

# **Eanes Independent School District**

## **Enrichment Programs**

### **Instructor Manual**



#### **Enrichment Programs**

**Eanes Independent School District**

**601 Camp Craft Road**

**Austin, Texas 78746**

Instructors,

Welcome to the EISD Enrichment Program! 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 Lisa Groover at [Lgroover@eanesisd.net](mailto:Lgroover@eanesisd.net)

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

### **IMPORTANT CONTACT INFORMATION**

**Lisa Groover**

512-732-9045

[Lgroover@eanesisd.net](mailto:Lgroover@eanesisd.net)

**Jerri Ann Yznaga**

512-732-9046

[jyznaga@eanesisd.net](mailto:jyznaga@eanesisd.net)

**Emergency 24-Hour Facility Hotline, 512-732-9110**

## BEFORE CLASS BEGINS

### **Vendor Packet (for non-EISD Employees)**

- Non-EISD Instructors must complete the online vendor packet.  
<https://www.eanesisd.net/dept/purchasing/vendor>
- Please email **Lisa Groover**, once you have completed this application.

### **Badges and Fingerprinting (for non-EISD Employees)**

- Instructors must get a **Raptor Badge** from the District Operations Center (4300 Westbank Drive, Unit 2, Austin, TX 78746) before class starts. Your badge must be worn anytime you are on campus. Please **DO NOT** get a badge made at the campus, badges must be obtained at the above address before class starts.
- Fingerprint confirmation must be on file at least **ONE week** prior to teaching. Instructors will **NOT** be allowed to teach without completing a fingerprint check.

# Insurance Requirements

## EANES ISD CONTRACTOR OR FACILITY RENTAL INSURANCE REQUIREMENTS

Proof of insurance coverage is required for any vendor or contractor working on, utilizing, or renting any Eanes School District facilities or property. Any large equipment or vehicles brought onto Eanes School Property must also provide the required insurance.

Effective January 1, 2012, the Texas Department of Insurance (TDI) now only accept certificates of insurance issued on ISO or ACORD forms. Eanes ISD follows these guidelines and requires vendors/contractors to provide an:

- **ACORD Certificate of Insurance** as evidence of insurance

The insurance must comply with the following requirements:

- Eanes ISD is named as the Certificate Holder and additional insured.
- Policy contains a thirty (30)-day notice of cancellation provision (ten (10) days for non-payment of premium on certificate).
- Certificate is completed by your insurance company or designee.
- Certificate is provided by an insurer admitted to do business in Texas or written through a Texas licensed broker.

Minimum of \$1,000,000 for **general liability**, each occurrence.

Minimum of \$500,000 for **automobile liability**, each occurrence. (If organization owns vehicles or is transporting anything onto our school property.)

Minimum of \$100,000 for **workers' compensation**, each occurrence. (If organization has any hired staff or contracts out any service that will be performing any manual labor on our school property.)

Minimum of \$25,000 for **participant accidental insurance**, with excess medical for each occurrence (If event includes physical type of activity: baseball, football, camps, basketball, etc.)

Policy must be currently in effect during the time of contracted work or facility rental.

"Certificate Holder" must name:

Eanes Independent School District  
601 Camp Craft  
Austin, TX 78746

## WEBSITE AND REGISTRATIONS

[eanes.augusoft.net](http://eanes.augusoft.net)

### Instructor Profiles

- Instructor profiles can be accessed by logging into our website. 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

- **3-5 days before** class begins, send out your welcome email to parents with pick up information and other pertinent information to your class. Find out if the student has any food allergies, we are a NUT Free program. Find out if they go back to the after school care program.
- All class registrations must be made through our website. If a child is not on the roster please call Jerri Ann Yznaga or Lisa 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. **Do not leave a child unattended, ever.**
- 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 in future semesters.
- Please make sure to remind parents to update their child’s Campus dismissal **SMART Tag**, inquire about pick up and any other information needed.

## CLASS PROCEDURES

### First Day of Class

- First day of class you, or your instructor, should **plan to get to the campus at least 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. **You must have your Vendor Raptor badge on**, do not ask the campus to run your badge. **After the first class session you must always enter** 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 since some classrooms are not within eyesight of the bathroom.
- **Keep a current paper roster with you at all times and take attendance.** The first day of class make sure you have all of your students before you proceed to class. Please pull a roster for the next two weeks to make sure you have all “late” enrolling students. Please call us if you are missing anyone on this first day.

### Late Instructors/Missed Classes/Emergencies

- If you or your instructor is running late to class, call us immediately! Do not call the school. **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 canceled, **parents must receive a phone call**. We 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 Enrichment.
- Absences due to illness must be called ASAP. Calling with short notice, perpetually late or absent instructors will no longer be allowed to teach with EISD.
- You must let Lisa Groover and Jerri Ann Yznaga know if you are **sending a substitute** and provide contact information for that instructor. **This substitute must already be fingerprinted and cleared with Eanes to be on our campus.**

## MEETING LOCATIONS AND TIMES

### **Barton Creek Elementary** (dismissal time 2:50 pm)

Be on campus by 2:35 pm in the Gym. Students will be in groups by class. **Campus manager** at site.

### **Bridge Point Elementary** (dismissal time 2:50 pm)

Be on campus by 2:35 pm check in with campus manager in office go to room and wait for students. Campus manager at site.

### **Cedar Creek Elementary** (dismissal time 2:50 pm)

Be on campus by 2:35 pm in the Commons. Campus manager at site.

### **Eanes Elementary** (dismissal time 2:45 pm)

Be on campus by 2:30 pm. Park at the bottom lot and meet in Cafeteria. Campus Manager will let you in the cafe door. Campus manager at site.

### **Forest Trail Elementary** (dismissal time 3:30 pm)

Be on campus by 3:15 pm in front of the Art rooms. Campus Manager at site.

### **Valley View Elementary** (dismissal time 2:50 pm)

Be on campus by 2:35 pm in front of the Library. No Manager, front office staff.

### **Hill Country Middle School**

### **West Ridge Middle School**

### **Westlake High School**

Students will meet you at classroom during the school year.

\*\*\*\*Summer classes do not follow this schedule. Please look for direction from the Enrichment office.

## PICK-UP PROCEDURES

### EASY Care Students

Drop off any students enrolled in **EASY Care to the Campus Manager, except Valley View, return students to care.** Keep in mind that Kinder students may not remember they are enrolled. If the campus manager is out that day, instructor must return the students. **You must speak to and let one of the EASY Care staff know that you are bringing the child(ren) back to EASY Care.** You must sign them in, never send or leave a child unattended. 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.

### All Other Students

Students NOT in EASY Care will be brought to the FRONT of the school so parents can pick them up in the car lane. Exceptions noted below.

**Eanes Elementary** students are brought to the BACK of the school by the cafeteria, this is the parent pick up, and all other campuses pick up in the front of the school.

**Barton Creek** some students are dismissed from the front and some from the back. Please check with the Campus Manager.

### Late Pick Up

**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 Enrichment before making that decision so that we are aware. Please make sure you communicate your pick-up policy and schedule to your parents in the first welcome email.

If a parent is late **DO NOT** leave their child unattended. **DO NOT** 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.***



## LOW CLASS ENROLLMENT, CANCELLATIONS and REFUNDS

### Enrollment 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 through the Augusoft website 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 canceled class. If your class is on a Monday, you must cancel by the **Thursday before class** starts. This will ensure that the Enrichment team has enough time before the weekend to close the class registration and refund parents. **This entails a phone call to our office and an email to the parents.** 100% of the registration fee is refunded when a class is canceled by the instructor.

### Enrollment 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.**

### Refunds and Pro-rates

90% refunds are given if a parent requests to cancel a registration in writing **one week prior** to the start date.

Enrichment will not be involved in any refunds after the one-week deadline. Any refund, class substitution or class credit after the one-week deadline will be the responsibility of the instructor, if they so choose to work with the parent.

### Disruptive Students

Disruptive students may be ejected from a class with no refund available, when this happens **you must first discuss with Enrichment, as well as the students' parents. You cannot eject a child without warning or explanation to the parent or child.**

## **FACILITIES**

### **Schools and Classrooms**

As an EISD Enrichment 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 a teacher desk\*\***

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

### **Building Security**

**Never let an unknown adult into the building, you are responsible for your students and we need to keep the campus secure.**

**Students and parents are not permitted to enter the student's classroom to retrieve any items after the school day dismissal, no exceptions.**

- 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**

## **Door Policy**

Controlling access to buildings is vital for protecting the students, staff, faculty and visitors of the district. Schools shall take the following precautions:

- All exterior doors shall be closed and locked at all times
- Interior classroom doors should remain in the locked position during instruction
- Student arrivals and dismissals should be limited to as few locations as possible and be monitored by the class instructor at all times
- No exterior doors will be propped open at any time. This includes classroom exits, kitchens, gyms, cafeterias, etc. If ventilation problems exist, choose alternate solutions that do not include leaving doors open. If students must travel between buildings, the class instructor admits the students
- Instructors are not permitted to let in visitors, only the students enrolled in their class or camp.
- If a person asks for admittance, direct them to the front office door. Do not let students not enrolled in your class into the building.
- Instructors must pull the exterior door closed, do not assign this responsibility to your student.

## INCLEMENT WEATHER and EMERGENCY SITUATIONS

*If Eanes ISD closes for inclement weather, all Enrichment classes are canceled.*

### Lightning

Lightening 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 the system, the strobe light on top of the 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.

### Rain

It is the instructor's responsibility to watch the weather and to contact the Enrichment 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.

On rainy days, if there is any hint of bad weather you may contact the Enrichment office at 512-732-9045. **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 the window. EX: If the hall has one wall of windows, go elsewhere. If the classroom has no windows, stay in the 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.

## EMERGENCY ACTIONS

# IN AN EMERGENCY TAKE ACTION



### **HOLD! In your room or area. Clear the halls.**

#### **STUDENTS**

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

#### **ADULTS**

Close and lock the door  
Account for students and adults  
Do business as usual



### **SECURE!**

### **Get inside. Lock outside doors.**

#### **STUDENTS**

Return to inside of building  
Do business as usual

#### **ADULTS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



### **LOCKDOWN! Locks, lights, out of sight.**

#### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

#### **ADULTS**

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



### **EVACUATE! (A location may be specified)**

#### **STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

#### **ADULTS**

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



### **SHELTER! Hazard and safety strategy.**

#### **STUDENTS**

Use appropriate safety strategy for the hazard

#### **Hazard**

Tornado  
Hazmat  
Earthquake  
Tsunami

#### **Safety Strategy**

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

#### **ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults

## **ADDITIONAL INFORMATION**

### **Confidentiality – Protecting Student Information**

It is the instructor's obligation to protect and secure student information that is considered confidential. This data includes: student contact information, student schedules, addresses, dates of birth and/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

## **NON-EISD Instructors**

Non-district employees will receive payment after the class has ended by **submitting an invoice to Lisa Groover, [lgroover@eanesisd.net](mailto:lgroover@eanesisd.net)** . The agreed upon percentage of 40% will be taken from the total class fees collected. The balance will be processed and payment will be made to the class instructor.

## **EISD Instructors**

District employees will receive supplemental pay on their monthly paycheck in accordance with the district's employee payment schedule. Pay must be requested through an Invoice and submitted by the 1st of the month. Example, May1st, June1st. For questions about **pay contact Lisa Groover**. The percentage of registered fee for an employee is 35%.

## **Material Fee Reimbursement**

Material fees are only reimbursable for the class which it has been collected for, no exceptions. 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. Instructors are responsible for tracking purchases and balance of available funds.

**The Material Fee**, by definition covers materials, supplies, tools, or equipment which are consumed, retained or single use by the student for the period of registration. We do not reimburse for business/office use items. Please ask if you have questions prior to purchase.

Material Fee form can be requested and **returned to Lisa Groover**. Please submit your form with receipts and retain your originals until payment has been made. We must be able to read all dates, amounts and totals clearly.

## LETTER OF UNDERSTANDING – EISD Enrichment Programs

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 enrichment class must be fingerprinted through DPS and cleared by the EISD Human Resources before they are allowed to teach a class.
- All instructors must wear their EISD issued badge at all times.
- No door propping at any time. Never let anyone into the building other than registered students on your roster. No exceptions.
- The instructor must notify the Enrichment office and his/her students at least 3-7 days (depending on school term or summer class) prior to the first class starting if enrollment is too low and the class needs to be canceled.
- Instructors are expected to arrive at his/her assigned campus no later than 20 minutes before class starts. Instructors will greet students at the designated location and walk the students to the classroom.
- Instructors are expected to keep in contact with us and parents if running late or unable to attend class. All parents must be called and notified whether a sub is provided or not.
- All Instructors are required to submit an invoice in order to receive payment for a class. All invoices must be emailed to Lisa Groover.
- All receipts for material 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.

Please sign and return all forms to the Enrichment office prior to your class starting. Send to **Lisa Groover**, [Lgroover@eanesisd.net](mailto:Lgroover@eanesisd.net).

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Signature

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Date