



# **Classified Substitute Handbook**

**2022-2023 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.

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

Sincerely,

Ashley Butcher  
Substitute Coordinator/Sub Dispatch  
Direct Line: 425-413-3444  
[abutcher@tahomasd.us](mailto:abutcher@tahomasd.us)

Janice Buckley-Scacco  
Sub/HR Support  
Direct Line: 425-413-3456  
[jbuckley@tahomasd.us](mailto:jbuckley@tahomasd.us)

**Sub Cell Phone #: 253-289-8170 (best choice for time-critical needs)**

### **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.

### **Sub Custodians, Food Service, EEP and Bus Drivers**

Substitutes for custodial, food service, EEP (daycare) and bus driving are contacted directly by the department to set up assignments. The department will be given your name and contact information when you've completed hiring orientation.

### **Paraeducators, Playground and Secretarial/Clerical: Picking Up Jobs – ReadySub.com**

Paraeducators, playground assistants and secretarial/clerical use an online substitute system to 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 emailed instructions on how to access our online portal. If you have any questions or problems, you may contact the substitute coordinator at (425) 413-3444.

### **Managing Your ReadySub Account**

As a substitute, it is your responsibility to keep your ReadySub account up-to-date with current phone numbers, email, and availability to work. 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 dispatcher either by texting 253-289-8170 or calling 425-413-3444 so that she is aware of the cancelation. 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 substitutes, your assignment may be changed at the building upon your arrival. Please know that changing your assignment after you've picked it up is always our last resort.

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

Email the substitute coordinator immediately if your availability changes. If we try to contact you repeatedly and you do not respond, your name may be dropped from our sub list and you will need to reapply to be reinstated.

### **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 classified payroll specialist at (425) 413-3400.

### **School Hours**

<b>Early Start Elementary Schools</b> <b>(Glacier Park , Lk Wilderness, Shadow Lk)</b> 8:40 to 3:20 is a full day 8:40 to 1:20 Friday early release 8:40 to 12:20 other early release	<b>Late Start Elementary Schools</b> <b>(Cedar River, Rock Creek, Tahoma)</b> 9:10 to 3:50 is a full day 9:10 to 1:50 Friday early release 9:10 to 12:50 other early release
<b>Middle School</b> 8:00 to 2:40 is a full day 8:00 to 12:40 Friday early release 8:00 to 11:40 other early release	<b>High School</b> 7:35 to 2:15 is a full day 7:35 to 12:15 Friday early release 7:35 to 11:15 other early release

### **Substitute Pay Rates**

Bus Driver	\$27.81 per hour
Clerical	\$21.82 per hour
Custodian	\$22.97 per hour
EEP (day care)	\$19.07 per hour
Food Service	\$18.86 per hour

Health Assistant	\$22.53 per hour
Nurse – RN/LPN	\$29.45 per hour
Paraeducator	\$21.28 per hour
Playground Asst	\$18.37 per hour

### **Para/Playground Substitute Responsibilities and Expectations**

Substitutes are expected to work the full assignment unless given different direction by the principal or head secretary. Please arrive on time and do not leave early.

### **Day of Assignment**

- Check in at the office immediately. The secretary will provide substitute badge, plans and instructions.
- Help students feel successful by providing encouragement. Be respectful of individual student physical limitations, and cultural or religious beliefs.
- Communicate regularly throughout the day with the teacher or other staff regarding your duties. Work as independently as possible, but feel free to ask clarifying questions or get additional direction about your duties if you are unclear.

- Leave work space in good order.
- Check out with the head secretary in the office and sign for your time. Return the badge and plans with any notes about the day.
- Report any employee or student accidents or injuries to the head secretary immediately.

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

Substitutes are not 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.

**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:** Use your cell phone at designated breaks away from students only.

**Reasonable Assurance:** As established by the district calendar, there will be the customary breaks that include:

Thanksgiving Break	November 24-25, 2022
Winter Break	December 22, 2022 – January 2, 2023
Mid-Winter Break	February 20-24, 2023
Spring Break	April 10-14, 2023
Summer Break	June 22 -

Unless you indicate 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 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.

### **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 rule "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.

### **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</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</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 VonMichalofski, 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  Natalie Stumpges, Dean of Students  Lorraine Kunze, Head Secretary</p>	<p><b>Maple View Middle School</b>  18200 SE 240<sup>th</sup> St., Covington, 98042  425-413-5500                      425-413-5555 fax  MVMS Grades 6-8</p> <p>Bill Weis, Principal  Robert Talbert, Assistant Principal  Shawn Seeley, 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>Judy Beliveau, Principal  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>Kellie Christiansen, 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  Portables in west parking lot (student parking side)  425-413-6200  Ages: 18-21  Linda Mount, Head Secretary</p> <p><b>PAI (Personal Academic Instruction) at MVMS</b>  18200 SE 240<sup>th</sup> St., Covington, 98042  Portable around west side of MV in back  425-413-3253  Grades: 6-12  Linda Mount, Head Secretary</p>