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Welcome

We want to first thank you for becoming a guest educator and welcome you as an important and valuable part of our Northwest Independent School District team. Like all other teachers in our district, you have one of the most important tasks of all—contributing to the growth, development and wellbeing of our students. It is known that our school district could not function without dedicated guest educators, so thank you for your service and making our district the most sought-after district!

The service you provide is imperative and as Guest Educator you must enter each campus daily with the willingness and initiative to provide a top-notch education for our students in the absence of their regular teacher. Our district is aware of the sacrifices you make each day in this position and the constant flexibility of your personal life, so once again we all thank you!

As the Guest Educator, you are the person that will continue to provide the students with high academic instruction and provide the lessons planned for by the classroom teacher. It is your charge to provide a day of learning and academic support for the students of NISD, as if their classroom teacher is still present.

Our goal is to provide classroom instruction that enhances a student’s educational career and beyond, as the guest educator, you represent that continued dedication. This handbook will provide you with foundational information that will clarify policies and procedures, while allowing you to become comfortable with NISD expectations.

Please do not hesitate to contact the human resources office, if you have any concerns regarding your role as a Guest Educator in our district.

Thank you for your dedication and willingness to help our student succeed!

NISD Human Resources
NISD Vision and Mission Statement

Our Vision
The best and most sought-after school district where every student is future ready:
• Ready for college
• Ready for the global workplace
• Ready for personal success

Our Mission
Northwest ISD, in partnership with parents and community, will engage all students in a premier education, preparing them to be successful, productive citizens.

Eligibility Requirements to Become a NISD Guest Educator Teacher

Guest Educator (Substitute) Candidates
We generally offer three guest educator hiring cycles per school year with culminating guest educator orientations during the following months (dependent upon training room availability) - September, November, and February. The first guest educator job posting will be available July 1st of each year and the last posting will be open until mid-January. We encourage you to visit our online application portal to complete an application. You must apply to the guest educator job posting in order for your application to be reviewed by the human resources department. Only applicants with at least 48 college credit hours will be considered for employment as a guest educator teacher.

Are you a retired member of the Teacher Retirement System (TRS) of Texas?
If you are retired from TRS and thinking about returning to work with an employer covered by TRS, OR if you are thinking about retirement and considering possible employment with an employer covered by TRS after you retire, the information on the TRS website will help you make the decision that is right for you and avoid any unexpected loss of annuity payments.

Helpful Hints
~ Complete the online application
~ Update references, complete the online interview
~ Utilize your personal, permanent email address on your application
~ Apply to the most current guest educator job posting
~ Onboarding process is handled via email, be sure to check your email often (check your SPAM folder too)
~ Follow all the steps and instructions emailed to you

Did you know?
~ The state of Texas requires all school district employees be fingerprinted by the state approved provider L1 with an associated fee and the hiring school district must recommend you for fingerprinting. For more information please visit the link provided: https://tea.texas.gov/index2.aspx?id=5844
~ The Federal government requires employers inspect your I-9 documents in person
~ Our auditor requires we maintain an official set of transcripts with the university seal/registrar’s signature in your employee file
Our guest educator salary schedule offers competitive pay
Our guest educators are offered additional training on a voluntary basis

What to Expect
~ HR department reviews applications a few weeks prior to the scheduled orientation
~ Selected candidates will receive an email outlining the electronic onboarding process
~ Selected candidates are required to complete seven electronic employment documents such as I-9, W-4, direct deposit enrollment form, etc.
~ Selected candidates will complete and clear a pre-employment background check
~ Selected candidates will be expected to attend orientation and provide an official set of transcripts reflecting at least 48 college credit hours

Registering with Aesop System

Once you have been hired to be a guest educator you will receive an email from Frontline with detailed instructions on how to access your AESOP account. The Frontline Education utilizes both the telephone and the internet to assist you in locating guest educator jobs in NISD. The Frontline Absence and Time Solution is available 24 hours a day, 7 days a week.

Aesop (Preferred Method)

Your Aesop user name and PIN will be in your Northwest ISD welcome letter you will receive from Frontline. Once you log in to Aesop they provide a tutorial when and how to utilize the online Aesop system. Please make sure you review the short tutorial and all the sections of the user manual prior to your first assignment to ensure you understand how to work the Aesop system.

Aesop Call Times – NISD Default

<table>
<thead>
<tr>
<th>Mornings</th>
<th>Afternoons</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:30 am to Noon</td>
<td>5:00 pm to 10:00 pm</td>
</tr>
</tbody>
</table>

Aesop Call Times – Guest Educator Preferences

The Aesop system allow the guest educator to set their personal availability, change personal settings, update your calendar, and personalize your available call times by visiting Frontline on the internet at http://www.aesoponline.com. If the employee has uploaded lesson plans on the Internet, you will be able to view them online once you take the job!

Aesop Available Jobs – Review 24/7 Online

The Aesop http://www.aesoponline.com is available to review job availability 24/7.
Responsibilities of Guest Educator

Your Commitment To Teach When Called
Your request to be placed on the list of guest educators, you have made a commitment to teach when you are called. If a prior teaching engagement or a compelling personal reason requires that you decline a request once accepted, please contact the campus of the job you accepted. You may speak with the office manager or the guest educator coordinator and/or leave a message or send a follow up email.

**Repeated failure to report for accepted assignments may result in guest educator termination**

*** 60 days of inactivity will result in removal from the active guest educator list. If removed from the active list you must reapply and meet the current requirements***

Report to Work Promptly
Report to the building principal/point of contact promptly. Given sufficient notice, the guest educator should report at the same time the regular classroom teacher reports to duty, and should not leave before the regular teacher is dismissed. You are expected to perform all classroom and extra duties assigned to the NISD teacher.

Dress Appropriately
Guest educators are expected to dress in professional attire. Specific dress code questions may be directed to the campus administrator.

Work Hours – Full Day

<table>
<thead>
<tr>
<th>Campus level</th>
<th>Reporting times</th>
<th>Lunch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary</td>
<td>7:15-3:45</td>
<td>30 minutes</td>
</tr>
<tr>
<td>Secondary</td>
<td>8:00-4:30</td>
<td>30 minutes</td>
</tr>
</tbody>
</table>

Early Release Work Hours-Guest Educator will assist campuses with additional needs at campus request:

<table>
<thead>
<tr>
<th>Early Release times</th>
<th>Reporting times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary 7:40-11:40</td>
<td>7:15-12:00 (or when students are gone from campus)</td>
</tr>
<tr>
<td>Secondary HS-8:40-12:40 MS-8:50-12:50</td>
<td>8:00-12:50 8:10-1:00 (please ensure you stay until students have been dismissed)</td>
</tr>
</tbody>
</table>

Work Hours – ½ Day

<table>
<thead>
<tr>
<th>Campus level</th>
<th>Reporting times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary</td>
<td>7:15-11:30 am (morning) 11:31-3:46 pm (afternoon)</td>
</tr>
<tr>
<td>Secondary</td>
<td>8:00am-12:15 pm (morning) 12:16pm-4:30pm (afternoon)</td>
</tr>
</tbody>
</table>
Occasionally, half day assignments are required. For elementary grades, morning assignments will be from 7:15 A.M. until 11:30 A.M. and afternoon assignments from 11:31 A.M. until 3:46 P.M. Because of the varied schedules in the secondary schools, a half day will be considered to be an assignment of less than five (5) hours of classroom duty time*. Any assignment exceeding five (5) hours of classroom duty time will be paid on a full day basis. Please note that beginning and ending time may vary by campus. Listen carefully to the times stated by the Aesop

**Morning & Afternoon Check-In Office Staff**
- The guest educator must report to the main office immediately upon entering the building to sign the proper forms and to receive lesson plans and other instructions for the day
- At the close of the school day, the guest educator is required to report back to the main office to check out and to receive any further instructions or assignments

- Consult the school’s office manager to obtain the following
  - procedures for checking attendance
  - special instructions from the principal
  - special activities planned for the day
  - special duties assigned to the teacher for whom you are substituting

**Keep Personnel Records**
It is recommended that each guest educator keep an accurate record of the days worked so that the needed information will be available to correct any errors that may occur concerning the guest educator’s paycheck. Questions concerning the paycheck should be directed to the payroll department.

**Leaving Campus Not Allowed Without Permission**
No employee may leave the campus during duty hours without first clearing with the building principal or designee. Using conference periods for personal errands, extended lunch, or appointments is not permitted.

**Use of School Equipment, Etc.**
Employees and other individuals may not use school equipment/facilities for personal use except as provided for in policy. The school district will not be responsible for any personal supplies or equipment that an employee furnishes for use at campus or departmental locations.

**Classroom Guidelines**
*Follow the classroom teacher’s lesson plans as closely as possible.* In the event there are no plans available, you must assume the responsibility of conducting an educationally meaningful activity using your own resources.
- Ask the principal for any special directions such as special activities that may be planned for the day or special duties performed by the regular teacher
- Introduce yourself to neighboring classroom teachers
- Find the classroom teacher’s daily schedule, plan book, seating charts, record book, textbooks, and other needed materials
- Try to avoid changing the seating arrangement or any other aspect of the classroom organization or routine except for temporary grouping of pupils for instruction or committee work
- Strive to maintain high standards of ethics and avoid comparison of teacher-pupil learning situations
- Supervision of halls and corridors is a responsibility of all teachers, especially when pupils are coming into or leaving the building
- Report serious accidents or illness to the principal or nurse immediately
• Leave a brief progress report of the work assigned, as well as any other information that would be helpful to the returning classroom teacher (bulletins, parental notes, assignments, and problems). Before leaving, be sure that all equipment and material used during the day is properly stored and that the room is left in an orderly condition. A ½ day job could last up to 5 hours.

• **Proper discipline or classroom order** is a prerequisite to good teaching. Be firm and businesslike. Should you have some difficulty with discipline, please seek the assistance of the principal or other administrative personnel

• When completing a “long term” assignment, the guest educator should attend all scheduled meetings (i.e., faculty, grade level, departmental, etc.). In case of doubt, check with the building principal

• Become acquainted with this handbook and with all school policies as soon as possible, and familiarize yourself with all school procedures and regulations. Board policies, teacher handbooks, and student handbooks are available through the principal’s office.

### Student Discipline & Guest Educator’s Expectations

- The Board of Trustees of the Northwest ISD has mandated that corporal punishment will not be used by anyone in this district. Guest educators **may NOT administer corporal punishment**. The use of corporal punishment in any form may **result in dismissal action**.
- Guest Educator should **not** leave the class unattended.
- Assume responsibility for students and to assist in the correction of all other irregularities that may occur.
- Attempt to solve problems before they are referred to the principal.
- Charged with the responsibility of maintaining proper building procedures and rules of conduct.
- Exhibit to their pupils a reasonable degree of dignity, courtesy, and congeniality.
- Firm, fair treatment of all pupils, combined with explicit explanation and direction will preclude many disciplinary problems.
- If incident occurs, which warrants the exclusion of a pupil from the classroom, exclusions from class by the teacher in charge are to be referred to the principal or designee immediately.
- Limit physical force by a guest educator should be limited to those situations where it is necessary to prevent injury to another person or self or the preservation of property.
- Maintain a level of discipline in the classroom which is conducive to good learning. This can be accomplished by following the school **Student Code of Conduct** [http://www.nisdtx.org/cms/One.aspx?portalId=232201&pageId=362336](http://www.nisdtx.org/cms/One.aspx?portalId=232201&pageId=362336)

- Obligated to correct students for misconduct in the building or on the school grounds.
- When individual pupils cause behavior problems which are disruptive to good learning conditions, the guest educator should apply the applicable steps of the Discipline Management Plan. This plan is available in the teacher’s classroom and the principal’s office.

### Electronic Communication and Data Management

All district staff who use or who have students use any form of electronic communication related to NISD management or instruction will be subject to policy CQ (LOCAL) and regulations. CQ (LOCAL) may be found at the following webpage [http://pol.tasb.org/Policy/Code/391?filter=CQ](http://pol.tasb.org/Policy/Code/391?filter=CQ)

### Extra Duties

The guest educator may be expected to fulfill all extra duties that have been assigned to the regular classroom teacher or additional duties deemed necessary by the campus. These duties may include bus duty, lunch and hall duty, or any other special duties assigned by the principal. You may be expected to fulfill extra duties during the planning period of the regular teacher. If necessary, the guest educator should also attend faculty meetings or grade level meetings in the place of the regular teacher.
Release of Children
Any person, other than authorized school personnel, who might request information about a child, or who asks that a child be released from school, must be directed to the principal’s office. **UNDER NO CIRCUMSTANCES** should a child be released from the classroom without official notice from the building principal.

General Information

Personal Information Changes
Guest educators will update their personal information in the Employee Access Center (EAC). If there is a name change, the new social security card will need to be presented to the HR staff member to verify validity.
http://www.nisdtx.org/cms/One.aspx?portalId=232201&pageId=370776

Daily Assignments Review
- Contact the campus immediately if you are unable to fulfill a scheduled assignment.
- If you are able to accept a last minute open assignment, contact the campus to discuss availability prior to reporting to the campus.
- If you DECLINE a job, the system automatically generates a non-work day and will not allow you to view additional jobs for that day.

Cancellation of Jobs by Campus Staff
When a guest educator is cancelled by the campus personnel (principal/supervisor/teacher) will:
- Personally notify the guest educator immediately of the cancellation and,
- Contact the AESOP system and enter the cancellation

Vacant Position
If you are covering a **VACANT** position, the office manager or principal will complete the appropriate paperwork.

If you are a retired educator receiving retirement benefits from the Teacher Retirement System (TRS) you must notify the HR office of their retirement status and date of retirement via email at humanresources@nisdtx.org and may be employed in limited circumstances on a full or part-time basis without affecting their benefits, according to TRS rules and state law. Detailed information about employment after retirement is available in the TRS publication “Employment After Retirement”. Employees can contact TRS for additional information by calling 800-223-8778 or 512-542-6400. Information is also available on the TRS Web Site at [www.trs.state.tx.us](http://www.trs.state.tx.us). Retired substitutes are fully responsible for monitoring their substitute assignments and meeting the limitations of assignments set forth by TRS. In the event a retired substitute exceeds the TRS limitations in the number of days/type of assignments worked, the substitute would be responsible for reimbursing NISD for any surcharges.

Resignation
If you need to resign your position as a guest educator you will need to complete the resignation form that can be found of the NISD Human Resources → Guest Educator → Resignation Process → Guest Educator Resignation Form [http://www.nisdtx.org/departments/human_resources/guest_educator__substitute__information/](http://www.nisdtx.org/departments/human_resources/guest_educator__substitute__information/)
### Standard Guest Educator Rates

The salary rates for guest educators shall be set by the Northwest Independent School District Board of Trustees and recorded in board minutes. The rates are as follows for the 2017-2018 school year:

<table>
<thead>
<tr>
<th>Professional Substitute Teaching Assignment Daily Rate</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>No Degree or Teacher Certification $70.00/day</td>
<td></td>
</tr>
<tr>
<td>one-half day (up to five hours) $50.00/day</td>
<td></td>
</tr>
<tr>
<td>Bachelor’s Degree or above $85.00/day</td>
<td></td>
</tr>
<tr>
<td>LVN/Medical Training $85.00/day</td>
<td></td>
</tr>
<tr>
<td>one-half day (up to five hours) $60.00/day</td>
<td></td>
</tr>
<tr>
<td>Bachelor’s Degree or above &amp; Teacher Certification $90.00/day</td>
<td></td>
</tr>
<tr>
<td>one-half day (up to five hours) $60.00/day</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Professional Long Term Substitute Teaching Assignment Tiered Rate</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tier One</strong>: After ten consecutive days within the same teaching assignment</td>
<td></td>
</tr>
<tr>
<td>No Degree or Teacher Certification $80.00/day</td>
<td></td>
</tr>
<tr>
<td>One-half day (up to five hours) $50.00/day</td>
<td></td>
</tr>
<tr>
<td>Bachelor’s Degree or above $90.00/day</td>
<td></td>
</tr>
<tr>
<td>One-half day (up to five hours) $60.00/day</td>
<td></td>
</tr>
<tr>
<td>Bachelor’s Degree or above &amp; Teacher Certification $100.00/day</td>
<td></td>
</tr>
<tr>
<td>One-half day (up to five hours) $60.00/day</td>
<td></td>
</tr>
<tr>
<td><strong>Tier Two</strong>: After twenty-five consecutive days within the same teaching assignment the substitute must be degreed and certified</td>
<td></td>
</tr>
<tr>
<td>Bachelor’s Degree or above &amp; Teacher Certification $134.00/day</td>
<td></td>
</tr>
<tr>
<td>one-half day (up to five hours) $70.00/day</td>
<td></td>
</tr>
<tr>
<td><strong>Tier Three</strong>: After sixty consecutive days within the same teaching assignment the substitute must be degreed and certified</td>
<td></td>
</tr>
<tr>
<td>Bachelor’s Degree or above &amp; Teacher Certification $200.00/day</td>
<td></td>
</tr>
<tr>
<td>one-half day (up to five hours) $100.00/day</td>
<td></td>
</tr>
</tbody>
</table>

Note: Substitutes serving in a long term teaching assignment who miss more than two consecutive days will start at the Tier One rate upon their return.

Starting Tier rate may be adjusted due to market availability for hard-to-fill positions and must be approved by the Assistant Superintendent for Administrative Services or the Executive Director of Human Resources. Substitutes who serve in consecutive long term assignments may be eligible to retain their current Tier rate.

<table>
<thead>
<tr>
<th>Professional Long Term Temporary Teaching Assignment-Vacant or Growth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Substitutes assigned to a vacant or growth long-term teaching assignment with 90 full days or greater remaining in the school year must possess a Texas Teacher Certification and may be paid at a rate equal to the daily rate of a first year teacher regardless of the substitute’s years of experience and may be eligible for benefits, but no contract will be offered. The rate of pay may be adjusted due to market availability for hard-to-fill positions and must be approved by the Assistant Superintendent of Administrative Services or the Executive Director of Human Resources.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Professional/Administrative Daily or Professional/Administrative Long Term Substitute (Non-teaching assignments)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Substitute rates of pay for non-teaching professional or administrative positions will be established prior to services rendered with no tiered rating scheme. Approval for obtaining a substitute for non-teaching assignments and rate of pay must be approved by the Assistant Superintendent for Administrative Services or Executive Director of Human Resources.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Paraprofessional Assignment Daily or Long Term Substitute Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>The daily rate for paraprofessional assignments is the same regardless of the substitute’s credentials (ie. degree or certification) with no tiered rating scheme. Educational Aide $60.00/day</td>
</tr>
<tr>
<td>one-half day (up to five hours) $40.00/day</td>
</tr>
<tr>
<td>Classroom Special Educational Aide $70.00/day</td>
</tr>
<tr>
<td>one-half day (up to five hours) $50.00/day</td>
</tr>
</tbody>
</table>

### Professional Long Term Temporary Teaching Assignment-Vacant or Growth

Substitutes assigned to a vacant or growth long-term teaching assignment with 90 full days or greater remaining in the school year must possess a Texas teacher’s certification appropriate to the assignment and be highly qualified.

### Payroll Dates for Guest Educator

See [Monthly Payroll Schedule](#)
**Notice of Reasonable Assurance / Not Eligible for Unemployment**

Guest educator teachers will be issued a letter of reasonable assurance at the end of the academic year. By virtue of the notice, guest educator teachers are not be eligible for unemployment compensation benefits drawn on school wages during scheduled breaks.

**Guest Educator Teacher Evaluation System**

The purpose of the guest educator’s Teacher Evaluation System is to provide classroom teachers and administrators with a standard procedure for reporting the performance of guest educators. It is designed to provide constructive feedback and participation is highly recommended.

**Level 1 Minor Infractions and Performance Concerns**

No negative reports will be placed in the guest educator’s file without an attempt by a campus administrator to conference with the guest educator. Communication shall either be written or verbal. The building principal/administrative supervisor will schedule a meeting with the guest educator to discuss the concern. The building principal will complete the NISD guest educator evaluation form in Applitrack. If a resolution is agreed upon and no further concerns arise, there is no further action required. If there is a continued concern that is persistent and/or a pattern of behavior the principal will document the information in the Level 2 Applitrack form.

**Level 2 Violation of Campus/District Policy, Practice and Procedures**

If a pattern of behavior or consistent minor infractions/performance concerns continue the principal/administrative designee may document this concern. If a violation of campus and/or district policy, practice and procedures occur the campus principal/administrative designee will meet with the guest educator and determine next steps.

**Positive Feedback Form**

Principal/administrative designee will complete the Positive Feedback Form in Applitrack. This information will be used to recognize the guest educators that do a great job and are positive role models for NISD.

**Long-Term Guest Educator Form**

Guest educators step into the teacher’s role when a classroom educator is out and NISD HR team wants to know about the performance of a long-term guest educator after each assignment. The principal/administrative designee will complete the long-term guest educator evaluation form in Applitrack.

**Building Principals or Administrative Designee Input/Action**

- Receives and reviews completed the evaluation form for the guest educator
- In cases of negative feedback, discuss with classroom teacher the facts and observations upon which the report is based
- Schedules appointment to visit with guest educator teacher regarding any concerns
- Provides follow-up comments and/or recommendations regarding continued service of the guest educator teacher, give expectations of work
- Completes the evaluation with the human resources office for secondary meeting with guest educator

**Human Resources Input/Action**

Receives and reviews completed Guest Educator’s Evaluation Report(s).
Follows through on feedback as follows:

- In cases of negative feedback, discusses with the building principal any comments or recommendations submitted, determines if disciplinary action is warranted, and, if so, takes appropriate action.
- In cases of positive feedback, take appropriate steps to recognize guest educator teacher.

Creates and maintains report files for future reference.

**Principal or Administrative Designee Responsibility**

- Assists in locating keys, textbooks, gradebooks, and folders which contain the information needed by the guest educator.
- Assists with disciplinary problems and is available upon request.
- Endeavors to create among students an attitude of cooperativeness toward guest educator.
- Visits guest educator’s room at regular intervals. Your interest and assistance will be appreciated.
- Provides the guest educator with a description of the routine of the school day and any special activities that may be scheduled. Instructs the guest educator in the correct procedure for processing attendance cards and reporting absences.

*Campus administrators are responsible for discipline.*

**Classroom Teacher Component**

Teacher is to have the following materials on desk or in the front office:

- Lesson plans.
- Detailed schedule.
- Classroom roster, with seating chart.
- Extra duty assignments such as duty at noon, recess, bus duty, etc.
- Procedures for safety and security.
- Important or unusual information about any child (physical problems, medication, schedule of services etc.).
- Who to call and extensions.

**Staff Acceptable Use Policy (AUP)**

**Technology & Copyright Laws**

**Overview - The Use of Computers, the Internet, and Electronic Mail**

Northwest Independent School District is pleased to offer access to a computer network for file sharing, printing, electronic mail and the Internet. To gain access to the district network, e-mail and the Internet, all employees must view the Acceptable Use Policy (AUP) video, agree to the conditions as stated in this document, and verified by your signature.

Access to these services will enable the school community to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world to enhance district curriculum. The district will filter the Internet for inappropriate material; however, employees
should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive.

It is important that users read and understand the Northwest Independent School District policy, administrative regulations, and seek guidance if items are unclear. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the district’s technology resources.

Acceptable Use Guidelines – Technology

- Keep all logins private
- Even though some limited personal use is permitted, the district account is to be used primarily for instructional and administrative purposes and in accordance with administrative guidelines
- Employees must comply with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student and district records
- Individuals may perceive that electronic communication from you through a district-provided electronic medium, such as e-mail, is also endorsed by the District or that the district shares the same point of view
- As role models for the district’s students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their personal use of social media as they are for any other public conduct
- At all times, employees are responsible for the proper use of their account. The district may suspend or revoke access if guidelines are not followed

Bring Your Own Device - Technology

- Staff members may bring their personal electronic devices to be used on the NISD network.
- Devices from home will have access to wireless Internet but will not have access to district printers or district drives such as network folders.
- Students are also allowed to bring their own device for instructional purposes with teacher and campus administration approval.
- Northwest ISD is not liable for any loss or damage incurred. Northwest ISD will not provide maintenance, nor can it load any software onto any personal, non-district device.
- Identity theft is a growing problem. We recommend that any personally sensitive files such as tax documents, social security information, and bank records are removed from any device before it is used on campus.
- All technological devices brought onto a NISD campus are subject to search and seizure. Improper or non-educational use could result in loss of privileges for the on-campus use of such devices.

Northwest ISD is not responsible for lost, damaged, or stolen devices.

Any dispute involving Acceptable Use of district or personal resources will be settled at the discretion of district personnel.

Email Prohibited Uses – Technology

1. E-mail should be used primarily for educational and administrative purposes.
2. E-mail transmissions, stored data, transmitted data, or any other use of the system by employees or any other user shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
3. All e-mail and all e-mail contents are property of the district.
4. E-mails may only be forwarded by an employee only if such e-mail is forwarded to a person who would need the information contained in the e-mail for educational or administrative purposes that are consistent with the goals and mission of the district.
(5) Never assume electronic mail is private. Messages relating to or in support of illegal activities must be reported to the authorities and the district will comply with state and federal laws, as well as court orders or subpoenas that will require disclosure.

(6) An employee must include his/her signature (name, position, affiliation, and Internet address) at the bottom of e-mail messages.

Monitored Use (Not Confidential) - Technology

Electronic mail transmissions and other use of the electronic communications system by students and employees is not confidential and may be monitored at any time by designated district staff to ensure appropriate use for educational or administrative purposes. All district email and electronic communication is subject to open records.

Posting Practices – District & Campus Websites - Technology

• Assisted by the district web content specialist, designated campus personnel will maintain the campus web pages. The district provides web space through our content management system for departments and professional personnel (refer to district guidelines). The campus principal and the Technology Information Officer, or designee must approve all requests for new web pages before the web pages can be posted on the system or any third party’s electronic communications system. Routine updates do not require the approval of the campus principal or the technology information officer.

• In order for campus web pages to contain student names, audio, video, pictures, and/or student-generated work on Northwest ISD approved web pages; parental consent must be obtained in writing.

• Written parental consent is obtained as part of the Student Code of Conduct.

• Parents have the option to restrict the use of their child’s names, audio, video, pictures, and/or student-generated work.
  • Only students or teacher-created blogs or podcasts related to and in support of the district-approved curriculum and in compliance with all district policies may be posted using the System. Use of the system to post personal blogs, forums, wikis, or podcasts must be in accordance with CQ legal and local policy.
  • Participation in social networking websites or chat rooms for educational and administrative purposes is permissible for employees and those students under the supervision of a district teacher, librarian, or administrator.
  • Employees participating in social networking websites and chat rooms using district electronic resources should assume that all content shared, including pictures, is public. Employees should not respond to requests for personally identifying information or contact unknown individuals. Caution should be taken when addressing questions that would violate FERPA (Family Education Rights and Privacy Act) or student information. No employee shall post personally identifiable information, including photographs, of a student on any website, including the district’s website without parental consent. (See (3) (b) (5) and (3) (b) (7))
  • Posting any student- or teacher-created podcast and/or blog projects that are not in support of the NISD vision, mission, and goals is prohibited.
  • Posting of any unsupervised student blog is prohibited.

Posting Policies – Student Work, Pictures, Videos, Student Name - Technology

Northwest ISD teachers or administrators may post the following with written parental/guardian and student approval to the principal:

• Only students or teacher-created blogs or podcasts related to and in support of the district-approved curriculum and in compliance with all district policies may be posted using the System. Use of the system to post personal blogs, forums, wikis, or podcasts must be in accordance with CQ legal and local policy.
• Participation in social networking websites or chat rooms for educational and administrative purposes is permissible for employees and those students under the supervision of a district teacher, librarian, or administrator.

• Employees participating in social networking websites and chat rooms using district electronic resources should assume that all content shared, including pictures, is public. Employees should not respond to requests for personally identifying information or contact unknown individuals. Caution should be taken when addressing questions that would violate FERPA (Family Education Rights and Privacy Act) or student information. No employee shall post personally identifiable information, including photographs, of a student on any website, including the district’s website without parental consent. (See (3) (b) (5) and (3) (b) (7).)

• Posting any student- or teacher-created podcast and/or blog projects that are not in support of the NISD vision, mission, and goals is prohibited.

• Posting of any unsupervised student blog is prohibited.

Social Media Use with Students – Technology

• Read and follow all district policies

• Read and follow the Terms of Use for all sites. For example, if the site says “you must be 13 to use this site,” then it should not be used by students under 13

• Ensure that privacy settings protect students, faculty and the district

• Do not share personally identifying information on education sites. (Personal address, personal telephone number, personal pictures.)

• Instruct students on how to use the site for educational purposes

• Abiding by AUP and Terms of Use for the site

• Reporting illegal, abusive, bullying, and other negative dangerous behaviors

• Invite administrator’s access to the site being used

• Monitor student use of the site

• If you decide to discontinue use of the site, delete it

Staff Expectations - Technology

Employees are responsible for appropriate behavior on the school or district’s computer network. Communications on the network are often public in nature. It is expected that users will comply with district standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for their actions in accessing and utilizing the school or district’s computer resources. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines. Computer related privileges may be suspended or terminated based on district policy. Violations may result in suspensions, termination of computer related privileges or criminal prosecution as well as disciplinary action by the district.

Notify the building administrator if you are aware of violations to the Acceptable Use Policy.

Northwest ISD may revoke any district user’s access until the violation is reviewed by appropriate district administrators.

Copyright - Classroom

United States Copyright Law, 17 U.S.C. 101-1332 governs the use of copyrighted materials. However, technology has outpaced the law and limits what we can do with copyrighted material.

Copyright - What Can Educators Do?

• Even Disney may be used in the classroom if it relates directly to the curriculum as stated in your lesson plans. It must be something you are currently teaching, not have taught in the past or will teach in the future

• A portion (clip) to illustrate your point is always a better choice than the entire work
• A documentary made for educational use is a better choice than something produced primarily for entertainment (thereafter called a “Hollywood” movie)
• The content covered should be accurate and not misleading and adequately reflect the content covered in the class
• i.e. A documentary on the Titanic is a better choice than the film starring Leonardo DiCaprio and Kate Winslet which is primarily a love story
• District subscriptions such as databases and streaming media are licensed and available for your use.
• Follow district guidelines on movie or television ratings. Educational versions are acceptable if they are legally obtained. “Clean copies” are a violation of copyright law
• To create something “transformative.” Copyrighted materials may be used to encourage practice in redefining problems from different perspectives, helping learners become more critical in assessing assumptions, better at recognizing frames of references and alternate perspectives, as well as effective at collaborating with others to assess and arrive at judgments in regard to beliefs

Disclaimer of Liability
The district shall not be liable for users’ inappropriate use of electronic communication resources or violations of copyright restrictions, users’ mistakes or negligence, inappropriate use of third party sites or costs incurred by user. The district shall not be responsible for ensuring the accuracy or usability of any information found on the Internet. The district does not warrant that the functions or services performed by, or that the information or software contained on, the system will meet the system users’ requirements or the system will be uninterrupted or error-free. The district shall not be liable for lost, stolen or damaged devices brought from home.

Any dispute involving the Acceptable Use Policy will be settled at the discretion of the campus or district administrator.

Safe Schools
The safety of our staff and students is of utmost importance. Please review the safety and security information that is provided in the go-kits that can be found in each classroom. A campus map and campus specific safety information will be available in the guest educator folder each teacher will leave in their classroom.

Code of Ethics and Standard Practices for Texas Educators

Guest educators are expected to observe the Code of Ethics and Standard Practices for Teacher Educators as adopted.

EDUCATORS’ CODE OF ETHICS

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. 19 TAC 247.1

1. Professional Ethical Conduct, Practices, and Performance
Standard 1.1. The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the District, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

Standard 1.2. The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

Standard 1.3. The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

Standard 1.4. The educator shall not use institutional or professional privileges for personal or partisan advantage.

Standard 1.5. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

Standard 1.6. The educator shall not falsify records, or direct or coerce others to do so.

Standard 1.7. The educator shall comply with state regulations, written local Board policies, and other state and federal laws.

Standard 1.8. The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

Standard 1.9. The educator shall not make threats of violence against District employees, Board members, students, or parents of students. Standard 1.10. The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

Standard 1.11. The educator shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

Standard 1.12. The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

Standard 1.13. The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

2. Ethical Conduct Toward Professional Colleagues

Standard 2.1. The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

Standard 2.2. The educator shall not harm others by knowingly making false statements about a colleague or the school system.

Standard 2.3. The educator shall adhere to written local Board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

Standard 2.4. The educator shall not interfere with a colleague’s exercise of political, professional, or citizenship rights and responsibilities.

Standard 2.5. The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.
Standard 2.6. The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

Standard 2.7. The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.

3. Ethical Conduct Toward Students

Standard 3.1. The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

Standard 3.2. The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

Standard 3.3. The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

Standard 3.4. The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.

Standard 3.5. The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

Standard 3.6. The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.

Standard 3.7. The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

Standard 3.8. The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

Standard 3.9. The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, e-mail, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

a. The nature, purpose, timing, and amount of the communication;

b. The subject matter of the communication;

c. Whether the communication was made openly or the educator attempted to conceal the communication;

d. Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;

e. Whether the communication was sexually explicit; and

f. Whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.
District Calendar

Current school calendars are available on the district website in English and Spanish at the following link: http://www.nisdtx.org/UserFiles/Servers/Server_232117/File/About/Calendar/2017-2018Final.pdf

Guest Educator Resources on NISD Employment Website

Various links are available on our Human Resources webpage at http://www.nisdtx.org/departments/human_resources/guest_educator__substitute__information/
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GUEST EDUCATOR POINT OF CONTACT INFORMATION

Absence Management Contact Information

Elementary Campus Point of Contact phone number & email address

Beck  Susan Stuebe-- 815-215-0452  sstuebe@nisdtx.org
Cox  Didi Martinez-- 817-698-7272  dmartinez@nisdtx.org
Granger  Tia Sheldon-- 817-698-1102  tsheldon@nisdtx.org
Haslet  Brenda Mounce-- 817-215-0864  brenda.mounce@nisdtx.org
Hatfield  Kelyn Fichter-- 817-698-1353  kfichter@nistx.org
Hughes  Debora Tuggle-- 817-698-1912  dtuggle@nisdtx.org
Justin  Patricia McGee--817-215-0808  pmcgee@nisdtx.org
Lakeview  Brandye Gahagan-- 817-215-0750  bgahagan@nisdtx.org
Love  Delores Rizer-- 817-698-6602  drizer@nisdtx.org
Nance  Libby Hall-- 817-698-1963  lhall@nisdtx.org
Peterson  Monica Strader-- 817-698-5010  mstrader@nisdtx.org
Prairie View  Lisa Reid-- 817-215-0051  lreid@nisdtx.org
Roanoke  Melissa Beattie-- 817-698-1664  mbeattie@nisdtx.org
Schluter  Valerie Proulx-- 817-698-3902  vproulx@nisdtx.org
Sendera  Cayla Douthitt-- 817-698-3512  cayla.douthitt@nisdtx.org
Seven Hills  Wilma Adams-- 817-215-0706  wadams@nisdtx.org
Thompson  Kim Prax 817-698-3802  kprax@nisdtx.org

Middle School Point of Contact phone number & email address

Chisholm  Trail Tricia Snider-- 817-215-0622  tsnider@nisdtx.org
Medlin  Sherry Witty 817-215-0544  switty@nisdtx.org
Pike  Marlene Mendez--817-215-0404  mmendez@nisdtx.org
Tidwell  Sherry Burroughs-- 817-698-5852  sburroughs@nisdtx.org
Wilson-- Tracey Kucharski--817-698-7902  tkucharski@nisdtx.org

High School Point of Contact phone number & email address

Byron Nelson  Barbara Bankston-- 817-698-5616  bbankston@nisdtx.org
Eaton  April Mata-- 817-698-7300  april.mata@nisdtx.org
Northwest  Angela Calvert-- 817-215-0229  acalvert@nisdtx.org
Steele AHS  Lynne Jackamonis, 817-698-5802  mjackson@nisdtx.org
Denton Creek  Maria Hernandez 817-215-0920  m hernandez@nisdtx.org
DAEP  Julie Conklin-- 817-215-0900  jconklin@nisdtx.org