

# Alamo Heights ISD

## 2020-2021 Substitute Staff Handbook



October 7<sup>th</sup>, 2020

To All Substitutes:

Welcome to Alamo Heights Independent School District. Your job as a substitute is an important and challenging one. The Human Resources Department of Alamo Heights ISD has developed this handbook to give you helpful information about the operations of our District. The handbook is intended as a general overview of the practices and procedures, but does not supersede the responsibilities outlined by each Principal.

It is our hope that your experience as a substitute will be a rewarding and positive one.

Respectfully,  
Human Resources Department

The Alamo Heights ISD does not discriminate against any employee or applicant for employment because of race, religion, national origin, disability military status, or any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns relating to discrimination on any of the basis listed above should contact the Human Resources Coordinator.

This handbook does not constitute an offer of employment or alter the fact that an at-will employment relationship may be terminated by either party at any time. Alamo Heights ISD reserves the right to change or modify the contents of the handbook at any time without prior notice to employees.

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# MISSION STATEMENT

*The Alamo Heights Independent School District, the heart of our community whose passion is excellence, will educate and empower every student to excel academically and as a confident, compassionate citizen with impeccable character and a global perspective through engaging, personally challenging, and relevant experiences that inspire learning for life.*

## MOTTO

*Live Honorably • Act Humbly • Model Dignity*

# District Information

## A Brief History

The Alamo Heights Independent School District traces its history from the year 1909 when the first school, a two-room wooden frame building on Townsend Avenue, was built in this picturesque area as part of a rural county district. A new school building of masonry was later constructed on the site that is now Cambridge Elementary School. In 1923, just one year after the high school building was added to the growing campus, the Alamo Heights system became an independent school district of 300 students.

While the hub of activity for Alamo Heights students centered at Cambridge until the 1950s, the district branched out into the neighboring community at the former cement plant near Jones-Maltsberger Road, also called "Cementville." Known as the "Bluebonnet School," the Alamo Heights Ward School served children whose parents worked at the plant.

The present athletic stadium was built in 1938 by the Work Projects Administration. Originally, games were played at Howard Field on the present Cambridge site, where former head coach Earl "Mule" Frazier led the football team to a first district championship in 1926 – and lent Alamo Heights its mascot.

World War II was responsible for a very real transition for Alamo Heights from a rural district to a suburban district, accompanied by the baby boom and opening of numerous subdivisions within district boundaries. In fact, the district almost doubled during that time.

To continue to meet the needs of a growing population, the district erected Alamo Heights High School in 1949-50, the original unit of Woodridge Elementary in 1951-52 (a wing was added the following year to house additional children), Howard Early Childhood Center in 1956, Alamo Heights Junior School in 1959, and the former Robbins Elementary School in 1964.

In 1998, 2000, 2005 and 2010, Alamo Heights patrons overwhelmingly approved bond elections to provide improvements and additions at all district buildings. With these sophisticated upgrades, the Alamo Heights Independent School District will continue its tradition of academic excellence in all areas of study.

Today, the Alamo Heights Independent School District covers 9.4 square miles and serves students from the communities of Alamo Heights, Terrell Hills, Olmos Park, and a portion of north San Antonio.

## Board of Trustees 2020-2021

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

The board of trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Board members are elected annually and serve 3-year terms. Board members serve without compensation, must be qualified voters, and must reside in the district.

Current board members include:

- David Hornberger, President
- Ryan Anderson, Vice President
- Brian Hamilton, Secretary
- Bonnie Giddens, Assistant Secretary
- Bonnie Giddens, Trustee
- Lisa Krenger, Trustee
- Perry Shankle, Trustee
- Stacy Sharp, Trustee
- Dr. Dana Bashara, Superintendent

## **Administration**

Superintendent, *Dr. Dana Bashara*, (210) 832-5953

Assistant Superintendent for Administrative Services, *Dr. Frank Alfaro*, (210) 832-5954

Assistant Superintendent for Business and Finance, *Mike Hagar*, (210) 822-3374

Executive Director of Curriculum and Instruction, *Dr. Jimmie Walker*, (210) 832-5954

Human Resources Coordinator, *Frank Stanage*, (210) 832-5955

Communications Coordinator, *Patti Pawlik-Perales*, (210) 804-7564

Director of Special Education and Student Services, *Melissa Benavidez*, (210) 824-7305

Director of Instructional and Information Technology, *Jamie Locklin*, (210) 832-5780

Director of Athletics, *Ron Rittimann*, (210) 832-5717

From time to time, employees have questions or concerns. If those questions or concerns cannot be answered by supervisors or at the campus or department level, the employee is encouraged to contact the appropriate department as listed below.

**Administrative Office: (210) 824-2483**

Secretary to the Superintendent ..... *Emma Sanchez*  
Secretary to the Assistant Superintendent for Administrative Svcs.... *Tori Rodriguez*  
Secretary to the Executive Director for Curriculum and Instruction..... *Lori Garcia*  
Receptionist and Benefits ..... *Tara Verwiebe*  
Human Resources Specialist ..... *Maria Casillas*  
Communications Specialist..... *Casey Viera*

**Business Office: (210) 822-3374**

Bookkeeper ..... *Melissa Arredondo*  
Accounts Payable Clerk ..... *Loretta Arellano*  
Accounts Receivable Clerk..... *Mayra Mendoza*  
Payroll Clerk..... *Valeria Acevedo*

**Food Services: (210) 832-5940**

Director of Food Service ..... *Shawn Sheets*

**Plant Services and Transportation: (210) 832-5973**

Transportation Coordinator..... *Leah Roudebush*  
Plant Services Secretary ..... *Toni Gilbert*

**Gifted and Talented Program: Grades K-5 ~ (210) 832-5844**  
Grades 6-8 ~ (210) 832-5823  
Grades 9-12 ~ (210) 820-8850

Heights Office Secretary ..... *Joyce Ridenour*  
GT Coordinator, K-5..... *Ann Veazey*  
GT Coordinator, 6-8..... *John Sheppard*  
GT Coordinator, 9-12..... *Joseph Holzmann*

**Technology Office: (210) 832-5780**

Network Administrator..... *Kevin Lam*  
Technology Secretary/Help Desk..... *Anna Reitem*  
Technology Information Systems Specialist/Web Master ..... *Tricia Corey*  
Mobile Device Manager..... *Zach Almaraz*  
Technician..... *David Wright*  
Technician..... *Tim Pethtel*  
Technician..... *Bryan Slocumb*  
Technician..... *Trevor Stuart*



**Educational Development Center (Special Education Program): (210) 442-3700**  
Secretary to Director of Special Education and Student Services .... *Cynthia Mayorga*  
Receptionist ..... *Jennifer Frausto*

**School Directory**

**Howard Early Childhood Center (Pre K and Kindergarten) Sub Coordinator: Kim Romines**  
7800 Broadway  
San Antonio, Texas 78209  
(210) 832-5900  
*Susan Peery*, Principal  
*Liz Acevedo*, Assistant Principal  
*Amy Lagueux*, Academic Dean

**Cambridge Elementary School (Grades 1-5) Sub Coordinator: Jenny Gonzales**  
1001 Townsend Avenue  
San Antonio, Texas 78209  
(210) 822-3611  
*Jana Needham*, Principal  
*Heather Smith*, Assistant Principal  
*Amy Lagueux*, Academic Dean

**Woodridge Elementary School (Grades 1-5) Sub Coordinator: LouAnn Laureano**  
100 Woodridge  
San Antonio, Texas 78209  
(210) 826-8021  
*Gerrie Spellman*, Principal  
*Lisandra Black*, Assistant Principal  
*Amy Lagueux*, Academic Dean

**Alamo Heights Junior School (Grades 6-8) Sub Coordinator: Ursula Garcia**  
7607 N. New Braunfels  
San Antonio, Texas 78209  
(210) 824-3231  
*Laura Ancira*, Principal  
*Yadira Palacios*, Academic Dean  
*Rene Gomez*, Assistant Principal  
*Liz Aguirre*, Assistant Principal

**Alamo Heights High School (Grades 9-12) Sub Coordinator: Samantha Ward**  
6900 Broadway  
San Antonio, Texas 78209  
(210) 820-8850  
*Corey Smith*, Principal  
*Charlotte Dolat*, Academic Dean  
*Joseph Holzmann*, Assistant Principal (A-Go)  
*Sean Reno*, Assistant Principal (Gr-Pa)  
*Vanessa Castillo*, Assistant Principal (Pe-Z)

# General Information

Applications for substitute teaching are processed through the Alamo Heights Substitute Coordinator. The following information is needed to complete an applicant's file for a substitute.

## A. **Qualifications and Requirements**

- ❖ Completed application form
- ❖ Texas Teacher Certificate (if earned) and college transcript
- ❖ Report from Criminal History Records Division
- ❖ Completed W-4 form
- ❖ Completed reference forms (sent out by applicant)
- ❖ Copy of Social Security Card
- ❖ Copy of Driver License
- ❖ Completed I-9 form
- ❖ Picture ID Name Tag (to be taken at the Alamo Heights Administration Office)
- ❖ Fingerprinting (Completed and cleared before employment)

Provide copy of college transcript with proof of 60 or more hours for substitute Teacher or provide a High School Diploma/GED for all other substitute positions.

Provide documents to satisfy I-9 requirements. (Substitute Coordinator will need to copy original Texas Driver License and Social Security card or U.S. Passport.)

## **B. Procedures**

Once an application has been processed and approved, the applicant will be notified to have a picture taken for a picture identification name tag. All substitutes will be required to wear the picture identification tag while working at any of the Alamo Heights ISD Schools. Applicants must attend orientation training before receiving a substitute assignment.

The Alamo Heights Human Resources office provides an updated approved substitute list to each school through the AESOP/Frontline system.

In an effort to keep all information current, substitutes should notify the substitute coordinator of any change of name, address, or telephone number. An updated W-4 will also need to be completed for payroll purposes.

Substitutes must notify the substitute coordinator to request deletion from the active Alamo Heights Substitute Roster.

## **C. Compensation**

- ❖ Teacher      \$ 90 per day  
                    \$ 125 per day (after 10 consecutive days in the same assignment)  
                    \$ 60.00 half day (generally 3-4 hours or three sections)
- ❖ Registered Nurse    \$115 per day/\$70 per half day
- ❖ Assistant      \$ 65.00 per day
- & Clerical        \$ 35.00 half day (generally 3-4 hours or three sections)  
    SST & ACE Assistant (Special Education)  
                    \$90.00 per day/\$60.00 half day

**\*Salary schedules are subject to change without notice**

## **D. Pay Period**

Pay period begins on the 1<sup>st</sup> and ends on the last day of the month. Paychecks are then mailed so that you receive them on the 20<sup>th</sup> of the following month.

## **E. Renewal**

Substitute renewal letters are mailed in May. The requested information is to be completed and returned to the substitute coordinator in order to continue employment for the following school year.

### **Duties and Responsibilities**

- ❖ A substitute should be prompt and business-like in making and keeping agreements to work.
- ❖ The substitute should report to the campus administration office upon arrival for the confirmation of assignment, duties for that day and other information
- ❖ The substitute teacher has the same responsibilities as the regular teacher for the students, equipment, and materials assigned to his/her care.
- ❖ The substitute is looked upon as a professional; therefore, he/she should exercise discretion and good judgment in carrying out duties and responsibilities.
- ❖ It is important to check in with an elementary administrator or attendance clerk to determine the correct procedures for attendance and keep a list of absentees and tardies for the regular teacher.
- ❖ A written description of the day's occurrences will be helpful to the regular teacher.
- ❖ The substitute should direct any complaints or questions to the building principal.

### **Dress Code**

- ❖ A substitute's dress and grooming should be clean, neat, and in a manner appropriate for the assignment. Check with the campus Principal for any additional standards of dress.

### **Discipline**

- ❖ Follow the regular teacher's procedures.
- ❖ Check with the school administrator about referrals for the student who might be unruly, disruptive or who disturb the education process.

### **Miscellaneous**

- ❖ Accidents or emergencies which occur should be reported immediately to the principal and/or the school nurse.
- ❖ Alamo Heights ISD is a smoke free environment. Smoking and the use of tobacco products or vaping devices are prohibited in all district buildings, at all school related-events, and on all District property.
- ❖ Fire drills are held periodically in compliance with state and local ordinances. The evacuation plan is posted in every classroom.
- ❖ When appropriate and required, substitute staff members must wear protective equipment and adhere to safety procedures.

## ***Report Times for Substitute Teaching***

### ***Howard Early Childhood Center***

Full Day: 7:15am-3:15pm

Half Day AM: 7:15am-11:15am

Half Day PM: 11:15am-3:15pm

### ***Cambridge Elementary***

Full Day: 7:45am- 3:45pm

Half Day AM: 7:45am- 11:45am

Half Day PM 11:45am-3:45pm

### ***Woodridge Elementary***

Full Day: 7:45am- 3:45pm

Half Day AM: 7:45am- 11:45am

Half Day PM 11:45am-3:45pm

### ***AHJS***

Full Day: 8:15am-4:15pm

Half Day AM: 8:15am- 11:45am

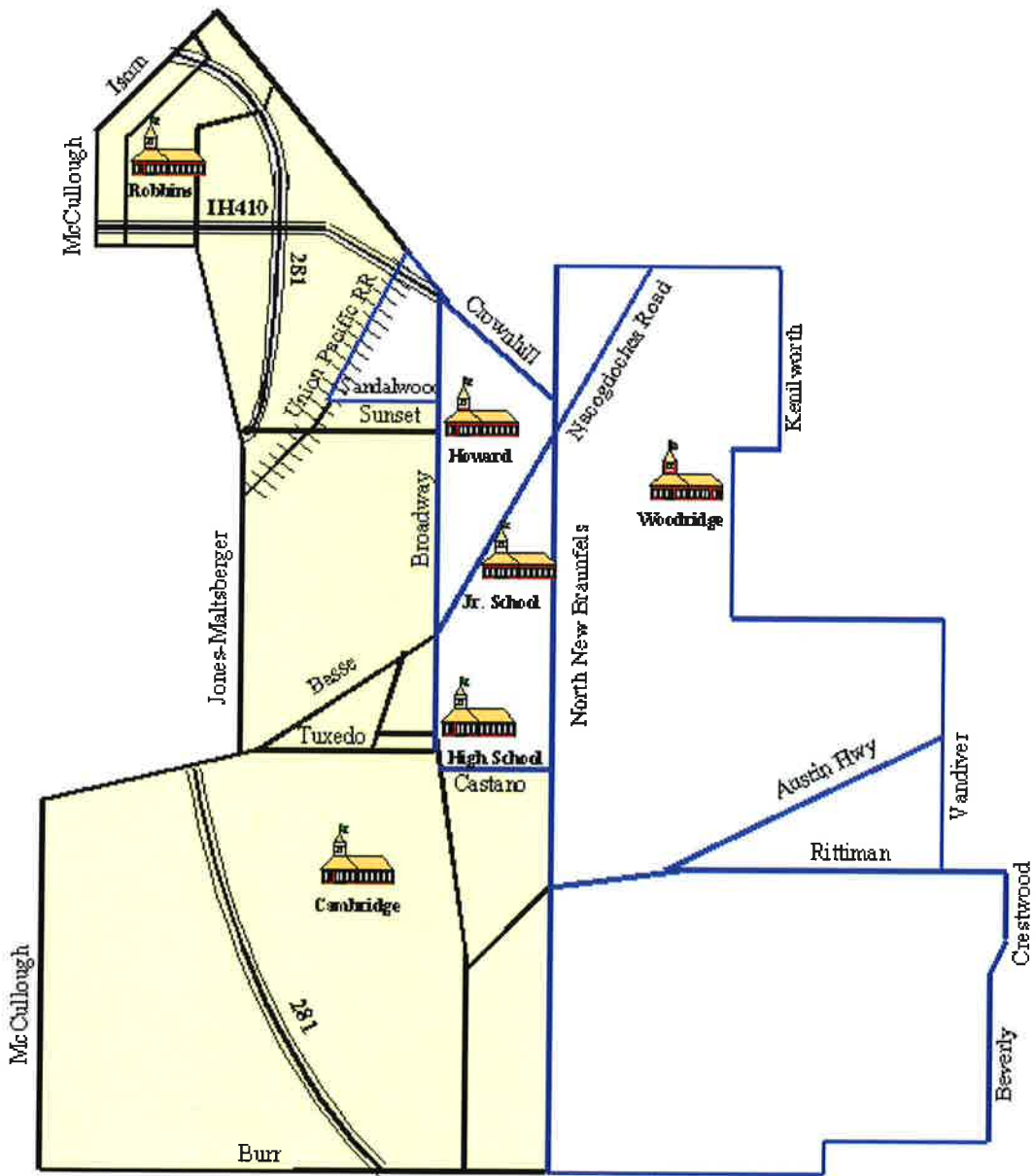
Half Day PM: 11:45am-4:15pm

### ***AHHS***

Full Day: 8:35am-4:00pm

Half Day AM: 8:35am- 12:30pm

Half Day PM: 12:25pm-4:00pm





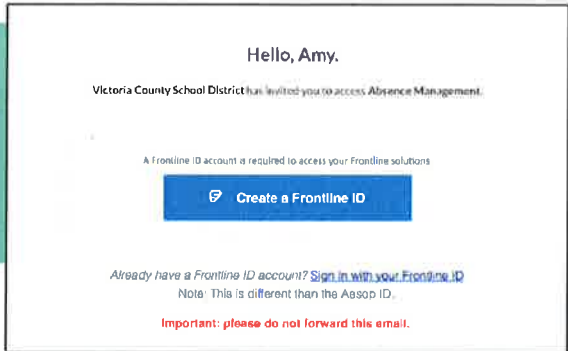
# Identity Management

Once your organization upgrades to the Frontline Insights Platform, you can begin to utilize new and improved system functionality! These new upgrades allow you to log in to all your Frontline applications with a single username and password and to access any Frontline application via a single URL.

## GETTING STARTED

On the date your district upgrades, you will receive an invitation email to create a Frontline ID account.

This new account replaces your former login credentials and allows you to collectively access all your different Frontline applications via a new, single username and password.



Click **Create a Frontline ID** within the invitation email.

This selection takes you to a Sign In page where you must create login credentials in accordance to Frontline requirements.

## CREATING AN ACCOUNT

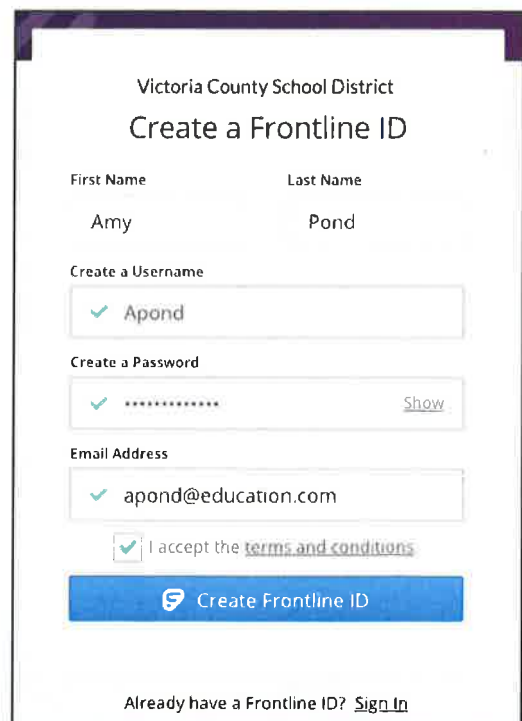
Your new username must contain 1 alphabet character and at least 4 total characters. (You can potentially use your email address, first initial and last name, or a different, district preferred combination.)

The password must have 1 alphabet character, 1 number or special character, and 8 total characters.

Include an email address to provide a means for password recovery/verification and click the checkbox to accept the terms and conditions.

Once you are finished, click **Create Frontline ID**.

The system will prompt you to confirm your email as a final verification step. Once completed, the system enables access with your new username and password and requires these credentials for any future logins.



## SIGN ON PAGE

With the creation of your new FrontlineID account, you can access all your Frontline applications through a single sign-on page.

Go to [app.frontlineeducation.com](http://app.frontlineeducation.com), enter your new username and password, and click **Sign In**. The system recognizes your account configurations and presents applicable options based on your organizational setup.

If you belong to multiple organizations, the system will prompt you to choose which organization you want to access, and once selected, you will then choose from a list of your accessible Frontline applications.

## LAYOUT

When you log in, the system will display a side navigation bar that hosts application-specific options, and you will have a series of selectable options along the top purple bar. From this top bar, you can alternate between applications/districts (if applicable), access help resources, and manage your account.

If you have any additional questions, please reference your application's Learning Center!

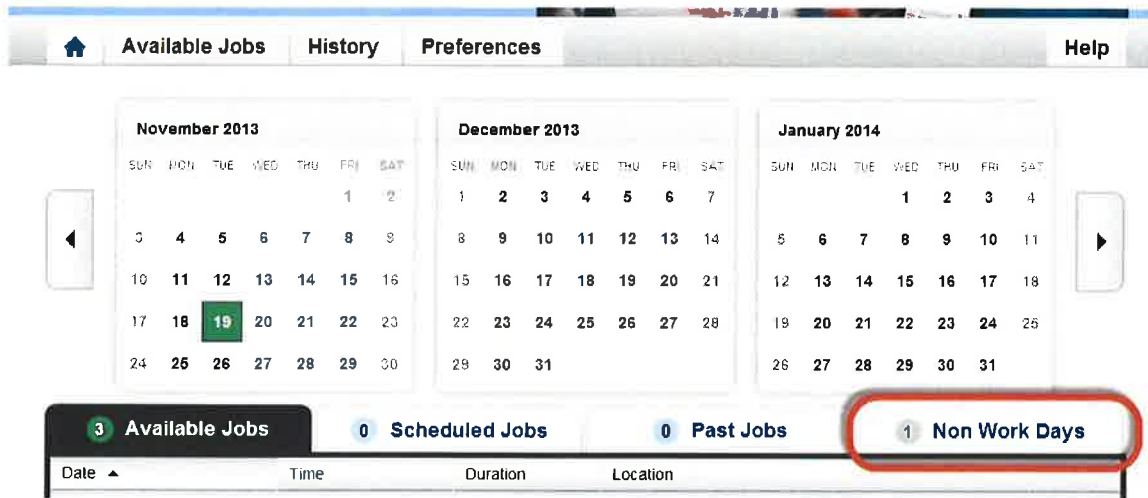




## How to enter a "Non-Work Day" into AESOP

If you will be unavailable to sub you should mark yourself unavailable in AESOP. This means the system will see you as unavailable, you will not receive phone calls regarding jobs during that time, and it is documented why you are unavailable.

1. Log into AESOP, <http://www.frontlinek12.com/Products/Aesop.html>
2. Click the "Non Work Day" tab on your home screen.



3. Click the "Add Non-Work Day" button.



4. Enter the fields that pop up.
  - a. **Date** – enter the date you will be out or the start date of a range if you are using the repeat feature.
  - b. **Repeat** – check this box if you wish to set up a date range or a reoccurring event.
  - c. **Times** – enter the times you will be unavailable
  - d. **Reason** – enter the reason you will be unavailable
5. Click "save". Then you are done. The system now sees you are unavailable during that time.


The screenshot shows the 'Add Non-Work Day' form with the following fields: 'Date' (11/19/2013), 'Repeat' (checkbox), 'From' (8:00 am), 'All Day' (checkbox), 'to' (4:00 pm), and 'Reason' (text input). 'Cancel' and 'Save' buttons are at the bottom right.

6. If plans change and you will be available you can delete a Non-Work Day by clicking the "Remove" button for that day or range.

3 Available Jobs    0 Scheduled Jobs    0 Past Jobs    3 Non Work Days

This list shows non-work days for the past 30 days. View more by clicking the History tab + Add Non-Work Day

Date	Time	Reason
Wed, 10/23/2013	All Day	
Tue, 11/19/2013	All Day	
Wed, 11/20/2013	All Day	

**✕ Remove**



First Day of School: August 17, 2020

Last Day of School: May 27, 2021

- = Holiday
- = Student Holiday/Staff Development
- = Teacher Work Day/Staff Development
- = Teacher Trade Day
- \* = Early Release Parent Conference (Elementary)
- ◇ = Early Release (Secondary)
- △ = Early Release Staff Development (District) / Waiver Day
- w = Waiver Day

## 2020-2021 School Year Calendar

JULY						
S	M	T	W	T	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 TD=11						
S	M	T	W	T	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 11-14 - Teacher Work Day/Staff Development  
 August 17 - 1st Day of School  
 August 17 - 1st Nine Weeks Begins  
 August 17 - 1st Semester Begins

SEPTEMBER TD=32						
S	M	T	W	T	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			

September 7 - School Holiday (Labor Day)

OCTOBER TD=54						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	w12	13	14	>15	16	17
18	19	*20	*21	22	23	24
25	26	27	28	29	30	31

October 12 - Student Holiday (Columbus Day) / Staff Dev.  
 October 14 - 1st Nine Weeks Ends  
 October 15 - 2nd Nine Weeks Begins  
 October 20-21 - Early Release Parent Conf. (Elementary)

NOVEMBER TD=70						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	w23	24	25	26	27	28
29	30					

November 13 - School Holiday  
 November 23-25 - Student Holiday/Teacher Trade Day  
 November 26-27 - School Holiday (Thanksgiving Break)

DECEMBER TD=84						
S	M	T	W	T	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		

December 7 - Teacher Work Day/Student Holiday  
 December 18 - Early Release (Secondary)  
 December 18 - 2nd Nine Weeks Ends  
 December 18 - End of 1st Semester  
 December 21-31 - Winter Break

JANUARY TD=103						
S	M	T	W	T	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						

January 1 - Winter Break  
 January 4 - 3rd Nine Weeks Begins/2nd Semester Begins  
 January 18 - School Holiday (MLK)  
 January 27 - Early Release (District)/Waiver

FEBRUARY TD=123						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	w15	16	17	18	19	20
21	22	23	24	25	26	27
28						

February 8 - Teacher Work Day/Student Holiday  
 February 15 - Student Holiday (President's Day)/Staff Dev

MARCH TD=141						
S	M	T	W	T	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			

March 2-3 - Early Release Parent Conf. (Elementary)  
 March 5 - 3rd Nine Weeks Ends  
 March 8-12 - Spring Break  
 March 15 - 4th Nine Weeks Begins

APRIL TD=161						
S	M	T	W	T	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	

April 2 - School Holiday (Good Friday)  
 April 23 - School Holiday (Battle of Flowers)  
 April 26 - Teacher Work Day/Student Holiday

MAY TD=180						
S	M	T	W	T	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 27 - Early Release (Secondary)  
 May 27 - Last Day of School  
 May 27 - 4th Nine Weeks Ends/End of 2nd Semester  
 May 27 - Graduation  
 May 28 - Teacher Work Day/Staff Development  
 May 31 - Memorial Day

STAAR Testing Calendar						
*April 6 - 4th & 7th Writing / 5th & 8th Math						
*April 6 - English I						
*April 7 - 5th & 8th Reading						
*April 8 - English II						
*May 4-7 - Algebra I, Biology, U.S. History						
*May 6 - 8TH Grade Science						
*May 7 - 8TH Grade Social Studies						
*May 11 - 3rd, 4th, 6th & 7th Math						
*May 12 - 3rd, 4th, 6th & 7th Reading						
*May 13 - 5TH Grade Science						
*DATES SUBJECT TO CHANGE						