



PUYALLUP
SCHOOL DISTRICT
A Tradition of Excellence

Substitute Handbook



2018-2019 School Year

HANDBOOK FOR SUBSTITUTES

This handbook is prepared by the Human Resources office to provide information for Puyallup School District certificated and classified substitutes.

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Puyallup School District provides equal opportunities in education and employment and does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Questions or complaints of alleged discrimination or harassment may be direct to:

ADA/Human Resources Compliance Coordinator, Amie Brandmire ~ (253) 841-8666, brandmah@puyallup.k12.wa.us;

Chief Equity and Achievement Officer, Gerald Denman ~ (253) 840-8966, denmange@puyallup.k12.wa.us;

Title IX Coordinator, Jim Meyerhoff ~ (253) 841-8785, meyerhja@puyallup.k12.wa.us; or

Section 504 Coordinator, Gerald Denman ~ (253) 840-8966, denmange@puyallup.k12.wa.us

All individuals may be reached at this address: Puyallup School District 302 2nd Street SE Puyallup, WA 98372

EOE/AA Accommodations during the application/interview process will be provided for those with disabilities upon request.

**Puyallup School District
Education Service Center
302 2nd St SE
Puyallup, WA 98372
(253) 841-1301**



PUYALLUP SCHOOL DISTRICT

A Tradition of Excellence

Our Mission

The Puyallup School District, in partnership with our diverse communities, educates and inspires students to reach their full potential.

Our Beliefs (updated 9/12/11)

In partnership with our communities, we:

- Treat each student as a unique learner.
- Ensure all students have equal opportunities for learning and are supported in achieving competency in required subject and performance areas.
- Regularly assess, evaluate, and communicate to students, families, and the community the results of student performance.
- Engage parents/guardians, family members, guardians, and students as active partners in the educational process.
- Incorporate concepts of diversity that benefit all and are integral in all district endeavors.
- Communicate effectively with parents/guardians, students, staff, and members of the community.
- Cultivate and maintain partnerships that support district goals.
- Provide students and staff a safe and supportive learning and working environment.
- Demonstrate accountability to all stakeholders.

Our Vision (updated 9/12/11)

Puyallup School District students will be:

- Skilled in successfully applying knowledge in all required subjects.
- Competent as critical and innovative thinkers able to analyze and solve complex problems.
- Engaged as life-long learners pursuing their goals and dreams.
- Successful as communicators and collaborators.
- Proficient in demonstrating an understanding of and a respect for individual differences.
- Prepared to transition to post-high school opportunities and be able to compete locally and globally.
- Skilled in making life choices that are healthy and socially responsible.
- Motivated to strive for excellence.



September 2018

Welcome to the Puyallup School District! Thank you for choosing to serve the students and families of the Puyallup, Edgewood and South Hill communities. Our School Board, your fellow educators, and our students are delighted that you have joined our team!

Our citizens are very supportive of our schools and it is their expectation and passion for quality education that adds greatly to the very fine quality of life that we have here in Eastern Pierce County. Their support is shown in the passage of our most recent bond and Levy elections at over 69% approval.

Your role as a guest instructor in our schools is vital to the educational journey of our students. Our goal is to welcome you as a member of our staff and support you as a part of the instructional team. Our hope is that you will enjoy the experience and our students will continue in their learning without interruption.

We deeply appreciate your dedicated work and service to “each child” in the Puyallup School District. The work we do as a team to prepare “each child” for a meaningful post-secondary opportunity is the main mission of our district and a core value of our school board.

My very best wishes to you in your daily assignment and for a very productive and successful school year.

Sincerely,

Timothy S. Yeomans, Ed.D.
Superintendent

SECURITY IDENTIFICATION BADGES

Security at all of our locations is highly important. When working at a building, please comply with their check-in/out procedures, including wearing a District issued identification badge. Wear this identification badge prominently when working on school district property. If you are on school district property as a volunteer or parent, do not wear your employee identification badge. These badges are school district property and should be returned when you are no longer actively working in the District.

ELECTRONIC MAIL ACCESS

You may access the school district email system at home with an internet connection, or at school/work locations on designated computers for building use. The district uses email as its primary communication tool. It is expected that all district employees, including substitutes, will check their district email box regularly.

You will be issued an email account in your name once you have been hired. Instructions to log onto your email account will be sent to your personal e-mail address within 2 weeks of your hire date. Usage of your district email account must be in compliance with district policy #2022 and #2022R.

SCHOOL VACATION/HOLIDAY/RECESS PERIODS

Employment as a substitute calls for some customary school vacation/holiday/recess periods in the winter and spring. Following each of these breaks, as established by the published school district calendar, you will remain on our substitute list as long as you remain active. Each summer substitutes who are active and successful are offered an opportunity to return the following school year by completing a Letter of Reasonable Assurance.

CONFIDENTIALITY

All school/student records and reports should be handled with care. Many records are of a confidential nature and are maintained in order to provide information on child development to professional staff. It is essential that you do not divulge any confidential information that has been received from contact with children, parents, and other people in the profession.

CHANGE OF ADDRESS, PHONE NUMBER AND/OR NAME

Each employee assumes the responsibility for notifying the Puyallup School District if his/her address, phone number and/or name changes. Address and phone changes may be made online through Employee Online. As a courtesy you will want to also notify the substitute office when your phone or address change and we will update your substitute profile.

Name change forms are available in the Human Resources Department. You must bring your new social security card to the Human Resources Department when changing your name. You will need to submit the completed name change form and present your new social security card to verify your legal name change. Upon receipt, HR staff will update your name in the payroll system and notify the Technology Support Center (for email account updates).

REQUIRED TRAINING

All substitutes are required to complete mandatory SafeSchools online training each year, for which you will be compensated 2.5 hours.

SAFETY

An employee working in an assignment that requires additional safety standards such as industrial arts, art, physical education, or home economics should request guidelines from the building administrator or department coordinator. General safety standards are available at all locations. Particular attention to prevention of accidents or injuries must always be given.

STUDENT ILLNESS/INJURY

Always use common sense when an accident or injury occurs. Attend to the injury and send for help. A student who becomes ill either in the classroom or on the play field is not to be sent alone to the office or restroom. Either send a reliable classmate with the ill student or get help from another staff person.

If any student under your supervision is injured while engaged in a school activity, complete a student accident report and turn it in to the building principal.

PERSONAL INJURY WORKER'S COMPENSATION CLAIMS

If you are injured on the job and need to file a Worker's Compensation Claim, the following steps need to be taken:

Report all injuries to your supervisor. If you work at a school site, your supervisor is your building principal. (Maintenance, Food Service, Operations, Transportation and other departments report to your immediate supervisor.)

Basic information about injuries and accidents at work can be found on our district website. From the main page of the district website, choose: Departments / Programs; Human Resources; Employee Information; Employee Accidents and Injuries – File a claim. You may also access this link by clicking here on the [Employee Accidents and Injuries – File a claim](#) link.

Please contact, Tracy Kiyabu, HR Return to Work Coordinator at (253) 840-8937 or by email at KiyabTL@puyallup.k12.wa.us for further information regarding the claim process and/or accident reporting.

W.I.N. PROGRAM

“WELLNESS IS NOW”!

What Is the Puyallup School District W.I.N. Program?

The W.I.N. program is an organized effort to promote good health among all district staff. The goals of the program are to help employees make informed choices about their health and to improve staff morale and productivity by fostering wellness. The overall outcome is that healthy employees positively affect students. W.I.N. offers a variety of activities.

W.I.N. Objectives:

- To involve the total district work force in non-work health enhancing activities.
- To create an environment that supports the adoption of health behavior.
- To provide health risk appraisals.
- To increase employee productivity.
- To reduce health care costs.
- To reduce absenteeism.
- To reduce turnover due to burnout.
- To improve employee fitness.
- To increase coping capabilities of employees.

How Can You Become Involved?

Remember that W.I.N. is for everyone and that every person is encouraged to participate. Watch for W.I.N. information on the District email.

The Puyallup School District cares about the health and well-being of its employees.

W.I.N. IS FOR YOU, SO

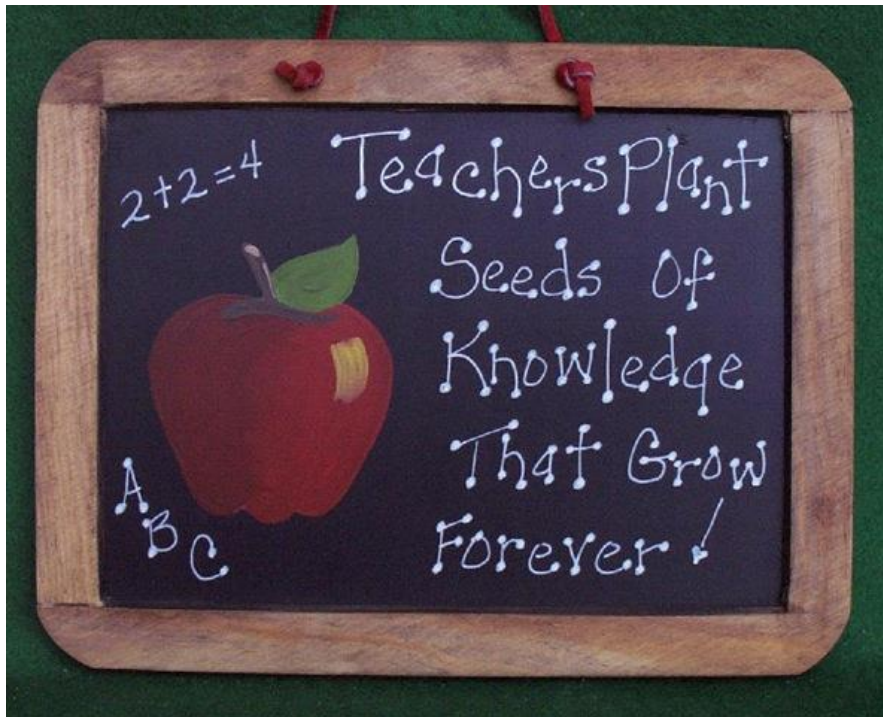
Get involved

Encourage others to join you

Share the health successes of yourself and others



Certificated Substitute Information



CERTIFICATION

All substitute teachers are responsible to hold and maintain a valid Washington State Teaching Certificate.

Information regarding the certification process may be obtained by contacting:

Office of Superintendent of Public Instruction (OSPI)
Old Capitol Building, PO Box 47200
600 Washington St SE
Olympia, WA 98504
(360) 725-6000
www.k12.wa.us/cert

COMPENSATION

The daily rate for represented substitutes shall be \$ 151.22 per full day and \$ 81.66 per part day. Senior substitutes shall receive \$ 155.76 per full day and \$ 84.11 per part day. A part day assignment is defined as 4 hours or less. If you are offered and accept two part-day assignments in one workday, you are compensated for two part-day assignments (\$163.32 or 168.22 as a senior substitute).

Payroll deductions include the standard federal government income and social security taxes and state industrial insurance. Substitute paychecks will be issued by direct deposit into your designated account. Direct deposit is mandatory in our district. With direct deposit, your paycheck is deposited into your account at the opening of banking on payday. This requires a consent form (provided to you at the time of your orientation) with a voided check or bank letter attached.

Our payroll process is paperless, meaning that you can view a summary of your paystub online at <http://employeeonline.puvallup.k12.wa.us> using your email login and password.

Substitute teachers in an assignment of 20 or more consecutive days are paid at a daily rate equal to the substitute teacher's proper placement on the current certificated salary schedule. Further, when substitutes are placed in assignments known from the onset to extend more than 20 days, that per diem rate shall be paid from day one (1).

As a guest teacher working in a secondary school you may be assigned to, or be asked to work a 6th period during the school day unless you are working the 3rd day or more in a single, continuous assignment.

Certificated substitute personnel are paid for the actual number of days worked. All substitutes are paid the month following the month of work. (i.e. time worked in October is reported to Payroll and the pay is issued on the last business day of November.)

CALL TO WORK

All substitute assignments are made either through the automated system (Frontline - Absence Management) or by the Substitute Services Office staff. Work assignments made through informal arrangements between regular and substitute personnel will not be recognized. The Substitute Office is available from 5:30 a.m. to 4:30 p.m. to assist you.

Frontline Absence Management Quick Reference Guides and training videos are available on the district website: Go to: www.puyallup.k12.wa.us → [Departments / Programs](#) → [Human Resources](#) → [Substitute Services Office](#) → [Absence Management](#)

To access Frontline Absence Management:

Telephone: 1-800-942-3767

Computer: signin.frontlineeducation.com

Mobile Device: <http://m.aesoponline.com> or download 'Frontline Education App' from App Store

Please update your non-work days in Absence Management for those rare occasions when you know in advance that you will not be available for an assignment.

In the event that you report to your assigned location and you are not needed for the job that you accepted, *please call the Substitute Office from the building* for further instructions.

REPORTING TO WORK

HOURS: Regular school hours, including planning time before and after school are to be observed by our certificated substitute staff. On days when many substitutes are needed, assignment calls may be delayed and it may be impossible to arrive by the time school opens. In these cases, every effort should be made to reach the school as soon as possible. Please contact the substitute office (841-8788 / 841-8607 / 840-8824) with your estimated arrival time.

ON ARRIVAL: Upon arrival at the school, check in at the office. Introduce yourself to the building principal and office staff. Explain whom you are substituting for – in some cases they may not be aware of the employee's absence. The office will provide information on the classes, provide keys, plan books, attendance, room locations, extra duties, textbooks, recess times and emergency procedures.

CLASSROOM MANAGEMENT

Here are some suggestions to help you and the students enjoy your substitute teaching experience:

1. Communicate. Discipline is based on mutual understanding through honest, open communication.
2. Be fair and consistent. Your success in classroom control will depend to a great extent on your degree of fairness and consistent treatment. Students must know what to expect of you and what you expect of them.
3. Show enthusiasm. Problems do not usually develop if the content of instruction is worthwhile and is presented in an interesting manner.
4. Be confident and assertive. Confidence is essential for building respect and trust and goes a long way towards maintaining a classroom.
5. Be approachable. Develop a rapport with the students by engaging them and responding appropriately.
6. As a substitute you can help set the stage for a successful experience by being prompt, neat, patient, honest, flexible, enthusiastic and open-minded.
7. Expect good behavior. Students tend to respond to whatever is expected of them. A positive approach is worth a hundred negative rules.
8. Use your common sense. All the rules, regulations, guides and directives are no substitute for common sense. Then, let your sense of humor show.
9. Never leave students unattended in a classroom. If it is necessary to step away, contact a neighboring teacher or call the office for classroom supervision until you can return.

As the teacher you are responsible for the social organization of the class. If student behavior becomes a **problem** and your efforts at correction are unsuccessful, the principal is to be consulted. **Corporal punishment is not to be administered by the teacher.** If it is necessary to send to the parents a communication about the behavior of a student, it is to be done only with the approval of the principal.

If a person not connected with the school seeks information about a child, or permission to take the child from the room, the teacher is to refer the person to the principal. The principal will review the circumstances and make a decision on the basis of school district policy. You will be notified by the principal of the decision. **Under no circumstances should a child be released to anyone without permission of the principal.**

CONTROVERSIAL ISSUES

When the curriculum prescribes teaching about controversial issues in the classroom setting, the teacher is responsible to make every effort to carry out the curriculum in a manner in which the students: 1) keep the objectives of the lesson clearly in mind; 2) are provided with a balanced perspective of the topic; 3) understand the issues involved and their implications; and, 4) reach their own conclusions regarding the issue. When in doubt, consult the building principal.

TRAINING OPPORTUNITIES

Training opportunities exist several times a year for substitute teachers. The trainings are announced through district email, district website, and the PSD Substitute Self-Help Center Schoology group. While trainings are unpaid, you can earn clock hours and there is no cost to attend.

Classified Substitute Information



COMPENSATION

Classified substitutes will be paid as follows:

Paraeducator substitutes will be paid \$17.73 per hour.

Office Support/Secretarial substitutes will be paid \$17.21 per hour.

Interpreter/Tutor substitutes will be paid \$28.42 per hour.

Security substitutes will be paid \$22.51 per hour.

Payroll deductions include the standard federal government income and social security taxes and state industrial insurance. Substitute paychecks will be issued by direct deposit into your designated account. Direct deposit is mandatory in our district. With direct deposit, your paycheck is deposited into your account at the opening of banking on payday. This requires a consent form (provided to you at the time of your orientation) with a voided check or bank letter attached.

Our payroll process is paperless, meaning that you can view a summary of your paystub online at <http://employeeonline.puyallup.k12.wa> using your email login and password.

Substitute personnel are paid for the actual number of hours worked. All substitutes are paid the month following the month of work. (i.e. time working in October is turned into Payroll and the pay is issued on the last business day of November.)

REPORTING TO WORK

As a courtesy, classified substitutes should be at their assigned school five (5) minutes before the beginning of their scheduled shift. This will allow you time to check into the school office and find your work location.

As a substitute you help set the stage for a successful experience by being prompt, neat, patient, honest, flexible, enthusiastic and open-minded.

A procedure notebook or daily schedule should be available for your reference during your assignment.

Expect good behavior – students tend to respond to whatever is expected of them. A positive approach to work is worth one hundred negative rules.

If asked to answer the telephone, answer using the school name and your own name. Take messages quickly and efficiently.

If you do not know how to respond to a particular question, kindly mention that you are a substitute and that you will make every effort to meet their particular need as soon as you can.

District Policies



DISTRICT POLICIES:

- As a substitute you are held accountable to be aware of our policies here at the Puyallup School District listed on our district site – Go to: www.puyallup.k12.wa.us → **District** → **School Board Meetings, Policies and Highlights** → **Board Docs** → **Policies**
- While it is important that you are aware of all district policies, you can begin with these listed below.

District Policies Online including but not limited to:

1. Electronic Information Systems: #2022 & #2022R
2. Child Abuse and Neglect Prevention: #3421, #3421R
3. Anti-Harassments: #3205, #3205R, #3207, #3207R, #5011, #5011R,
4. Tobacco and Nicotine Substances: #4215
5. Drug-Free Schools, Community and Workplace: #5201
6. Maintaining Employee/Student Boundaries: #5272, #5272R
7. Civility in the Workplace: #5275
8. Disciplinary Action and Discharge: #5281

SUBSTITUTES INFORMATION GUIDE - DEPARTMENT OF RETIREMENT (DRS)

As a substitute, each employer you work for during the year reports your hours and earnings to the Department of Retirement (DRS), but contributions are not deducted from your paycheck. If you meet eligibility requirements and would like to receive SERS or TRS service credit, you must apply with DRS and pay the appropriate contributions by requesting a substitute bill. For SERS you may NOT purchase service credit for substitute time prior to July 27, 2003.

At the end of each school year if you wish to apply for service credit or if you have any questions please contact F. Lynn Guyton, Retirement Analyst, Payroll Department, by email guytonfl@puyallup.k12.wa.us or call 253.841.8765. You may also go to www.drs.wa.gov to get the SERS/TRS substitute's guide or to get more information.

If you are a **retiree** from TRS Plan 1 and PERS Plan 1, effective July 1, 2011, you are only allowed to work 867 hours per year (July thru June for TRS 1 and January thru December for PERS 1). ALL HOURS worked are reportable including coaching, extra hours, BTS days, etc. If you continue to work after reaching 867 hours, DRS will stop your pension and you maybe invoiced you for overpayment. DRS will notify by mail or email before you reach 867 hours to allow you the time to quit subbing. For more info, please go to: <http://www.drs.wa.gov/publications/retiree/workingAfterRetirement.htm>

Teachers' Retirement System (TRS) Plans 2 and 3 teachers who retired using the **2008 Early Retirement Factors (ERFs)** will be able to return to work as substitute K-12 teachers for up to 867 hours per calendar year without having their benefits suspended under a new law (SB 6455). This change will be in effect from June 10, 2016 through July 31, 2020. NOTE: You must work only as a K-12 substitute teacher. For more info, please go to: <http://www.drs.wa.gov/announcements/retired-teachers-using-early-retirement-factors-erfs-can-substitute-teach-beginning-june-10>



There is no
substitute for a
great substitute.
Thank you to
all substitute
teachers out
there, we're
grateful for
your service.

coolcatteacher