Instructors,

Welcome to the EISD Community Education team! We are happy to have you teaching our Eanes community.

Please read through this manual. Fill out, sign, and return the Letter of Understanding to Kyle Groover. You can either mail the form to our office at 601 Camp Craft Rd., Austin, TX 78746 or fax the forms to (512) 732-9055. EISD staff may use campus mail.

If you have any questions after reading through this packet please let us know.

**IMPORTANT CONTACT INFORMATION**

Office: 512-732-9022   Fax: 512-732-9055

Kyle Groover  
*Enrichment Coordinator ext. 1*  
Lgroover@eanesisd.net

Lisa Groover  
*Community Education Coordinator ext. 4*  
(Accounts Payable)  
Lgroover@eanesisd.net

Emergency 24-Hour Facility Hotline, 512-732-9110
BEFORE CLASS BEGINS

Instructors must complete 3 forms before being allowed to teach with EISD. You must fill out our W9, Add Vendor form, and Fingerprint Confirmation form. **No instructor will be allowed to teach without completing their fingerprint check.**

All class registrations will take place on our website eanes.augusoft.net.

Instructor Profiles
- Profiles can be accessed by logging into our website, eanes.augusoft.net. All instructors will be provided with a log in; you may adjust the username and password when you log in.
- Rosters can be viewed under the “Current Classes/Future Rosters” tab on the left hand side of the website. This is where you will print your sign in sheet, view your room assignment, and view dates.
- All email communication must be sent through augusoft, you can do this by going to your roster and selecting “email roster” from the pull down menu.
- All instructors must provide a list of teachers along with contact information for that staff member in the case of an emergency.

Class Registrations
- All class registrations must be made through our website. If a child is not on the roster call Kyle Groover, it is possible the child was registered after the roster was printed.
- If the child is not registered it is the responsibility of the instructor to speak with the parent upon pick up or via email/phone to ensure they register before the second class meeting.
- All students must be registered and paid for by the second class meeting. If a student shows up to the second class meeting and is not registered that student will need to be sent to the school’s front office. Special exceptions can be made with classes running longer than 6 classes, or if a late student would not disrupt class.
- If a child attends without registration and the instructor fails to collect payment, the fee will be deducted from the instructor’s portion of the fees collected.

Low Class Enrollment and Cancellations
- **DURING THE SCHOOL YEAR** – Please check your rosters 72 hours prior to the start of class. If your class enrollment is too low, you will need to first send out a cancellation email and then call all parents on the roster. Sometimes a parent has not updated the email we have on file and this will ensure no students show up the day of the cancelled class.
Low Class Enrollment and Cancellations (continued)
- If your class is on a Monday, you must cancel by the Thursday before class starts. This will ensure that Community Education has enough time before the weekend to close the class registration and refund parents.
- **DURING THE SUMMER** – Parents plan further in advance and have fewer childcare options than during the school year. You must cancel classes 1 week prior to the start date. As with all cancellations, an email followed by a phone call is required. Failure to comply with these procedures may result in termination of future classes.

Once Class Begins
- Instructors must get a Raptor Badge made with Kyle Groover at the Community Education office before class starts. It takes only a few moments so this can be done the day of class if you allow enough time. **DO NOT get a badge made at the campus or at Central Administration.**
- On the first day of class you, or your instructor, should **plan to get to the campus 20 minutes early.** This gives you an opportunity to see how traffic will be at that time for that location.
- On the first day you or your instructor must go to the front office and introduce yourself to the staff. Let them know who you are teaching for and which class. **After the first class session you must still check in** at the front office, but can simply sign in and proceed to class.
- Familiarize yourself with the campus you are teaching at and the location of restrooms/exits. Students cannot be left unattended so you either must bring them all to the restroom before class, or be able to monitor the single student walking to the restroom while standing in the doorway and monitoring your class. This will not always be an option as some classrooms will not be in eyesight of the bathroom.

Late Instructors/Missed Classes/Emergencies
- If you or an instructor is running late to class call us immediately! Sending a substitute is preferred. All parents must be called and notified whether a sub is provided or not.
- If there is an emergency or illness that prevents you from teaching and class must be cancelled, parents must receive a phone call. I will go to the campus and wait with the students, a make-up class or partial refund option must be given after that option is discussed with Community Education.
- Absences due to illness must be called in ASAP. Calling with short notice, perpetually late or absent instructors will no longer be allowed to teach with EISD.
- You must let Kyle Groover know if you are sending a substitute and provide contact information for that instructor.
Meeting Locations and Times by Elementary Campus

Valley View Elementary requires ALL instructors meet their students at 2:40 in front of the library then accompany them to the classroom.

Eanes Elementary requires ALL instructors meet their students at 2:30 between building I and J in the grassy area then accompany them to the classroom.

Forest Trail Elementary requires ALL instructors meet their students at 3:15 in front of the Art Rooms then accompany them to the classroom.

Bridge Point Elementary requires ALL instructors arrive in the hallway outside the gym/café doors 2:35.

Cedar Creek Elementary requires ALL instructors meet students in the commons by 2:35 to escort them to your classroom.

Barton Creek Elementary requires ALL instructors meet their students at 2:35 in the cafeteria to the left of the stage (when facing the stage) then accompany them to the classroom.

Pick-up Procedures
- First drop off any students enrolled in EASY Care. Keep in mind that kinder students may not remember they are enrolled; it’s a good idea to walk by EASY Care the first day just to check. You must speak to and let one of the EASY Care staff know that you are bringing the child(ren) back to EASY Care. Do not assume they see you!
- If EASY Care is not in the cafeteria you can find their schedule posted on the sign in/out table. You must walk students back to EASY Care regardless of location.
- Students NOT in EASY Care will be brought to the front of the school so parents can pick them up in the car lane. At EANES ELEMENTARY students are brought to the BACK of the school by the cafeteria, this is the bus loop/parent pick up, and all other campuses pick up in the front of the school.
- Parents that arrive late for pick up may be charged a late pick up fee. This should be paid directly to the instructor as they are the one inconvenienced. If a parent is late more than once you may choose to eject the student from your class with no refund. You must discuss this with Community Education before making that decision so that we are aware.
- If a parent is late DO NOT leave their child unattended, bring them to the front office, or leave them in a classroom. You must stay with the children at all times.
Remember to remind your class of any holidays or pre-planned skip dates! This ensures no student shows up and is unattended on days when class is not held.

**Refunds and Prorating and Disruptive Students**
- 100% refunds are given when a class is cancelled by the instructor. Parents do not need to contact Community Ed or request a refund when this happens, Community Education will refund them automatically.
- 90% refunds are given if a parents requests to cancel a registration in writing **1 week prior** to the start date. Do not refer parents to Community Ed after this 1 week period.
- Once class has begun no refunds are available. **Disruptive students may be ejected** from a class with no refund available, when this happens **you must first discuss with Community Education as well as the students’ parents**. You cannot eject a child with no warning or explanation to the parent or child.

**Schools and Classrooms**
Requires As an EISD Community Education instructor, you are responsible for respecting the school and restoring the classroom to its original condition each day. Students should be supervised at all times; **desks may be rearranged but teacher materials, items on the teacher’s desk, books, paper, etc. MAY NOT BE USED, TOUCHED, OR MOVED.**
**Students are not allowed to sit at or use anything on teacher desk**

**If the teacher or custodial staff report that the facility has been left in disarray or that equipment, materials, and student work have been damaged, your class may be cancelled as per failure to comply with this agreement. You may also be charged a damage fee.**

**Building Security**
- Do not prop open doors.
- Wear your badge at all times.
- Only open doors for your own students, even if an adult is rushing up saying they need to get in, you must close the door. If that parent is supposed to be on campus they would have received instructions on how to get in (code, certain door, front office etc.)
- Do not leave children unattended at any time, unless the bathroom is within sight you must take the whole class.
  - Call the Facility Hotline if you see anything suspicious and it is a non-emergency. **Facility Hotline 512-732-9110**

**Never let an unknown adult in to the building, you are responsible for your students and we need to keep the campus secure.**
Inclement Weather & Emergency Situations
In the event of inclement weather for which EISD is closed for the school day, all Enrichment classes are cancelled.

Lightning is a severe hazard; you will be warned by our THOR GUARD LIGHTNING PREDICTION SYSTEM, which sounds ONE 15 second blast of a horn signaling suspension of all activities. If you are within visibility of system, the strobe light on top of system will begin flashing and remain flashing until safe conditions return. You should immediately seek an appropriate, safe shelter. You may resume activities only after THREE 5 second blasts of the horn are sounded and the strobe light stops flashing.

On rainy days, it is the instructor’s responsibility to watch the weather and to contact the Community Education office to decide whether a backup room can be used or if the class needs to be canceled. This decision needs to be made as early as possible. If there is any hint of bad weather you may contact the Community Education office at 732-9022 x1. Just remember, most of your parents are working and if you cannot reach everyone, you are still responsible for supervising their child.

Tornados, in the event of a tornado or weather emergency, or if the tornado alarm sounds, all groups are to take cover. Indoor Classes will take all students into the hallway, away from window. EX: If hall has one wall of windows, go elsewhere. If classroom has no windows, stay in classroom. Outdoor Classes should bring students inside and find a hallway without windows, or classroom/interior space free of windows. In the event you cannot access a room, all restrooms are suitable spaces.

Confidentiality – Protecting Student Information.
It is the instructor’s obligation to protect and secure student information that is considered confidential. This data include: student contact information, student schedules, addresses, dates of birth, or behavioral/disability information. State and federal laws govern protection of this data; do not share it with anyone or any organization.

Statement of ADA and Section 504 Compliance.
Eanes ISD prohibits unlawful discrimination against individuals with disabilities. No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or denied the benefits of the services, programs or activities of the District or of its contractors. A qualified individual with a disability is a person who, with or without reasonable accommodations, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the District or its contractors.

You may wish to consult Eanes ISD Board Policies GA (Legal), GKD (Legal), and GKD (Local). You may also wish to consult your own legal counsel regarding your obligations to comply with the law, including ADA.
Additional Reminders.
- No smoking is permitted on EISD campuses.
- No alcohol, firearms, or illegal drugs are permitted on EISD campuses.
- No children, yours or others, are allowed to attend classes unless they are registered.

Payment Procedures.

All Vendors must submit an invoice for payment; we will not pay without an invoice.

Invoices: Name (matching W9), address, class name, date of class, total expected. Material fees are only reimbursable for the class which it has been collected for. No exceptions.

Material Fee Reimbursement: Scan/Email your cover sheet and receipts to Lisa Groover and hold on to all originals. We must be able to read all dates, amounts, and totals clearly.

You must retain the receipts in case the scan is not readable or if we have a question, once you receive your reimbursement check you may dispose of receipts.

EISD Employees please inquire with Community Ed office. We follow EISD payroll guidelines.

If you have any questions please email Lisa Groover at Lgroover@eanesisd.net.
Letter of Understanding

I, ________________________________________, have read and understand all the policies and rules set forth in this manual. I acknowledge and agree to the following procedures:

- All instructors teaching an after-school enrichment class must be fingerprinted through DPS and cleared by the EISD Human Resources before they are allowed to teach their class. A working cell phone for every instructor must be given to Community Education.

- The instructor must notify the Community Education office and his/her students at least 72 hrs prior to the first class starting if enrollment is too low and the class needs to be canceled. This notification needs to be made via email through the Augusoft instructor profile – confirm with Kyle or Lisa in Comm Ed.

- All students participating in a class must register and pay. If a participant does not register and continues to participate, the fee will be deducted from the instructor’s portion of the fee. The instructor will no longer be allowed to continue teaching with Eanes ISD Community Education in future semesters.

- EISD instructors are expected to arrive at his/her assigned school and check in no later than 15 minutes before class starts and be ready to greet students.

- Once class has started, any refund, class substitution or class credit will be the responsibility of the instructor, if they so choose to work with the parent. Community Education will not be involved in any refunds after the one week deadline. No class proration will be given.

- Material Fees will be processed only after a class has started. All receipts for reimbursement must be submitted no later than one week after the last class day. Total reimbursement will only be up to the amount collected from students. Material fee reimbursement may be submitted 2 times per class. Instructors are responsible for tracking purchases and balance of available funds. All receipts must be taped to a sheet of paper please DO NOT bring in a loose or crumpled up receipts. Cover sheet required, you can email or scan.

- The agreed upon percentage will be taken from the total class fees collected. The balance will be processed and payment will be made to the class instructor.

Please sign and return this form to the Community Education office prior to your class starting.

RETURN ME TO COMMUNITY EDUCATION ROCKHOUSE

______________________________
Instructor Signature

______________________________
Date