

Clover Park

School District

Creating Promising Futures.

Substitute Handbook

2017-2018 School Year

Clover Park School District

Mission Statement

The mission of Clover Park School District is to ensure each child learns what he or she needs to know to succeed and contribute to the community.

Vision

In our district...

- All children are performing at or above grade level.
- Everyone is committed to creating unique solutions for student achievement.
- A spirit of collaboration and accountability thrives.
- A culture of districtwide pride exists.

Board Goals

- Student Achievement
- Community Engagement
- Communication with all Stakeholders
- Supportive Learning Environment for Students and Employees
- Staff Retention, Recruitment and Professional Development

Board Values

- Reputation
- Integrity
- Trust
- Shared Vision
- Love
- Respect
- Courage
- Empowerment

Getting Started

Congratulations and welcome to Clover Park School District! You are an important part of our team. We recognize that the role of a substitute can be difficult and demanding, and our office is here to help you in that process. Thank you for your professional contribution to the students, staff, and employees of Clover Park School District.

Should you have any questions, the substitute coordinator, Danielle Hantz can be reached by phone at (253-583-5094), Monday through Friday, 6:00 AM to 4:30 PM. Sabrina Warner is the substitute coordinator from 3:00-4:30 PM. You may also submit questions and concerns to:

subsvcs@cloverpark.k12.wa.us

The following are a few tips to get organized and prepared for a substitute assignment:

- Be familiar with Absence Management. Navigate to the Absence Management website (<https://www.aesoponline.com/login2.asp>), type in **ID** (phone number) and **Pin**.
- Designate a section of your closet for appropriate substitute clothes. Make sure you have a variety of clothing prepared for last-minute calls. Your attire should be professional, comfortable, and reflect the assignment.
- Substitutes may want to assemble a backpack to serve as a backup kit for the classroom or playground/lunchroom. Find a safe place for keys and other valuables, and check with the office. Make sure to have your name badge in a safe place.
 - For paraeducators: keep extra pens, pencils, a watch, red pen, stamps or stickers for marking, a calculator, and running shoes, a whistle, and make sure you bring a coat or sweater for outdoor wear.
 - For guest teachers: personalize your kit to meet your needs and fit your teaching style. Include personal/professional items such as District information, markers, scissors, paperclips and name-tag materials, rewards/motivators such as certificates, etc.
- Guest teachers and classified substitutes are expected to maintain the same ethical standards as regular employees. Feel free to discuss any problems or concerns with the building principal or the Human Resources Department.
- Guest teachers or classified substitutes are not allowed to dispense medication. Call the school office and they will refer this action to authorized personnel.
- Should problems or questionable situations appear, refer to the building administrator for action.

2017-18 School Year Calendar



August 2017						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		2

September 2017						
20				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2017						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				22

November 2017						
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		19

December 2017						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						13

January 2018						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			19

February 2018						
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			18

March 2018						
22				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2018						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					16

May 2018						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		21

June 2018						
8					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2018						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2017
First Day of School 30

September 2017
Labor Day (no school) 4

October 2017
1st Quarter Ends 27

November 2017
Parent/Teacher Conferences (early release) 7-9
Veterans' Day Observance (no school) 10
Early Release 22
Thanksgiving Break (no school) 23-24

December 2017
1st Trimester Ends 1
Winter Break (no school) 20-29

January 2018
Winter Break (no school) 1-2
Martin Luther King Jr Day (no school) 15
2nd Quarter/1st Semester Ends 25
No School Day (snow makeup day if needed) 26

February 2018
Presidents' Day Weekend (no school) 16-19

March 2018
2nd Trimester Ends 2
Parent/Teacher Conferences (early release) 14-16
3rd Quarter Ends 30

April 2018
Spring Break (no school) 2-6

May 2018
No School Day (snow makeup day if needed) 25
Memorial Day (no school) 28

June 2018
Last Day of School (early release) 12
4th Quarter/2nd Semester/3rd Trimester Ends 12

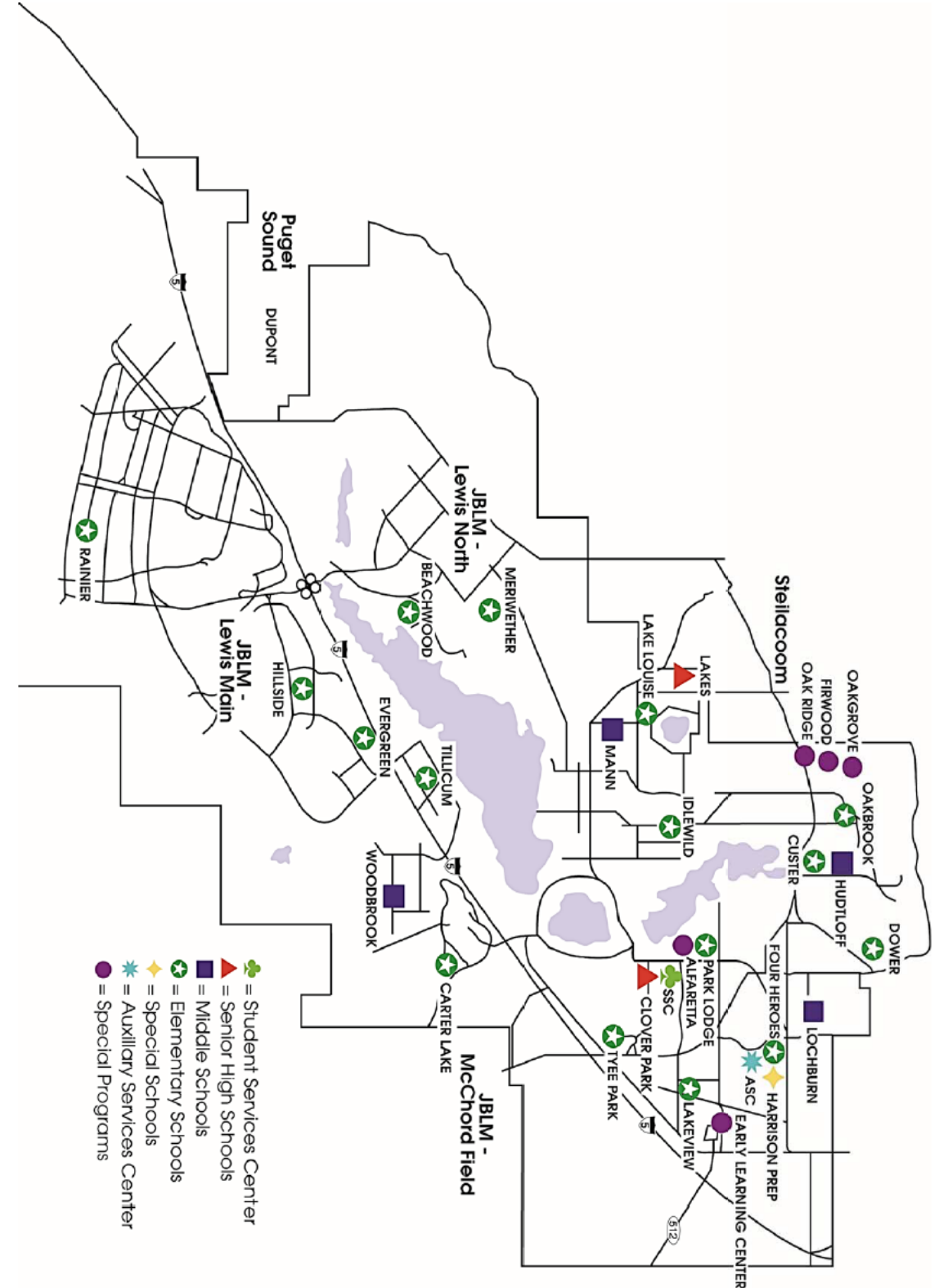
NOTE: Additional snow makeup days will be added after the last scheduled day of school, if needed.







Legend			
	No School		Early Release
	First/Last Day of School		Quarter/Semester Ends
	Late Start / PLC		Trimester Ends
	Late Start / Professional Development		Days of Instruction per Month

Start & Dismissal Times

School Name	Phone Number	Address	Start Time	End Time
Clover Park HS	(253) 583-5500	11023 Gravelly Lake Dr SW Lakewood, WA 98499	7:25 AM	2:10 PM
Lakes High School	(253) 583-5550	10320 Farwest Dr SW Lakewood, WA 98498	7:25 AM	2:10 PM
Hudtloff Middle School	(253) 583-5400	8102 Phillips RD SW Lakewood, WA 98498	8:45 AM	3:15 PM
Lochburn Middle School	(253) 583-5420	5431 Steilacoom Blvd SW Lakewood, WA 98499	8:45 AM	3:15 PM
Mann Middle School	(253) 583-5440	11509 Holden Road SW Lakewood, WA 98498	8:45 AM	3:15 PM
Woodbrook Middle School	(253) 583-5460	14920 Spring St Lakewood, WA 98439	8:45 AM	3:15 PM
Harrison Prep	(253) 583-5418	9103 Lakewood Dr SW Lakewood, WA 98499	8:45 AM	3:15 PM
Beachwood Elementary School	(253) 583-5260	8890 Concord Ave JBLM, WA 98433	8:30 AM	3:00 PM
Carter Lake Elementary School	(253) 583-5210	3420 Lincoln Blvd SW JBLM McChord, WA 98433	7:45 AM	2:15 PM
Custer Elementary School	(253) 583-5230	7801 Steilacoom Blvd SW Lakewood, WA 98498	8:30 AM	3:00 PM
Dower Elementary School	(253) 583-5240	7817 John Dower Rd W Lakewood, WA 98499	8:30 AM	3:00 PM
Evergreen Elementary School	(253) 583-5250	9020 Blaine Ave JBLM, WA 98439	7:45 AM	2:15 PM
Four Heroes Elementary School	(253) 583-5340	9101 Lakewood Dr SW Lakewood, WA 98499	7:45 AM	2:15 PM
Hillside Elementary School	(253) 583-5280	61700 Garcia Blvd JBLM, WA 98433	8:30 AM	3:00 PM
Idlewild Elementary School	(253) 583-5290	10806 Idlewild Rd SW Lakewood, WA 98498	7:45 AM	2:15 PM
Lake Louise Elementary School	(253) 583-5310	11014 Holden Road SW Lakewood, WA 98498	8:30 AM	3:00 PM
Lakeview Hope Academy	(253) 583-5320	10501 47 th Ave SW Lakewood, WA 98499	7:45 AM	2:15 PM
Meriwether Elementary School	(253) 583-5200	10285 Compass Ave JBLM, WA 98433	8:30 AM	3:00 PM
Oakbrook Elementary School	(253) 583-5330	7802 83 rd Ave SW Lakewood, WA 98498	8:30 AM	3:00 PM
Park Lodge Elementary School	(253) 583-5350	6300 100 th St SW Lakewood, WA 98499	8:30 AM	3:00 PM
Rainier Elementary School	(253) 583-5220	2410 Stryker Ave JBLM, WA 98433	7:45 AM	2:15 PM
Tillicum Elementary School	(253) 583-5370	8514 Maple St SW Lakewood, WA 98498	7:45 AM	2:15 PM
Tyee Park Elementary School	(253) 583-5380	11920 Seminole Rd SW Lakewood, WA 98499	7:45 AM	2:15 PM
Firwood Secondary / Oak Grove Elementary	(253) 756-2522	8805 Steilacoom Blvd SW Lakewood, WA 98498	8:30 AM	3:00 PM

School District Map



-  = Student Services Center
-  = Senior High Schools
-  = Middle Schools
-  = Elementary Schools
-  = Auxiliary Services Center
-  = Special Programs

Absence Management

Substitute assignments are made through Absence Management, formerly Aesop (substitute system).

Substitute needs that are identified early, such as extended sick leave or attendance at workshops, are usually available when the assignment is input in the system. Write down the name of the school, name of teacher, grade or subject, starting time of assignment and the confirmation number. **Positions that are not assigned through Aesop are:** custodial, food service, and bus driver substitutes. These assignments are handled by the respective departments.

Absence Management Instructions

To access Aesop, log on to the District's website at www.cloverpark.k12.wa.us, select the Staff link, and proceed to Aesop by clicking on link. This Aesop link goes directly to Aesop, or substitute can access Aesop directly by using the <https://www.aesoponline.com/login2.asp>. ID is phone number, and Pin is issued by the Absence Management system.

Available Jobs

Your Absence Management **Home** page will display your **Available Jobs / Scheduled Jobs / Past Jobs / Non Work Days**. Three months of calendars will be displayed – dates shaded in blue are scheduled or past jobs, light grey are days with no open jobs, dark grey if substitute has scheduled a non-work day, and green if there are jobs available for that specific day.

Absence Management
Formerly Aesop

Get job alerts on the go.
Accept Aesop jobs anytime, anywhere with Jobulator for iOS and Android. **TRY FREE**

Home Available Jobs History Feedback Preferences Help

February 2017

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2017

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2017

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						






41 Available Jobs **0 Scheduled Jobs** **0 Past Jobs** **0 Non Work Days**

Date	Time	Duration	Location
Farrington, Merry	Teacher-English		
Mon, 2/27/2017	10:45 AM - 2:30 PM	pm Half Day PM	Lakes High School











Reject Accept

Substitute can view each assignment. The name of the employee, the job title/subject, time, and location are listed. Substitute can Reject or Accept. Attachments are only viewed by substitute that accepts the assignment. Driving directions are available. If substitute accepts assignment, no other positions will be visible – for any district.

Scheduled Jobs Tab




18 Available Jobs		1 Scheduled Jobs		0 Past Jobs		0 Non Work Days	
Date	Time	Duration	Location				
Hepburn, Lauren Teacher-2nd/3rd Grade Gifted   Report to: Main Office CONFIRMATION #245229600							
Fri, 3/3/2017	8:00 AM - 3:30 PM	 Full Day	Oakbrook Elementary	 			

Past Jobs Tab

0 Available Jobs		18 Scheduled Jobs		11 Past Jobs		2 Non Work Days	
This list shows jobs for the past 30 days. View more by clicking the History tab							
Date	Time	Duration	Location				
Knutson, Sarah Teacher-SPED History   Report to: Main Office CONFIRMATION #238851278							
Mon, 1/30/2017	8:00 AM - 3:30 PM	 Full Day	Firwood Secondary	 			
Smith, Hannah Teacher-2nd Grade   Report to: Main Office CONFIRMATION #237757290							
Fri, 2/3/2017	7:15 AM - 2:45 PM	 Full Day	Tyee Park Elementary	 			

Non Work Days

Substitutes can add in Non-Work Days for days that they are not available. The system will not show the substitutes any assignments that include those days.

0 Available Jobs		18 Scheduled Jobs		11 Past Jobs		2 Non Work Days	
This list shows non-work days for the past 30 days. View more by clicking the History tab  Add Non-Work Day							
Date	Time	Reason					
Wed, 3/15/2017	All Day		 Remove				
Mon, 4/3/2017	All Day	dr	 Remove				

Certificated Guest Teacher Information

Certification

Certificated Guest Teachers are expected to perform the same duties as the regular teachers per the lesson plan(s). It is the guest teacher's responsibility to keep her/his certificate current and valid. An expired certificate removes a guest teacher from substitute assignments. Applications for certification can be found on the Office of Superintendent of Public Instruction (OSPI) website (www.k12.wa.us/certification/TeacherMain.aspx).

Compensation

Certificated Guest Teacher	\$140/day \$70/half day
CPSD Retired Teacher Substitute	\$150/day \$75/half day
Substitute Teacher Summer School	\$35.00/hour
Substitute RN	\$28.00/hour

Lesson Plans

Clover Park School District teachers are expected to leave clear directions for a guest teacher's use. This information should include a seating chart, daily schedule, lesson plans, and other information about the instructional day.

In performance of substitute duties as guest teacher, substitute is expected to:

- Have the same responsibilities and work day as the regular teacher.
- Follow the lesson plan prepared by the regular teacher or comply with the instructions from the principal.
- On completing an assignment, prepare a definite statement of the work accomplished in each subject, specifying pages covered in various textbooks. New assignments should be noted in the teacher's assignment book. All papers should be graded, records made, and preparations for the next day completed.
- Maintain the "housekeeping" arrangements of the regular teacher.

As a guest teacher, on occasion, there may be a request to provide assistance to another classroom during the planning time. Substitutes do not receive additional pay for this as substitutes are already being paid for the time.

Teaching the Class

Each guest teacher is expected to teach the lesson(s) that the regular teacher has outlined.

- **PREPARE:** Come prepared. Bring an activity which you trust to start off. Get prepared. Use your first minutes in class to study the regular teacher's lesson plan. Find the texts. Ask for equipment and instructional materials if needed. Stay prepared. Write the schedule for the day on the board where you and the class can use it as a check-off.
- **BEGIN ON TIME:** Change is as upsetting to young people as it is to adults. Immediate involvement of students in the change will ease the rest of your assignment. Restlessness and disinterest will rush in to fill any vacuum you leave.

- **MAKE CLEAR PRESENTATIONS:** Remember how individuals learn. Speak to the ear, write and diagram to the eye, invite motion and manipulation, write assignments and directions on the chalkboard when possible.
- **PROVIDE STUDENT INVOLVEMENT:** Give students active roles in planning, discussions, questioning, and decision making. Keep your directions clear and provide supervision.
- **USE INSTRUCTIONAL TIME FOR INSTRUCTION:** In Clover Park School District, we recognize instructional time as a precious resource and, therefore, treat it with respect. Extended study sessions during class are usually inappropriate. They are also difficult to supervise. Make your presence felt in the classroom. Circulate in the room. Call on all students, not just the volunteers. Give praise when the student has earned it.
- **DISCOURAGE UNNECESSARY TRIPS:** The daily schedule should indicate which students are being pulled out of the classroom, when, and for what reason. Review carefully all other requests to leave the classroom. *Never dismiss the class early.*

Classroom Management

Strategies:

- **BE READY:** Early arrival allows time for review of lesson plans, daily schedule, staff bulletins, school policies, and other data you will need to know. We expect you to use the regular teacher's lesson plans. If you cannot, you are expected to rely on your own on-going preparation as a substitute.
- **ASK QUESTIONS:** Because they respect substitutes, the other educators in the school will be glad to supply answers to your questions. Three excellent sources of information are a school's librarian, day custodian, and secretary.
- **EXPECT GOOD BEHAVIOR:** A positive approach is worth one hundred negatives rules. Check school rules to see what expectations are for your students.
- **USE COMMON SENSE:** Rules, regulations, guides, and directives are supplements to, not replacement for, common sense.
- **BE FAIR, CONSISTENT, AND PATIENT:** Here's how to pass the crucial test that students automatically give to each substitute. Once your students are reassured about your responses, they will cooperate. Understanding, firmness, and respect increases trust. Uncertainty breeds misbehavior.
- **SMILE A LOT:** Show students that you are friendly and happy to be with them. Keep and exhibit your sense of humor. Laugh often. It's good for your blood pressure.
- **LEAVE SUFFICIENT TIME:** In grades 6-12, provide enough time for students to gather their materials before classes' exchange. In the elementary schools, crucial times are before recesses, lunch, and end of the day. You can use these few minutes to prepare yourself for the next instructional activity.
- **GIVE YOUR PROBLEMS AWAY:** Refer all behavioral problems or questionable situations to the appropriate school administrator for action.
- **STAY ON THE JOB:** At the end of the school day, use the extra time to correct papers, make plans for the next day if continuing in that assignment and follow check-out procedures if your assignment is ending (check with the school for their particular procedure).

Long-Term Assignments:

Substitute assignments of twenty consecutive days or more in the same assignment shall be paid at the first step (Bachelors+0) of the Teacher's State Salary Schedule starting on the twenty-first day of the assignment.

All guest teachers are expected to be prepared for each assignment. Long term assignments are paid an increased amount because the work involves an increased level of responsibility.

Pay Periods

Clover Park School District pays once a month on the last business day of the month. Cutoff for reported hours to be paid is the tenth of each month.

Days worked are reported by the school or department through the Absence Management system each day. Therefore, be sure to sign in with the school or department secretary at the beginning of each assignment to ensure proper reporting of time worked.

Pay is electronically deposited into accounts designated by the substitute through direct deposit. After the first month, a pay warrant will be mailed to home address.

Reporting for Assignment

Guest teachers are required to be present at school thirty (30) minutes prior to the beginning of the school start time so that substitute will have sufficient time to prepare for daily lessons, write reports for the regular teacher, and handle other tasks. It is imperative that the substitute be present before classes start and remain thirty (30) minutes after the end of class. Notify the school secretary immediately if arriving late for class so that the classroom can be staffed on a temporary basis.

Classified Information

Compensation

Substitute Paraeducators/Secretary.....	\$12.00
Substitute Secretary - <i>Retired</i>	\$16.00
Substitute Custodian 1 st 30 work days.....	\$15.41
Substitute Custodian after 30 work days.....	\$17.41
Substitute Food Service Worker.....	\$12.00
Substitute Bus Driver.....	\$20.13
Substitute LPN.....	\$18.00

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Pay is electronically deposited into accounts designated by the substitute through direct deposit. After the first month, a pay warrant will be mailed to home address.

Reporting for Assignment

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.

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.

Meal Periods

If classified substitute works more than 5 hours in a shift, substitute is entitled to a 30-minute meal period. Substitute must be at least 2 hours into the shift before the meal period can start. The meal period cannot start more than 5 hours after the beginning of the shift.

Employment Forms & Processes

All employment paperwork is required prior to beginning substituting assignments. This is processed electronically through the TalentEd Records system. Once approved for hire, an email will be sent listing tasks to be completed prior to the substitute orientation.

Bring the following to the required substitute orientation:

1. I-9 –Bring required identification.
2. Social Security Card is required to verify legal name.

SafeSchools Training will be assigned to substitute, and monitored by the Substitute Coordinator for completion. **These courses must be complete prior to beginning any assignments.**

ID Badges & Military Base Access

The District provides each substitute employee with 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 on school district property. These badges are school district property and should be returned when you are no longer actively working in the District.

Upon hire, substitutes will need to obtain an Installation Access Card (IAC) in order to access JBLM. This is in accordance with the JBLM access policy. The district will provide a letter as sponsor and the substitute will need to follow the instructions in order to obtain their IAC card. Employees without an IAC card will not be allowed access to JBLM. **Base access is for employment purposes only.**

Retirement Credit

Under certain circumstances a certificated substitute may earn retirement credit. Quarterly substitute employee reports are available for the purpose of reporting time worked to the Washington State Retirement System for retirement credit. If interested, contact the Substitute Coordinator for more information or contact the Washington State Retirement System:

Washington State Retirement System
PO Box 48380
Olympia, WA 98504-3880
(360) 753-5281 or (800) 547-6657

Substitute Assignments

Long Term Assignments

All long term assignments must be approved through the Substitute Coordinator in Human Resources. **Do not** accept a long term assignment if aware of circumstances that may require withdrawal.

Specified or Indefinite Assignments

When a substitute accepts an assignment in a Clover Park, substitute will normally be told that the assignment encompasses a specific time period (i.e., one day, two days, one week) or that the assignment is indefinite. It is expected that substitute will return to assignment each day of the specified period. At the end of the final day, follow the check-out procedure as provided by the school or department. If the assignment does not have a specified end date, substitute will be expected to return to the assignment each day until notified of the end date of the assignment. (Substitute Coordinator will do best to give 24-hour notice, although this may not always be possible.) **Do not accept an indefinite assignment if aware of circumstances that may require withdrawal.**

Job Shopping

When a substitute accepts a job in Aesop, it is an expectation that she/he will report for that job (this includes half-day assignments). Choosing to cancel an assignment in order to accept another assignment is considered Job Shopping, and is not an acceptable practice.

It is not considered Job Shopping if a principal or other administrator arranges for you to fill another assignment that conflicts with your previously scheduled assignment(s). You will not be penalized for these re-assignments. All these re-assignments will need to be coordinated through the Substitute Office.

Check-In Procedure

On the first day of the assignment and on each subsequent day (unless directed otherwise), report to the school office. Sign the Substitute Log-in Sheet at the office of each school. The principal or office secretary will provide the daily schedule and a copy of the school rules, and help substitute locate lesson plans.

Check-Out Procedure

When substitute has completed an assignment, follow these steps:

- Leave a brief summary of the day's activities for the regular staff member. Good communication between substitute and the regular teacher or supervisor is essential to continuity of student learning. Include any information that the regular teacher or other staff member should know, such as all assignments made, work covered, and any unusual problems which may have arisen.
- Correct work students turned in.
- Leave the room orderly.

Lunch Time

When arriving at the school, ask the location of the lunchroom and the time lunch is expected to occur. Substitute is required to remain on the school premises for lunch time period.

Changes in School Operations Due to Emergencies

Weather in Clover Park School District is an important consideration. Temperature, precipitation, and road conditions change quickly, sometimes requiring that a change in school hours and/or bus routes. Listen to the radio, watch television, and also check the District website for school change information.

School operation messages are:

- Schools closed – All schools in the District are closed for the day.
- One or two hours late – The school day begins one or two hours late, but ends at the regular time. Buses will be one hour late.
- No after school activities – All after school activities are cancelled for the District.

Building Emergencies

In the case of an emergency whether it is in substitute's classroom or a building-wide emergency, contact the office via the telephone for assistance or instructions.

Release of Students

Clover Park School District students are never released from class without specific authorization from the school office. All substitutes are expected to report to the school office before visiting a classroom.

Accidents & Injuries

It is the policy of the District that safety education/training and accident prevention are responsible precautions to ensure student, staff, and visitor welfare throughout the District. All new substitute employees will receive an initial orientation prior to beginning work. Take time to examine special safety rules at each building where assigned. Asking students to review the rules reminds everyone about safety concerns.

Always use common sense when an accident or injury occurs. Do not leave the injured student. Attend to the injury and send a messenger to the office or nearest staff member for help. Particular attention to preventing accidents or injuries must be given when supervising playground areas, physical education classes, and in shop and science class.

Students who become sick either in the classroom or on the playground should not be sent to the office or restroom alone. Either send a reliable child with the student or get help from another staff member.

The Clover Park School District has a standard incident report form that must be filled out when an accident or injury occurs to any student. Should an injury occur while substituting in a Clover Park School District, substitute should file an accident report the same day. All forms are available from the school or department office.

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 Injury/Illness

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.)

Student Discipline

Clover Park School District has a strictly-enforced policy of no corporal punishment. Students are not to be touched in anger or for correction purposes. In limited instances, an individual student's Individual Education Plan (IEP) may allow physical restraint, but this should in no way be interpreted to imply that the student can be touched in any other manner. IEPs for individual students are on file in the building. Consult with the principal when in doubt.

Only reasonable and moderate force shall be applied to a student, and no form of corporal punishment shall be inflicted upon the head of a student. Certain specified actions are presumed unreasonable and thus unlawful including:

- throwing
- kicking
- burning
- cutting
- striking
- shaking
- interfering with breathing
- threatening with a deadly weapon
- causing greater than transient pain
- causing temporary marks, such as squeezing the arm

Clover Park School District practices a method of progressive discipline for students. In most instances, classroom discipline procedures will be provided by the school or department office. If those procedures aren't provided, the following is for use:

- Clearly tell students the rules.
- Give a verbal warning for the first infraction; tell students the rule.
- Write the student's name on the board for the second infraction; tell student the rule.
- Put a checkmark by the student's name for the third infraction; have the student explain the rule.
- Send the student to the office to talk with the principal.

Special Education

Clover Park School District provides a continuum of special education programs and services to meet the unique needs of eligible students with disabilities, birth to twenty-one years of age. Clover Park ensures that these services are individualized and provide students a free appropriate public education (FAPE) in the least restrictive environment (LRE) to prepare them for further education, employment and independent living.

A student eligible for special education has been evaluated and found to have a disability, an adverse educational impact of the disability, and a need for specially designed instruction. Following a special education evaluation and determination of eligibility, a student's team of qualified professional will develop an individualized education program (IEP). The IEP outlines a student's present level of educational and functional performance, expected educational outcomes or goals, and the required special education and related services. Every effort is made to place students in or near their neighborhood schools.

The following are programs and services provided by the Clover Park School District:

Early Childhood Special Education

- For students 3/5 years of age in a preschool setting
- Focus on early learning and development benchmarks

Deaf/Hearing Impaired Program

- Students grades Preschool-K
- Students who are deaf or hearing impaired
- Intensive instruction in academics, language and/or signing skills

Resource

- In all schools for students' grades K-12 in general education classrooms
- In-class or Pullout
- Specially designed instruction aligns with general education curriculum at students' instructional levels

Functional Academics (FA)

- Students grades K-5 who require small group settings
- Cognitive and adaptive delays
- Specially designed instruction cannot be met in the general education classroom with resource support

Functional Transition (FT)

- Students grades 6-12 who require small group settings
- Like FA classes with additional focus on preparing students to transition to further education, employment, and independent living.

Life Skills

- Students Grades K-12 who require small group settings
- Significant delays across developmental areas
- Focus on skills for independent functioning through Life Skills Curriculum

Alfaretta Transition Program

- Off-Campus setting for students 18-21 years of age
- Focus on community access activities to increase job development and independent living skills

Success/EBD

- Students grade K-12 who require small group settings
- Significant emotional and/or behavioral disabilities
- Focus on behavioral and academic instruction

Special Education (continued)

Bridges

- Interim and/or diagnostic setting
- Off-campus half-day setting for students grade 6-12
- Specially designed instruction cannot be met in other special education classrooms
- Focus on behavioral and academic instruction

Medically Fragile

- Students 3-21 years of age whose medical needs prevent them from attending school
- Needed special education and related services are provided in-home

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.

You will be issued an email account in your name once you have been hired. Instructions on logging onto your email account will be emailed to you within 2-3 weeks of your start date.

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 active substitute list unless you contact us otherwise.

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 Human Resources Department 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 can 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 a copy of your new social security card to verify your legal name change (HR staff will copy your new social security card). Upon receipt, HR staff will update your name in the payroll system and notify the Information Technology department (for email account updates).

SafeSchools Training

As condition of employment eligibility, all substitutes are required to complete mandatory online training each year. For more information, please contact Substitute Services.

Information Guide - Department of Retirement Systems (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 the Department of Retirement at 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>

This handbook is prepared by the Human Resources Department to provide information for Clover Park School District certificated and classified substitutes.

Contact Information:

Substitute Office (253) 583-5094

subsvcs@cloverpark.k12.wa.us