



# Certified Substitute Handbook

2020-2021 School Year

## *Our District Mission Statement*

*Together, provide the tools and experiences every student needs to create an individual, viable and valued path to lifelong personal success.*

*Quality learning, every day, in every classroom, for every child.*

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## Welcome to Tahoma!

It takes people of many talents and abilities working together each day to provide the quality education that we seek for our students. You are an important member of our school community and are a vital team link in our instructional program.

This handbook will orient you to the district, as well as advise you of the district's expectations.

Substitute teachers are invited to attend building trainings and to participate in any in-service and/or workshop courses.

We wish you much success in your substituting experience in the Tahoma School District.

Sincerely,

Sharon Gooch  
Substitute Coordinator  
Direct Line: 425-413-3406  
[sgooch@tahomasd.us](mailto:sgooch@tahomasd.us)

Ashley Butcher  
HR Tech Specialist  
Direct Line: 425-413-3444  
[abutcher@tahomasd.us](mailto:abutcher@tahomasd.us)

Tahoma District Office  
25720 MV BD RD SE  
Maple Valley  
425-413-3400

### **At-Will Relationship**

Substitute employment is an at-will relationship between the Tahoma School District and the substitute employee. Due to the at-will nature of this relationship, it may be terminated at any time by either party. Accepting substitute work is by no means an offer of permanent and/or on-going employment. Additionally, nothing in employee manuals, personnel policies, employment documentation, substitute handbooks, or oral communication shall be deemed to create an employment contract or to modify this at-will relationship.

### **Picking Up Jobs – ReadySub.com**

The Tahoma School District uses an online substitute system to arrange and coordinate staff absences and substitutes to fill those absences. The website for the online sub system is [www.ReadySub.com](http://www.ReadySub.com). This system is maintained and monitored by our district substitute coordinator. Once you become an active substitute in our system, you will receive instructions on how to access our online portal. If you have any questions or problems, you may contact the substitute coordinator at (425) 413-3406.

### **Managing Your ReadySub Account**

As a substitute, you may log onto the online system at any time to review current assignments, look for available jobs, cancel assignments, change personal information and manage your availability calendar.

### **Canceling a Job**

If you need to cancel a job you previously accepted and it is after 6:30 AM the day of the absence, please contact the substitute coordinator at 425-413-3406 so that she is aware of the cancellation. If you need to cancel a job and it is before 6:30 AM the day of the absence, just cancel and the job will go out for another substitute to pick up. Please cancel as soon as you know you will not be able to keep the job to allow as much time as possible for the assignment to be picked up.

### **Flexibility Due to Substitute Shortage**

Be aware that on days in which a building is experiencing an emergency situation due to a shortage of available teachers, your assignment may be changed at the building upon your arrival. Also, secondary substitute teachers are routinely called on to cover classes during scheduled planning periods as a part of the regular 7 hour paid work day. Substitutes are not guaranteed a planning period. Please know that changing your assignment after you've picked it up is always a last resort. If the sub office knows about the change prior to you arriving, we will try to contact you and give you a heads up.

### **Change in Substitute Status and/or Availability**

Email the substitute coordinator immediately if your availability changes. If the coordinator tries to contact you repeatedly and you do not respond, your name will be dropped from our sub list and you will need to reapply to be reinstated. Manage your ReadySub calendar and block yourself on any days you are not available to work.

### **Work Expectation to Maintain your Substitute Status**

The expectation is that you will work a minimum of 2 days per month. If you work less than 2 days in a month you may be deactivated and removed from the sub pool.

### **Pay Dates**

Payment is by direct deposit and is paid on the last working day of each month that is not a district holiday. The pay period is the 11<sup>th</sup> of the month through the 10<sup>th</sup> of the following month. Work done after the 10<sup>th</sup> will be paid at the end of the following month. All wages are subject to mandatory payroll deductions. Questions regarding your paycheck should be directed to the certified payroll specialist at (425) 413-3400.

## **Pay Rates**

Full Day	\$160.02	7 hours @ \$22.86 per hour
Half Day AM	\$74.30	3.25 hours @ \$22.86 per hour
Half Day PM	\$85.72	3.75 hours @ \$22.86 per hour
Early Release Friday (90 minutes early)	\$147.02	5.5 hours @ \$26.73 per hour
Early Dismissal (conference & green days)	\$106.92	4 hours @ \$26.73 per hour

## **Long-Term Assignments**

An assignment becomes a long-term assignment and qualified for per diem pay once 21 consecutive days in one teaching position is reached. The per diem rate is based on the substitute's position on the current state salary schedule (experience plus education), and is paid retroactively back to the first day of the assignment. For accurate placement on the salary schedule, the certificated specialist in Human Resource must have official copies of all transcripts and experience verification for all previous teaching employment. This information must be on file prior to the start of your long-term assignment.

## **Sub Hours**

It is critical that you arrive on time and do not leave early. Substitute teachers should remain in the building 15 minutes after the students have been dismissed, using this time to correct papers, straighten the room, leave notes for the teacher about the day, etc. If you take a morning assignment in one building and an afternoon assignment in another, contact the Substitute Coordinator. Travel time and a lunch will need to be arranged.

Please be in the classroom ready to go at the start time listed below.

<b>Early Start Elementary</b> <b>Student Day: 8:40-3:10</b> <ul style="list-style-type: none"><li>• Glacier Park</li><li>• Lake Wilderness</li><li>• Shadow Lake</li></ul>	<b>Sub Hours</b> Full Day 7 hrs 8:25 to 3:25 Half Day AM 3.25 hrs 8:25 to 11:40 Half Day PM 3.75 hrs 11:40 to 3:25 Friday Early Release 5.5 hrs 8:25 to 1:55 Conf/Green ER 4 hrs 8:25 to 12:55
<b>Late Start Elementary</b> <b>Student Day: 9:10-3:40</b> <ul style="list-style-type: none"><li>• Cedar River Elementary</li><li>• Rock Creek Elementary</li><li>• Tahoma Elementary</li></ul>	<b>Sub Hours</b> Full Day 7 hrs 8:55 to 3:55 Half Day AM 3.25 hrs 8:55 to 12:10 Half Day PM 3.75 hrs 12:10 to 3:55 Friday Early Release 5.5 hrs 8:55 to 2:25 Conf/Green ER 4 hrs 8:55 to 1:25
<b>Middle Schools</b> <b>Student Day: 8:00-2:30</b> <ul style="list-style-type: none"><li>• Summit Trail (old TJH)</li><li>• Maple View (old THS)</li></ul>	<b>Sub Hours</b> Full Day 7 hrs 7:45 to 2:45 Half Day AM 3.25 hrs 7:45 to 11:00 Half Day PM 3.75 hrs 11:00 to 2:45 Friday Early Release 5.5 hrs 7:45 to 1:15 Conf/Green ER 4 hrs 7:45 to 11:45
<b>Tahoma High School</b> <b>Student Day: 7:40-2:10</b>	<b>Sub Hours</b> Full Day 7 hrs 7:25 to 2:25 Half Day AM 3.25 hrs 7:25 to 10:40 Half Day PM 3.75 hrs 10:40 to 2:25 Friday Early Release 5.5 hrs 7:25 to 12:55 Conf/Green ER 4 hrs 7:25 to 11:25

### **Emergency Closures or Delayed Start**

Substitutes are not personally notified of school closures or delays. A notice will go up on ReadySub as soon as a delay or closure is announced. Also, watch the news or check the district website if you think there may be a delay. If school is delayed, plan on arriving for your assignment at least 15 minutes prior to the delayed start time of school. If school is canceled, the job will be deleted from the system.

If you are the parent of a Tahoma student, or the spouse of a district employee, you already receive email and/or phone alerts. If you don't already receive notifications, there is a system that you can register for called Flashalert that will notify you of emergency situations that impact Tahoma. Go to <http://www.flashalert.net>, set up an account (they recommend using a browser other than Internet Explorer), select the Seattle area, and then select the types of notifications that you'd like to receive and how you'd like to receive them.

**Reasonable Assurance:** As in the past, the 2020-2021 school year will have the customary breaks which include the following vacation periods:

- Thanksgiving Break in November
- Winter Break in December/January
- Mid-Winter Break in February
- Spring Break in April
- Summer Break from mid-June through August 2021

Unless you have indicated otherwise, you will remain as a substitute for the district following each of these periods. You have reasonable assurance of returning with Tahoma School District No. 409 as a substitute after each break during the school year. This notice is not intended to create a contract of employment, or to alter any existing contract of employment.

### **Day of the Assignment Instructions**

- Arrive on time as indicated by the schedule given on ReadySub. Substitutes are expected to work the full shift of their assignment unless given different directions by the principal or head secretary. Please arrive on time and do not leave early.
- Check in at the office. The secretary will provide instructions, a key to the room, a temporary computer password and a substitute badge.
- When you get to the classroom, log onto the computer network and email system with the substitute password the head secretary provides for you. In many emergency situations email is the primary mode of communication used in the building.
- Follow the provided lesson plans as closely as possible. If no sub plans can be found, notify the head secretary in the office immediately. Substitutes are not expected to plan daily lessons, except in the case of a long-term assignment.
- Help students feel successful by providing encouragement. Be respectful of individual student limitations, or cultural and religious beliefs.
- Always leave a written account of the day for the teacher; include what material was covered and what was not completed. Always include discipline problems that you encountered.
- Leave classroom in good order.
- Always check out with the head secretary in the office and sign for your time, return the substitute badge, room key and substitute folder.
- You have already received district emergency procedures, but each building will also have more specific emergency procedures. Please ask the secretary about specific school emergency procedures. Know the locations of fire extinguishers, emergency backpacks and exits.
- Immediately report employee or student accidents or injuries to the head secretary.

**Computer Use:** Substitutes may use district computers for school related purposes only. Personal use of district computers may be cause for termination of substitute employment. Contact the building secretary for computer login information and password.

**Cell Phone Use:** Please limit the use of your cell phone to designated breaks only away from students.

## **Confidentiality and Ethics:**

Maintaining confidentiality is mandated by the Federal Educational Rights and Privacy Act. It is the law and it is imperative that school personnel follow this code of conduct. We are expected to respect the legal and human rights of children and their families. Therefore, maintaining confidentiality is essential.

- Never violate confidentiality! Understand the difference between “Need to Know vs. Desire to Tell.” It will guide you in deciding when and with whom you share student information. Only those people who are directly involved in the education of a student may have specific student information.
- Ask the principal or the department/grade level chairperson if you are unsure about accessing or sharing specific student information.
- Remember you have both your public and private self. As an educator you may be scrutinized by your community. It is important to project a professional, ethical image both in and out of school.

## **DISTRICT POLICIES**

The following are *excerpts* from some of our district policies. Complete policy information can be found at the Tahoma School District website at <http://www.boarddocs.com/wa/tahoma/Board.nsf/Public#>

### **Sexual Harassment, Policy 5011**

The Tahoma School District is committed to a positive and productive working environment free from discrimination, including sexual harassment. This commitment extends to all employees and other persons involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation, or at a class or school training held elsewhere.

### **Prevention and Care of Student Life-Threatening Allergic Reactions, Policy 3420**

The Tahoma School District takes the issue of student allergies seriously. We understand that allergic reactions can be life threatening. Recognizing that the risk of accidental exposure to allergens can be reduced in the school setting, we are committed to working with students, parents, and physicians to minimize risks and provide a safe educational environment for all students. The focus of the District Wide Allergy Management Plan shall be prevention, education, awareness, communication and emergency response.

The goals for the District Wide Allergy Management Plan include:

1. To maintain the health and protect the safety of children who have life-threatening allergies in ways that are developmentally appropriate, promote self-advocacy and competence in self-care and provide appropriate educational opportunities.
2. To ensure that interventions and Individual Emergency Health Plan for students with life-threatening allergies are based on medically accurate information and evidence-based practices.
3. To define a formal process for identifying, managing, and ensuring continuity of care for students with life-threatening allergies across all transitions (PreK-12).

In accordance with applicable law, it is the policy of the district to provide all students, through necessary accommodations where required, the opportunity to participate in all school programs and activities.

Accordingly, the superintendent shall direct school nurse personnel, district building administrators, instructional and support staff to act affirmatively and work closely with parents to assure that the needs of children with documented allergies are taken into consideration in planning for district programs. The medical coordinator in charge of health services shall ensure the district’s management plan is reviewed and updated annually.

### **Nondiscrimination, Policy 3210**

Anyone may file a complaint against the district alleging that the district has violated antidiscrimination laws. This complaint procedure is designed to assure that the resolution of real or alleged violations are directed toward a just solution that is satisfactory to the complainant, the administration and the board of directors. This grievance procedure will apply to the general conditions of the nondiscrimination policy (Policy No. 3210) and more particularly to policies dealing with guidance and counseling (Policy No. 2140) co-curricular program (Policy No. 2150), the service animals in schools (Policy 2030) and curriculum development and instructional materials (Policy No. 2020).

### **Prohibition of Harassment, Intimidation, and Bullying, Policy 3207**

The Tahoma School District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons that is free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written message or image, including those that are electronically transmitted, verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, or mental or physical disability, or other distinguishing characteristics, when an act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

### **Reporting Cases of Child Abuse/Neglect, Policy 3421**

Substitute teachers are obligated to report all suspected cases of child abuse or neglect. If you identify a student that you suspect, either through visual observance, through comments you may hear, or if the student him or herself advises you that he/she has been abused or neglected, you must immediately notify the principal. The principal will then contact child protective services. It is not the responsibility of the school district to prove abuse or neglect. That responsibility lies with the child protective services following their investigation.

## Tahoma Schools Contact Information

<p><b>Cedar River Elementary School (old CRMS)</b>                  22615 Sweeney Rd SE, Maple Valley, 98038                  425-413-5400                      425-413-5455 fax                  Grades K-5</p> <p>Fritz Gere, Principal                  Tina McDaniel, Dean of Students                  Jennifer Donohue, Head Secretary</p>	<p><b>Tahoma Elementary School (old TMS)</b>                  24425 SE 216<sup>th</sup> Street, Maple Valley, 98038                  425-413-3600                      425-413-3655 fax                  Grades K-5</p> <p>Jerry Gaston, Principal                  Nicole Plyler, Dean of Students                  Lisa Von Michalofski, Head Secretary</p>
<p><b>Glacier Park Elementary School</b>                  23700 SE 280<sup>th</sup> Street, Maple Valley, 98038                  425-413-3700                      425-432-6795 fax                  Grades K-5</p> <p>Shelly Gaston, Principal                  Kyle Hood, Dean of Students                  Britta Stitt, Head Secretary</p>	<p><b>Maple View Middle School &amp; PAI Program (old THS)</b>                  18200 SE 240<sup>th</sup> St., Covington, 98042                  425-413-5500                      425-413-5555 fax                  Grades 6-8</p> <p>Bill Weis,                      Principal                  Robert Talbert, Assistant Principal                  Pam McKinney, Dean of Students                  Eva Paterson, Head Secretary</p>
<p><b>Lake Wilderness Elementary School</b>                  24216 Witte Rd. SE, Maple Valley, 98038                  425-413-3500                      425-413-3555 fax                  Grades K-5</p> <p>Melanie Ready, Principal                  Amanda Blashaw, Dean of Students                  Barbara Roessler, Head Secretary</p>	<p><b>Summit Trail Middle School (old TJH)</b>                  25600 SE Summit Landsburg Rd, Ravensdale, 98051                  425-413-5600                      425-413-5500 fax                  Grades 6-8</p> <p>Sean Cassidy, Principal                  Paul Gardner, Assistant Principal                  Kimberly McElreath, Dean of Students                  Penny Maki, Head Secretary</p>
<p><b>Rock Creek Elementary School</b>                  25700 Maple Valley-Black Diamond Rd SE,                  Maple Valley, 98038                  425-413-3300                      425-413-3355 fax                  Grades K-5</p> <p>Chris Thomas, Principal                  John Schuster, Dean of Students                  Robin Lawler, Head Secretary</p>	<p><b>Tahoma High School</b>                  23499 SE Tahoma Way, Maple Valley, 98038                  425-413-6200                      425-413-6255 fax                  Grades 9-12</p> <p>Terry Duty, Principal                  Mike Hansen, Carrie Burr, Assistant Principals                  Linda Hren, Head Secretary</p>
<p><b>Shadow Lake Elementary School</b>                  22620 Sweeney Rd SE, Maple Valley, 98038                  425-413-6100                      425-413-6113 fax                  Grades K-5</p> <p>Scott Mitchell, Principal                  David Aaby, Dean of Students                  Shannon Kiefer, Head Secretary</p>	<p><b>Transitions Program at THS</b>                  23499 SE Tahoma Way, Maple Valley, 98038                  425-413-6200                      425-413-6255 fax                  Ages: 18-21</p> <p>Linda Mount, Head Secretary</p>

