribution of non-related school materials w/o permission from the building principal;
- Commission of an act which would contribute to a felony or misdemeanor involving moral turpitude or would constitute lewdness, indecency, or pornography;
- Commission of an act which would constitute any crime involving theft, robbery, embezzlement, misapplication of funds, fraud or organized crime.

Guest educators with three or more site exclusions may not be offered a Letter of Reasonable Assurance or request to return the following school year.

### **Unemployment Compensation**

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits under the Texas Unemployment Compensation Act. Substitutes are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have a reasonable assurance of returning to service.

**Job Assignment**

Due to the needs of a campus, a guest educator may be asked to work a different assignment than the one that he/she was originally assigned. Substitutes should be flexible and to consider the needs of the campus before declining a reassignment.

All multi-day assignments are at-will. A campus reserves the right to end any multi-day substituting assignment, including long-term assignments, at any time with or without cause if the campus determines the removal is in the District’s best interest.

The following is a list of Allen ISD school hours and substitute hours:

Elementary School (K-6)	7:30 a.m. – 3:40 p.m.	Substitute hours 7:30 a.m. – 3:30 p.m.
Middle School (7-8)	7:50 a.m. – 4:00 p.m.	Substitute hours 8:00 a.m. – 4:00 p.m.
Dillard Center (Alternate Ed)	8:15 a.m. – 4:25 p.m.	Substitute hours 8:15 a.m. – 4:15 p.m.
Lowery Freshman Center (9)	8:15 a.m. – 4:25 p.m.	Substitute hours 8:15 a.m. – 4:15 p.m.
Allen High School (10-12)	8:20 a.m. – 4:30 p.m.	Substitute hours 8:30 a.m. – 4:30 p.m.
AHS STEAM Center	8:00 a.m. – 5:00 p.m.	Substitute hours 8:30 a.m. – 4:30 p.m.
STEAM Center	7:00 a.m. – 4:00 p.m.	Substitute hours 7:30 a.m. – 3:30 p.m.

**It is the guest educator’s responsibility to know the hours of their assignment. Please carefully review your assignment for confirmation of the times you are to arrive and leave your campus. If you have a question regarding your assigned hours please confirm with the campus the time you are expected to work.**

**Guest educators are expected to work the hours assigned and may not sign out early without prior authorization from the campus Principal.**



# Allen ISD

Where Eagles Soar

# 2022-2023 Academic Calendar

July 2022						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Aug. 1 - 9: Staff Professional Dev.  
 Aug. 10: First Day of School  
 Aug. 10: Start of Grading Period

Sep. 5: Labor Day  
 Sep. 19: Staff Professional Dev.

Oct. 7: End of Grading Period  
 Oct. 10: Start of Grading Period  
 Oct. 17 - 19: Fall Break  
 Oct. 20: Staff Professional Dev.  
 Oct. 21: Parent/Teacher Conf.

November 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Nov. 18: Early Release  
 Nov. 21 - 25: Thanksgiving Break

December 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Dec. 16: Early Release  
 Dec. 16: End of Grading Period  
 Dec. 19 - 30: Winter Break

January 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Jan. 2: Winter Break  
 Jan. 3: Staff Professional Dev.  
 Jan. 3: Bad Weather Make-up  
 Jan. 4: Start of Grading Period  
 Jan. 16: Martin Luther King Jr. Holiday

February 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Feb. 20: Presidents Day  
 Feb. 21: Staff Professional Dev.

March 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Mar. 3: Early Release  
 Mar. 3: End of Grading Period  
 Mar. 6: Staff Dev. Trade Day  
 Mar. 6 - 10: Spring Break  
 Mar. 13: Start of Grading Period

April 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Apr. 7 & 10: Holiday  
 Apr. 10: Bad Weather Make-up

May 2023						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

May 26: Last Day of School  
 May 26: End of Grading Period  
 May 26: Student Early Release

June 2023						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**STAFF PROFESSIONAL DEVELOPMENT / STUDENT HOLIDAYS**  
 August 1-9  
 September 19  
 October 20 - 21  
 January 3  
 February 21

**STAFF & STUDENT HOLIDAYS**  
 September 5 Labor Day  
 October 17 - 19 Fall Break  
 November 21 - 25 Thanksgiving Break  
 Dec 19 - Jan 2 Winter Break  
 January 16 Martin Luther King Jr. Day  
 February 20 President's Day  
 March 6 - 10 Spring Break  
 April 7 & 10 Holiday

**KEY**  
 ■ Staff Professional Development  
 ■ Staff & Student Holidays  
 ■ Staff & Student Early Release  
 ■ Student Early Release  
 ■ Staff Professional Dev. Trade Day  
 ○ Bad Weather Make-Up Day  
 [ ] Start/End of Grading Period

## **Roles and Responsibilities of the Guest Educator**

Please do not park in the front of the school for which you will be working. Please park in the teacher parking lot or where the site instructions have designated.

Report to the school office, sign in, and pick up a generic identification badge and your substitute folder. Your direct contact at the school will be the Site Substitute Specialist.

Ask if there are expected schedule changes for the day (fire drills, assemblies, etc.). Acquaint yourself with fire and emergency drill regulations, assigned exits, and refuge area procedures.

Check the teacher's box to locate lesson plan book (may be on the teacher's desk or attached to your job assignment in the sub system), announcements, special activities or changes in the school schedule for the day, attendance sheets (may be at attendance office or with lesson plans in the room), seating charts, and today's list of excused absences (field trips, etc.). If you are unable to locate your lesson plans please speak with your Site Substitute Specialist or campus administrator.

### **Organize Before Class Begins**

Obtain access to the room and locate/review the lesson plan (including confidential student accommodations required for Section 504 and/or Special Education students) and seating chart. Locate or obtain forms (hall passes, library passes, nurse passes, etc.), textbooks, teacher's edition, and orient yourself with the classroom and telephone system.

Avoid changing the seating arrangement or any other part of the classroom organization except for temporary grouping of pupils for instruction or committee work.

Supervision of halls and corridors is a responsibility of ALL teachers and guest educators especially when students are coming into the building or leaving the building at bell time.

Locate and review school and class rules and consequences. If you find there are none posted, be ready to state your rules and behavioral expectations.

Introduce yourself to adjacent teachers and/or team leaders.

Under no circumstances should a guest educator criticize a teacher, campus, classroom, or district policies outside the campus. This is due to the period of observation has been of such short duration that accurate conclusions cannot be reached. Please direct any concerns to the campus administrator(s).

All schools within the Allen Independent School District are operated under the policies of the Board of Education. A guest educator is in a position to establish good school/community relationships for the district and for the individual campus at which he or she will be teaching.

### **When Your Class Begins**

These are visible indicators to students and often set the tone for student behavior. Exhibit enthusiasm, confidence, and consistency and treat everyone with respect.

Greet students at the door as you are monitoring the halls during passing periods.

Learn the names of the students as quickly as possible. Designate student assistant(s) to aid with various organizational tasks (may be teacher recommended or selected by observing students entering class).

Unless requested by the regular teacher, do not assign written work and leave it to be graded. If there is written work assigned which is beyond the lesson plans of the regular teacher, it should be graded and left for examination. On long-term assignments, such work should be reviewed and recorded as directed.

Perform ALL assigned duties for the day. In elementary schools: PE, library, recess, lunch, playground, bus duties, etc. Guest educators are to teach all class periods. **PLANNING PERIODS ARE NOT FREE TIME** therefore please report to the school Substitute Specialist for instructions. If the guest educator is teaching for an extended time, he/she should attend all scheduled meetings. In case of doubt, make inquiry of the building principal.

Review class rules or if none are found posted, be ready to state your rules and behavioral expectations. Make sure students understand what is expected of them. Use praise generously and show all students respect.

### **Do not leave students unattended.**

Move around the room to monitor student activity during presentations, questioning, independent and group work (MOVE among all students and groups continuously).

Guest educators are to be an active part of the classroom instruction. Reading personal materials (i.e. newspapers, magazines, books, etc.), texting on a cell phone, sleeping, working on personal work, etc., is unacceptable and will not be tolerated. Guest educators are not to use the teacher computer without prior authorization from the Human Resource office.

Gather, label, and retain all student work assignments for the returning teacher.

A guest educator's personal views on certain subjects (ex: religion, politics, drugs, etc.) should not be brought into conversation with students.

With student assistance, take the last minutes before class change (secondary level) or the end of various activities (elementary level) to straighten and pick up the supplies or equipment you have used and return it to its proper place.

Lesson plans provided by the regular teacher are to be followed as closely as possible, and the regular class routine should be maintained. Please leave a written note for the teacher relating how much of the lesson plan was completed and list any special problems and praises that might have occurred during the day.

It is always a good idea to keep written notes throughout the day to avoid a last minute rush (lessons taught, student participation, behavior, etc.). The teacher needs to know what portion of the lesson each individual class was able to complete.

Keep a door open when you are alone with a student.

Students are not excused to leave school under any circumstances without office permission.

Remain on campus unless school policy allows off campus lunch, then sign out at the office when leaving campus and back in when returning.

### **End of Day**

Organize all written information you need to leave for the returning teacher.

No written communications should be sent to parents without permission from the principal. Any long-term substitute teacher who feels it necessary to arrange for a parent conference must consult with the principal prior to any conference with a parent or guardian.

Most teachers and teacher assistants are assigned various duties during certain times of the day, (i.e. recess duty, bus duty, hall monitor, etc.) All substitutes are expected to perform those assigned duties.

Students may not be kept after hours.

If serious problems such as student threats, weapon use threats, and first hand disclosures involving student physical and/or sexual abuse arise during the day, notify the school office immediately. This is good protection not only for you and other students, but the school and district as well.

Return all items issued from the school office when you sign out. It is expected that the substitute will maintain good order wherever assigned, and create such conditions which are conducive to a good learning situation.

Report to the school office and sign out.



## District Policies

Detailed Policies can be found on the Allen ISD website, [www.allenisd.org](http://www.allenisd.org)

### **Equal Employment Opportunity**

#### *Policies DAA, DIA*

In its efforts to promote nondiscrimination and as required by law, Allen ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

In accordance with Title IX, the district does not discriminate on the basis of sex and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination, including sexual harassment: Dr. Jason Johnston, Assistant Superintendent of Employee Services and Strategic Initiatives, 612 E. Bethany Drive, Allen, TX 75002, [jason.johnston@allenisd.org](mailto:jason.johnston@allenisd.org), (972) 727-0533. Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability: Dr. Jason Johnston, Assistant Superintendent of Employee Services and Strategic Initiatives, 612 E. Bethany Drive, Allen, TX 75002, [jason.johnston@allenisd.org](mailto:jason.johnston@allenisd.org), (972) 727-0533.

Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent.





**Allen ISD**  
Where Eagles Soar

**Absence Management Sub System**  
(Formerly Aesop)



# Absence Management

## SIGNING IN

Type [aesonline.com](https://aesonline.com) in your web browser's address bar or go to [app.frontlineeducation.com](https://app.frontlineeducation.com) if you have a Frontline Account.

The Sign In page will appear. Enter your ID/username and PIN/password and click Sign In.

## RECOVERING CREDENTIALS

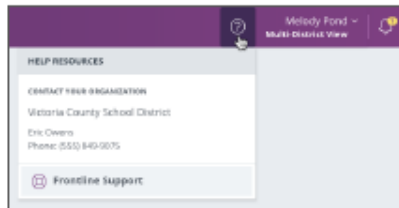
If you cannot recall your credentials, use the recovery options or click the "Having trouble signing in?" link for more details.

## SEARCHING FOR AVAILABLE JOBS

You can review available jobs directly on the homepage. These potential jobs appear in green on the calendar and in list form under the "Available Jobs" tab.

To accept a job, click the Accept button beside the absence (or click Reject to remove a job from the list).

Date	Time	Duration	Location	Filter
Barker, Bob				<input type="button" value="Reject"/> <input type="button" value="Accept"/>
Mon, 4/30/2018	11:00 AM - 6:00 PM	Full Day	Victoria County School District Victoria County Community Schools	



## GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click **Help Resources** and select **Frontline Support**. This opens a knowledge base of help and training materials.

## ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also find and accept available jobs, manage personal information, change your PIN number, and more, all on the phone.

### When You Call into Absence Management

To call, dial 1-800-942-3767. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the Absence Management system, you can:

- Find available jobs – Press 1
- Review or cancel upcoming jobs – Press 2
- Review or cancel a specific job – Press 3
- Review or change your personal information – Press 4

### When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

Keep in mind, when the system calls you, it will call about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

**Note:** When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call, you can:

- Listen to available jobs – Press 1
- Prevent Absence Management from calling again today – Press 2
- Prevent Absence Management from ever calling again – Press 9

If you are interested in the available job, Press 1. You will be asked to enter your PIN number (followed by the # sign). The Absence Management system will list the job details, and you will have the opportunity to accept or reject the job.

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## Mobile App

Districts that purchase the Frontline Insights Platform also gain access to the Frontline Education mobile app! The app provides increased accessibility to job alerts and other job acceptance tools.

### REQUIREMENTS

You must have the following qualifications to access the app:

- Your district must utilize the Frontline Insights Platform.

### GETTING STARTED

Access the app store on your mobile device and download the Frontline Education app. Once the download is complete, you will click Get Started to proceed to a sign in page. From there, enter your Frontline ID account and click Sign In.

\*Please note that once signed in, you may be prompted to select an organization.



## HOMEPAGE

The homepage posts potential job assignment opportunities. From here, you can select the **View all Available Jobs** link to reference a comprehensive list of all potential jobs in your district. \*Once an available job is selected, you can then review the job's details and opt to accept the assignment.

## MENU/SIDE NAVIGATION

The "Menu" option opens a side navigation bar where you can access current tools and settings.

Available Jobs	Reference all available jobs within your view. (This section includes an "Accepted Jobs" tab where you can view upcoming assignments that you previously accepted.)
Calendar	View the dates for any previously worked assignments, as well as upcoming, accepted jobs. (These dates will be highlighted on Android and dotted on IOS). If you click on the highlighted/dotted dates, you can view the job details for that date.
Inbox	Review any received web alerts from your district.
Help Center	Access online help resources specific to your Frontline mobile app.
Settings	Review your current district details and user preferences, or log out.
Feedback	Please provide feature-related feedback or use this tab to contact Mobile Support with any questions/issues you may have regarding the app.

