Welcome to KPBSD
Tips and Tools for New Employees
Handbook

Welcome to the Kenai Peninsula Borough School District!

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Welcome to the Kenai Peninsula Borough School District

Contact Information

Your Instructional Coach: _____

Principal: _____

Assistant Principal: _____

Secretary(s): _____

Day Custodian: _____

Night Custodian: _____

Building Librarian: _____

Kitchen Staff: _____

Building Nurse: _____

Building Test Coordinator: _____

Special Education Teachers: _____

ELL Contact: _____

School Psychologist: _____

Speech Therapist: _____

Building Interventionist: _____

Building PD Facilitator: _____

Building KPEA Representative: _____

Building Athletic Director: _____

Curriculum Support Center: Karla Barkman

Communication Tools

KPBSD offers many opportunities to connect with families and students through email, blogs, and school site Facebook pages. When you connect your classroom through social media the district communication liaison must have access to any pages set up for viewing. If you wish to do this, your principal can contact the District Communication Liaison Pegge Erkeneff.

Outlook mail while on a PC on the school server

1) At the bottom left hand corner of your computer screen click on the windows icon.
2) Select “All Programs”.
3) Double click on the “Microsoft Office 2013” folder.
4) Select “Outlook 2013”.
5) You can drag this to your task bar for a fast link.

Outlook mail while not on a school server

1) Go to [www.kpbsd.org.](http://www.kpbsd.org)
2) Click on the “Employees” tab.
3) On the right hand side, select “Webmail”.
4) Your login is your e#, your password is what you use to log onto computers on the server.

If you want to access other information from the district website, click on the KEY on the top right of the screen. This will bring up a password/login box. Log into this as if you are logging into your computer with your e# and password. You can then access information only accessible to employees.

KPBSD Gmail/Google Docs Drive

Every staff member and student has KPBSD Gmail and Google Docs.

1) Log onto www.kpbsd.org.
2) Click on the “Employees” tab.
3) In the middle column click on Gmail. This is also how you access all Google docs.
4) firstname.lastname@g.kpbsd.org is everyone’s login, the password is the password that you log onto the computer with.
5) KPBSD Gmail can be set up to forward to an Outlook account. To do so log into the mail.g.kpbsd.org account and navigate to: **The Gear in the upper right > Settings > Forwarding and POP/IMAP > Forwarding.**

District Communication Blogs

KPBSD Blog Directory can be found by going to the KPBSD website then selecting Communications/KPBSD Blog Directory or by using this link http://www.kpbsd.k12.ak.us/communications.aspx?id=22668.

Wondering what is currently happening within the district? The Instructional Blog is an excellent resource for information. The Effective Instruction Blog has information about our evaluation system. You can create a blog that is secure for use with your students, contact your site Instructional Coach or IT for assistance in setting up a blog that is secure on the server.

Current Blogs available in Directory

Superintendent's Blog – This blog shares insight and updates from our KPBSD Superintendent.
KPBSD Communication Blog –This blog keeps our community informed of upcoming events and activities.
Ed Tech Blog – This blog includes links to Ed Tech resources, curriculum help, and supplemental resource help.
Effective Instruction Blog – This blog provides information and updates related to our teacher evaluation committee.

Microsoft Lync

Lync is the communications software often used for virtual meetings @ KPBSD. Meetings can be set up and managed through Outlook. It is possible to talk, share your presentations, programs, and desktop, and work together in real time all from your computer at your site. For more detailed information, see the Lync powerpoint in the Shared Folder > Districtwide Staff Shared > New Teacher Presentations.

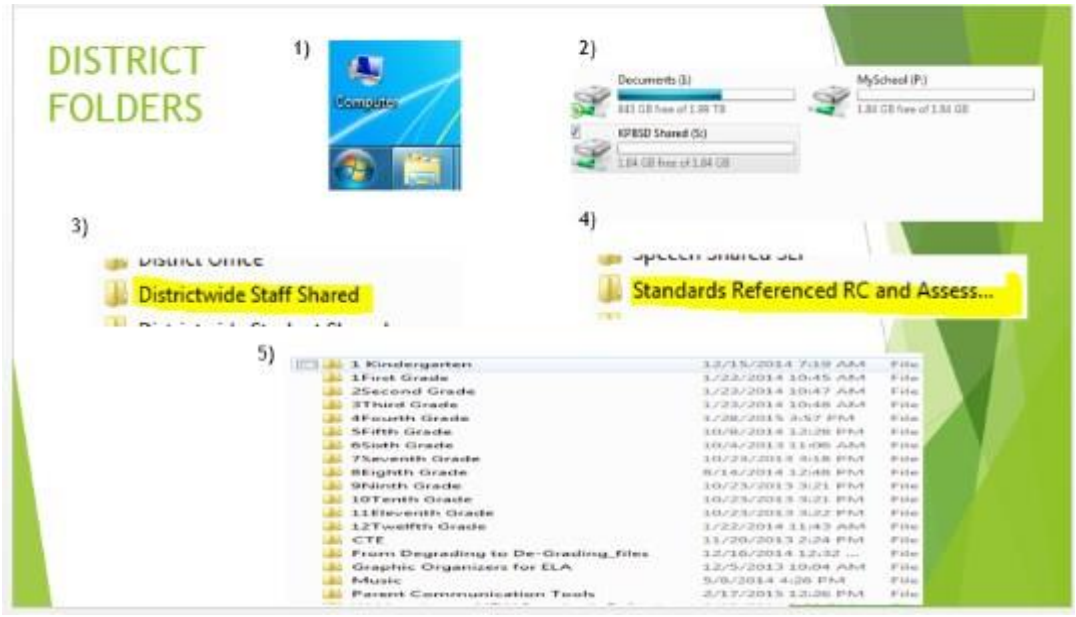
KPBSD Cisco Phone

Working the classroom phone

Please watch the tutorial at this link to learn how to set up and work your classroom phone.

http://www.cisco.com/c/en/us/products/collaboration-endpoints/unified-ip-phone-7900-series/cisco_unified_ip_phones_tutorials.html

Shared Drives/Shared Resources



KPBSD has two ways to share information: between you and your school staff, or you and the entire district.

1) Click on your Windows icon or computer icon.
2) Click on Computer.
3) Select the “S” or KPBSD Shared drive.
4) Select **your school** if you are sharing resources or photos with other staff members OR students. This is a good place to put a folder with your name on it that students can access and drop documents into.
5) Districtwide Staff Shared are resources that employees are sharing to everyone. This allows information to be shared with any staff member within the district. Students do not have access to the Districtwide Staff Shared folder.

Canvas is another KPBSD tool for sharing information, which is addressed later in this handbook.

Communicating with Parents and Students
PowerSchool/PowerTeacher

One of the key tools used to communicate with parents throughout our district is the use of PowerSchool. Every student and parent has a login (parents can request login information from the school secretary if they don't have one). Parents/students can see current grades, scores, and assignments, they can click on resources you have linked, and you can link all of your adopted materials through PowerSchool for at-home access by students to all materials/resources.

PowerTeacher Gradebook: Getting Started Quick Reference Card

PowerTeacher Gradebook: Getting Started

Launching the Gradebook

Since the gradebook is part of PowerTeacher, navigate first to your PowerSchool server and sign in to PowerTeacher.

Note: The gradebook uses Java, so make sure you have the latest version of Java installed on your machine.

1. Navigate to your PowerSchool server address

2. Enter the username and password you were assigned by your PowerSchool administrator
3. On the navigation menu, click the gray arrow next to Gradebook to launch the gradebook
4. As the program launches, Windows users will click **Run** and Mac users will click **Trust** or **Allow**

Accessing Student Information

Although you can access information about your students through PowerTeacher, the gradebook contains additional student information, such as the grade scale by which each student is graded and any personal notes from the teacher. To access a student's information:

1. In the Classes pane, select one of your sections
2. Click **Student Info**, and then double-click the name of a student

   On the student's information pane, notice several icons near the top of the pane. The icons alert you to important things you need to know about your student, like medical conditions, family situations, or disciplinary considerations. If applicable, click each alert icon to learn more about your student.

3. Click any of the phone number links to enlarge the number
4. If you want to send an email to a parent, click the Guardian Email link, select **Email**, and complete the email message

   Alternatively, you can click the Guardian Email link, select **Copy** to copy the email address, and then paste the address into your email program.

ALWAYS LEARNING PEARSON

PowerTeacher Gradebook: Working with Grades Quick Reference Card

PowerTeacher Gradebook: Working with Grades

Grade Scales Setup

PowerTeacher administrators can give you access to copy a grade scale. Then, you can modify the grade scale to fit your grading needs.

To create a custom grade scale:

1. Click **Grade Setup** > **Grade Scales**
2. Select the grade scale to copy, and below the list, click the + sign
3. Next to the copied grade scale, click the arrow
4. Enter a name and description for the new grade scale
5. Change the grade, cutoff, percent, and description
6. To hide a grade that you won't use, click in the Ignore column
7. Click **Save**

To apply a custom grade scale to an individual student:

1. Select the class the student is enrolled in
2. Click **Student Info**
3. Double-click a student's name to open the student information pane
4. From the Grade Scale menu, choose the grade scale you wish to apply to the student

5. Click **Yes** to confirm

To apply a custom grade scale to a group of students:

1. Select the class the students are enrolled in
2. Click **Student Info**
3. Filter the list using student groups, such as Active or Reading Group A
4. Right-click or Control-click, on a Mac, in the student roster, and select **Set Grade Scales**

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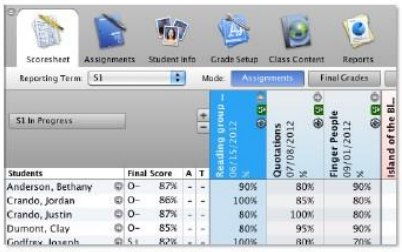
PowerTeacher Gradebook Standards Quick Reference Card

PowerTeacher Gradebook Standards

Using this Quick Reference Card

All actions in this document are performed in PowerTeacher Gradebook. Teachers should be familiar with the use of PowerTeacher and the steps required to launch PowerTeacher Gradebook.



Scoresheet Assignments Mode Operations

Attaching a Standard to an Assignment

In the gradebook, you can associate School standards with assignments. Standards are specific to a course and help you analyze student progress on assignments and assessments. Begin on a chosen class Scoresheet, and make sure you are viewing the Assignments mode:

1. Find the assignment to which you want to attach a standard
2. Double-click the Assignment header
3. Click the Standards tab

4. To attach a standard, check the standard

   To view the Standard Details, click the arrow to the far right. Observe the standard identifier, description, and grade scale.
5. If you want the score entered for the assignment to calculate the standard score, check **Use Assignment Score to Calculate Standards Scores**

   Enable the auto-calculate and new assignment default setting in the gradebook preferences.

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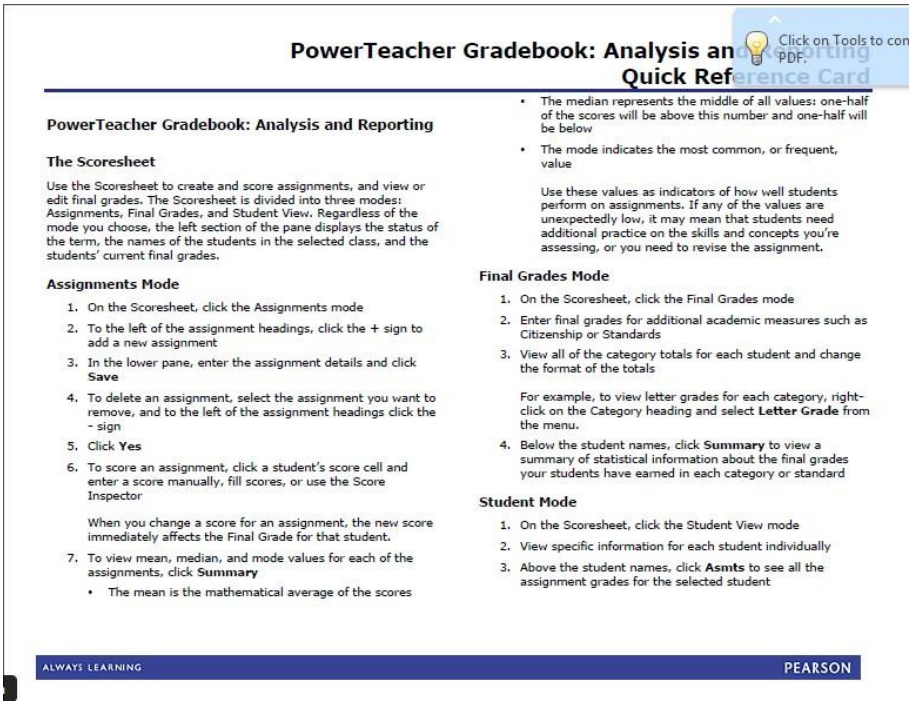

PowerTeacher Gradebook: Analysis and Reporting
Quick Reference Card

PowerTeacher Gradebook: Analysis and Reporting

The Scoresheet

Use the Scoresheet to create and score assignments, and view or edit final grades. The Scoresheet is divided into three modes: Assignments, Final Grades, and Student View. Regardless of the mode you choose, the left section of the pane displays the status of the term, the names of the students in the selected class, and the students' current final grades.

Assignments Mode

1. On the Scoresheet, click the Assignments mode
2. To the left of the assignment headings, click the + sign to add a new assignment
3. In the lower pane, enter the assignment details and click **Save**
4. To delete an assignment, select the assignment you want to remove, and to the left of the assignment headings click the - sign
5. Click **Yes**
6. To score an assignment, click a student's score cell and enter a score manually, fill scores, or use the Score Inspector

   When you change a score for an assignment, the new score immediately affects the Final Grade for that student.
7. To view mean, median, and mode values for each of the assignments, click **Summary**
   - The mean is the mathematical average of the scores
   - The median represents the middle of all values: one-half of the scores will be above this number and one-half will be below
   - The mode indicates the most common, or frequent, value

   Use these values as indicators of how well students perform on assignments. If any of the values are unexpectedly low, it may mean that students need additional practice on the skills and concepts you're assessing, or you need to revise the assignment.

Final Grades Mode

1. On the Scoresheet, click the Final Grades mode
2. Enter final grades for additional academic measures such as Citizenship or Standards
3. View all of the category totals for each student and change the format of the totals

   For example, to view letter grades for each category, right-click on the Category heading and select **Letter Grade** from the menu.
4. Below the student names, click **Summary** to view a summary of statistical information about the final grades your students have earned in each category or standard

Student Mode

1. On the Scoresheet, click the Student View mode
2. View specific information for each student individually
3. Above the student names, click **Asmts** to see all the assignment grades for the selected student

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The KPBSD Knowledge Base has many tutorial videos on PowerSchool. Please use this link to access those tutorials.

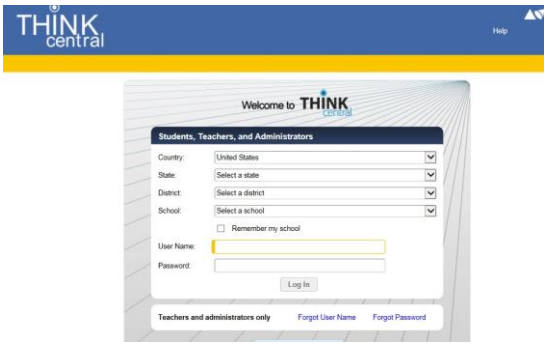
http://kb.kpbsd.k12.ak.us/index.php/KPBSD_Knowledgebase

The KPBSD App is available for free!!! Just search Kenai Peninsula Borough School District in the app store or Google play. This app allows you to have instant access to your school news, calendars, directory, student information and much more.

Adopted Materials Elementary K-5 Reading

1) Go to www.thinkcentral.com.
2) Select “Reading”.

3) Select “Journeys”.



4) Select “Alaska”.
5) Select “Kenai Peninsula Borough SD, Soldotna 99669.
6) Select your school name.
7) If you check the “remember my school” box you will not have to do the above steps every time you login.
8) Your username is your e#.
9) Your password is Kpbsd11! (notice the cap and !).

If you have trouble logging on the first time, you will need to email the curriculum secretary. This year that person will be: Krissy Mahan, kmahan@kpbsd.k12.ak.us.

This will bring up your Journey's homepage/dashboard. Your online resources as a teacher are available here, the teacher's edition, student editions, and resources. Many of these have also been downloaded (and modified) in the Districtwide Staff Shared folder (you must be on the server to access shared drives).

1) When you go into your Journey's dashboard make sure that you are looking at NA Journeys. This has the most updated features. Our classroom printed materials are under Journeys NA 2011. They are similar but NA Journeys has linkable focus walls, assessments, and the teacher's edition has the standard after every question assigned as a guide, which assists with standards based grading.
2) Select your grade level to see the resources available.
3) If resources are hiding, the Help Center has viewable graphics for every situation, but please feel free to also email your school site Instructional Coach.
4) Finally, if you would like the Journeys program to grade your grammar, spelling, or other assessments online, you must enroll your students.

Find and manage student accounts

Do one of the following:

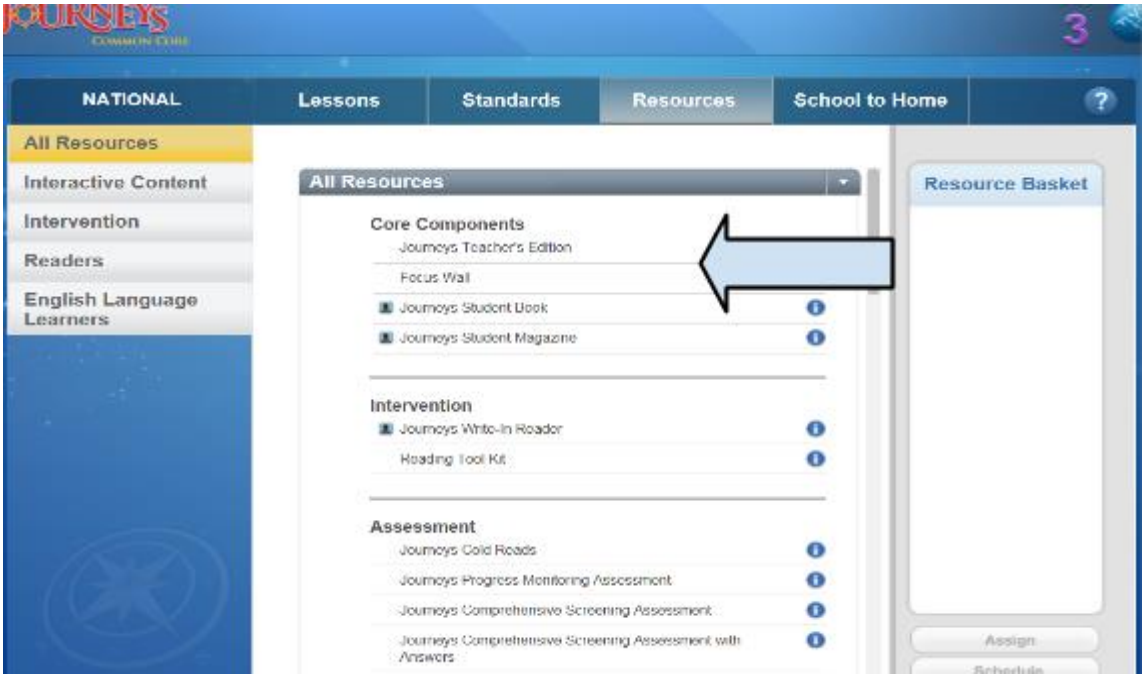
- From the Dashboard, click **Settings**, and then click **Manage Classes**, and then;
- From the *ThinkCentral* navigation, on the **Classes** panel, in the **Find and Manage** area, click **Students**.
- On the **Manage User Accounts** page, do one of the following to find student accounts to manage:

- Click **Find** to list all of your students.
- Enter a first name and/or last name, and then click **Find** to list specific students.
- Enter a username, and then click **Find** to list a specific student account.
- Click on the username of the student account you want to view or edit.
- On the **Edit User** page, make your changes, and then click **Save**.
- To see the class roster a student belongs to, click **Class Information**.

5) Email the curriculum secretary, currently Krissy Mahan, @ kmanahan@kpbsd.k12.ak.us with a list of any missing students, their DOB, and their student id number. She will enter the missing students into the program. You will then need to add them to your class.
6) Once you have enrolled students into your class roster you will be able to assign materials to students.

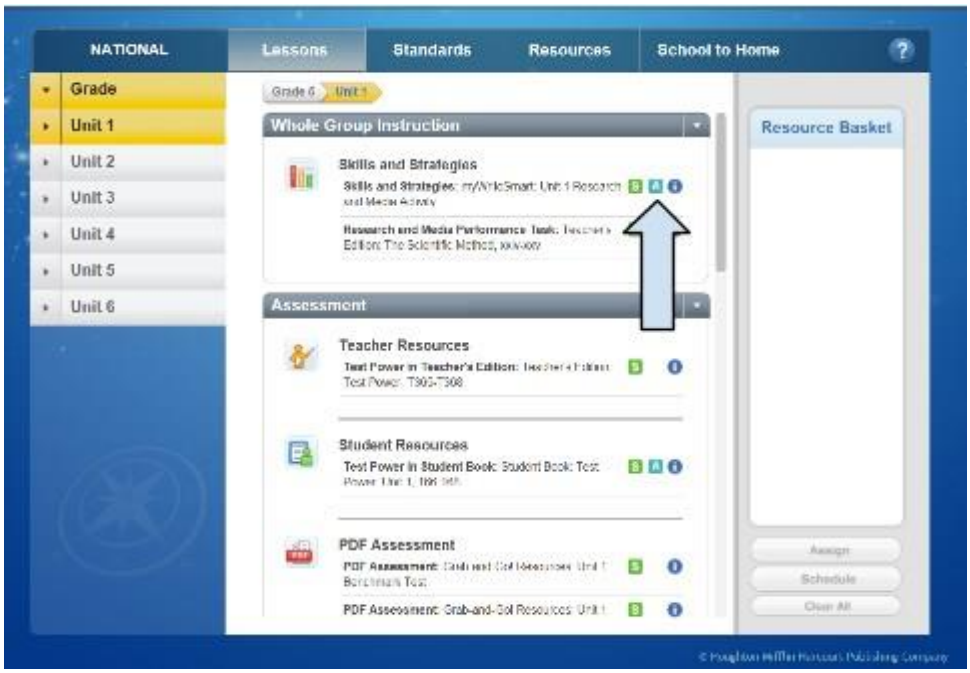
Complete overview of the unit

1) Once you've toggled to NA Journeys, click on Journey's Teacher Gateway.
2) Click on the "Resources" tab.
3) Click on Focus Wall.
4) Select the lesson you want to open.
5) Click on the red lesson box on the Focus Wall to open up your interactive page.



Assigning materials

1) Click on the “Lesson” tab.
2) Click unit and lesson you need.
3) Scroll down on the unit and lesson to find the “A” to assign materials for your students to use on ThinkCentral.



3) When you click on the material you want to assign, it will show on the side of the screen in ***your basket***.

4) Click ***assign*** at the bottom of the screen.
5) Then click back onto the ThinkCentral tab on your webpage.
6) Give the assignment a name - Select the subject, select the students, assign the date, click on **save**. You can view progress, delete, or edit this assignment from the assignment tab.

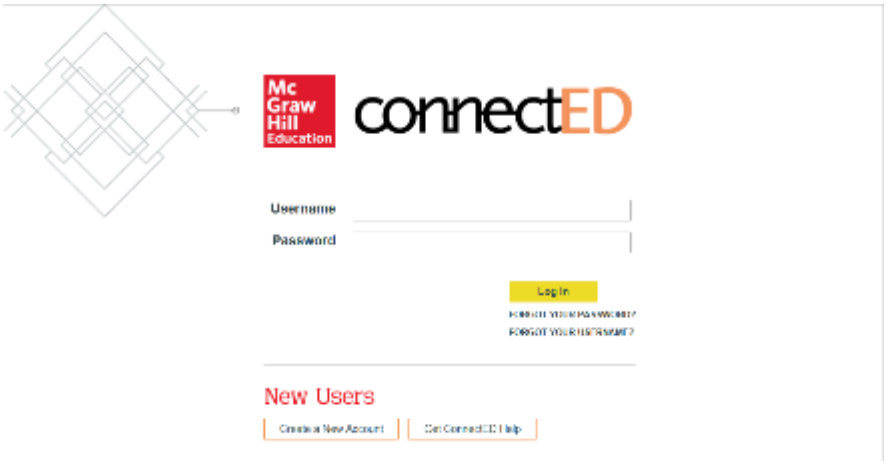
Assessments

1) Select “Browse” button.
2) Select NA Journey’s of the grade of your choice.
3) Select “Program Structure” on the left hand side.
4) Click on unit and then assessment.
5) From there you will have a list of optional assessments you can assign.
6) The assign button is on the right hand side if the test is an online assessment the student can take.
7) From there you will be asked to give the assessment a name, date of assessment, and assign your students who you want to take the test.

Correcting station or answers (students are grading their own work)

1) Click on the **Resources** tab.
2) Scroll to the bottom to “Practice and Study Aide”.
3) Readers Notebook TE and then print.

Adopted Materials Elementary K-5 Math



1) Go to [www.connected.mcgraw-hill.com/.](http://www.connected.mcgraw-hill.com/)
2) Select “Create a New Account”.
3) Select “Register”.
4) Make sure to use your school district email when creating your account.
5) Enter the master code from these instructions for the grade level(s) you need.
6) Select your school using the school’s zip code.
7) Make sure to print off or write down your username and password.

8) To add the grade level(s) you teach you will click on “Redeem Master Code”.
9) When entering a redemption code make sure to enter an end date after school is complete for the school year. Example 6/1/XX.

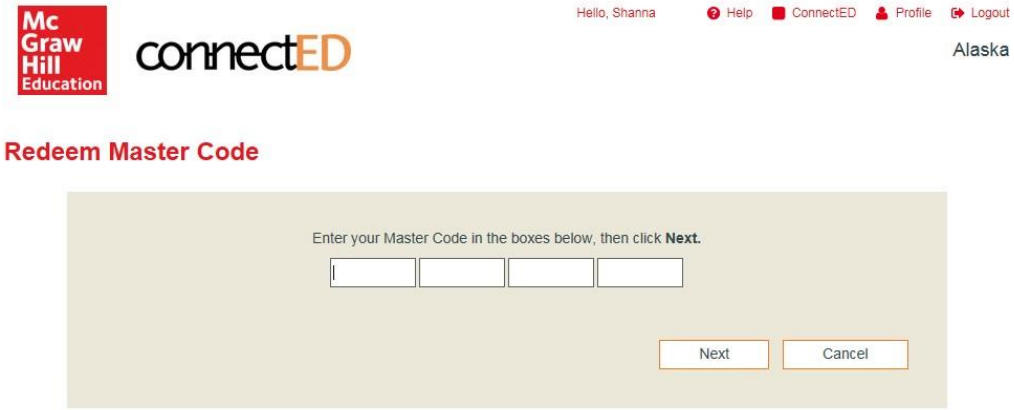
Remember that you are adding both the teacher's edition and student's edition

McGraw Hill Master Codes

Grade Level	Teacher Edition	Student Edition
K	11FM-X964-S553-3S2C	5RSW-X2S7-GRQW-O9DB
1	JJNG-DOWJ-HNQ4-OCKC	46DC-LN4M-Z9E7-G6MC
2	HFVL-XWBC-7WVB-V4S5	3VJE-TNE1-SGYR-OO32
3	RBYX-MHQ8-NO5W-3EXY	ZGMX-JOHF-KWC4-7GZK
4	X2RL-WS4R-EMFZ-PS5H	QS6Q-DMTN-TL5C-NCGG
5	KPKY-4VVK-F7KN-S64S	J3OS-4EXD-E2MZ-4TYQ

McGraw Hill help line (800) 437-3715

There is a free download for IPads (McGraw Hill Connect Ed)



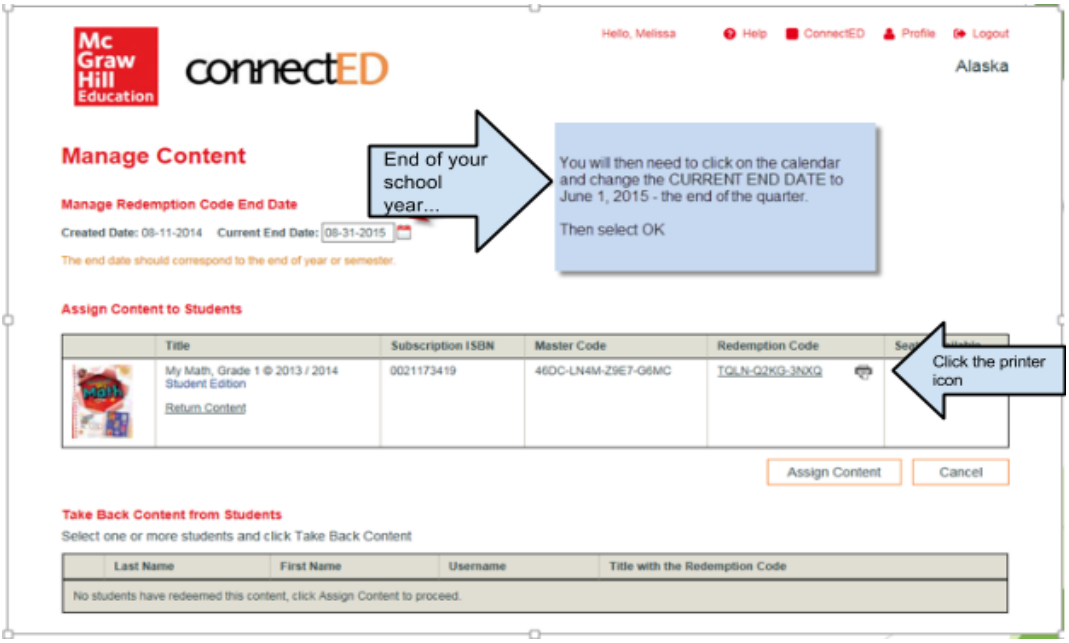
10) Once you have entered the grade level text that you want to use, click "Next".
11) Click on "ConnectED" located on the top right of your screen. ***Remember*** this just assigns text books to your account. Now you are going to assign your texts to student accounts.

Assigning text to students

To allow access to your students:

1) Click on the "Manage Content" of the ***student edition***.

2) Select “Assign Content”.
3) Select the Student Edition you wish to assign.
4) Click “Next”.
5) Select “By Student Name”.
6) Select correct grade level.
7) Click on “Search”.
8) Select Students you want to assign the text to.
9) Click “Next”.
10) Click “Assign”.
11) By assigning students yourself you do not need the redemption code for students.



12) If you are having students assign their own content you will need to print off the redemption code.
13) Your student's will need the redemption code the first time they log on. It is the same for every student in your classroom. If you click on the printer icon, it will write a student friendly letter for logging on the first time. If you have K-2 students, you will want to log each student on the first time because of the length of the redemption code.
14) If a student does not show up you must email their name, DOB, and Student ID to the curriculum secretary, Krissy Mahan, @ kmahan@kpbsd.k12.ak.us to enroll your students into the program. Then you will be able to assign them to your class.

To create a class

1) Click on your teacher's edition.
2) Click on "Menu" in top left corner.
3) Scroll down and select "Class Management".
4) Click on "Create Class" in the top right corner.
5) Give your class a name.

You may name your class whatever you would like, but we recommend that you put the year into the title because this course will remain with you as long as you teach this grade level. Then add students to your class.

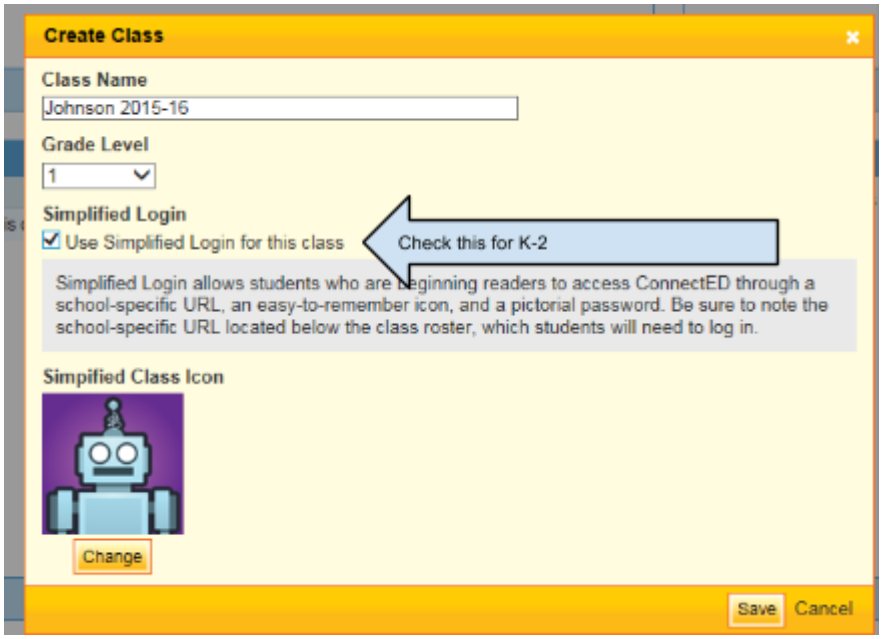
6) Click on "Add Students".
7) Select from Class.
8) Select Content.
9) Select Grade Level.
10) Select Students from Search Results.
11) Select all your students.

Email Krissy Mahan if your student does not pop up with their first/last name or student id number.

12) You may have to use your Ctrl button with the down arrow to see the bottom of the search screen.
13) Click "Save".

Simplified Login

1) Select the "Menu" tab in the top left corner.
2) Select "Class Management".
3) Click on "Edit Class".
4) Select "Use Simplified Login for this class.
5) Select the picture you would like to be displayed.



You have now created your class, and enrolled your students!

Assigning materials to students

1) Click on “Menu” in the top left corner.
2) Click on “Resource” tab.
3) Toggle down to the Chapter and Lesson that you would like to assign.
4) Click on the “Gear” on the bottom right of the material icon.
5) Select “Assign this Resource”.
6) Create the Assignment Name.
7) Assign a start date.
8) Assign a due date.
9) Assign an expiration date.
10) Select the students you would like to assign materials to.
11) Click on the green “Assign” button when finished.

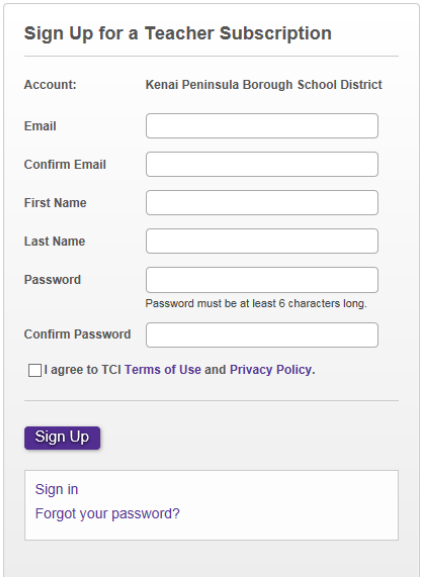
For additional information, such as creating assessments with standards linked to them, email your site’s Instructional Coach.

Adopted Materials K-5 Science

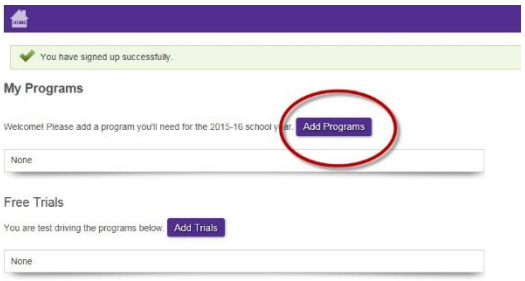
Signing Up for your TCI Teacher Subscription (KPBSD)

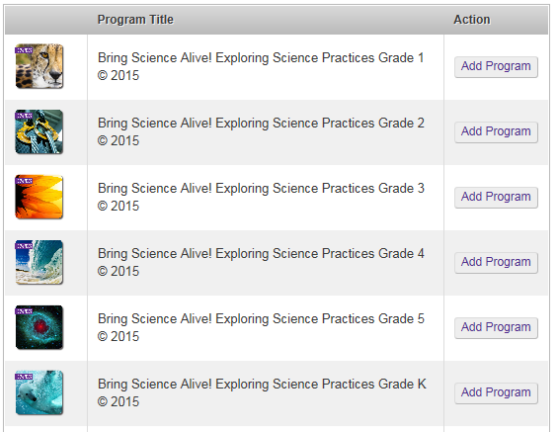
Your online Teacher Subscription contains everything you need to plan, teach, and assess each chapter's lessons. If you hit any snags, call customer support at 1-800-497-6138.

1) Copy and paste the following link into your browser. (Use Firefox or Google Chrome.) http://subscriptions.teachtci.com/teacher/3wv6r5v.
2) Fill out the form. **Use your district email,** create your own password, check the "I agree" box, and then click the purple button.



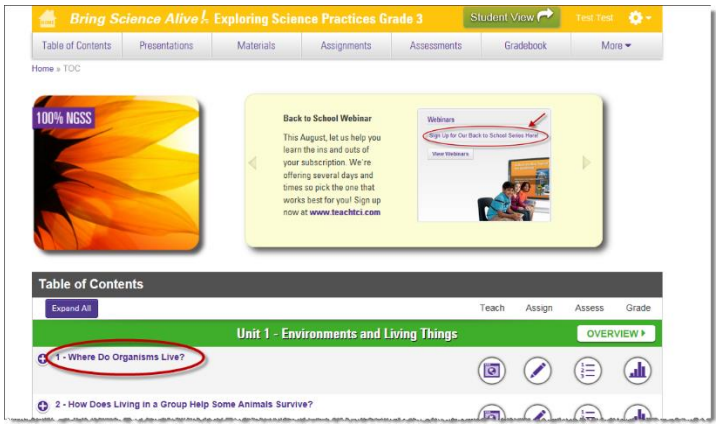
3) You are now in your Teacher Subscription. Click "Add Program" and choose your grade level.

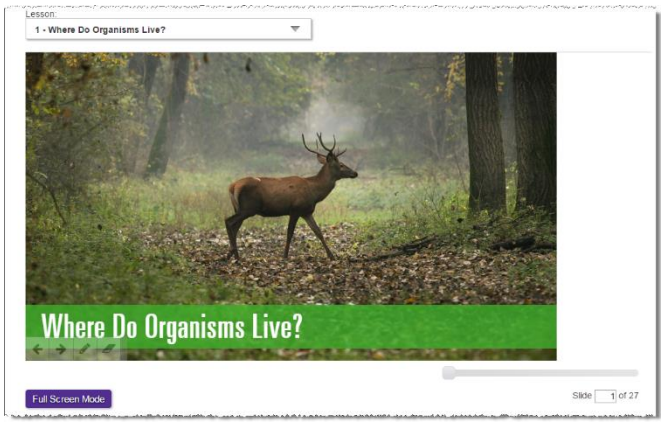




4) Click on a purple lesson title, or click the "Teach" icon to the right of the title. This opens your Table of Contents.

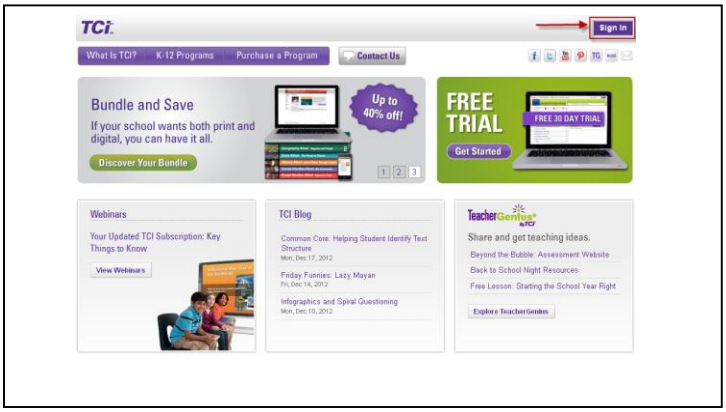
5) Select the Unit Lesson that you would like to view. This will take you to the visual lesson guide (TCI calls this a “Presentation”)—your one-stop shop for planning and teaching.
6) Click through the slides to plan your lesson before class, and then use these same slides with students when doing the activity during class.
7) To print or project the Interactive Student Notebook and any other handouts, click “Materials” in the top row.





The next time you visit, sign in from www.teachtci.com.

Just click the “Sign In” button in the upper right corner. Enter your username (email) and password.

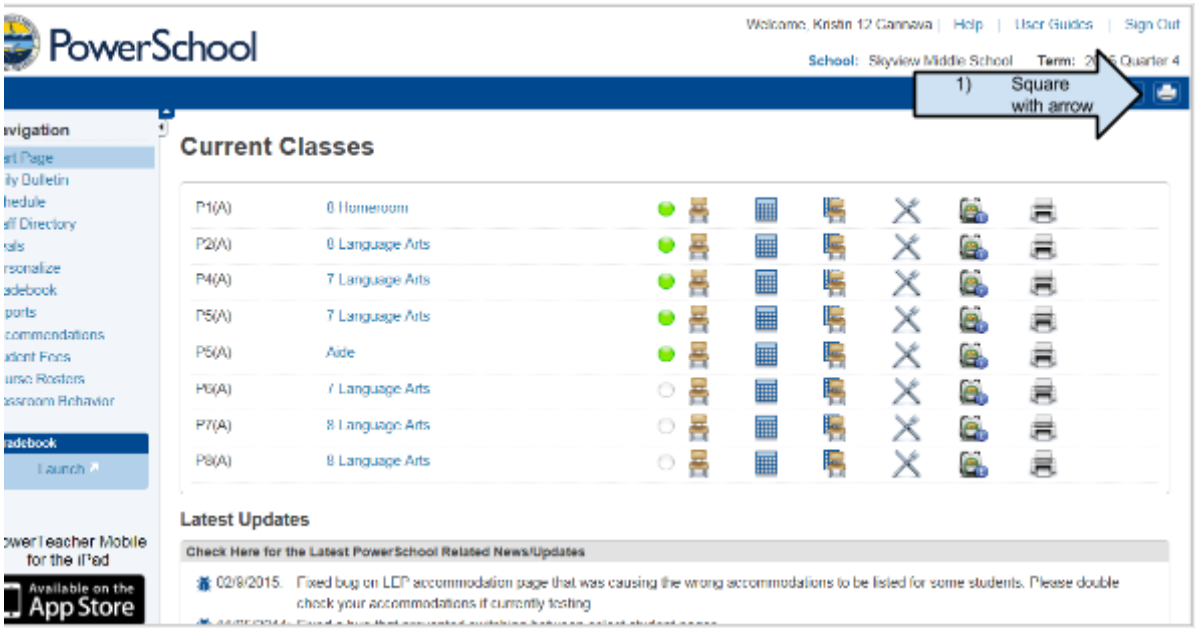


Adopted Materials Secondary 6-12

Biology, literature, and social studies online for students and teachers

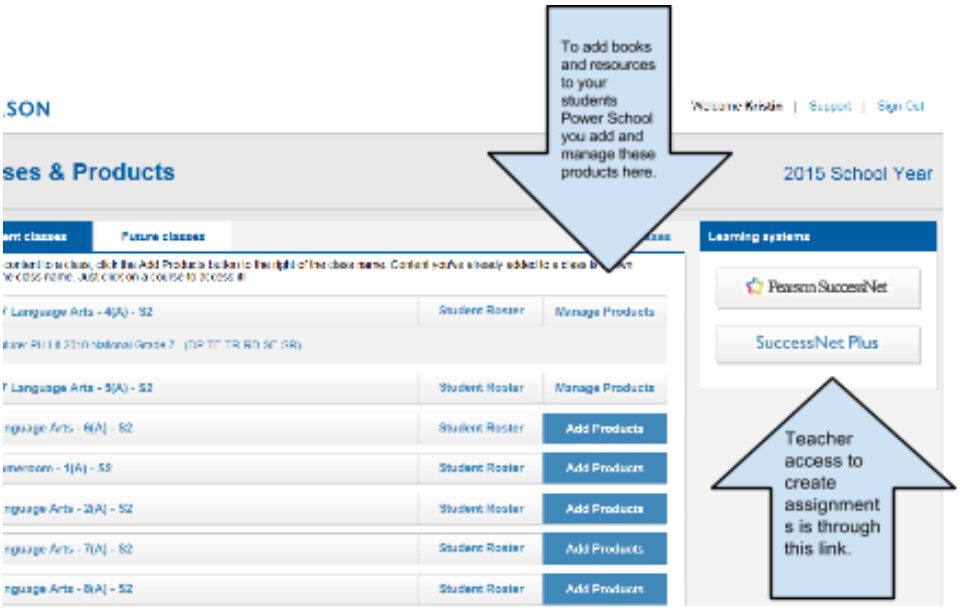
1) To access your online literature or social studies series you must login to your PowerTeacher account.

2) Once in your courses screen, in the upper right corner there is a square with an arrow coming out of it. Click on that, then click on “Pearson Courses” which is highlighted.



3) Managing products is how you add text and resources to the students PowerSchool accounts. You have to add the products to each class. The

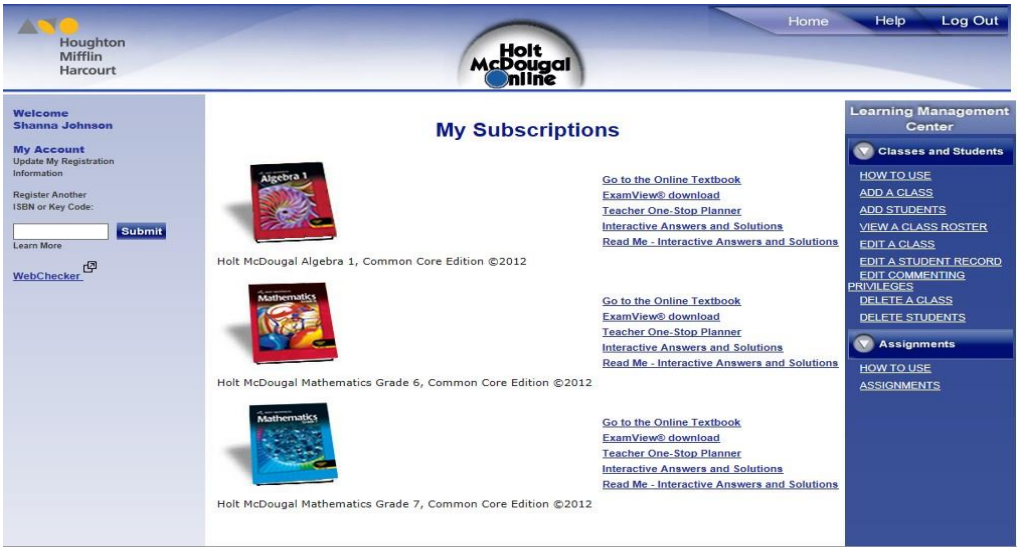
"Manage Products" link will pop up with a drop down menu. Select the materials for either literature or social studies materials. This will assign it to all of the students in the class. For you to assign resources you must go through the website links.



4) For help assigning and managing any of the Pearson products (Literature, Biology, and Social Studies) go to: http://mypearsontraining.com/.

Math online for students and teachers

1) Go to www.my.hrw.com, register.
2) The first time you register, you **MUST** have a hard copy teacher edition for the course that you want to add to your account. It does not matter if more than one teacher is using the ISBN, but it does have to be with you because you will be looking up a word on a particular page to prove that you have a right to access materials.



3) To link your math products to your PowerSchool (or any item to your class in PS):

If you are going to make your video available in Power School, do the following.

- Open Google Drive
- Click Upload File
- Share With "Anyone who has Link"
- Copy URL
- Open Power Teacher / Gradebook
- Choose Class
- Click on My Content
- Past URL
- Go to Class Info
- Add Link

Art Curriculum Materials

KPBSD is one of the few districts in the state to have a published art curriculum which contains all 4 arts disciplines. Within it are benchmarks, standards, and ideas for teaching each art form.

We live in a world awash with visual imagery and symbolism. They are a cultural and an historical component to our understanding of the world. Looking at images critically and aesthetically is a necessary skill that requires repeated exposure, practice and reflection. It is a skill all students need to have in order to successfully decode a majority of the information they receive on a daily basis.

Most schools have small collections and the Curriculum Support Center (CSC) has a collection of over 300 art posters. They are divided into the categories of: sculpture, portraits/people, still life, abstract, land/sea/city scape, masks, animals, and fiber arts. One way to utilize these posters is by having the CSC send you several from a particular category that corresponds to themes you are teaching. The Art Appendix contains a list of easy activities that you can do with a poster.
A guide called Reflecting *on Art Critically and Aesthetically* can be found in the elementary appendix of the art curriculum.

Red bag Kits

Found at the CSC, these are a complete art lesson with images, instructions, and samples. All you need to provide are the consumable supplies. These kits are very adaptable up and down the grade levels. Complete lists of kits can be found within the elementary curriculum by grade level or within the CSC searchable catalog under art kits.

Additional art education materials

Each elementary and small school in this district was provided a collection of materials for teachers that include the following:

- 1 set *Adventures in Art* K-6 curriculum, teachers editions (comprehensive curriculum maps for these texts can be found in the visual arts appendix, see link below)
- *Start with the Arts* PK curriculum (suitable for kinder use)
- Elements and Principles of Design Posters and color wheels (2 sets)
- *Art is Fundamental* elements and principles of design lesson book
- *On Stage* Used for teaching Drama

At the CSC there is a large selection of art resources including videos, instruction books, artist information books, and CD's.

Important links

- KPBSD Art Curriculum
  http://www.kpbsd.k12.ak.us/departments.aspx?id=36 or go to the KPBSD website then select Departments/Curriculum/Fine Arts/Dance, Drama, Music, or Visual Arts.
- KPBSD Health Curriculum
  http://www.kpbsd.k12.ak.us/departments.aspx?id=33788 or go to the KPBSD website then select Departments/Curriculum/Health/Common Sense Media Lessons and Materials.
- Curriculum Support Center
  http://www.kpbsd.k12.ak.us/departments.aspx?id=122 or go to the KPBSD website then select Departments/Curriculum Support Center.
- KPBSD Warehouse
  http://www.kpbsd.k12.ak.us/departments.aspx?id=76 - or you can go to the KPBSD website then select Employees/Warehouse Catalog. This is used to order supplies for your classroom.

Leave

Leave and getting a substitute

All employee absences must be recorded on your timesheet. Leave cannot be used in increments less than an hour. The district uses a variety of procedures and forms, depending on the policy and/or Collective Bargaining Agreement(s) (CBA). Your employee Webpay portal shows all leave that has been earned and used, and should be consulted regularly. It is your responsibility to keep track and verify you have the leave available before applying for or taking leave.

Leave reported via electronic process

The electronic leave form is located at:

- Outlook > Public Folders > All Public Folders > Forms

There are five forms to choose from:

- Leave Form (certificated and support staff)
- Personal Leave at holidays (certificated staff only)
- Compensatory Time Request Form (support/exempt employees only)
- Administrator Leave form (administrators only)
- Contract Leave @ Holidays (administrators only)

The employee initiates the leave request process by opening and completing the electronic form and forwarding it to the building administrator. The administrator cc's his/her secretary and forwards the form to District Office after approving or not approving the request. (The building administrator does not need to cc anyone but the school secretary.) Certified and Support leave requests are to be forwarded to the Human Resources Manager. Administrator leave requests are to be forwarded to the Superintendent.

Sick leave

Sick leave is used due to illness, accident, or medical appointments (including dental and eye), or to care for an immediate family member. The definition of immediate family members as it pertains to this leave can be found in the CBA. Employees should make every effort to schedule routine appointments at the end of the day or after hours. A doctor's note may be requested following any absence due to illness, but is required for absences of 5 consecutive days or more. For leave of ten or more days, please contact Human Resources for FMLA/AFLA eligibility.

Process: Sick leave is recorded on the monthly time/leave sheets. An electronic leave form (located in Outlook in the Public folder) is submitted to the principal. Maternity

leave, long absences, and extenuating circumstances are submitted to the Principal and HR office in writing and/or by email for consideration.

FMLA/AFLA (Family Medical Leave Act)/(Alaska Family Leave Act)

This is not a leave type and these laws don't provide an added source of paid leave but allows an employee to be absent for an extended period of time.

Process: Contact Kelsey Ciufo in Human Resources as soon as possible to determine eligible for FMLA and/or AFLA. If approved, sick leave is recorded on the timesheet under the Used Sick column and by populating the note field indicating family medical leave.

Personal leave

Personal is for vacation or R&R time and a leave form must be pre-approved by the supervisor prior to use. If Personal leave is used during the first or last two weeks of school or surrounding a holiday (Thanksgiving, Christmas Break, Spring Break) approval must also be approved through HR.

Process: Personal leave is recorded on the monthly time/leave sheets. An electronic leave form (located in Outlook in the Public folder) is submitted to the principal, if the leave is used during the first or last two weeks of school or surrounding a holiday (Thanksgiving, Christmas Break, Spring Break) the electronic leave form must also be approved through HR. The employee checks "other" leave and notes the reason for leave in the comments section, then forwards the request to his/her supervisor. Once approved by the principal, the principal will forward it on to HR.

Instructional leave

Instructional leave is a negotiated item that provides one (1) day for instructional leave without loss of pay. Its use is requested by the employee, to his/her supervisor. This leave is used for collaborating with teams, analyzing data, or professional growth.

Process: The teacher will email and/or write a request to the building principal, upon approval an electronic leave form (located in Outlook in the Public folder) is submitted to the principal. The building principal will keep that documentation on file at the school level and the employee will record his/her Instructional leave on the monthly time/leave sheet under the "Other" column and by selecting Instructional Leave from the drop down menu under "Reason". The building administrator is responsible for making sure only one day of Instructional Leave per employee is charged to the school. The substitute (if necessary) should be charged to the regular school sub account.

Instructional Leave Bank

The instructional leave bank will provide an opportunity for a TENURED , certificated employee to apply for up to five (5) days of instructional leave per year. The teacher must apply at least 45 days in advance of the requested leave. Applications are available on the District's web page in the Forms folder. More detailed information regarding qualifications and requirements can be found in the CBA. This leave type is recorded on the timesheet under the other column and by selecting the leave type from the drop down menu under reason.

In-service leave

In-service leave used for training the employee has been invited to attend for such purposes as coaching meetings, curriculum development, periodic meetings of counselors, librarians, small/large group training, etc. Employees and administrators are notified of these meetings via an in-service meeting notice that authorizes payment for substitutes out of a specific account number. (Example: Title I grant is paying for teachers to receive reading remediation training during school hours and substitutes are required…the substitutes are charged to the Title I grant account number.)

Process: The teacher gets approval from the administrator to attend. In-service leave is recorded on the monthly time/leave sheets with an accompanying account number and the note field should be populated providing what in-service was attended.. An electronic leave form is completed by the employee and submitted to his/her supervisor, who reviews it and forwards it on to the appropriate department or director.

Career Development

Career Development leave is used to pursue educational experience pertaining to your job.

Process: Teacher requests leave through the Career Development Grant application process and approved (in advance) by your administrator, the appropriate group (KPEA, KPESA, KPAA, or Exempt) and District Office. Refer to the career development grant application for details. This leave type is recorded on the timesheet under the "Other" column by selecting the leave type from the drop down menu under "Reason". The electronic leave form is also required.

Professional

Professional leave is for attendance at a function or conference outside of the District that a District Office Department has requested the employee attend.

Process: Professional leave MUST have prior supervisor and District Office approval. This leave is recorded on the timesheet under the Used Personal column by populating the note field indicating "Pre-approved Professional".

Staffing

This is leave only used by teachers participating in IEP's. This does not require the teacher to leave the building to record the leave, but must be recorded regardless of where the IEP was done. This requires your supervisor's approval and the leave type is recorded on the timesheet under the "Other" column and selecting the type under "Reason".

Co-Curricular

This leave type is used to attend a school sponsored activity (field trips, sports travel, etc.) that involves traveling with students as coach or school requested chaperone. This requires your supervisor's approval. It is recorded on the timesheet under the "Other" column and selecting the type under "Reason". (An employee who is a parent traveling with team, not as a school-requested chaperone should record personal leave.)

Legal/Jury

This leave type is used for jury duty or if an employee is subpoenaed to testify and is not the plaintiff or defendant. This requires your supervisor's approval and documentation will need to be provided (i.e. subpoena or a Certificate of Attendance from the Clerk of Court) to verify attendance. This leave is recorded on the timesheet under the "Other" column and selecting the type under "Reason".

Comp

This leave type is only used for eligible support and exempt staff and must be approved in advance by your supervisor and District Office. More information can be found on the electronic leave form.

Military Leave

Paid military leave is addressed in the CBA. Please contact Human Resources for more information.

Union

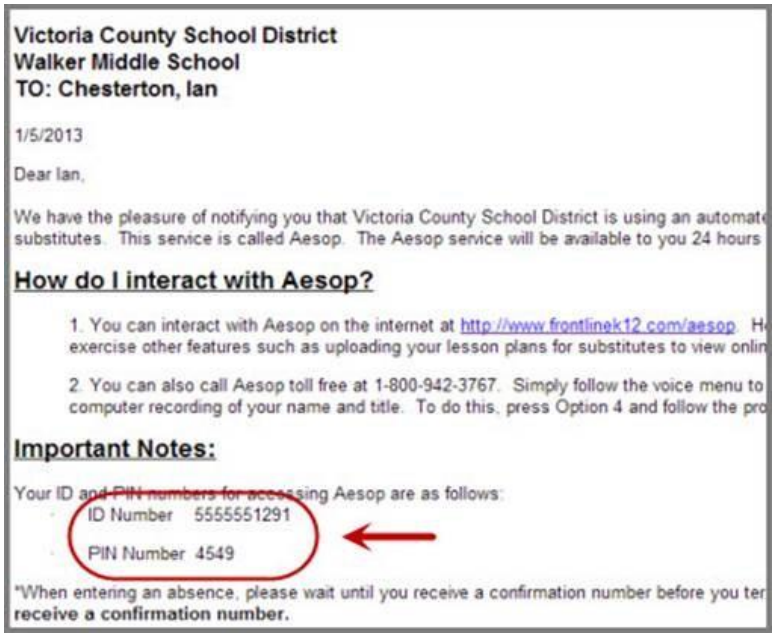
This leave type used to attend union events/functions. **This MUST have prior approval by your supervisor, appropriate group (KPEA, KPESA, KPAA, or Exempt), and Human Resources using the electronic leave form.** This is recorded on the timesheet under the "Other" column and selecting the type under "Reason".

AESOP (Sub Finder)

Log on to Aesop

The first step to log on to Aesop is to visit the Aesop website. Put www.FrontlineK12.com/Aesop into your internet browser's address bar and hit the **Enter** button on your keyboard.

This will take you to the Aesop website. At the top right corner of this page you will see the area to login. Use the **ID** (most likely your 10-digit phone number) and **PIN** provided to you by the district. Once you have entered this info into the boxes click the **Login** button. Larissa Mika, from the HR Department, will inform you of your district Id number.



Victoria County School District
Walker Middle School
TO: Chesterton, Ian

1/5/2013

Dear Ian,

We have the pleasure of notifying you that Victoria County School District is using an automate substitutes. This service is called Aesop. The Aesop service will be available to you 24 hours

How do I interact with Aesop?

1. You can interact with Aesop on the internet at http://www.frontlinek12.com/aesop. H exercise other features such as uploading your lesson plans for substitutes to view onlin

2. You can also call Aesop toll free at 1-800-942-3767. Simply follow the voice menu to computer recording of your name and title. To do this, press Option 4 and follow the pro

Important Notes:

Your ID and ~~PIN numbers for accessing~~ Aesop are as follows:

- ID Number 5555551291
- PIN Number 4549

*When entering an absence, please wait until you receive a confirmation number before you ter **receive a confirmation number.**

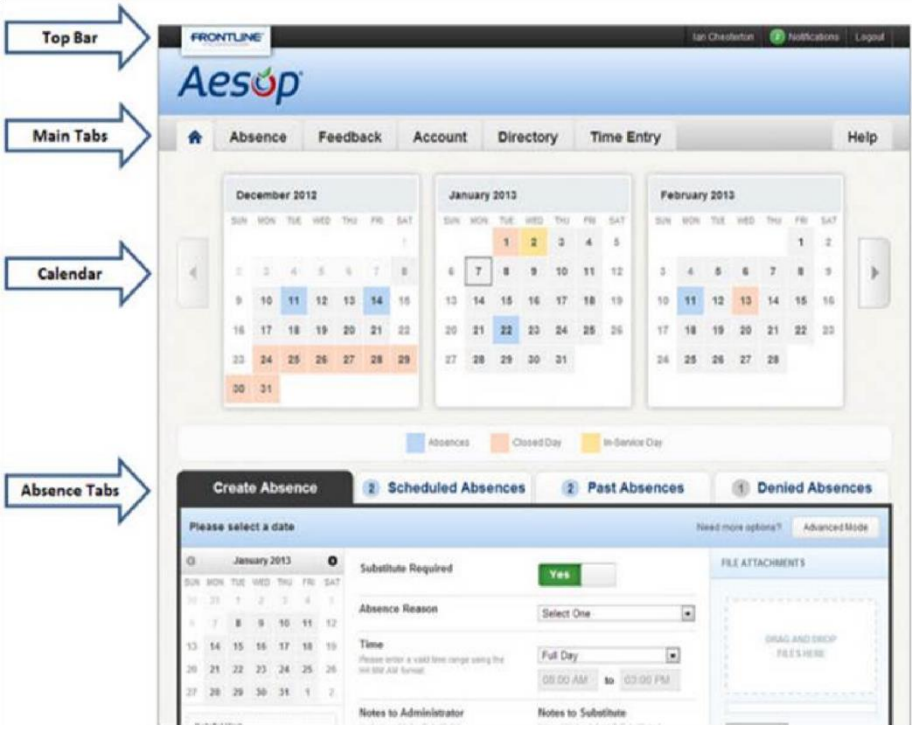
What if I forgot my PIN?

You can click the "Forgot your login" which will open a new page. On this page you can have a PIN reminder sent to your email address.

Home page web alerts

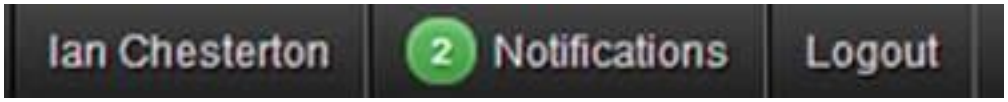
Before you are taken to your home page you may first get a pop-up of your Web Alerts. Web Alerts are alerts that have been created by your district for employees to see. They can contain important general information that may be useful to you. Once you have read the alerts you can click the **Dismiss** button to move on. These web alerts can be revisited at any time from the Top Bar.

Once you have dismissed your Web Alerts you will be able to view your home page.



Top bar

At the very top of your home page you will see a black bar with three different buttons you can click on.



Your name – Clicking on your name will take you to your Account tab where you can change things like your personal info, PIN, and your preference list. These items will be covered in more detail later in this guide.
Notifications – Click here to view the Web Alerts your district has sent you.
Logout – Click the Logout option to log out of Aesop and be taken back to the login page.

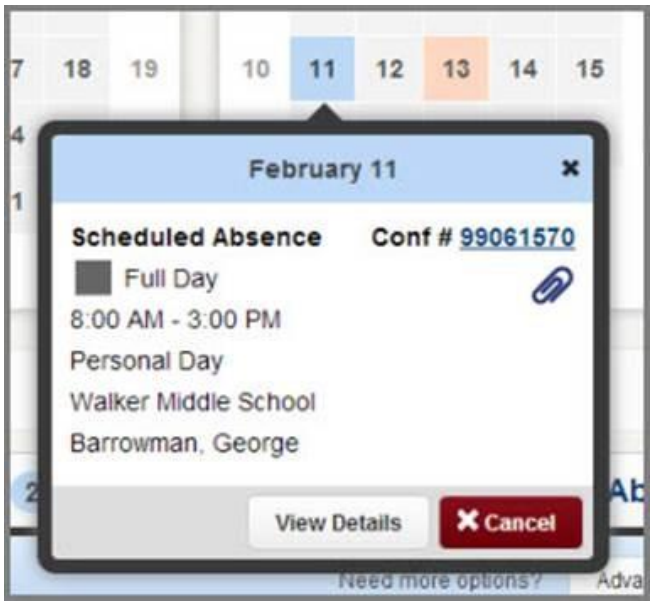
Main tabs

The Main Tabs will help you navigate quickly to the different areas of your Employee website.

Home tab – The tab with the blue house icon is your Home Tab. You can click this tab from anywhere in the website to be taken back to the home page.
Absence – The Absence Tab will take you to the absence creation page.
Feedback – Clicking the Feeback Tab will take you to the feedback section of the site where you can leave feedback for absences that ended in the past 14 days. You can also view past feedback that you left or was left for you.
Account – The Account Tab will take you to where you can change your personal info, change your PIN, edit your preferred subs, and view your absence reason balances.
Directory – Under the Directory Tab you can view substitute phone numbers as well as a list of people who approve your absences.
Help – The Help Tab will bring you to a page where you can access user guides and training videos.
Calendar – Just below the main tabs is your calendar. The calendar is color coded to show the different types of days.

You can move forward and backward in time on the calendar by using the arrows indicated below.

Clicking on an individual day in the calendar will pop up information about that day. If it is an absence day you will have options (depending on your permission setup) in the pop-up to cancel the absence, view more details, or view attached documents.



Absence tabs

In the Absence Tabs you can create new absences as well as view upcoming, past, and denied absences. Clicking these tabs will not take you away from the Home Page but will change what you are viewing on the Home Page.

Create absence – Here you can create a basic absence right from the Home Page.
Scheduled absences – Under this tab you can view a list of upcoming absences that you have already scheduled. Depending on your permissions you may also be able to cancel an absence from here.
Past absences – Under this tab you can view your past absences for the past 30 days.

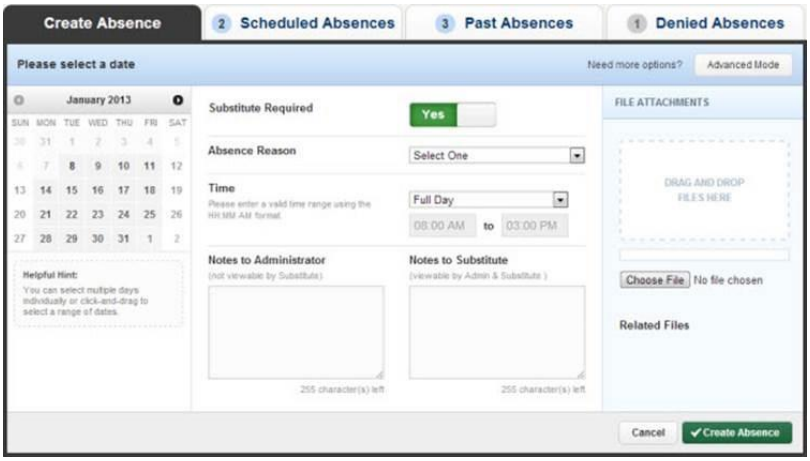
Absence creation

> **Note: Absence creation may look slightly different on your website depending on your district's settings**

There are many things you can do and see on your Aesop website, but as an employee one of the most important things is the ability to create an absence. We have made it easy for you to do this right from your Home Page.

Basic absence creation

To start the absence creation process scroll down to the **Create Absence** tab on the Home Page.



Most absence scenarios can be created right here from the home page.

Choose the date/dates

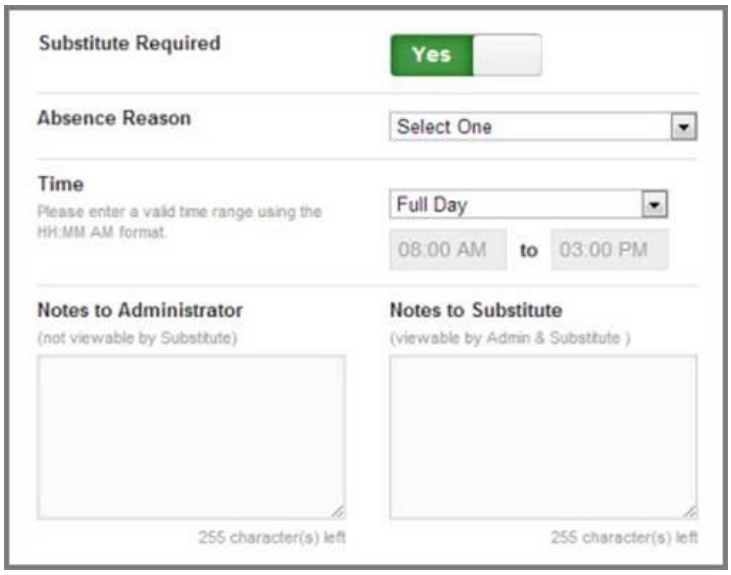
When selecting your absence date simply click on the single day and it will be highlighted in blue.

You can also click on multiple days to create a multi-day absence. The days do not have to be consecutive.

Helpful Hint:
You can select multiple days individually or click-and-drag to select a range of dates.

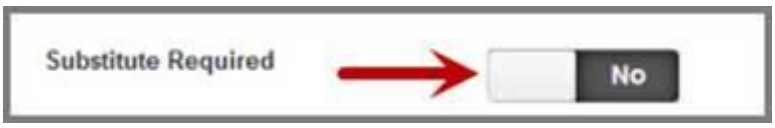
Absence details

The next step is to fill in some details.



Substitute required

This option may already be predetermined for you but you may have the option to choose if a sub is required or not. To change the option from "Yes" to "No" just click to move the slider.



Absence reason

Choose your absence reason from the dropdown list.

Time
Choose what type of absence this is. Is it a Full Day Absence? Is it a Half Day Absence? Is it a Custom Absence?

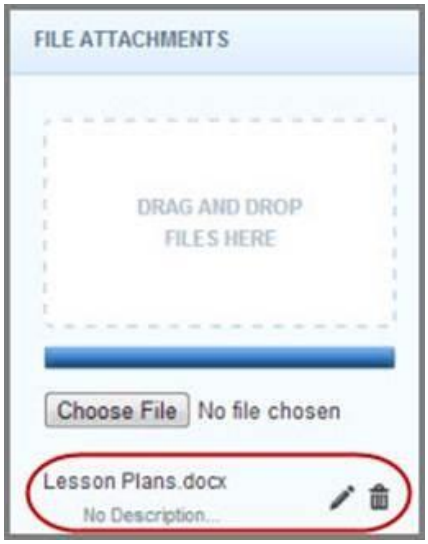
If you do need to enter custom times, choose "Custom" from the dropdown and then enter the custom times in the boxes provided.

Optional details
There are a couple of optional things you can do as well before saving the absence.
N**otes** - You have the ability to leave notes for your administrator and for the sub who will be filling in for you. The notes you leave for the administrator **will not** be visible by the sub. The notes you leave for the sub **will** be visible to the administrator.

Attach a file
Aesop gives you the ability to attach files to your absence for your substitute to see.
You can attach Word, Exel, and PDF files.

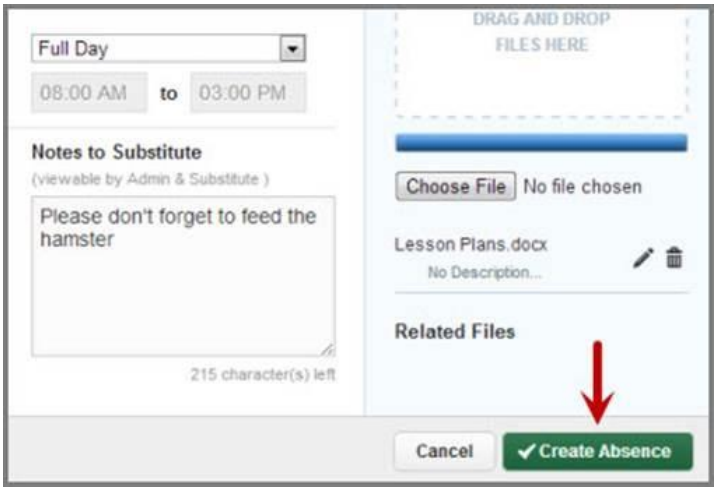
To attach a file click the **Choose File** button and browse your computer for the file you want to attach. If you are using a web browser like Chrome or Safari you may also be able to just drag the file right into the drop area you see in the picture above.

Once you have added a file you will see the name of the file in the File Attachments area. To delete the file use the trash can icon.

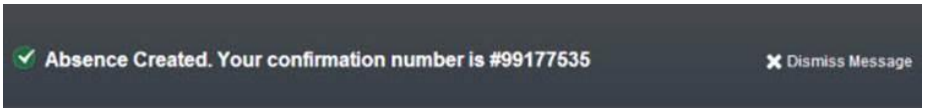


Saving the absence

Once you have filled in all the required fields click the **Create Absence** button at the bottom right corner.



Once the absence is saved you will see a message at the top of your screen which will include the confirmation number. The absence will also show up under the Scheduled Absences tab.



Advanced mode

There may be times when you need to create an absence that is a little more complicated. For example, you need to use a personal day for day 1 of the absence but an illness day for day 2 of the absence. For situations like this you can use the Advanced Mode of absence creation.

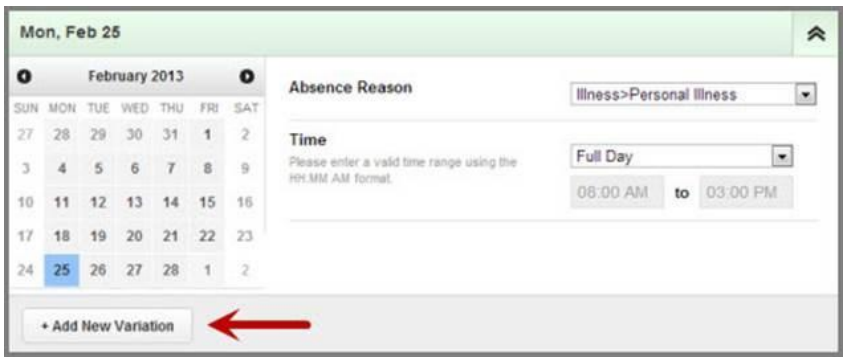
To access the Advanced Mode you can click the Absence Tab in the Main Tabs...

...or you can click the Advanced Mode button found under the Create Absence tab. Both take you to the same place.

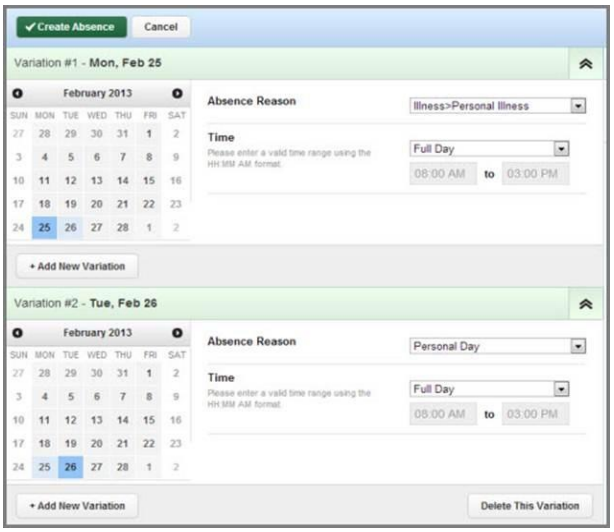
Advanced mode is basically the same as the normal absence creation except for one major difference, and that is the ability to add Variations. What is a Variation? Well, let's walk through it.

Let's say you are creating an absence like the one we described above, a different absence reason on each of two days. While in Advanced Mode, fill out the top section like you were creating an absence just for the first day.

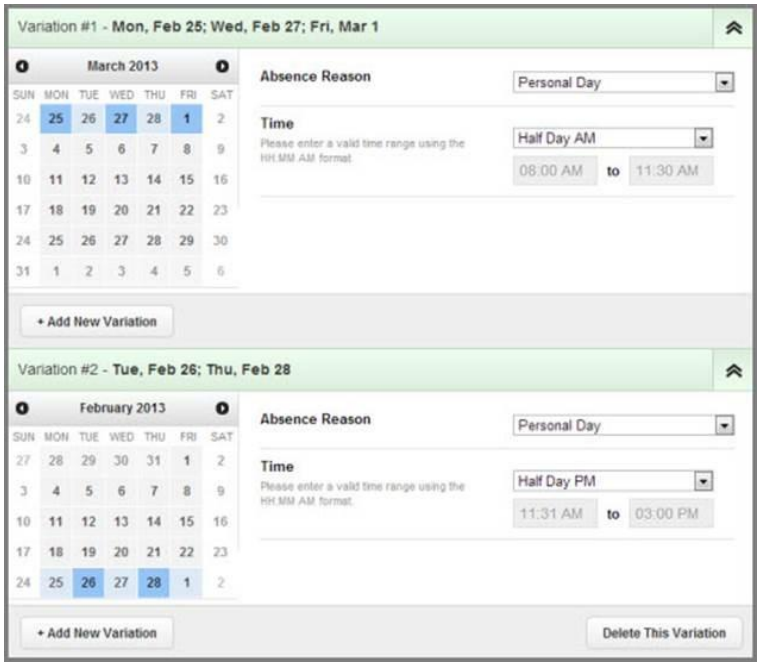
Once you have done that click the button **+ Add New Variation**.



This will expand the absence creation area with a new section called "Variation #2". In this new area you would enter the information for the second day of the absence. This allows you to use one absence reason for the first day and a completely different absence reason for the second day.



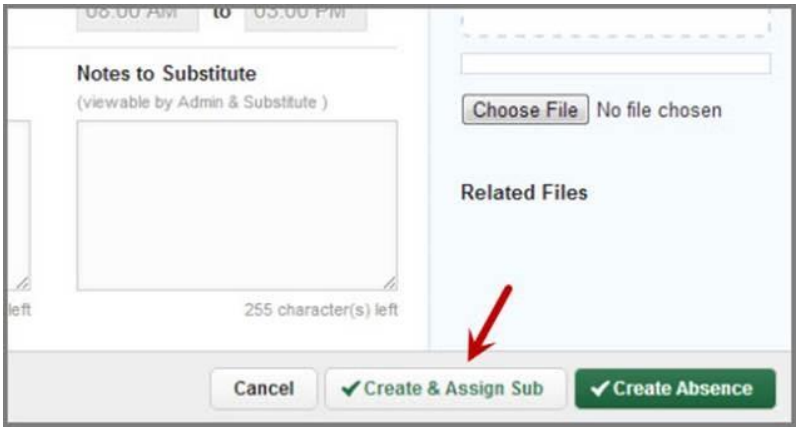
See the image below for another example of how Advance Mode could be used. In this example you have a five-day absence where Mon, Wed, Fri are Half Day AM and Tue, Thur are Half Day PM.



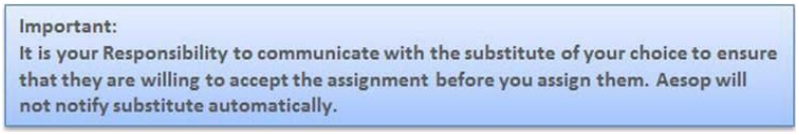
You can add as many Variations as you want to create the absence the way you need it. Once you have finished adding Variations you can also add notes and attachments. When you are ready to save the absence click the Create Absence button.

Assigning substitutes

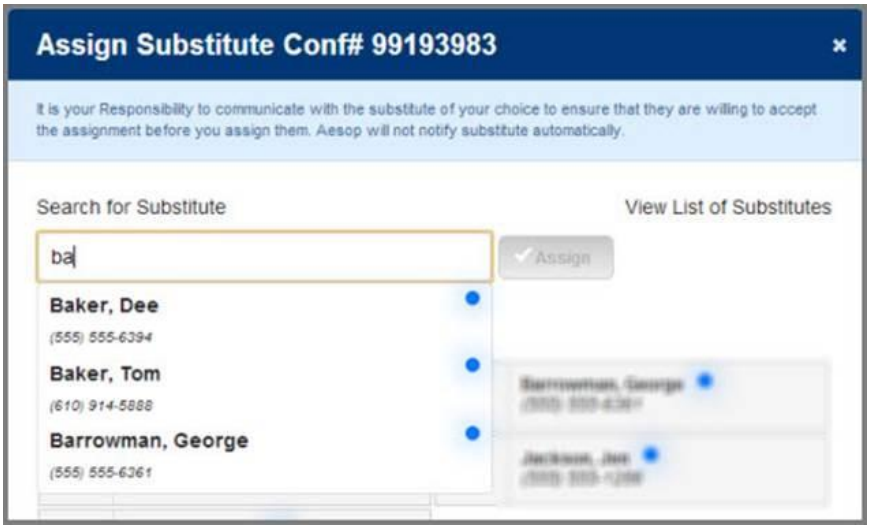
Some employees will have the ability to assign a sub to their absence when they create it. If you have been given this permission you will see a "Create & Assign Sub" button at the bottom of the Absence Tab.



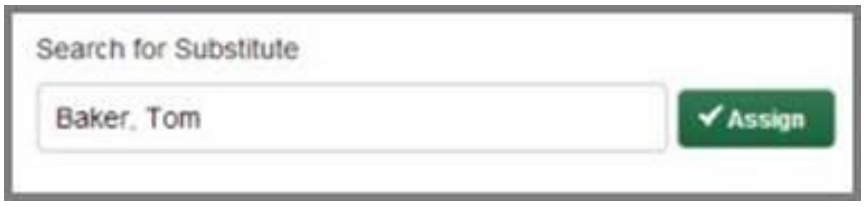
Assign a sub during absence creation
At the end of the absence creation process you will be given the option to go ahead and assign a sub (see above image).



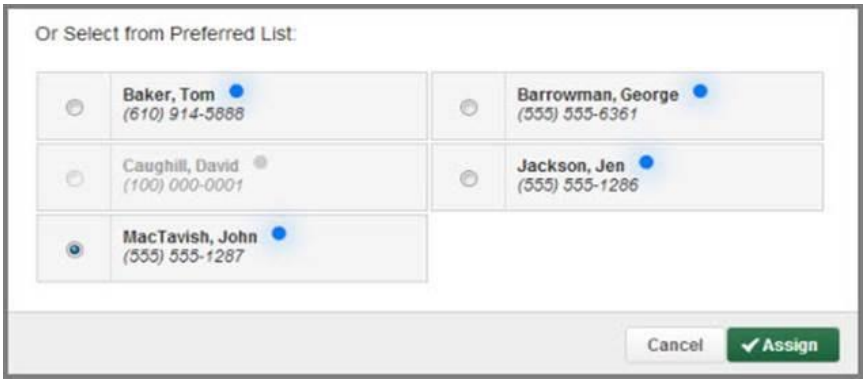
When you click the **Create & Assign Sub** button a window will open which will allow you to choose the sub to assign. Use the search box to search for subs that are qualified and available to fill your absence. Once you start typing in a last name into the search box, matches will drop down below the box.



When you see the name you want just click on it to select it. Then click the green assign button to assign them to your absence.



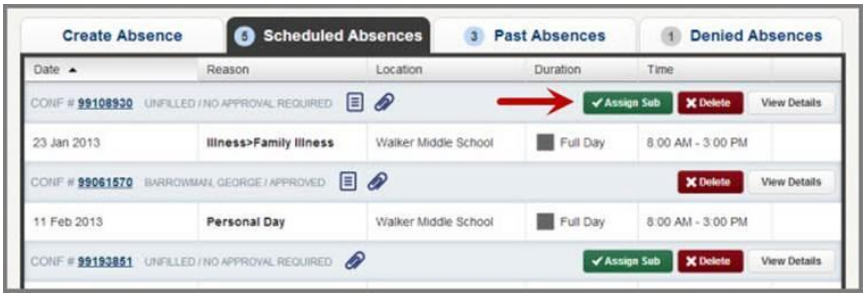
The other option would be to select the sub from your list of preferred subs. This list will appear just below the search box. Just click the circle next to the name of the sub and then click the Assign button. If the person's named is grayed out that means they are not currently available to be assigned.



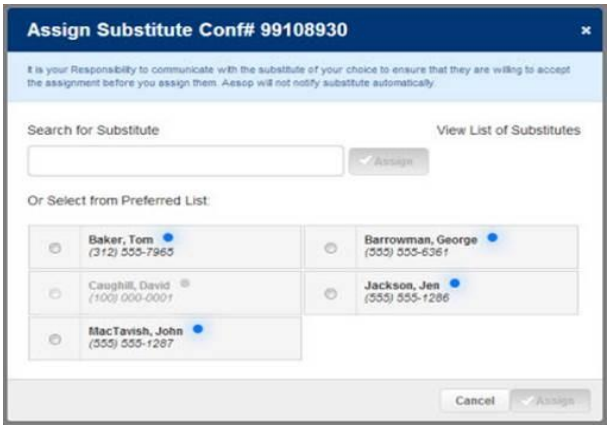
After you click the Assign button you will get a notification at the top of your screen indicating that the substitute was assigned successfully.

Assigning a sub to an existing absence

To view a list of your currently scheduled absences click the **Scheduled Absences** tab. In this list you will see absences that have the green **Assign Sub** button. Click the green button for the absence you want to assign a sub to.



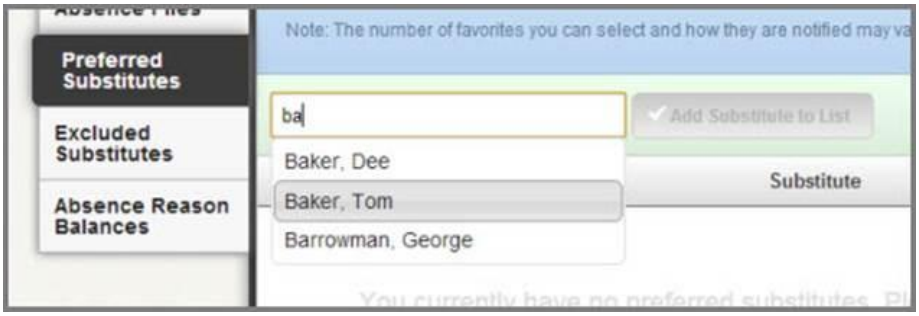
This will begin the same assignment process which is outlined above.



Preferred Substitutes
Your district may have given you the ability to select a list of the subs you prefer to fill your absences. Aesop will attempt to contact these subs first when you create an absence.

Create Your Preferred Sub List
The preferred substitutes option will show up under the Account tab.

To add a substitute to your list start typing in their last name into the search box. You will need to type a minimum of two letters for the search to start showing results.

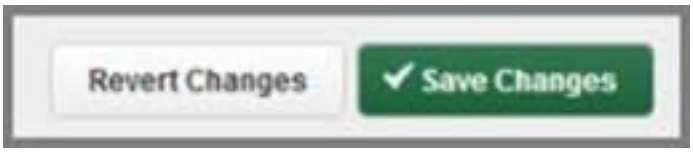


Once you have selected the substitute's name click the **Add Substitute to List** button to add the sub to your preference list.

You can continue to add as many subs as you would like to your list this way. You probably don't want to add every sub in the district though because this would defeat

the purpose of picking the ones you prefer. We recommend not picking many more than five.

Don't forget to click the **Save Changes** button any time you want to save the changes you made to your preferred list.

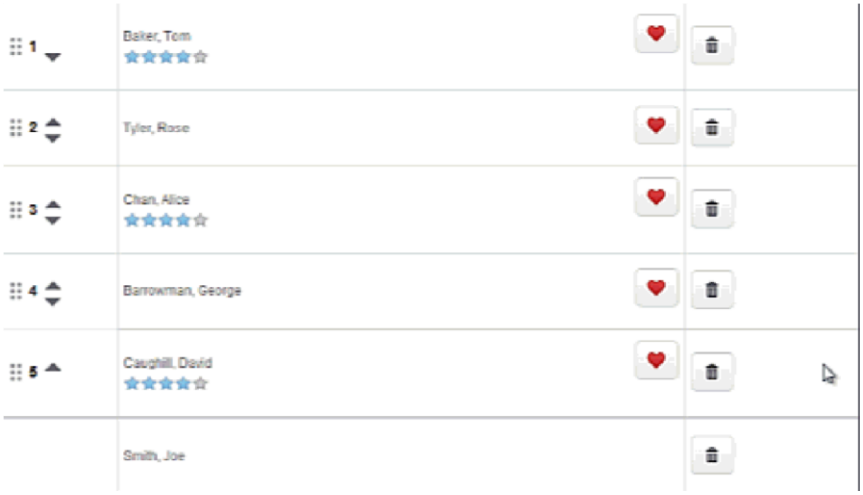


Favorite Five

Once you have added a number of subs to your preference list you can select up to five of them to be your **Favorite Five** . The Favorite Five will get even more of an advantage when attempting to fill your absences. Substitutes that are marked as favorites, and who are considered "qualified and available" at the time the absence is created, will be notified instantly by email when you create an absence that needs a sub. Also, Aesop will begin calling the Favorite Five subs during the next evening calling period up to 120 nights before the absence.

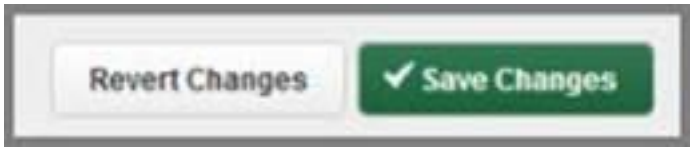
To mark someone as a favorite, simply click the heart icon on their row in the preferred list. If the heart turns red you know you did it correctly.

Once you have marked your favorites you can order them by using the up and down arrows on the left. You can also drag them up or down in the order by clicking the drag icon and dragging them into the position you want them. Ordering your Favorite Five will determine in what order Aesop will attempt to contact them when making calls.

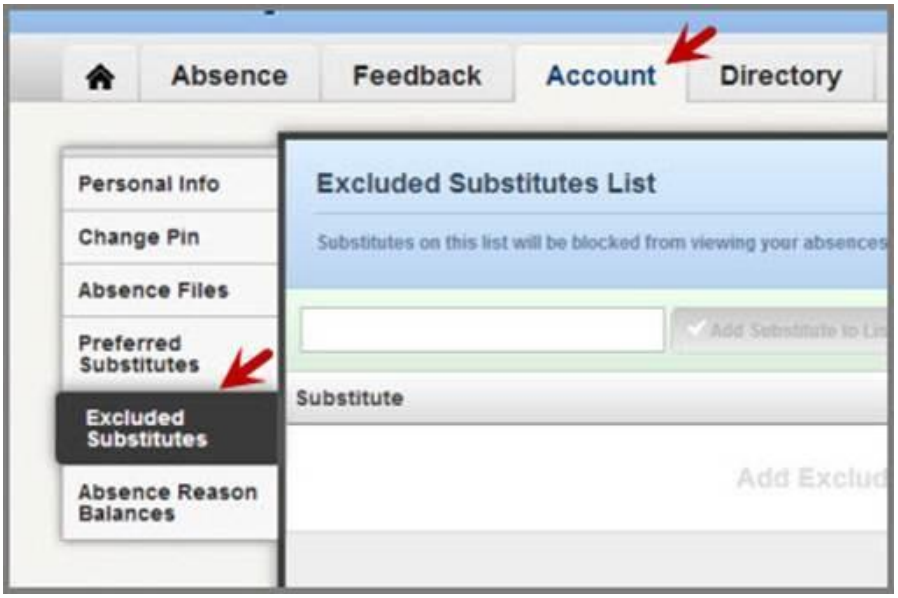


To delete a person from your preferred list click the trash can icon.

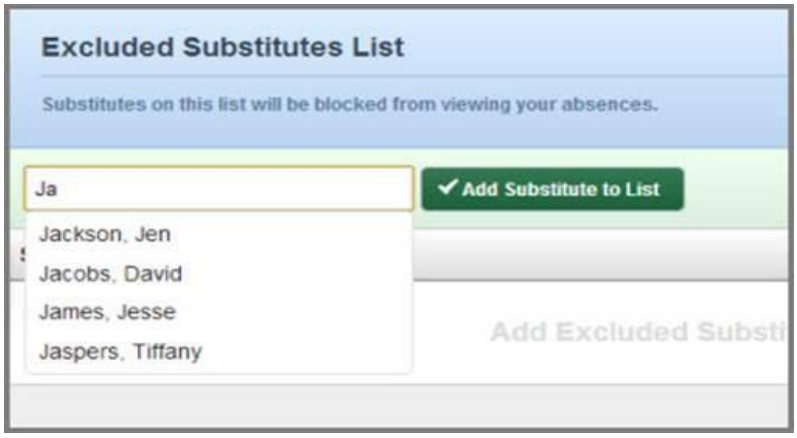
Don't forget to click the **Save Changes** button any time you want to save the changes you made to your preferred list.



Excluded Substitutes List
Another option you may have is to create a list of substitutes that you never want filling your absences. Go to the **Excluded Substitutes** option under the Account tab.



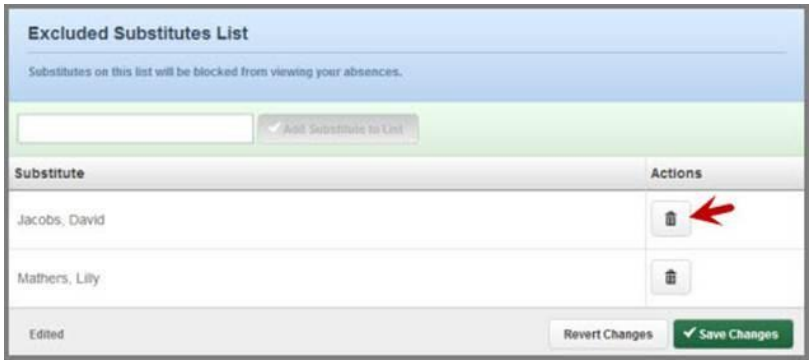
To add a substitute to your list start typing in their last name into the search box. You will need to type a minimum of two letters for the search to start showing results.



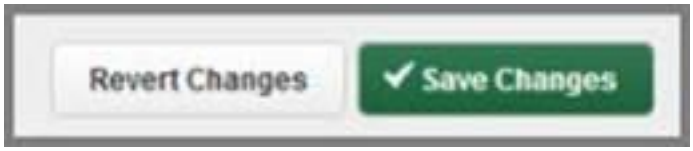
Once you have selected the substitute's name click the **Add Substitute to List** button to add the sub to your exclude list.

When you add someone to your exclude list you are preventing them from seeing absences that you create. You can add as many names as you like but we recommend keeping the list very small.

To remove someone from your exclude list click the trash can icon.



Don't forget to click the **Save Changes** button any time you want to save the changes you made to your list.



Substitute Folder

Welcome to room: _____

Daily Schedule: Please see attached print out of schedule.

Attendance Procedures: _____ (A guest code for Power Teacher will be supplied by your school secretary to all substitutes.)

Dismissal Procedures: _____

Helpful students: _____

High time behavior students/ISPs: _____

Teachers to call for assistance: _____ name/room number/phone #

Fire drill buddy teacher: _____ This teacher will collect the class roster to deliver to the secretary while you watch both classes.

Children with meds/food allergies: _____
_____

Parent volunteer schedule: _____ _____

People You Need to Know

Principal: _____ ext: _____

Vice Principal: _____ext: _____

Secretary(s): _____ext: _____ or _____ ext: _____

Nurse: _____ext: _____

Custodian: _____ext: _____

How to Get

Art Supplies: _____ _____
_____ _____ _____

Custodial Help: Use the intercom button by the light switch to call the office

Emergency Signals and Drills

Fire Drill:

Take with you: Walkie-talkie radio and class roster with a pen to mark absent students

Procedure: Students line up and follow exit route to the front parking lot—close the door

Also: Students out of the room will be brought to the outside line by that teacher

Discipline and Classroom Management

Quiet Signal: _____

Discipline Program: _____ _____

Rewards: _____ _____

Classroom Rules

1.

2.

3.

4.

5.

Classroom Routines

Pencil Sharpener: ___

Drinks: ___

Restroom: ___

Illness: ___

Office: ___

More Info...

Teacher's manuals are located: ___

Duties: ___

Special instructions: ___

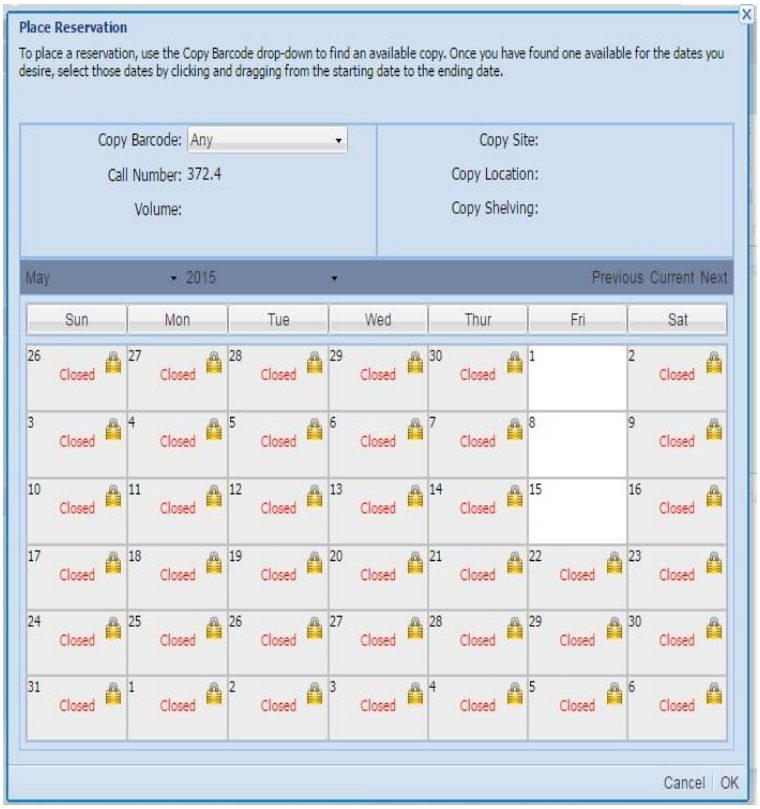
Curriculum Support Center (CSC)

What is the Curriculum Support Center?

This center houses DVD's, book sets, art prints, art kits, models, Alaskan materials, and other media which is available for loan. It is located at Soldotna Prep.

This collection can be searched by clicking “Departments > Curriculum Support Center” at http://www.kpbsd.k12.ak.us/. It can also be searched directly using this link to their online catalog http://library.kpbsd.k12.ak.us/7062165/researcher#_

Employees log in to this online catalog with **employee number** (include the e) for Username and **last name** for password. Once in the catalog items can be reserved by clicking on “Place Reservation” within the record for that item.

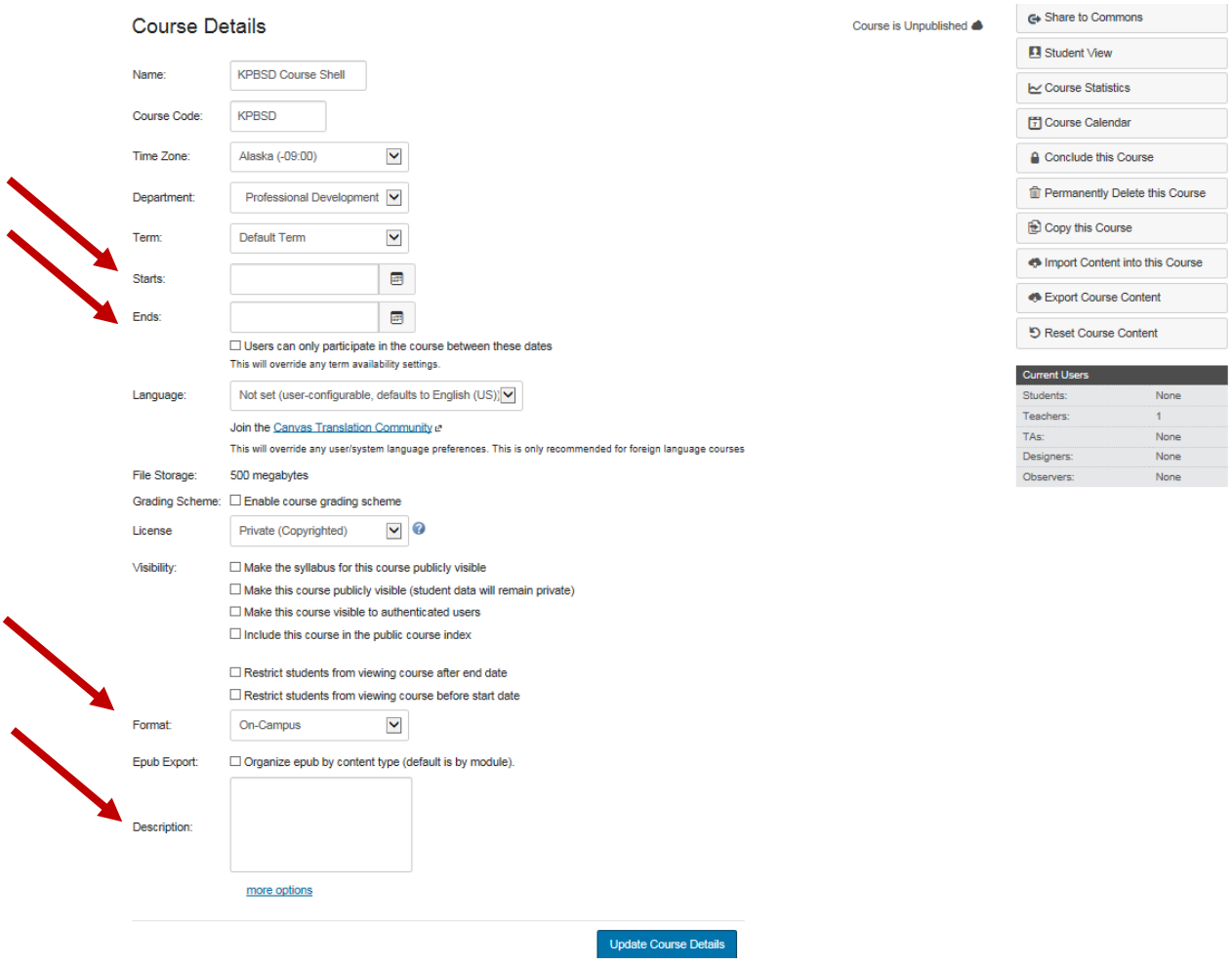


The following reservation window will open for date selection. The requested item(s) will ship from SoPrep on Friday and will arrive on the day your school receives district mail.

STEP 1: Create Course Shell

1. Log into Canvas
2. Click **"Start a New course"** from the Canvas home page
3. Type in the Course Name
4. Click

5. Click **Settings** from the tabs on the left hand side



Fill in

- **Starts:** Current date
- **Ends:** Date of PD event
- **Format:** Click On-Campus. Change to On-line if the course is asynchronous
- **Description:** Create a short description of the professional development opportunity
- Click **Update Course Details**

Note: When the district assigns a course such as Certified Mandatory Trainings, you are a student. Canvas connects with Power Teacher and the courses you are teaching have your students accessible. Your course is the Canvas shell that you will input your course information/assignments. Canvas has a Commons section which are pre-made courses that you can search through and find information you may want to copy to your course. For additional help please speak with your school Professional Development Facilitator or browse the Canvas Commons to see what may be relevant to get at your site.