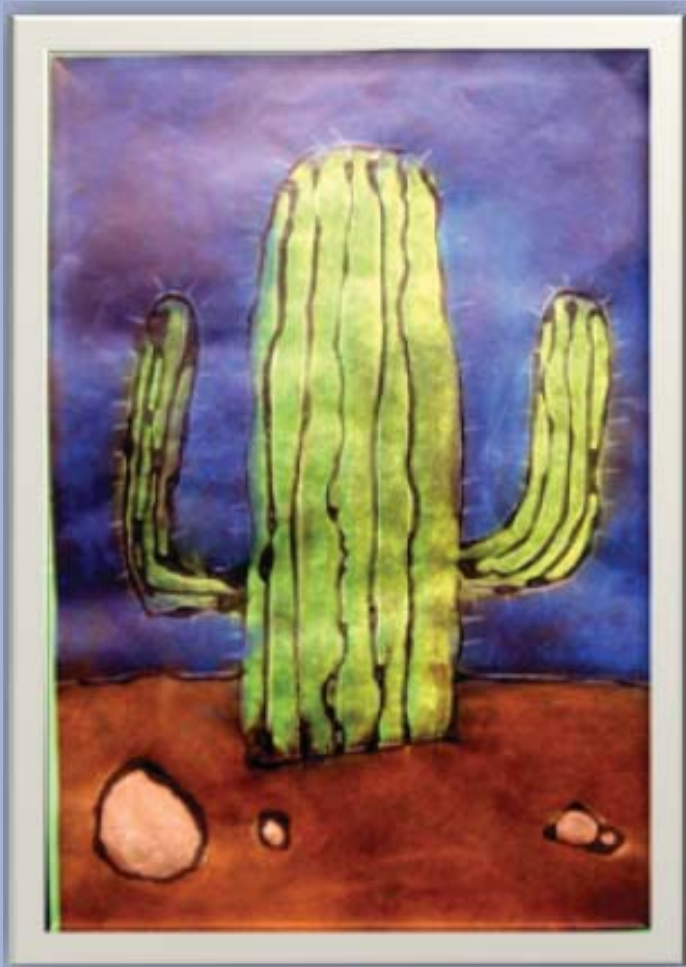


2014-2015

Washington Elementary School District

SUBSTITUTE TEACHER HANDBOOK



Substitute Services Coordinator
Laurel LaPierre
602-347-2619

Laurel.LaPierre@wesdschools.org
www.wesdschools.org

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Superintendent's Office

Dr. Susan J. Cook, Superintendent

4650 W. Sweetwater Ave. • Glendale, AZ 85304
602-347-2602 • Fax: 602-347-2720
susie.cook@wesdschools.org • wesdschools.org

Dear Guest Teacher,

On behalf of the Washington Elementary School District staff members, parents, students and community, I would like to thank you for supporting our mission of student achievement, preparing all students to become responsible, successful contributors to our diverse society. Each and every guest teacher contributes to this mission through your diligence to provide an outstanding educational experience for every student.

Understandably, our guest teachers face a difficult challenge going into a classroom, particularly for the first time. Staff members at all 32 schools and at the Administrative Center are committed to ensuring that your experience is pleasant and rewarding. We understand that when a guest teacher feels supported, he or she will strive to do the best job possible to help students succeed.

The Substitute Teacher Handbook contains information you will find useful as you substitute teach in the Washington Elementary School District. If a question or concern arises, please refer to this handbook or contact Laurel LaPierre in Substitute Services at 602-347-2619.

Thank you for choosing the Washington Elementary School District. If I can be of any assistance to you, don't hesitate to contact me.

Sincerely,

Susan J. Cook, Ed.D.
Superintendent

Contacts

Substitute Services...	Laurel La Pierre Substitute Services Coordinator 6:30 a.m.-3:00 p.m. (602) 347-2619 E-mail: laurel.lapierre@wesdschools.org
	SubFinder Phone System (844) 432-6705
	SubFinder WebConnect https://wesd.subfinderonline.com
Human Resources...	Justin Wing Director of Human Resources (602) 347-2801 E-mail: justin.wing@wesdschools.org
	Human Resources Fax (602) 347-2840
Payroll...	Payroll (602) 347-2693
Schools...	See School Information
Training...	http://washington.gosignmeup.com See Professional Development Section
MIS Help Desk...	(602) 347-2865
Arizona Department of Education...	(602) 542-4367 www.azed.gov
Arizona Department of Public Safety...	(602) 223-2279

WASHINGTON ELEMENTARY SCHOOL DISTRICT CLASS SPECIFICATION

CLASS TITLE: Substitute Teacher

GRADE: Governing Board Approved Salary		POSITION CONTROL:
DEPARTMENT: Substitute Services	ACCOUNTABLE TO: Human Resources Department and Principals	FLSA STATUS: Exempt
CLASS SUMMARY: Under general direction, incumbent(s) teaches one or more subjects to students by following and/or creating lesson plans, instructing to students using different teaching techniques, monitoring students, and maintaining appropriate discipline.		

DUTY NO.	ESSENTIAL DUTIES	FRE-QUENCY	BAND/ GRADE
1.	Instructs students by lecturing, demonstrating, and using audiovisual aids and other materials to supplement lesson plans. Grades papers and materials upon request.	Daily 54%	
2.	Maintains school discipline that includes providing safety and health services to students in the classroom environment.	Daily 20%	
3.	Monitors students and ensures safety on the playground and the cafeteria area before school, during breakfast and lunch, and during recess. Reports any unusual incidents or injury to school administration. Accompanies students from classrooms to other areas including the library, playground, and cafeteria and to buses to ensure orderly behavior.	Daily 7%	
4.	Interacts effectively with students, parents, staff members, and Principal. Meets with parents to discuss progress and problems.	Daily 5%	
5.	Assigns lessons and homework to supplement established lesson plans.	Daily 3%	
6.	Accounts for school and classroom time schedules. Keeps attendance records on all students.	Daily 2%	
7.	Administers tests to evaluate pupil progress, record results, and issues reports to inform parents of progress.	Weekly 2%	
8.	Prepares course objectives and outline for course of study following curriculum guidelines or requirements of the state and the school district.	Monthly 5%	
9.	Participates in faculty and professional meetings, educational conferences, and teacher training workshops.	Monthly 2%	
10.	Performs other duties as required.	As Required	

REQUIRED QUALIFICATIONS:

To be eligible for this position, an applicant must meet the following required qualifications. In addition, verification of these required qualifications is necessary.

- Bachelor’s degree in any field acceptable to the Department of Education;
- Valid Arizona Department of Education substitute certificate;
- Valid Department of Public Safety Fingerprint Clearance Card.

PREFERRED QUALIFICATIONS:

It is preferred that applicant possess the following preferred qualifications; however, the following qualifications are not required to be eligible for this position.

- Bachelor’s degree in education;
- Valid Arizona Department of Education teacher certificate;
- Two years of experience working with children.

KNOWLEDGE AND SKILLS REQUIRED:

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications for this job description are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Skills required, but not limited to, for this position include:

- Supervising children including safety and health issues;
- Developing age-appropriate lessons for children;
- Instructing children;
- Identifying safety hazards to children;
- Demonstrating child development theories;
- Using typical activities within a classroom environment;
- Working with children;
- Demonstrating appropriate techniques and procedures;
- Facilitating group activities in a learning environment;
- Preparing classroom for various activities;
- Reading and following lesson plans;
- Applying school rules, policies and procedures;
- Engaging and encouraging communication skills while interacting with supervisors, staff, students, etc. to exchange information.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee frequently is required to walk. The employee is occasionally required to sit; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT:

The working environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

E-mail Quick tips

All substitute teachers are set up with a District e-mail account which they are expected to check regularly for District updates. To do so you may use the teacher computer before school or during breaks or use any other computer with internet access.

When accessing e-mail for the first time:

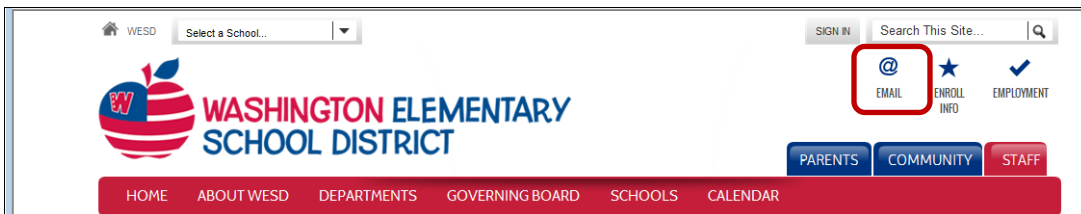
User Name = 1st letter of your first name and up to the first 6 letters of your last name

Example: jdoe or gwashin

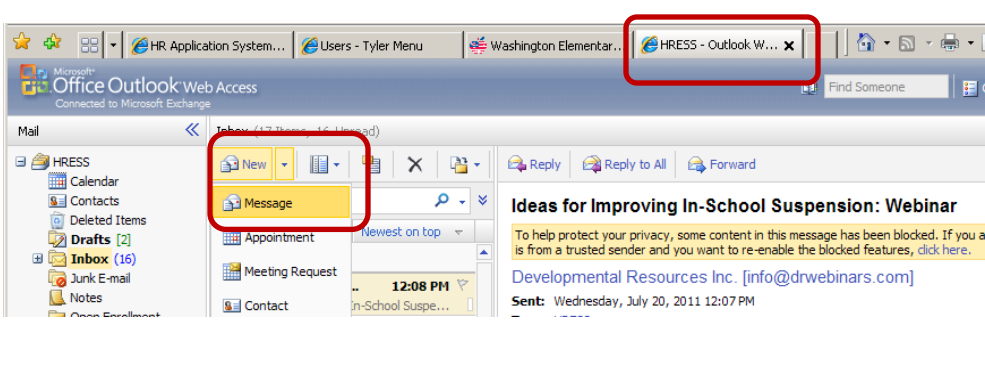
Password = Password1

Your e-mail address is: firstname.lastname@wesdschools.org

This is a generic password and you will be forced to change it immediately before accessing your inbox. Your password must contain at least one capital letter and one number or symbol. (it's recommended that you write down a password "hint" or reminder for yourself, and keep it in a secure place) This combination is also used to log in to District computers. The system will prompt you to change this password every 90 days for security. Please contact the Help Desk at 602-347-2865 if you have any trouble accessing your e-mail account.



1. Starting from the District home page at www.wesdschools.org click the **E-Mail** tab.
2. Enter your user name and password when prompted.
3. Click **Log On**
4. If accessing for the first time, follow the prompts to change your password to something personal.

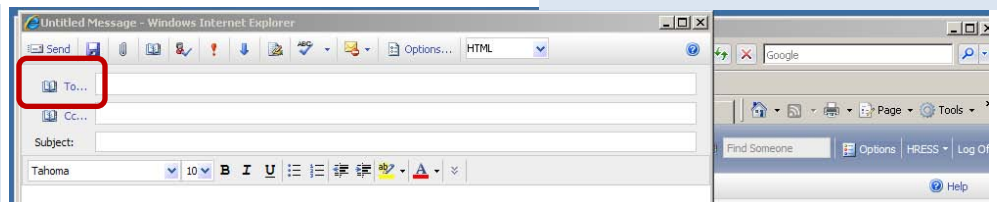


Your Inbox will launch in a separate internet browser tab or window.

Click on a message to read, reply or forward.

To compose a new e-mail, click **New** then select **Message** from the drop-down box.

Once you have launched a new e-mail Message, click the **To** button to search for the recipient from the District address book.



ESS Quick tips: Logging In

1. To access, ESS, start at www.wesdschools.org
2. Click the **Staff** tab
3. Click the **Employee Self Service** link in the left sidebar

The screenshot shows the Washington Elementary School District website. The header includes the district logo and navigation tabs for PARENTS, COMMUNITY, and STAFF. A secondary navigation bar contains links for HOME, ABOUT WESD, DEPARTMENTS, GOVERNING BOARD, SCHOOLS, OVERRIDE INFORMATION, and CALENDAR. The main content area is titled 'Staff' and contains a list of links. The 'Employee Self Service' link is circled in red. Other links include Home, Webmail, Talented - Online Staff Evaluations, NBC Learn, Application System: Admin Login, Interview Question Database: For Supervisors, Subfinder, and Grants Management.

Once the ESS System launches

1. Click **Log In** to get started.

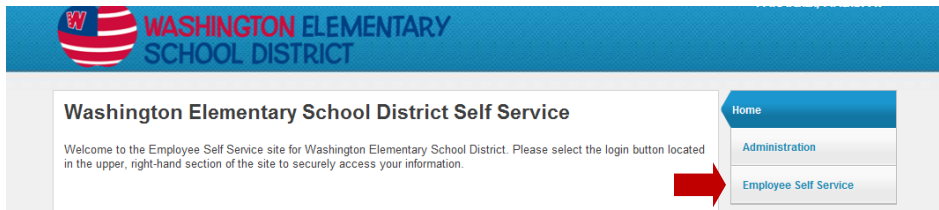
Use your WESD network credentials (the same username/password you use to login to your work computer and/or email every day) to access the Employee Self Service Site.

For WESD network password assistance please call the Help Desk at 602-896-2865.

Please note that the "Forgot Your Password" link will not generate the required password

The screenshot shows the Washington Elementary School District Self Service page. The header includes the district logo and a 'Log In' button circled in red. The main content area is titled 'Washington Elementary School District Self Service' and contains a welcome message: 'Welcome to the Employee Self Service site for Washington Elementary School District. Please select the login button located in the upper, right-hand section of the site to securely access your information.' A 'Home' button is visible in the bottom right corner.

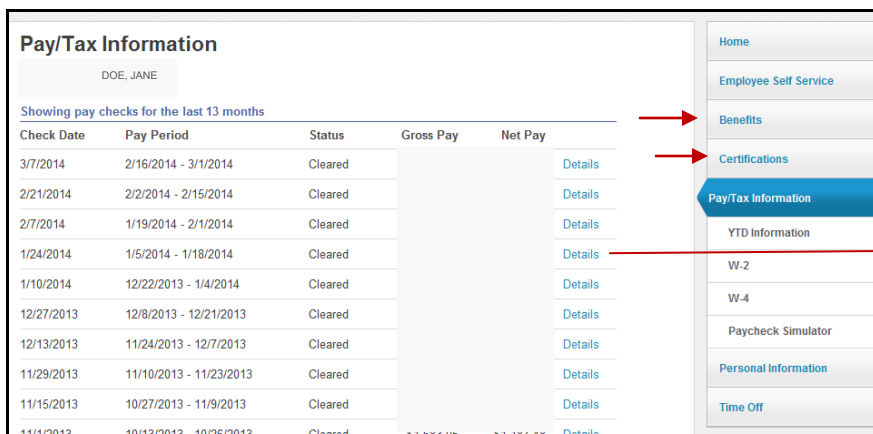
ESS Quick tips: Tabs



Once logged in, click **Employee Self Service** to proceed.

The **Benefits** Tab outlines your *current* enrollment; it does not reflect elections made for the upcoming year, not yet in effect. New elections may appear after actual effective date. Changes to elections are only permitted during Open Enrollment.

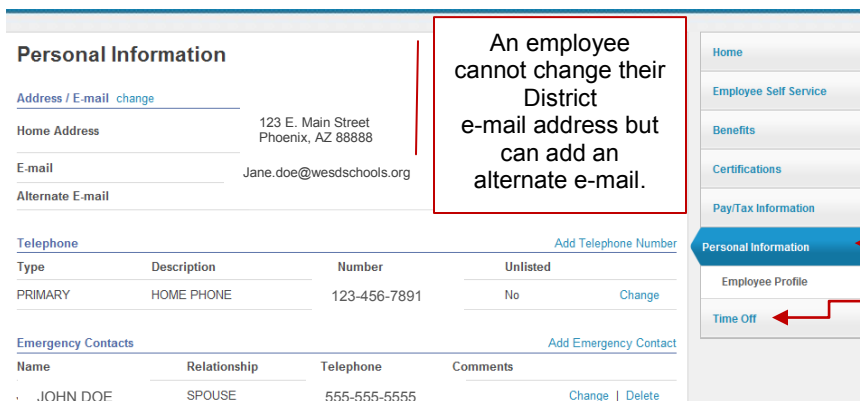
The **Certification** Tab allows certified employees to see details of their certification records on file with the District.



Details allows you to view and print information, such as hours worked and deductions, of a particular check.

The **Pay/Tax Information** Tab has several sub-menus:

- **YTD Information** displays your year-to-date earnings and deduction information (January 1 through December 31) from as far back as 2007.
- **W-4** displays your current Federal tax withholding status. Changes to your filing cannot be made online. To make changes, please print a tax form from the **Resources** section and submit it to the Payroll office.
- **Paycheck Simulator** allows you to calculate how changes to your tax status would affect your net pay. This is only an estimate and entries are not saved.



The **Personal Information** Tab allows you to make changes or additions to the address, phone number and emergency contact on file with the District.

The **Time-Off** Tab enables you to view vacation, sick and leave accrual information including any time earned and/or used, available balances and vacation carryover time. Updates may be delayed up to two weeks. Requests to use time off must be submitted via Kronos.



When finished, please **Log Out** to keep your information secure.

2014-2015 Staff/Student Calendar

JULY 2014						
S	M	T	W	T	F	S
		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 2014						
S	M	T	W	T	F	S
					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						

SEPTEMBER 2014						
S	M	T	W	T	F	S
	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 2014						
S	M	T	W	T	F	S
			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	

NOVEMBER 2014						
S	M	T	W	T	F	S
						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						

DECEMBER 2014						
S	M	T	W	T	F	S
		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		

JANUARY 2015						
S	M	T	W	T	F	S
				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

FEBRUARY 2015						
S	M	T	W	T	F	S
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 2015						
S	M	T	W	T	F	S
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 2015						
S	M	T	W	T	F	S
			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		

MAY 2015						
S	M	T	W	T	F	S
					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						

JUNE 2015						
S	M	T	W	T	F	S
						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						



First and Last Days of School
100th Day - January 27, 2015

Holidays/Breaks/Full Release Days

<p>Beginning Dates</p> <p>August 4-8 Teacher Orientation</p> <p>August 11 First Day of School</p> <p>Holidays/Breaks</p> <p>September 1 Labor Day</p> <p>October 6-10 Fall Break</p> <p>November 10-11 Veterans' Day</p> <p>November 27-28 Thanksgiving</p> <p>December 22-January 2 Winter Break</p> <p>January 19 Martin Luther King Day</p> <p>February 16 Presidents' Day</p> <p>March 16-20 Spring Break</p> <p>May 25 Memorial Day</p> <p>Ending Dates</p> <p>May 28 Last Day for Students</p> <p>May 29 Last Day for Teachers</p> <p>End of Grading Periods</p> <p>October 3 (39 Days) 1st Quarter</p> <p>December 18 (45 Days) 2nd Quarter</p> <p>March 13 (48 Days) 3rd Quarter</p> <p>May 28 (48 Days) 4th Quarter</p>	<p>Student Early Release Days</p> <p> School Collaborative Professional Development 25</p> <p> Special Groups Professional Development 7</p> <p> Grading Time 2</p> <p> Teacher Work Time 2 (November 26 and May 28)</p> <p> Parent Teacher Conferences 6</p> <p>Prof Dev/Grading/Work Days For Teachers (No Students)</p> <p>December 19 Prof Dev and Grading</p> <p>May 29 End of the Year Work Day</p> <p>State Testing Dates (Not Yet Determined)</p> <p>Special Area Teachers' Grading Deadlines:</p> <p>-September 24 for K-3 and October 1 for 4-8</p> <p>-December 17 for K-3 and December 19 for 4-8</p> <p>-March 11 for K-3 and March 25 for 4-8</p>
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School Time Schedule 2014-2015

School	Arrival	Start	Dismissal
Abraham Lincoln K-8	08:00 a.m.	08:15 a.m.	03:30 p.m.
Acacia K-6	08:00 a.m.	08:15 a.m.	03:30 p.m.
Alta Vista K-6	08:00 a.m.	08:15 a.m.	03:30 p.m.
Arizona Cardinals Preparatory Academy Royal Palm 6-8	08:00 a.m.	08:15 a.m.	03:30 p.m.
Arroyo K-7	07:15 a.m.	07:30 a.m.	02:45 p.m.
Cactus Wren K-6	07:15 a.m.	07:30 a.m.	02:45 p.m.
Chaparral Pre-K-6	08:00 a.m.	08:15 a.m.	03:30 p.m.
Cholla 7-8	07:55 a.m.	08:10 a.m.	03:25 p.m.
New Beginnings Academy (Alt ED) 7-8	08:45 a.m.	09:20 a.m.	04:15 p.m.
Desert Foothills 7-8	08:45 a.m.	09:00 a.m.	04:15 p.m.
Desert View Pre-K-5	07:15 a.m.	07:30 a.m.	02:45 p.m.
Ironwood Pre-K-6	08:00 a.m.	08:15 a.m.	03:30 p.m.
John Jacobs Pre-K-6	07:15 a.m.	07:30 a.m.	02:45 p.m.
Lakeview K-6	07:15 a.m.	07:30 a.m.	02:45 p.m.
Lookout Mountain Pre-K-6	08:00 a.m.	08:15 a.m.	03:30 p.m.
Manzanita Pre-K-6	08:00 a.m.	08:15 a.m.	03:30 p.m.
Maryland Pre-K-8	07:15 a.m.	07:30 a.m.	02:45 p.m.
Moon Mountain Pre-K-6	07:15 a.m.	07:30 a.m.	02:45 p.m.
Mountain Sky 7-8	08:45 a.m.	09:00 a.m.	04:15 p.m.
Mountain View Pre-K-8	07:15 a.m.	07:30 a.m.	02:45 p.m.
Ocotillo K-6	07:15 a.m.	07:30 a.m.	02:45 p.m.
Orangewood K-8	08:00 a.m.	08:15 a.m.	03:30 p.m.
Palo Verde Pre-K and 7-8	08:45 a.m.	09:00 a.m.	04:15 p.m.
Richard E. Miller K-5	07:15 a.m.	07:30 a.m.	02:45 p.m.
Roadrunner K-6	08:00 a.m.	08:15 a.m.	03:30 p.m.
Royal Palm 6-8	08:00 a.m.	08:15 a.m.	03:30 p.m.
Sahuaro Pre-K-6	07:15 a.m.	07:30 a.m.	02:45 p.m.
Shaw Butte Pre-K-6	07:15 a.m.	07:30 a.m.	02:45 p.m.
Sunburst K-6	07:15 a.m.	07:30 a.m.	02:45 p.m.
Sunnyslope K-8	08:00 a.m.	08:15 a.m.	03:30 p.m.
Sweetwater K-8	07:15 a.m.	07:30 a.m.	02:45 p.m.
Sunset Pre-K-6	08:00 a.m.	08:15 a.m.	03:30 p.m.
Tumbleweed Pre-K-6	07:15 a.m.	07:30 a.m.	02:45 p.m.
Washington Pre-K-6	08:00 a.m.	08:15 a.m.	03:30 p.m.

Checking In And Out:

Substitute teachers must arrive and leave the school at the start and end time given by the SubFinder System. Upon arrival, substitute teachers must check into the office. Prior to leaving school, substitute teachers are required to check out through the office. Substitute teachers must receive permission from the Principal/Administrator to leave earlier than the ending time given by the SubFinder System.

Half-Day Time List

Start Time		½ Day End		Start Time		½ Day End	
07:00 a.m.	through	10:45 a.m.		09:55 a.m.	through	01:40 p.m.	
07:05 a.m.	through	10:50 a.m.		10:00 a.m.	through	01:45 p.m.	
07:10 a.m.	through	10:55 a.m.		10:05 a.m.	through	01:50 p.m.	
07:15 a.m.	through	11:00 a.m.		10:10 a.m.	through	01:55 p.m.	
07:20 a.m.	through	11:05 a.m.		10:15 a.m.	through	02:00 p.m.	
07:25 a.m.	through	11:10 a.m.		10:20 a.m.	through	02:05 p.m.	
07:30 a.m.	through	11:15 a.m.		10:25 a.m.	through	02:10 p.m.	
07:35 a.m.	through	11:20 a.m.		10:30 a.m.	through	02:15 p.m.	
07:40 a.m.	through	11:25 a.m.		10:35 a.m.	through	02:20 p.m.	
07:45 a.m.	through	11:30 a.m.		10:40 a.m.	through	02:25 p.m.	
07:50 a.m.	through	11:35 a.m.		10:45 a.m.	through	02:30 p.m.	
07:55 a.m.	through	11:40 a.m.		10:50 a.m.	through	02:35 p.m.	
08:00 a.m.	through	11:45 a.m.		10:55 a.m.	through	02:40 p.m.	
08:05 a.m.	through	11:50 a.m.		11:00 a.m.	through	02:45 p.m.	
08:10 a.m.	through	11:55 a.m.		11:05 a.m.	through	02:50 p.m.	
08:15 a.m.	through	12:00 p.m.		11:10 a.m.	through	02:55 p.m.	
08:20 a.m.	through	12:05 p.m.		11:15 a.m.	through	03:00 p.m.	
08:25 a.m.	through	12:10 p.m.		11:20 a.m.	through	03:05 p.m.	
08:30 a.m.	through	12:15 p.m.		11:25 a.m.	through	03:10 p.m.	
08:35 a.m.	through	12:20 p.m.		11:30 a.m.	through	03:15 p.m.	
08:40 a.m.	through	12:25 p.m.		11:35 a.m.	through	03:20 p.m.	
08:45 a.m.	through	12:30 p.m.		11:40 a.m.	through	03:25 p.m.	
08:50 a.m.	through	12:35 p.m.		11:45 a.m.	through	03:30 p.m.	
08:55 a.m.	through	12:40 p.m.		11:50 a.m.	through	03:35 p.m.	
09:00 a.m.	through	12:45 p.m.		11:55 a.m.	through	03:40 p.m.	
09:05 a.m.	through	12:50 p.m.		12:00 p.m.	through	03:45 p.m.	
09:10 a.m.	through	12:55 p.m.		12:05 p.m.	through	03:50 p.m.	
09:15 a.m.	through	01:00 p.m.		12:10 p.m.	through	03:55 p.m.	
09:20 a.m.	through	01:05 p.m.		12:15 p.m.	through	04:00 p.m.	
09:25 a.m.	through	01:10 p.m.		12:20 p.m.	through	04:05 p.m.	
09:30 a.m.	through	01:15 p.m.		12:25 p.m.	through	04:10 p.m.	
09:35 a.m.	through	01:20 p.m.		12:30 p.m.	through	04:15 p.m.	
09:40 a.m.	through	01:25 p.m.		12:35 p.m.	through	04:20 p.m.	
09:45 a.m.	through	01:30 p.m.		12:40 p.m.	through	04:25 p.m.	
09:50 a.m.	through	01:35 p.m.		12:45 p.m.	through	04:30 p.m.	

Half-Day/Full-Day Pay

Half-Day

Half-days are 3-3/4 hours a day or less.

If you receive a job for a half-day at 3-3/4 or less hours, do not stay longer unless you first receive permission from the principal or office manager to work beyond 3-3/4 hours.

Full-Day

Full-days are more than 3-3/4 hours. However, if you receive an assignment offer from the substitute caller system for a full-day assignment that lasts between 3-3/4 - 4 hours, please seek permission from that school principal or office manager to work beyond the 3-3/4 hours. If permission is granted by the school principal or office manager, you will get a full-day pay; however, please keep in mind that the school may assign you additional substitute teaching or monitoring duties to extend the ending time of the assignment.

Supplemental Absences

At times, substitute teachers may receive a request to substitute teach for a supplemental absence. Typically, a supplemental absence may be an assignment for a vacant position or for a special request by a school in which a regular teacher is not absent.

Substitute Teacher Pay Rates

Standard Daily Rates

WESD uses a 2-tier system for the standard daily pay rate. Substitute teachers who work from one to ninety-nine and a half days (1-99.5) will earn \$85.00 per day. Substitute teachers who work 100 or more days will earn \$95.00 per day.

Standard Daily Rate	
0 - 99.5 days	100 or more days
\$85.00	\$95.00

Long-Term Daily Rates

Substitute teachers who work for 22 consecutive days or more in an assignment will receive \$130.00 per day. The substitute teacher will earn the standard daily pay rate until the 22nd day is reached. When that day is reached, the substitute teacher will receive retro pay for the previous days in the assignment paid at the standard daily rate. Ultimately, the substitute teacher will earn \$130.00 per day for the entire long-term assignment.

Long-Term Daily Rate
\$130.00

Service Incentive

Substitute teachers who worked 100 or more days the previous school year will begin the next school year at the rate of \$95.00 a day. Substitute teachers must maintain the service of 100 or more days.

Service Incentive
0 or more
\$95.00

WESD Retiree Standard Daily Rates

To qualify for the WESD Retiree Standard Daily Rate, individuals must retire from the Washington Elementary School District and the Arizona State Retirement System simultaneously. WESD retirees are responsible for providing appropriate information to Substitute Services to support the eligibility requirements.

Standard Daily Rates for WESD Retirees
0 – 100 or more days
\$95.00

Pay Schedule 2014-2015

Dates Substituted			
From Sunday		Through Saturday	Actual Date Paid
07/27/2014		08/09/2014	08/22/2014
08/10/2014		08/23/2014	09/05/2014
08/24/2014		09/06/2014	09/19/2014
09/07/2014		09/20/2014	10/03/2014
09/21/2014		10/04/2014	10/17/2014
10/05/2014		10/18/2014	10/31/2014
10/19/2014		11/01/2014	11/14/2014
11/02/2014		11/15/2014	11/28/2014
11/16/2014		11/29/2014	12/12/2014
11/30/2014		12/13/2014	12/26/2014
12/14/2014		12/27/2014	01/09/2015
12/28/2014		01/10/2015	01/23/2015
01/11/2015		01/24/2015	02/06/2015
01/25/2015		02/07/2015	02/20/2015
02/08/2015		02/21/2015	03/06/2015
02/22/2015		03/07/2015	03/19/2015
03/08/2015		03/21/2015	04/03/2015
03/22/2015		04/04/2015	04/17/2015
04/05/2015		04/18/2015	05/01/2015
04/19/2015		05/02/2015	05/15/2015
05/03/2015		05/16/2015	05/29/2015
05/17/2015		05/30/2015	06/12/2015

Substitute Teachers Are Not Eligible For Paid Holidays.

If you have any concerns about your payroll check, please check the above schedule to clarify the dates you are being paid for. If concerns regarding pay still exist, please call Substitute Services or the Payroll Department.

Direct Deposit is available through the Payroll Department (602) 347-2693

School Discipline

There are a variety of student discipline programs used in the schools of the Washington Elementary School District. When substitute teaching at a school, especially if not familiar with the school's discipline practices, we encourage you to perform the following:

- Request school's discipline program prior to starting the school day;
- Seek a neighbor teacher to discuss discipline practices;
- Seek a neighbor teacher's or school administration's assistance when necessary;
- Do not implement your discipline practices without confirming with school administration.

Problem Solving

The Washington Elementary School District recognizes that differences and misunderstandings will occur periodically. We encourage solving these problems appropriately. If you have a problem, it can usually be resolved by following these steps

1. Any concern should first be discussed with the principal at the school.
2. If the principal cannot solve the problem or if you are not satisfied after Step 1, you should ask to speak to the Human Resources Department. Please contact substitute services to be directed to appropriate staff member.

In the event you have a concern, and for personal reasons you cannot follow the above steps in this procedure, you may go directly to the Human Resources Department.

DISTRICT POLICIES

Substitute teachers are required to comply with all Washington Elementary School District policies and regulations. The Human Resources Department included some of the policies and regulations in this handbook that may affect substitute teachers. Even though only a portion of the District's policies and regulations are included in this handbook, substitute teachers are required to comply with all of the District's policies and regulations.

The following policies and regulations in this handbook include:

- Equal Employment Opportunity
- Staff Ethics
- Staff Conduct
- Staff Conduct with Students
- Drug-Free Workplace
- Non-medical Use or Abuse of Drugs or Alcohol
- Smoking by Staff Members
- Reporting Child Abuse / Child Protection
- Student Violence/Harassment/Intimidation/Bullying
- Supervision of Students
- Student Dismissal Precautions

Substitute teachers may access current Washington Elementary School District policies and regulations on the Internet, at <http://azsba.org/>.

EQUAL EMPLOYMENT OPPORTUNITY

The Governing Board is committed to providing an employment environment that is free from discrimination and harassment. All individuals associated with this District, including but not necessarily limited to, the Governing Board, the administration, and all other employees, students and members of the public while on campus, are expected to conduct themselves at all times so as to provide a working and educational atmosphere free from discrimination and harassment.

Discrimination against an otherwise qualified individual with a disability or any individual by reason of race, color, religion, sex, age, or national origin or other legally protected status is prohibited. Efforts will be made in recruitment and employment to ensure equal opportunity in employment for all qualified persons. Employees who believe they have been subjected to discrimination or harassment related to their race, color, religion, gender, age, national origin, disability, or any other legally protected status should report the behavior in accordance with the regulations prepared by the Superintendent or the Superintendent's designee.

Equal opportunity extends to all aspects of the employment relationship, including hiring, transfers, promotions, training, terminations, working conditions, compensation, benefits, and other terms and conditions of employment.

Adopted: September 13, 2007

LEGAL REF.: A.R.S. 13-904

41-1461

41-1463

41-1465

G-0211

GBA-R

REGULATION**REGULATION****EQUAL EMPLOYMENT OPPORTUNITY****Introduction – Staff Harassment**

Employees have the right to work in an environment free from harassment or discrimination. Employees are encouraged to immediately report harassment or discriminatory experiences that they have or that they witness. Employees found to be involved in harassment or discriminatory activities are subject to disciplinary action.

The following procedures apply to allegations of discrimination and/or harassment (collectively referred to as "harassment") on the basis of an employee's race, color, religion, gender, sexual orientation, age, national origin, disability, or any other applicable legally protected status.

Additionally, Governing Board members or any members of the general public who are visiting a campus or administration facility of the District may follow these procedures if they are subjected to or witness harassing or discriminatory behavior.

The following definitions are examples and not a complete list of harassment definitions.

Harassment Definitions***Race/Color/National Origin***

Examples of race, color, or national origin harassment include oral, written, graphic, or physical conduct relating to an employee's race, color, or national origin, including an employee's ancestry or country of origin, that has the purpose or effect of substantially interfering with an individual's work performance, or creating an intimidating, hostile or offensive employment environment. A race, color, or national origin basis for acts of harassment may be evident from the explicit statements of the perpetrator or may be inferred from the surrounding circumstances.

A hostile environment may be created through the following examples of conduct:

- Intimidation and implied or overt threats of physical violence motivated by race, color, or national origin.
- Physical acts of aggression or assault upon another, or damage to another's property that is motivated by the individual's race, color, or national origin.
- Demeaning racial jokes, taunting, racial slurs, and derogatory racial nicknames, innuendoes, or derogatory remarks of a racial nature or relating to color, or national origin.

Religious Harassment

Examples of harassment based on religion or religious beliefs include oral, written, graphic, or physical conduct relating to an employee's religion or religious belief that has the purpose or effect of substantially interfering with an individual's work performance, or creating an intimidating, hostile or offensive employment environment. A religious basis for acts of harassment may be evident from the explicit statements of the perpetrator or may be inferred from the surrounding circumstances.

A hostile environment may be created through the following examples of conduct.

- Intimidation and implied or overt threats of physical violence motivated by religion or religious beliefs.
- Physical acts of aggression or assault upon another, or damage to another's property that is motivated by the individual's religion or religious beliefs.

- Demeaning religious jokes, taunting, religious slurs and derogatory religious nicknames, innuendoes, or derogatory remarks of a religious nature.

Gender (Sexual) Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature or regarding an individual's sexual orientation where:

- Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment; or
- Submission to or rejection of such conduct is used as a basis for employment decisions; or
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance, or creating an intimidating, hostile or offensive employment environment.

Sexual harassment may include, but is not limited to:

- *Verbal:* Derogatory comments or jokes, slurs, insults, epithets, threatening words spoken to another person, continuing to express sexual interest after being informed that the interest is unwelcome, sexual name calling, or spreading of rumors.
- *Physical:* Unwanted physical touching, contact, assault, deliberate impeding or blocking of movements, leering gestures, or any intimidating interference with normal work or movement.
- *Visual:* Derogatory, demeaning, obscene, suggestive or inflammatory posters, cartoons, calendars, written words, letters, notes, invitations, drawings, gestures, or objects.
- *Coercive behavior:* Coercive behavior used to control, influence or affect the career, salary, and/or work environment of another employee.
- *Quid Pro Quo:* Offering or granting of employment benefits, such as promotions, favorable performance evaluations, assignments, duties, etc., in exchange for sexual favors.

Disability Harassment

Examples of harassment based on a disability include oral, written, graphic, or physical conduct relating to an employee's disability that has the purpose or effect of substantially interfering with an individual's work performance, or creating an intimidating, hostile or offensive employment environment. Acts of harassment based upon a disability may be evident from the explicit statements of the perpetrator or may be inferred from the surrounding circumstances.

A hostile environment may be created through the following examples of conduct:

- Intimidation and implied or overt threats of physical violence motivated by a disability.
- Physical acts of aggression or assault upon another, or damage to another's property that is motivated by the individual's disability.
- Demeaning disability-related jokes, taunting, slurs and derogatory disability-based nicknames, innuendoes, or remarks.

Age Harassment

Examples of harassment based on age include oral, written, graphic, or physical conduct relating to an employee's age that has the purpose or effect of substantially interfering with an individual's work performance, or creating an intimidating, hostile or offensive employment environment. Acts of harassment based upon age may be evident from the explicit statements of the perpetrator or may be inferred from the surrounding circumstances.

A hostile environment may be created through the following examples of conduct:

- Intimidation and implied or overt threats of physical violence motivated by an individual's age.
- Physical acts of aggression or assault upon another, or damage to another's property that is motivated by the individual's age.
- Demeaning age-related jokes, taunting, slurs and derogatory age-based nicknames, innuendoes, or remarks.

Complaint Procedures

General Rules Regarding Harassment Reporting

Any employee who is subjected to or observes harassing or discriminatory conduct is encouraged to immediately report it, either verbally or in writing, to the building administrator, department head or the District's Equal Employment Opportunity (EEO) Officer, who is located in the human resources department at the District administrative offices. A report (either verbal or written) should contain information about the incident(s) of harassment, the date, the substance of the encounter and the alleged victim's reaction.

These regulations do not prohibit any individual from making a complaint directly to the appropriate state or federal agencies charged with enforcing harassment and discrimination laws.

A substantiated charge against an employee in the District shall subject that employee to disciplinary action.

Anyone who knowingly files or threatens to file a false complaint is subject to disciplinary action.

All matters involving harassment complaints will remain confidential to the extent possible. To assure confidentiality is consistent with legal mandates, the District will maintain all complaints, reports, statements,

notations and memoranda generated during the course of an investigation in a separate file. Such material will be deemed confidential and access to the separate files will be limited. A record is kept of the report, results of the investigation and persons involved regardless of whether the complaint is informal or formal. However, any discipline issued may be documented in an employee's personnel file.

Should a complaint be received by a department or school directly from a compliance agency, the complaint is to be directed to the District's EEO Officer.

The District is committed to providing information and training for its administrators and staff through regular meetings, ensuring that they understand the policy and its importance; making all employees aware of this policy and the commitment of the District toward its strict enforcement; remaining watchful for conditions that create or may lead to a hostile or offensive work environment; and establishing and implementing programs and practices designed to create a working environment free from discrimination and harassment.

The District will neither allow nor tolerate retaliation in any form by any employee or others, against any complaining employee, or corroborating witness. Retaliation that contravenes this policy will result in disciplinary action.

If there is reason to believe that the Superintendent has violated policy, the complaint shall be made to the President of the Governing Board.

Informal Complaint Resolution Process

A complaint may first be presented informally to the person immediately involved in the alleged harassment. If the complaint is not promptly resolved at that level, or if the employee elects not to present the complaint to the person immediately involved, the employee is encouraged to immediately present the complaint to the supervisor of the alleged harasser.

After learning of an employee's complaint, the administrator or designee meets with the complaining employee ("complainant") to investigate the details of his/her complaint. The complainant will place their concerns in writing on the Informal Complaint Form, GBA-EA. The administrator or designee will use the Administrator's Checklist, GBA-EB, when proceeding through the Informal Complaint Resolution Process. The complainant and alleged harasser may have a representative present with them.

In the case where the complainant's supervisor is the cause of the complaint, the complainant may file a complaint with the District's EEO Officer, located in human resources, who will arrange for the investigation of the matter.

The administrator or designee provides for an appropriate investigation, which includes giving the alleged harasser an opportunity to present his/her side of the incident and also includes interviewing any other relevant witnesses. If possible, the alleged harasser and witness(es) will place their responses in writing.

Within ten (10) working days after being notified of the complaint, the administrator shall inform both the complainant and alleged harasser of the administrator's determination and proposed resolution, if any, of the matter. If the administrator is unable to complete an investigation within this time frame, the complainant shall be provided with a written explanation of the reason for the delay and an estimate of when the investigation will be completed.

If applicable, during the investigation the administrator may implement any initial remedial steps to separate the complainant and the alleged harasser. A remedial step may include placing the alleged harasser on a nondisciplinary paid administrative leave.

The administrator or designee keeps a written record of the report, results of the investigation, and persons involved. All complaints, reports, statements, notations and memoranda generated during the course of an investigation are kept in a separate file. Such material will be deemed confidential and access to the separate files will be limited.

If the complainant does not agree with the findings of the administrator, the complainant may, within ten (10) working days after receiving the administrator's decision, appeal the decision in accordance with the Formal Complaint process.

Formal Complaint Resolution Process

If the complainant disagrees with the administrator's findings, the complainant may, within ten (10) working days after receiving the decision, appeal the decision to the District's EEO Officer by filing a *formal complaint* on exhibit GBA-EC.

The complainant may also complete and submit a formal complaint when the administrator is the cause of the complaint.

Within twenty (20) working days after receiving the formal complaint, the EEO Officer shall receive and evaluate all relevant evidence related to the complaint and shall render a recommendation to the Superintendent. Evaluation of the complaint shall include, but is not necessarily limited to, conferring with the parties involved and any named or apparent witness(es). If the EEO Officer is unable to complete an investigation within this time frame, the

complainant shall be provided with a written explanation of the reason for the delay and an estimate of when the investigation will be completed.

The EEO Officer's recommendation shall be delivered to the Superintendent and shall be in writing with supporting evidence and reasons. The Superintendent will render a decision upholding, modifying or rejecting the recommendation within three (3) working days. The Superintendent's decision will be communicated in writing to the complainant by the EEO Officer within two (2) working days after receiving the decision from the Superintendent. The EEO Officer shall retain a record of the Superintendent's written decision. If the Superintendent is unable to render a decision within three (3) working days, the complainant shall be provided with a written explanation of the reason for the delay and an estimate of when the written determination will be provided, which will be no longer than ten (10) additional working days.

If after the investigation the Superintendent has reason to believe that a violation of policy has occurred, the Superintendent, at his/her discretion, shall determine whether to hold an administrative hearing in accordance with the District's disciplinary procedures.

STAFF ETHICS**(Statement of Ethics for School Employees)**

All employees of the District are expected to maintain high standards in their school relationships. These standards must be idealistic and at the same time practical, so that they can apply reasonably to all staff members. The employees acknowledge that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, every employee assumes responsibility for providing leadership in the school and community. This responsibility requires the employee to maintain standards of exemplary conduct. It must be recognized that the employee's actions will be viewed and appraised by the community, associates, and students. To these ends, the Board adopts the following statements of standards.

The school employee:

- Makes the well-being of students the fundamental value of all decision making and actions.
- Maintains just, courteous, and proper relationships with students, parents, staff members, and others.
- Strives for the maintenance of efficiency and knowledge of developments in the employee's field of work.
- Fulfills job responsibilities with honesty and integrity.
- Directs any criticism of other staff members or of any department of the school system toward improving the District. Such constructive criticism is to be made directly to the school administrator who has the responsibility for improving the situation.
- Supports the principle of due process and protects the civil and human rights of all individuals.
- Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
- Implements the Governing Board's policies and administrative rules and regulations.
- Refrains from using school contacts and privileges to promote partisan politics, sectarian religious views, or selfish propaganda of any kind.
- Pursues appropriate measures to correct any laws, policies, or regulations that are not consistent with sound educational goals.
- Avoids using position for personal gain through political, social, religious, economic, or other influence.
- Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
- Stresses the proper use and protection of all school properties, equipment, and materials.
- Honors all contracts until fulfillment or release.

In the performance of duties, employees shall keep in confidence such information as they may secure unless disclosure serves District purposes or is required by law.

Adopted: _____ date of manual adoption

LEGAL REF.: A.A.C. R7-2-205

STAFF CONDUCT

All employees of the District are expected to conduct themselves in a manner consistent with effective and orderly education and to protect students and District property. No employee shall, by action or inaction, interfere with or disrupt any District activity or encourage any such disruption. No employee, other than one who has obtained authorization from the appropriate school administrator, shall carry or possess a weapon on school grounds. All employees shall at all times attempt to maintain order, abide by the policies, rules, and regulations of the District, and carry out all applicable orders issued by the Superintendent.

Potential consequences to employees of the District who violate these rules may include, but are not limited to:

- Removal from school grounds.
- Both civil and criminal sanctions, which may include, but are not limited to, criminal proceedings under Title 13, Chapter 29, Arizona Revised Statutes.
- Warning.
- Reprimand.
- Suspension.
- Dismissal.
- Having consideration given to any such violations in the determination of or establishment of any pay or salary in later contracts or employment, if any.

Reporting Suspected Crimes or Incidents

Staff members are to report any suspected crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury to employees, students or others on school property. All such reports shall be communicated to the Superintendent who shall be responsible for reporting to local law enforcement.

Use of Physical Force by Supervisory Personnel

Any administrator, teacher, or other school employee entrusted with the care and supervision of a minor may use reasonable and appropriate physical force upon the minor to the extent reasonably necessary and appropriate to maintain order. Similar physical force will be appropriate in self-defense, in the defense of other students and school personnel, and to prevent or terminate the commission of theft or criminal damage to the property of the District or the property of persons lawfully on the premises of the District.

The threat or use of physical force is not justified as a response to verbal provocation alone, nor when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.

Adopted: date of manual adoption

LEGAL REF.:	A.R.S. 13-2911	15-514	
		13-3102	15-521
		13-3111	15-550
		13-3411	38-531
		15-341	38-532
		15-342	41-1758.03
		15-507	41-770
		15-509	
	A.A.C. R7-2-205		

STAFF CONDUCT

No employee, while on or using school property, otherwise acting as an agent, or working in an official capacity for the District shall engage in:

- Physical or verbal abuse of, or threat of harm to, anyone.
- Causing damage, or threat of damage, to property of the District or property of a member of the community or a visitor to the school when the property is located on premises controlled by the District.
- Forceful or unauthorized entry to or occupation of District facilities, including buildings and grounds.
- Use, possession, distribution, or sale of alcohol or of drugs or other illegal substances.
- Use of profane or abusive language, symbols, or conduct.
- Failure to comply with lawful direction of District officials, security officers, or any other law-enforcement officer, or failure to identify oneself to such officials or officers when lawfully requested to do so.
- The carrying or possession of a weapon on school grounds without authorization from the appropriate school administrator.
- A violation of District policies and regulations.
- Any conduct violating federal, state, or applicable municipal law or regulation.
- Any other conduct that may obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions of the District, or any other activity sponsored or approved by the Board.

In addition to the foregoing, all staff members are expected to:

- Thoroughly acquaint themselves with the rules, regulations, and other information applicable to them contained within the policies of the Board.
- Conduct themselves in a manner consistent with effective and orderly education and to protect the students and the District property.
- Maintain order in a manner consistent with District policies and regulations.
- Comply promptly with all orders of the Superintendent and the administrator who is their immediate supervisor.
- Dress and maintain a general appearance that reflects their position and does not detract from the educational program of the school.
- Comply with the requirement of A.R.S. 15-515 by immediately reporting to the Superintendent or the administrator who is their immediate supervisor:
 - A violation of A.R.S. 13-3102 [possession of a deadly weapon on school grounds].
 - A violation of A.R.S. 13-3111 [possession of a firearm by a minor without authorization (in Maricopa and Pima Counties and where otherwise adopted by local ordinance)].
 - A violation of A.R.S. 13-3411 [possession, use, or intent to sell marijuana, peyote, or dangerous or narcotic drugs, or intent to sell prescription-only drugs in a drug-free school zone (i.e., school grounds and the area within three hundred [300] feet and public property within one thousand [1,000] feet of school grounds, the area at a school bus stop, and a school bus)].

Any administrator receiving a report of a violation of A.R.S. 13-3102, 13-3111, or 13-3411 shall immediately report such violation to a peace officer in compliance with A.R.S. 15-515.

Employees of the District who violate these rules are subject to disciplinary action.

DRUG-FREE WORKPLACE

The Governing Board is committed to having a drug and alcohol free work environment. Therefore, no employee shall violate the law or District policy in the manufacture, distribution, dispensing, possession, or use, on or in the workplace, of alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1308.11 through 1308.15.

Workplace includes any school building or any school premises and any school-owned vehicle or any other school-approved vehicle used to transport staff members or students to and from school or school activities or on school business. Off school property, the workplace includes any school-sponsored or school-approved activity, event, or function where students or staff members are under the jurisdiction of the District. In addition, the workplace shall include all property owned, leased, or used by the District for any educational or District business purpose.

Any employee who has been convicted under any criminal drug statute for a violation occurring in the workplace shall verbally notify the supervisor within five (5) working days thereof that such conviction has occurred.

As a condition of employment, each employee shall abide by the terms of the District policy respecting a drug-free workplace and by completing Exhibit GBEC-EA.

Any employee who violates this policy in any manner is subject to discipline, according to District policy.

Adopted: April 10, 2008

LEGAL REF.: A.R.S. 13-2911
13-3401 *et seq.*
15-341
41 U.S.C. 702, Drug-free workplace requirements for
Federal grant recipients.
21 C.F.R. 1308.11 *et seq.*
34 C.F.R. Part 84

SMOKING BY STAFF MEMBERS

The possession or use of tobacco products is prohibited in the following locations:

- School grounds.
- School buildings.
- School parking lots.
- School playing fields.
- School buses and other District vehicles.
- Off-campus school-sponsored events.

Under the provisions of A.R.S. 36-798.03, a person who violates the prohibition is guilty of committing a petty offense.

The prohibitions do not apply to an adult when possession or use of the tobacco products are for demonstration purposes as a necessary instructional component of a tobacco prevention or cessation program that is:

- Approved by the school.
- Established in accord with Arizona Revised Statute 15-712.

Adopted: date of manual adoption

LEGAL REF.: A.R.S. 13-3622
15-341
15-712
36-798.03
20 U.S.C. 6083

NONMEDICAL USE OR ABUSE OF DRUGS OR ALCOHOL

All substance abuse or drug and alcohol testing will be performed in conformance with applicable laws and the following procedures.

Pre-Employment Post-Offer Testing

After an offer of employment has been made, but before the beginning of the applicant's duties, all applicants are required to undergo a drug/alcohol test. Testing will be conducted in accordance with the testing procedures discussed below.

All individuals are required to sign a consent and release form prior to testing. Tested individuals shall pay a portion of the testing cost. Individuals that fail the screening process are not reimbursed for the cost of the test. Individuals who refuse to undergo drug testing are not eligible for hire.

Test results will be sent to the District's designated human resources representative. The Human Resources Administrator or designee will notify the individual of a positive test outcome.

If the test is positive, the individual may submit information to the human resources department within three (3) working days after receiving notice of the test results. If the explanation is acceptable, the individual may begin work after satisfying other District requirements. Individuals testing positive can, at their option and expense, have a second confirmation on the same specimen at the collection site. Individuals are not allowed to submit another specimen for testing. A test result indicating the specimen contained a masking substance will be considered a positive test. Individuals must submit a request for a retest within three (3) working days after being informed of their first test result. Failure to do so will result in the District taking action based upon the first test result. A work day is defined as a day when the District office is open for business.

Individuals refusing to cooperate in any portion of the testing procedure are not eligible for hire. Failure to pass the screening process will result in the withdrawal of the recommendation to hire and that individual will not be eligible to reapply for District employment at any of the Washington School District properties, in any capacity, for a minimum of six (6) months.

Reasonable Suspicion Testing

Reasonable Suspicion. When the District has reasonable suspicion to believe that an employee has violated the District's policy regarding drug and alcohol use, it will conduct an investigation that may result in requiring the employee to submit to drug/alcohol testing. Circumstances that constitute reasonable suspicion may include, but are not limited to:

- Observation of use or possession of drugs or alcohol;
- Presence of the physical symptoms of drug/alcohol use, such as slurred speech, red eyes, erratic behavior, dilated pupils, smell of alcohol or drugs emanating from the body, poor coordination;
- Inability to perform a job or task;
- A work-related accident;
- Receipt of reliable information indicating that a violation of the policy has occurred;
- Frequent absenteeism or tardiness.

The person who observed the behavior shall complete and sign a Reasonable Suspicion Report Form summarizing the circumstances that constitute reasonable suspicion. Anyone who knowingly files or threatens to file a false complaint will be subject to disciplinary action.

When there is reasonable suspicion that an employee has violated this policy, a conference will be held with the employee and the supervisor/designee. This conference will be held as soon as possible after the conduct creating the reasonable suspicion is noted. During the conference, the employee will be informed of the basis for the reasonable suspicion and will have an opportunity to respond. Based on the results of this conference, the employee may be required to submit a specimen at a collection site.

If the employee is required to submit a specimen, the employee will be taken to a District-approved medical collection site by a District supervisor/designee. If a District vehicle is assigned to the site where the violation occurred, the supervisor/designee will drive the employee to the collection site. If the work site does not have a District vehicle, or if the violation occurs after regular business hours, a District vehicle driven by the Transportation Department/designee will be dispatched to the work site. As the last option, a personal vehicle will be used as transportation. If possible, two (2) District personnel should accompany the employee to the collection site.

The employee will be requested to sign a Consent and Release Form authorizing the collection site to conduct a test. Employees who refuse to sign this form will be considered insubordinate and will be subject to discipline. In emergency cases where the employee is injured as a result of an accident/incident, the District will inform a staff member at the medical facility where the employee is taken of the need for drug/alcohol testing if there is reasonable suspicion that the employee violated this policy. If possible, the District will request the employee to sign a Consent and Release Form.

Testing shall be conducted under the following conditions:

- Sample collections shall be performed under reasonable and sanitary conditions.
- Sample collections shall be labeled in such a way as to reasonably preclude the possibility of misidentification of test results.
- Sample collection, storage and transportation, where necessary, shall be performed in a manner reasonably designed to preclude the possibility of sample contamination, adulteration, or misidentification.
- Sample testing will be done in such a way as to comply with scientifically-accepted analytical methods and procedures.

Any specimen that is shown to have been adulterated will be considered as a positive result.

Positive tests results shall be confirmed by a subsequent test on the same specimen, using a different chemical process than used in the initial drug screening.

The District will pay the actual costs of the initial drug/alcohol impairment test. An employee awaiting test results may be placed on administrative leave with pay until the District receives the test result.

Test results will be sent to the District's Human Resources Administrator. The Human Resources Administrator and the employee's supervisor will inform the employee of the test results. If the test result is negative, the employee will return to work. If the test result is positive, the employee may submit information to the human resources department within three (3) working days after receiving notice of the test results. A test result indicating the specimen contained a masking substance will be considered a positive test. If the explanation is acceptable, the employee will return to work. Employees testing positive can, at their option and expense, have a second confirmation on the same specimen at the collection site. An employee is not allowed to submit another specimen for testing. An employee must request in writing a retest within three (3) days after being informed of their first test result. Failure to do so will result in the District taking action based upon the first test result. A day is defined as a day in which the employee is regularly scheduled to work. Employees testing positive will be subject to disciplinary action. Employees refusing to cooperate in any portion of the testing procedure will be considered insubordinate and will be subject to disciplinary action.

Depending on the circumstances, an employee who is referred for testing may be directed to take alternate transportation home or to a destination where assistance is available. If transportation arrangements cannot be made, if a District vehicle is assigned to the site where the violation occurred, the supervisor/designee will drive the employee. If the work site does not have a District vehicle, or if the violation occurs after regular business hours, a District vehicle driven by the transportation department/designee will be dispatched to the work site. As the last option, a personal vehicle will be used as transportation. If possible, two (2) District personnel should transport the individual to an appropriate destination. If an employee insists on driving from the premises, local law enforcement authorities may be contacted depending on the employee's ability to drive. The employee will not be allowed to operate District equipment when it reasonably appears that his/her ability to do so is impaired.

Corrective Action. One (1) or more of the following may be implemented after receipt of a positive test result:

- Supervisor/employee conference to counsel employee regarding problems and expectations for future behavior;
- Referral to community agency or employee health insurance plan;
- Use of leave policies;
- Warning, reprimand, suspension, or termination.

Self-Referral. Employees with an alcohol, drug, or controlled substances problem are encouraged to seek assistance. An employee that requests assistance prior to the detection of reasonable suspicion may be referred to a community agency or health insurance plan for assistance, at the employee's expense. An employee may also be eligible for a District leave. Upon returning from leave the employee will be required to submit medical and/or professional certification of the ability to resume responsibilities.

All test results are to be kept confidential. Disclosure of test results will conform to applicable laws. Any individual subject to a drug/alcohol test may receive, upon written request, a copy of their test result.

The District will not release information relating to testing, including test results, to any third parties except upon written authorization of the individual, or when legally compelled to do so.

Transportation Employees. District employees required to have a commercial drivers license for the performance of their jobs and transportation employees, as defined by A.R.S. 15-513, are required to submit to the procedures outlined above, in federal and state law, and policy EEAEA and EEAEA-R.

**REPORTING CHILD ABUSE /
CHILD PROTECTION**

Any school personnel or any other person who reasonably believes that a minor is or has been the victim of physical injury, child abuse, or neglect that appears to have been inflicted upon the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature or who reasonably believes there has been a denial or deprivation of necessary medical treatment or surgical care or nourishment with the intent to cause or allow the death of an infant who is protected under A.R.S. 36-2281 shall immediately report or cause reports to be made of such information to a peace officer or to the Child Protective Services (CPS) of the Department of Economic Security, except if the report concerns a person who does not have care, custody, or control of the minor, the report shall be made to a peace officer only. Such reports shall be made immediately by telephone or in person and shall be followed by a written report within seventy-two (72) hours. Pursuant to A.R.S. 13-3620, such reports shall contain:

- The names and addresses of the minor, the parents, or the person or persons having custody of such minor, if known.
- The minor's age and the nature and extent of the minor's abuse, child abuse, or physical injuries or neglect, including any evidence of previous abuse, child abuse, physical injury or neglect.
- Any other information that such person believes might be helpful in establishing the cause of the abuse, child abuse, physical injury or neglect.

A person who furnishes a report, information, or records required or authorized under Arizona Revised Statutes or a person who participates in a judicial or administrative proceeding or investigation resulting from a report, information or records required or authorized under Arizona Revised Statutes is immune from any civil or criminal liability by reason of that action unless such person has acted with malice or unless such person has been charged with or is suspected of abusing or neglecting the child or children in question.

A report is not required under A.R.S. 13-3620 for conduct prescribed by A.R.S. 13-1404 and 13-1405 if the conduct involves only minors who are fourteen (14), fifteen (15), sixteen (16) or seventeen (17) years of age and there is nothing to indicate that the conduct is other than consensual.

A person who fails to report abuse as provided in A.R.S. 13-3620 is guilty of a class 1 misdemeanor, except if the failure to report involves a reportable offense, the person is guilty of a class 6 felony.

Any certificated person or Governing Board member who reasonably suspects or receives a reasonable allegation that a person certificated by the Department of Education has engaged in conduct involving minors that would be subject to the reporting requirements of A.R.S. 13-3620 shall report or cause reports to be made to the Department of Education in writing as soon as is reasonably practicable but not later than three (3) business days after the person first suspects or receives an allegation of the conduct.

Any school employee who has orally reported to CPS or a peace officer a reasonable belief of an offense to a minor must provide written notification to the principal of the oral report not later than the next workday following the making of the report.

Adopted: _____ date of manual adoption

LEGAL REF.:	A.R.S. 8-201	13-3553	
		13-1404 <i>et seq.</i>	13-3608
		13-1410	13-3619
		13-3019	13-3620
		13-3212	13-3623
		13-3506	15-514
		13-3506.01	46-451
		13-3552	46-454

STUDENT VIOLENCE / HARASSMENT / INTIMIDATION / BULLYING

The Governing Board of the Washington Elementary School District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps students build a sense of community that promotes positive participation as members of society. Bullying, harassment or intimidation as defined below (see Policy JICK) will not be tolerated.

Definitions:

Bullying (including cyberbullying as defined below) may occur when a student or group of students engages through **written, verbal, physical, or emotional means**, any form of behavior that:

- is **sufficiently severe, persistent or pervasive, and**
- occurs when there is a **real or perceived imbalance of power or strength**

and the conduct involves:

- physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property, OR
- actions, behaviors or threats that creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm.

and the conduct occurs:

- on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists, OR
- outside of the school and the school day when such bullying results in a substantial physical, mental, or emotional negative effect on the victim while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order.

Examples include:

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- social exclusion or ostracism,
- physical contact, including but not limited to, pushing hitting, kicking, shoving, or spitting,
- damage to or theft of personal property.

Cyberbullying: Cyberbullying is, but not limited to, **any act of bullying** committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

Reporting Obligations:

Student Reporting: A student who is experiencing bullying, or believes another student is experiencing bullying, shall report the situation to the principal or the principal's designee or another school employee. The student's report may be provided **verbally** or **in writing**. A student's verbal report will be documented in writing by the employee receiving the report. (Use Exhibit JICK-EA – Complaint Form.)

Employee Reporting: A school employee who becomes aware of or suspects a student is being bullied shall immediately notify the principal or the principal's designee. Employees may initially give verbal notice to the principal or the principal's designee, but shall submit a written report to the principal or the principal's designee within **one (1) school day** of the verbal report. (Use Exhibit JICK-EA – Complaint Form.)

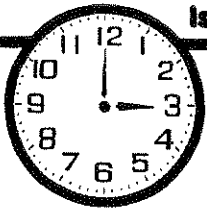
Failure by an employee to report a suspected case of bullying may result in disciplinary action up to suspension without pay or dismissal pursuant to Board Policies GCQF and GDQD.

Starting Day

In order to assure that you have a successful day, arrive at the scheduled arrival time to prepare for the day. A substitute teacher must check in with the school office upon arrival. A substitute teacher needs to become familiar with class information to carry out the plans of the day. This pertinent information includes:

- Lesson plans
- Daily schedule
- Discipline procedures
- Routine procedures
- Emergency procedures
- Students with special needs
- Students with special classes
- Seating chart
- Locating necessary materials

At the beginning of the day let the students know you are pleased to be in their classroom and assure them you expect them to behave. When subbing observe this motto: BE FAIR, BE FRIENDLY, BUT BE FIRM. Students need to know you are there to teach and they are there to learn. Request help if you need it! Do not hesitate to ask grade level teachers or the principal for assistance.



5-MINUTE FILLERS

Introduction:

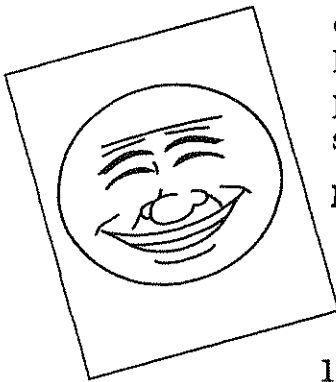
This section contains critical thinking activities designed to keep the whole class attentive and involved during those last five minutes before lunch, to get everyone re-focused after recess, or at any other odd moments that occur throughout the day.

If I Were A . . .

**Grades
K-5**

This activity can be done while students are sitting in their desks or waiting in a line. Begin by saying, "If I were a . . ." Have one student name a general topic such as food, sport, plant, animal, etc. Give each student a chance to finish the statement while the rest of the class listens.

Example: "If I were a food, I would be a pizza."

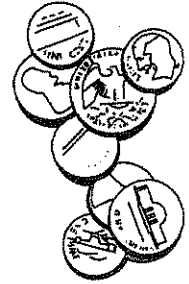


Brain Teasers and Riddles

**Grades
3-8**

1. What is full of holes, yet holds water? **A sponge**
2. What is bought by the yard, yet worn by the foot? **Carpet**
3. What is the longest word in the English language? **Smiles. There is a mile between the first and last letter.**
4. If eight birds are on a roof and you shoot at one, how many remain? **None. They all fly away.**
5. Why can't it rain for two days continually? **Because there is always a night in between.**
6. What speaks every language? **An echo**
7. Why is a nose in the middle of a face? **Because it is the scenter.**
8. What table is completely without legs? **A time-table**

9. What is the difference between a jeweler and a jailer? **One sells watches, the other watches cells.**
10. What is black and white and read all over? **A newspaper.**
11. Can a man living in Chicago be buried west of the Mississippi? **No. He is still alive.**
12. How far can a dog run into the woods? **Halfway. The other half he is running out.**
13. A farmer had seventeen sheep. All but nine died. How many did he have left? **Nine.**
14. A man has two coins in his hand. The two coins total thirty cents. One is not a nickel. What are the two coins? **A nickel and a quarter. (The other is a nickel.)**
15. How many animals of each species did Moses take aboard the Ark? **None. (it was Noah)**



Minute Mysteries

Grades
3-8

“Minute Mysteries” are stories that can be told within a minute and then require the listeners to solve a mystery. Students generate questions that can be answered with a simple “yes” or “no” in order to solve the mystery. These stories are fun and teach children to use critical thinking skills while they sort through the information to figure out the answer.

1. A cowboy left town on Tuesday and was gone three days, coming back on Tuesday.

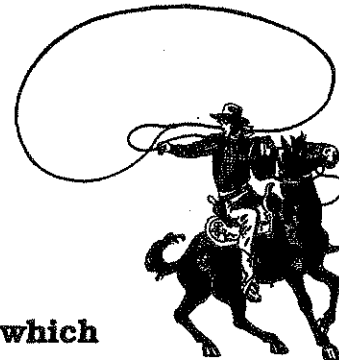
Q. How is that possible?

A. His horse was named Tuesday.

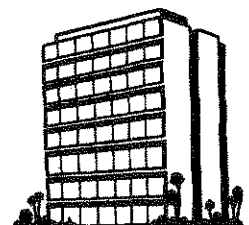
2. A man is found dead in a cabin in the woods.

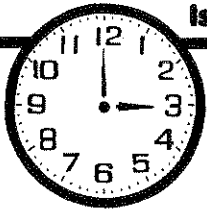
Q. What could have happened?

A. The man is in the cabin of an airplane which crashed in the woods.



3. A person lived on the 15th floor of a high-rise apartment building. Everyday he got on the elevator, rode down to the lobby and went to work. Every evening he came home from work, rode the elevator to the 13th floor and walked up the stairs to his apartment.





Q Why?

A. The person is very short and can only reach the elevator button to the 13th floor.

4. A man was lonely and wanted a talking parrot to keep him company. He went to the pet store and found a beautiful bird that was for sale at a bargain price. He asked the store owner if the bird could be trained to talk. The owner said, "This bird is absolutely guaranteed to repeat everything it hears." So the man bought the bird and took it home. But two weeks later he returned to the store, demanding his money back, saying, "The bird refused to talk." The store owner said, "I stand by my guarantee and will not give your money back."

Q. How could he say that, considering the bird wouldn't talk?

A. The parrot was deaf.

5. A man found a hole in his suit and subsequently died.

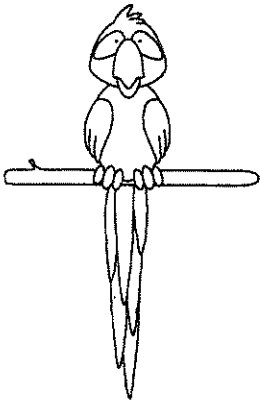
Q. Why?

A. The man was an astronaut on a space walk outside his space craft.

6. A company night watchman phoned his boss warning him not to take a business trip saying, "Last night I dreamed that you were killed in an accident on this trip. Please don't go." After thanking him for the warning, the boss fired him.

Q. Why?

A. He had been sleeping on the job.



SILLY STORY

Grades
K-8

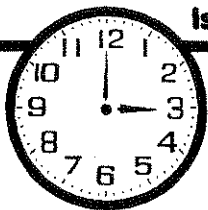
Directions: Ask a student for the kind of word indicated. Write the word on the space provided. Repeat the process until all the spaces are filled. Read the completed **Silly Story** aloud to the class.

Getting to School

You would not believe the (1) _____ time I had getting to school today. First of all my alarm went off at (2) _____ a.m. instead of (3) _____ a.m., which is the time I usually get up. When I (4) _____ my closet to decide what to wear the only clothes I could find were (5) _____ (6) _____ and (7) _____ (8) _____. Luckily the outfit I'd been wearing for the past (9) _____ days was still in the laundry basket so I put it on. Then I went to the (10) _____ to eat breakfast but, the only food I could find was (11) _____ and week old (12) _____ so I (13) _____ them together and ate it (14) _____. As if that wasn't bad enough, when I went to brush my teeth (15) _____ came out of the faucet instead of water. I was not having a (16) _____ day. Then my (17) _____ couldn't find the (18) _____ to the car, so I had to walk all the way to school carrying the (19) _____ (20) _____ I had made for my (21) _____ class project. Halfway to school a (22) _____ started chasing me so I ran (23) _____ the rest of the way. I rushed inside the front (24) _____ just as the late bell rang. I sure do hope the rest of my day goes (25) _____.

- | | |
|----------------------|---------------------------|
| 1. adjective | 14. adverb ending in "ly" |
| 2. time | 15. liquid |
| 3. time | 16. adjective |
| 4. past tense verb | 17. member of a family |
| 5. color | 18. part of a car |
| 6. piece of clothing | 19. adjective |
| 7. adjective | 20. noun |
| 8. piece of clothing | 21. school subject |
| 9. number | 22. animal |
| 10. room in a house | 23. adverb ending in "ly" |
| 11. food | 24. part of a building |
| 12. food | 25. adverb |
| 13. past tense verb | |

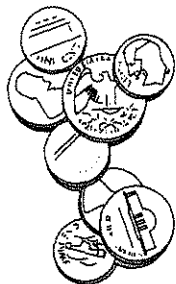
* Additional Silly Stories can be found in the *Language Arts* section of this book pages 164 to 168.



Mind Benders

Grades
4-8

1. The Shopping Trip



One day last week my brother went to town with only \$10 in his pocket, but returned in the evening with \$20.

He bought a pair of shoes at Chipmans and some meat at the meat market. He also had his eyes examined. It so happens that my brother gets paid every Thursday by check and the banks in this town are open on Tuesday, Friday, and Saturday only. The eye doctor is not in his office on Saturday and there is no market on Thursday or Friday. What day did my brother go to town?

2. The Chess Tournament Dilemma

Four men named P.F. Smith, C.J. Smith, Reynolds, and Fellows played in a chess tournament.

The Smiths were the famous Smith brothers, twins who played opposite ends on the Princeton football team.

Reynolds surprised everyone when he defeated Fellows.

The man who finished third said graciously to the winner at the conclusion of the matches, "I've heard a great deal about you and I am happy to meet you. May I congratulate you."

The runner-up was terribly crippled, having had infantile paralysis when he was four years old. As a result he had never married, but had lived a sheltered life with his widowed mother, making chess his chief diversion.

P.F. Smith sometimes talked too much. He had disgraced himself when he was an usher at Fellow's wedding by making the bride's mother late to the wedding.

In what order did the men finish?



3. The Artisans

There are three men, named James, John, and Jake, each of whom is engaged in two occupations. Their occupations classify each of them as two of the following: chauffeur, electrician, musician, painter, gardener, and barber. From the following facts, find in what two occupations each man is engaged.



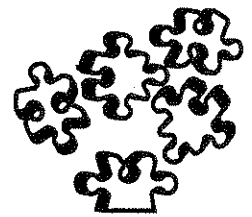
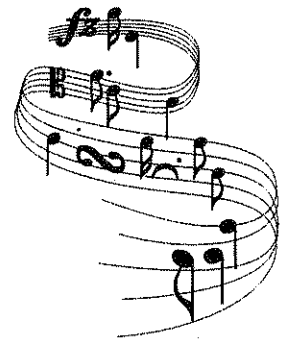
1. The chauffeur offended the musician by laughing at his long hair.
2. Both the musician and the gardener used to go fishing with James.
3. The painter had the electrician wire his new house.
4. The chauffeur courted the painter's sister.
5. John owed the gardener \$5.00.
6. Jake beat both John and the painter at horse shoes.



4. The Stolen Antique

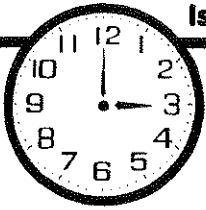
Three men, Mr. White, Mr. Black and Mr. Brown and their wives were entertained at the home of their friend one evening. After the departure of the guests, the host and hostess discovered that a valuable antique had been stolen. It was later discovered that one of the six guests was the thief. From the facts given, see if you can discover who it was.

1. The spouse of the thief lost money at cards that evening.
2. Because of partial paralysis of his hands and arms, Mr. Brown was unable to drive his car.
3. Mrs. Black and another female guest spent the entire evening doing a jigsaw puzzle.
4. Mr. Black accidentally spilled a drink on Mrs. White when he was introduced to her.
5. Mr. Brown gave his wife half of the money that he had won to make up for her loss.
6. Mr. Black had beaten the thief in golf that day.



Solutions to Mind Benders:

- | | |
|--|---|
| <p>1. The Shopping Trip
My brother went to town on Tuesday.</p> | <p>3. The Artisans
James- barber and painter
John- musician and electrician
Jake- chauffeur and gardener</p> |
| <p>2. Chess Tournament Dilemma
Winner-C.J. Smith
Runner-up- Reynolds
Third- Fellow
Fourth- P.F. Smith</p> | <p>4. The Stolen Antique
Mrs. Black was the thief.</p> |



Mystery Box

Grades
K-8

Place a cookie in a box or sack. Ask the children how they can find out what is in the box without looking at it. Allow them to shake the box, smell the box, and feel its weight.



Suggest that they play a version of "20 questions," asking questions that require a "yes" or "no" answer to figure out what is in the box. If they ask a lot of random questions, encourage them to eliminate categories. Questions such as, "Is it something that would be used in the kitchen?" or "Is it something that would be purchased at a sporting goods store?" can cover a lot of items quickly. When they guess that a cookie is in the box, take it out and show it to them. Variations on mystery boxes are a lot of fun and are excellent "time fillers" while developing good thinking strategies.

Word Puzzles

Grades
4-8

Copy the Word Puzzles illustrated below on the chalk board and have students guess the phrases they represent.

SAND	N E V E S	cycle cycle cycle	little little late late	BLOOD WATER
------	-----------------------	-------------------------	----------------------------------	---------------------------

Answers: sand box, seven-up, tricycle, too little too late, and blood is thicker than water

* Additional word puzzles can be found in the *Early Finishers* section of this book pages 118 and 119.

Number Phrases

Grades
4-8

Copy one or more of the following abbreviated phrases on the board. Then challenge the students to guess the phrase. (see answers below)

- A. 26 - L. of the A.
- B. 7 - W. of the W.
- C. 54 - C. in a D. (with the J.)
- D. 88 - P. K.
- E. 18 - H. on a G. C.
- F. 90 - D. in a R. A.
- G. 4 - Q. in a G.
- H. 24 - H. in a D.
- I. 11 - P. on a F. T.
- J. 29 - D. in F. in a L. Y.
- K. 76 - T. L. the B. P.
- L. 20,000 - L. U. T. S.
- M. 7 - D. of the W.
- N. 12 - E. in a D.
- O. 3 - B. M. (S. H. T. R.!)

ANSWERS:

- A. 26 letters of the alphabet
- B. 7 wonders of the world
- C. 54 cards in a deck (with the Joker)
- D. 88 piano keys
- E. 18 holes on a golf course
- F. 90 degrees in a right angle
- G. 4 quarts in a gallon
- H. 24 hours in a day
- I. 11 players on a football team
- J. 29 days in February in a Leap Year
- K. 76 trombones lead the big parade
- L. 20,000 leagues under the sea
- M. 7 days of the week
- N. 12 eggs in a dozen
- O. 3 blind mice (see how they run!)

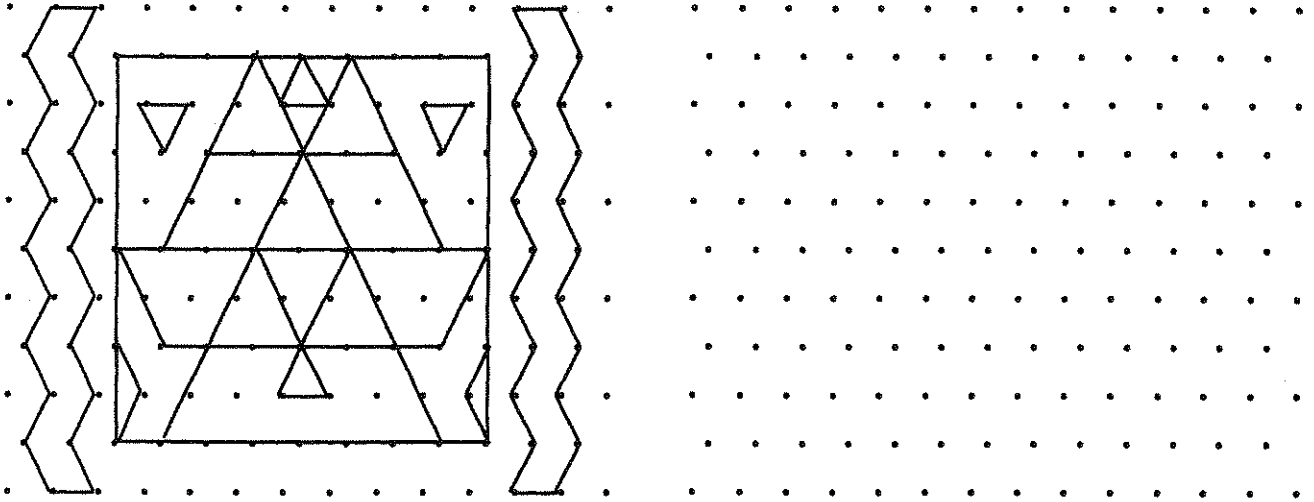
Name _____

Grades
2-8

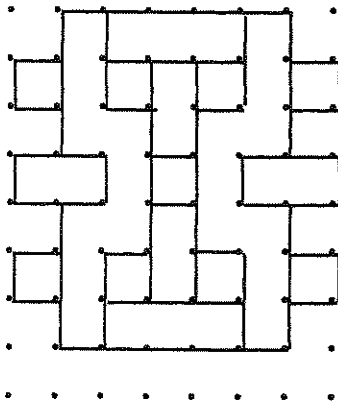
Dot Design

Copy each design on the blank grid.

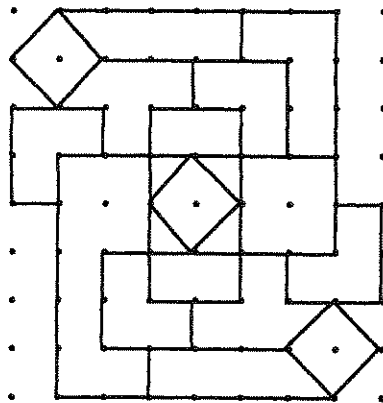
1.



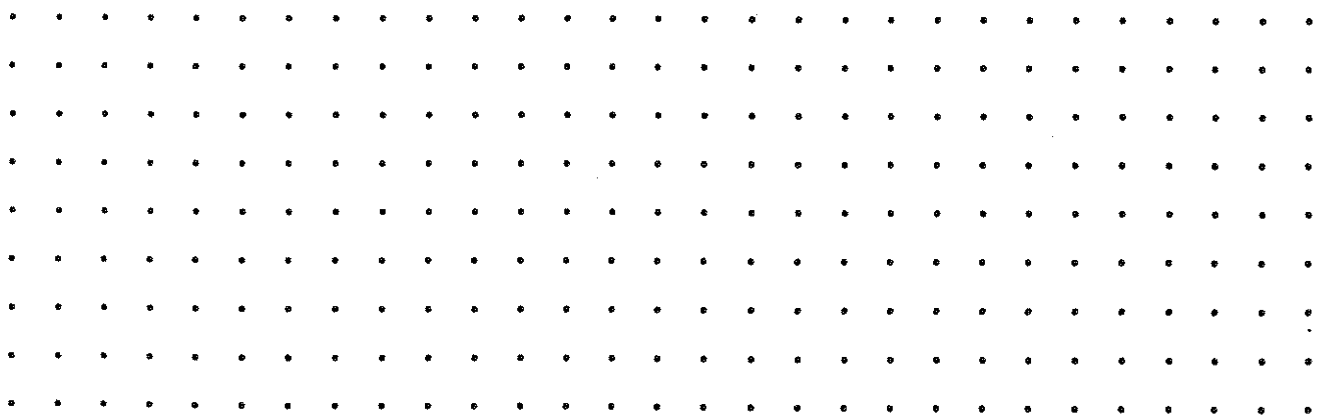
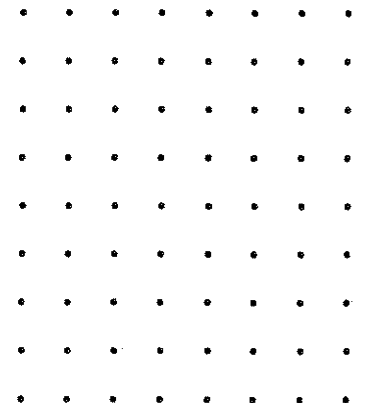
2.



3.



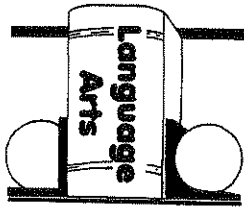
4. Make Your Own



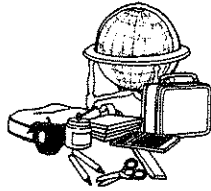
All About Me

1. Draw a picture of your family.
2. Write the names of four friends in your class.
3. Draw three clocks. Show:
 - A) when you got up.
 - B) when you go to lunch.
 - C) when you go to bed.
4. Draw a car using only circles.
5. Write the numbers counting by 5's to 50.
6. Write a sentence using six words that start with the letter B.
7. Make a list of everything you ate yesterday.
8. Close your eyes. Listen! Write down six things you hear.
9. What is your favorite color? List 5 things that color.
10. Write down 10 things you would like to get for your birthday.
11. If you were the teacher what would you do?
12. Write the numbers backwards from 25 to 0.
13. Write down 7 things that start with the same letter as your first name.
14. Draw an animal using only triangles.
15. Write down 5 things you will use today that start with the letter T.
16. How old are you?
17. If you smiled at everyone you saw for one whole day, what do you think would happen?
18. Write the days of the week.
19. What is your favorite animal?
20. If you could do anything you wanted, what would you do today?





Silly Stories



Subject: Language Arts

Grade: 4-8

Time: 15 minutes

Materials Needed:

"Silly Story" work sheets and pencils

Advance Preparation:

Copy work sheets for students to use in class.

Objective:

Students will practice naming nouns, verbs, adjectives, adverbs, and other words as they work cooperatively to compose **Silly Stories**.

Procedure:

1. Review with students the following parts of speech:
 1. Noun = name of a person, place, or thing
 2. Verb = shows action
 3. Adjective = describes a noun (color, size, etc.)
 4. Adverb = describes a verb (often ends in *ly*)
2. Explain that students are going to practice naming examples of these parts of speech as they work with a partner to complete a **Silly Story**.
3. Complete the example **Silly Story** as a class.
4. Read the completed example aloud to the class.

-
5. Divide the class into partners and distribute the "**Silly Story**" work sheets.
 6. Have one student provide the words for one story with the other acting as scribe and narrator. Then switch roles to complete the second **Silly Story**.
 7. If time allows, students may volunteer to read their **Silly Stories** to the class.

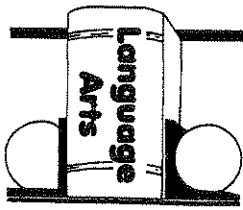
Extension:

Trade partners and reuse the same work sheets to create new stories with a different person's input. Students in older grades may also enjoy writing their own **Silly Story** work sheets for classmates to complete.



Notes For The Teacher:

Detailed instructions and a reminder of classroom rules and expectations will help insure good classroom management during this fun activity.



Silly Story

Directions: Ask a student for the part of speech or type of word as indicated. Write the word on the space provided. Repeat the process until all the spaces are filled. Read the completed **Silly Story** aloud to the class.

TRIP INTO OUTER SPACE

Last night I had a dream about you. At the age of (1) _____ you were good looking and the captain of the spaceship (2) _____. In the dream you and a crew of (3) _____ traveled to the planet (4) _____. The flight began at (5) _____ a.m. "10... 9... 8... 7... 6... 5... 4... 3... 2... 1...(6) _____," the controller called as the space ship blasted off from (7) _____. During take off the ship started to (8) _____ but quick action from the crew kept it on course and prevented you from crashing into (9) _____. Outer space was (10) _____ as you (11) _____ past the moon everyone (12) _____ to the windows to take a look. Finally the planet (13) _____ was in sight. After orbiting the planet (14) _____ times, while you were looking for your (15) _____, the space ship finally landed. Everyone got off and began collecting (16) _____ (17) _____ that were all over the surface of the planet, until you started hearing (18) _____ noises. You were afraid the planet was going to explode so you hurried back on board the ship and took off (19) _____. The last thing I remember is your spaceship heading straight for the (20) _____ in my house. Boy was I ever (21) _____ to wake up!

- | | |
|--------------------------|---------------------------|
| 1. number | 12. verb (past tense) |
| 2. proper name | 13. same planet as #4 |
| 3. animal (plural) | 14. number |
| 4. planet | 15. personal belonging |
| 5. time of day | 16. adjective |
| 6. exclamation | 17. noun (plural) |
| 7. geographical location | 18. verb ending in "ing" |
| 8. verb | 19. adverb ending in "ly" |
| 9. geographical location | 20. room in a house |
| 10. adjective | 21. feeling |
| 11. verb (past tense) | |

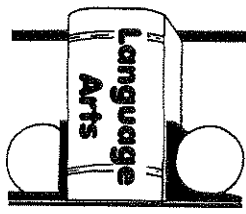
Silly Story I

(to be completed by first person)

MY BIRTHDAY

Yesterday was my birthday. I turned (1) _____ years old. (2) _____ took me to (3) _____ to celebrate. We (4) _____ there in an old (5) _____. After we arrived we went to a (6) _____ restaurant to eat and talk about (7) _____. After everyone finished (8) _____ and singing (9) _____ I (10) _____ out the candles and cut the (11) _____ shaped cake. Then it was time to open my presents. (12) _____ I exclaimed as I opened a (13) _____ wrapped box and pulled out a (14) _____. It's just what I always wanted for (15) _____ and never got. All in all I'd have to say it was a (16) _____ birthday.

1. number
2. person
3. geographical location
4. verb ending in "ed"
5. thing
6. adjective
7. plural noun
8. verb ending in "ing"
9. name of a song
10. verb
11. noun
12. exclamation
13. adverb ending in "ly"
14. noun
15. holiday
16. adjective



Silly Story II

(to be completed by second person)

FAMILY VACATION

Last (1) _____ my family went on vacation. There were (2) _____ of us all together. We all traveled in a (3) _____ (4) _____. It was so crowded that my pet (5) _____ whose name is (6) _____ had to ride in the (7) _____. The trip went (8) _____ until we got lost and ended up in (9) _____ instead of (10) _____. It was still a lot of fun. We got to see a (11) _____ (12) _____ and (13) _____ (14) _____. My favorite part of the trip was playing (15) _____ and eating (16) _____ at (17) _____ in the morning with Aunt (18) _____ and Uncle (19) _____. The whole trip took (20) _____ days and after hauling around all (21) _____ of my suit cases for that long I was glad to come home.

- | | |
|---------------------------|------------------|
| 1. month | 11. color |
| 2. number | 12. animal |
| 3. adjective | 13. adjective |
| 4. kind of car | 14. things |
| 5. animal | 15. game |
| 6. proper name | 16. food |
| 7. place in a car | 17. time |
| 8. adverb ending in "ly" | 18. woman's name |
| 9. place | 19. man's name |
| 10. geographical location | 20. number |
| | 21. number |

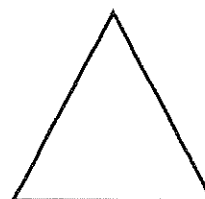
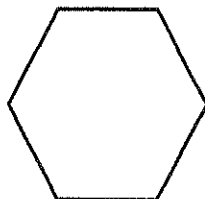
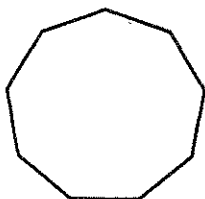
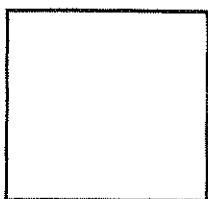
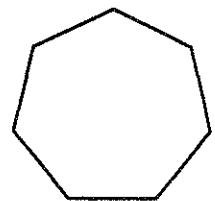
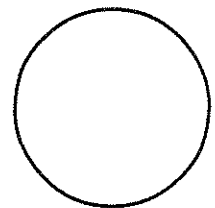
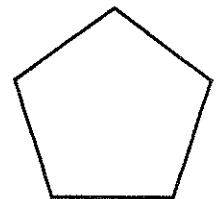
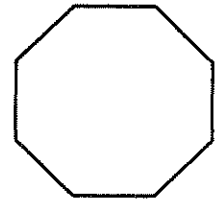
Shapes

Grades
2-6

Name _____

Directions For The Teacher: Read the instructions aloud to the class allowing time for students to complete each activity before going on the next one. If students are able to read you may wish to complete number one as a class then assign students to complete the rest of the page individually or in small groups.

1. A circle has no straight sides
Color the circle red.
2. A triangle has 3 straight sides.
Color the triangle blue.
3. A square has 4 sides that are all the same length.
Color the square yellow.
4. A rectangle has 4 sides but they are not all the same length.
Color the rectangle brown.
5. A pentagon has 5 sides.
Color the pentagon orange.
6. A hexagon has 6 sides.
Color the hexagon purple.
7. A heptagon has 7 sides.
Color the heptagon pink.
8. An octagon has 8 sides.
Color the octagon green.
9. A nonagon has 9 sides.
Color the nonagon brown.
10. A decagon has 10 sides.
Draw a happy face inside the decagon.



Substitute Teacher Employment Status

As a substitute teacher, you acknowledge that your employment with the District is on an “as needed” basis. When a substitute teaching assignment is offered, you have the choice to accept or reject the assignments on a daily basis. Because the need for substitute teachers is contingent on the daily needs of the District, it is understood that employment with the District is on a part-time basis and there is no guarantee as to the number of substitute teaching assignments that may be available. Full-time employment as a substitute teacher is never an expectation because of the flexible nature of the assignments and the choice you have to determine how many assignments to accept.

Evaluations

The Washington Elementary School District will continue to make every effort to ensure each substitute teacher has a pleasant and supportive experience while teaching in our District. To assist with this effort, the District would greatly appreciate feedback from substitute teachers for every experience they may have while substitute teaching in our District.

Please send a narrative of your experiences to the Human Resources Department at your convenience. This process will allow the Human Resources Department to address substitute teacher’s concerns or acknowledge successful experiences.

If a school has a concern regarding your performance, behavior, or actions at the school, the principal or the Human Resources Department will address the concerns with you and give you an opportunity to respond.

Cancellations

Assignment Cancellation

If you receive and accept an assignment, but are notified the job has been canceled when you report for duty at the school, you will either receive a half-day pay or may have the option of accepting another assignment if available.

If you receive and accept an assignment, but were notified the job has been canceled or the District reasonably attempted to notify you of a cancellation before you report for duty at the school, you will not receive compensation for the canceled assignment.

Substitute Cancellation

If you accepted an assignment and need to cancel the assignment, please notify the SubFinder System, the school office, and the Substitute Services Technician. To cancel an assignment through the SubFinder system, please have the job number available and follow the instructions in this handbook. Please review your assignments to ensure that the cancellation was submitted accordingly.

Additionally, you will need to contact the school office and the Substitute Services Technician if you are canceling within 24 hours of the assignment.

If you have been substituting in an assignment for an extended amount of consecutive days and need to cancel while substituting in the assignment, please contact the school office and the Substitute Services Technician in a timely manner.

Inactivate

If you wish to resign from your substitute teacher position, please notify Substitute Services with a written resignation notification.

A substitute teacher who has not worked at least one day in a 12-month period will be inactivated from substitute services and the District will assume you resigned your position. That substitute teacher must follow the District's new hire procedure if he/she wishes to substitute in the District again.

Certification

Substitute teachers are required to possess a valid Arizona Department of Education teacher or substitute teacher certificate. It is the substitute teacher's responsibility to maintain a current and valid teacher or substitute teacher certificate. According to state statutes, under no exceptions will a substitute teacher be allowed to substitute teach in a classroom without possession of a valid certificate. You may renew your certificate six months prior to the certificate expiration date. Upon renewing your certificate, please send a copy to Substitute Services.

Long-term Substitute Teaching Positions

If you are interested in substituting in the same core content classroom for four weeks or more, you must possess a valid teaching certificate and be highly qualified in this content area. Unfortunately a substitute teaching certificate is not a valid teaching certificate; it is only a waiver to be able to substitute teach on a day to day basis and therefore a person holding only a substitute certificate would not be considered highly qualified to teach in a long-term teaching position.

If you currently hold a valid Arizona state teaching certificate, I encourage you to take steps necessary for renewal. Please contact the Arizona Department of Education if you have further questions or are in need of additional information.

Arizona Department of Education 602-542-4367 www.azed.gov

Fingerprint Clearance

Substitute teachers are required to possess a valid Arizona Department of Public Safety fingerprint clearance card. It is the substitute teacher's responsibility to maintain a current and valid fingerprint clearance card. Under no exceptions will a substitute teacher be allowed to substitute teach in a classroom without possession of the valid fingerprint clearance card. Upon renewing your fingerprint clearance card, please send a copy to Substitute Services.

You may renew your fingerprint clearance card up six months prior to the expiration date. Please keep in mind that you must have a valid fingerprint clearance card to renew your teacher and/or substitute teacher certificate.

Please contact the Arizona Department of Public Safety if you have further questions or are in need of additional information.

Arizona Department of Public Safety 602-223-2279



QUICK TIPS FOR ARIZONA IDENTITY VERIFIED PRINT (IVP) FINGERPRINT CLEARANCE CARDS (FCC) *(Required for Arizona Department of Education, certification)*

This information is a [quick guide](#) to assist you with your Arizona IVP Fingerprint Clearance Card requirements. It is not intended as a thorough reference. If you would like more information you may contact the Arizona Department of Public Safety (DPS) at 602-223-2279.

Please be aware that your current teaching contract in item 2 states:

Teacher's employment is conditioned upon the possession at all times of a valid Arizona teacher's certificate for the position being offered and upon the satisfactory completion of any and all background checks and fingerprint clearances that may be required. Teacher agrees to be "highly qualified" in all assigned core academic subjects or as otherwise required by law and to hold all requisite endorsements by the commencement date of this Contract.

Arizona Identity Verified Print (IVP) Fingerprint Clearance Card (FCC) Requirements-

- A valid Arizona IVP Fingerprint Clearance Card is just as important to maintain as a valid Arizona teaching certificate. The Arizona Department of Education audits school districts for invalid/expired/restricted FCC.
- **The process to obtain or renew a valid fingerprint card may take up to SIX months so please check your expiration date and plan accordingly.**
- Applicants will not be able to renew, or convert any Arizona teaching certificate without a valid IVP FCC. It is critical that teachers obtain or renew a card before it expires.
- You may go to any facility that processes IVP cards or you may come to the Human Resources Department located at the District Office to complete an application and have your fingerprints rolled for an IVP card.
- If you choose to come to **Human Resources**, you **MUST** come between the hours of **7:30 a.m. – 4:00 p.m., or during your lunch or prep period.** You **MUST** also bring the following with you for the process:
 - **A cashier's check or money order only for \$67.00**, payable to the Arizona Department of Public Safety (DPS) **DPS DOES NOT accept personal checks.**
 - **A valid Arizona Driver's License**
- DPS will mail your new card to the home address indicated on your application. If you have not received your card or need to obtain a replacement card, the phone number to contact DPS is 602-223-2279.

LAST BUT NOT LEAST!

- Upon receiving your new fingerprint clearance card, please send a **copy of the front and back of the card** to the Human Resources Department. **Please include your six-digit employee identification number on all documents.**
- **Additionally, you must notify the Human Resources Department if your FCC has expired, becomes invalid, or has been issued a restriction.**

Please contact Human Resources at 602-347-2668 or 602-347-2624 if you have any questions concerning fingerprint clearance card requirements.



QUICK TIPS FOR ARIZONA TEACHER CERTIFICATES STANDARD

This following information is a **quick guide** of the requirements for the renewal of an Arizona standard teaching certificate; it is not intended as a thorough reference. For specific requirements of each certificate, please refer to the Arizona Department of Education's web site at www.ade.az.gov/Certification

Please be aware that your current teaching contract in item 2 states:

Teacher's employment is conditioned upon the possession at all times of a valid Arizona teacher's certificate for the position being offered and upon the satisfactory completion of any and all background checks and fingerprint clearances that may be required. Teacher agrees to be "highly qualified" in all assigned core academic subjects or as otherwise required by law and to hold all requisite endorsements by the commencement date of this Contract.

Renewal of a Standard Elementary or Secondary Certificate-

- Standard certificates may be renewed within **six (6) months** of the certificate's expiration date. 180 clock hours of acceptable professional development activities must be completed during the valid period of the current certificate. *(The valid period is the issue date of your current certificate through the expiration date.)*
- Applicant must complete a TEACHER / ADMINISTRATOR **CERTIFICATE RENEWAL PROFESSIONAL DEVELOPMENT ACTIVITY RECORD** form and submit the form to Human Resources for review and approval. **The applicant does not submit the documentation (certificates/transcripts), just the original signed activity record form.** This record form is attached to this document or may also be found on the District Intranet site by accessing: <http://intranet.wesd.wsd/forms/CertificateRenewalForm.xls> or by contacting Human Resources. Human Resources will verify the applicants' clock hours and issue the applicant an Arizona Department of Education certificate renewal form. District credit, college credits or a combination of both may be used for documentation. Please refer to the ACTIVITY RECORD form for specific details regarding the type of clock hours and credits that may be used to renew the certificate.
- The following information is for teachers holding a valid Standard certificate for only one year or less. ***If you have held a standard certificate for more than one year, the following information would NOT be applicable to you.***
- Deficiencies such as AZ and US Constitution courses **must be completed within three years of the issue date** of your first teaching certificate. These certificates would include an emergency, reciprocal or provisional certificate. If the deficiency of AZ and US Constitution is completed prior to the expiration of the provisional certificate, the deficiency may be removed without paying a fee for removal. If these deficiencies are completed during the third year after the provisional certificate has been converted to a standard certificate, a \$20.00 fee will be assessed to remove the deficiency. ***Please refer to your individual Arizona Department of Education evaluation form issued to you at the time you received your first teaching certificate.***

Continued on page 2



Structured English Immersion (SEI) Requirements-

- Administrative Code R7-2-613. J.1 requires a SEI, ESL or bilingual endorsement of all classroom teachers (elementary, secondary, career and technical education and special education), supervisors, principals and superintendents.

Full SEI Endorsement-

- **Within three years of obtaining the Provisional SEI Endorsement**, all persons holding a valid Arizona Elementary, Secondary, Principal, Superintendent, Supervisor, Career and Technical Education, and Special Education Certificate must complete an additional 45 clock hours or 3 semester hours of approved SEI training to apply for their Full SEI Endorsement. (Mandated R7-2-613 J.1.)

For a listing of State Board approved SEI Endorsement training/coursework please visit:

<http://www.azed.gov/asd/lep/>

- The Washington Elementary School District offers SEI training for employees. If you need SEI training, you may contact ELL Services at 602-347-2639 for training information and dates.

Arizona Identity Verified Print (IVP) Fingerprint Clearance Card (FCC) Requirements-

(Required for Arizona Department of Education, certification)

- A valid Arizona IVP Fingerprint Clearance Card is just as important to maintain as a valid Arizona teaching certificate. The Arizona Department of Education audits school districts for invalid/expired/restricted FCC.
- **The process to obtain or renew a valid fingerprint card will take two to three months so please check your expiration date and plan accordingly.**
- Applicants will not be able to renew, or convert any Arizona teaching certificate without a valid IVP FCC. **It is critical that teachers obtain or renew a card before it expires.**
- You may go to any facility that processes IVP cards or you may come to the Human Resources Department located at the District Office to complete an application and have your fingerprints rolled for an IVP card.
- If you choose to come to **Human Resources**, you **MUST** come between the hours of **8:00 a.m. – 3:30 p.m.**, or during your lunch or prep period. You **MUST** also bring the following with you for the process:
 - **A cashier's check or money order only for \$67.00**, payable to the Arizona Department of Public Safety (DPS) ***DPS DOES NOT accept personal checks.***
 - **A valid Arizona Driver's License**
- DPS will mail your new card to the home address indicated on your application. If you have not received your card or need to obtain a replacement card, the phone number to contact **DPS is 602-223-2279.**
- **Additionally, you must notify the Human Resources Department if your FCC has expired, becomes invalid, or has been issued a restriction.**

LAST BY NOT LEAST-

- Upon receiving a new certificate, a certificate evaluation or a new Fingerprint Clearance Card, please send a copy of all documents to the Human Resources Department. **Please include your six-digit employee identification number on all documents.**

Thank you!



Connie Gray, Human Resource Analyst – 602-347-2624

Professional Development

The District, led by the Professional Development Department, offers professional development opportunities for all staff. Substitute teachers can take these courses on their own time, to obtain clock hours for teaching certificate renewal or simply to enhance one's skills in areas such as classroom management.

Please follow the instructions on the following page to view schedules and register for courses.

School Climate

Some ways that the District works to create a positive school climate for substitute teachers include:

- Substitute plans and welcome packets are given to each “guest” teacher at the beginning of the assignment;
- Substitutes are welcomed as “guest” teachers during morning announcements by the administrator;
- Support system in which a teacher from the school is a “buddy” for the substitute in order to assist them throughout the day;
- Administrator on the campus visits substitute class at least once during the day to monitor the classroom situation;
- A detailed evaluation system in which the substitute gives feedback to the administrator on the success of the day and the “regular” teacher also rates whether the plans were followed by the substitute;

Professional Development Classes

The Professional Development Program is designed so all District employees can learn new skills. Topics include Mathematics, GENESEA and Kagan Training

Register online at:
<http://washington.gosignmeup.com>

HINT: enter this url exactly as it appears here.
Don't add "www".

To Create a New Account

1. Click **My Account**
2. Click the link to create a new account
3. Complete the registration form
 1. Use your WESD e-mail address
 2. Create a user name and password
 3. May enter up to three work sites
4. Click **Submit**

To Register for Classes

1. If returning to the system, click My Account and login with the user name and password you created.
2. Click the link to sign up for a class.
3. Click a Category to see a list of offered classes.
4. Click the course name for more details.
5. Click Enroll to add this class to your registration.
6. Continue adding additional classes or click **Register** to continue.
7. In the screen that appear, click **Submit** to confirm.
8. A confirmation screen allows review of registrations and option to print a list for your records.
9. You will receive an e-mail confirmation for each course.

You are presently enrolled in **0 courses**.

To sign up for a class [click here](#). **Step 2**

[Change your personal settings](#)

[View your unofficial transcript](#)

[Reprint your prior Enrollment Confirmations](#)

A detailed user guide is posted on the WESD intranet (<http://intranet.wesd.wsd>) under "Academic Services." For more information please contact Professional Development at 602-347-2641.

Arizona State Retirement

According to the Arizona State Retirement System, any employee that is hired on an intermittent basis and working for at least 20 weeks at 20 hours or more hours per week becomes eligible for retirement benefits effective the 20th week. Substitute teaching days will be tracked and any employee meeting the qualifications will automatically have retirement withheld effective the 20th week at 20 hours or more per week. This benefit is mandatory and is not retroactive. The current rate for retirement is 11.48% and .12% for long-term disability. For further information regarding state retirement contribution contact the ASRS at (602) 240-2000.

If you are hired to work any number of hours for another ASRS employer, you are required to report the days and hours worked to Substitute Services so that they may be included in your 20 week / 20 hours test for membership eligibility.

Employees that return to work after retiring from this District or another Arizona public employer where payroll deductions were submitted to the Arizona State Retirement System needs to be aware of the number of hours they can work in this District without jeopardizing their retirement benefits. The District does not monitor an employee's personal retirement benefits. The District only deducts Arizona State Retirement Benefits in accordance with state requirements.

Additionally, if you believe that no Arizona State Retirement Benefits should be deducted from your paycheck because you are exempt from this requirement, please notify Substitute Services (602) 347-2619.

If you are a district employee receiving a health insurance benefits from the District in accordance with Plan C and Plan D, your days of service under these plans do not count towards your ASRS weeks of service.

WESD Teacher Retirees

If you are a retired teacher from the Washington Elementary School District and you elected and are currently on either the Plan C or the Plan D retirement program, then you will need to complete five days each school year to maintain your retirement benefits given by the Washington Elementary School District. As a retired teacher on the Plan C or Plan D retirement program, you are required to complete the five days each year in a substitute teacher capacity for either an absent employee or a vacant position unless approved by the Superintendent or excused by Human Resources for certain circumstances such as inability to perform the essential duties of a teacher position due to medical reasons.

As a retired teacher on a retirement program, you are automatically set up as a substitute teacher in the substitute teacher system. You may substitute teach more than the required five days. If you choose to substitute teach beyond the required five days, you will be compensated in accordance with District policies. Please refer to the compensation policies in this handbook for more details.

Retired teachers on a retirement program must have each of the required five days verified by a supervisor or an office manager. As a result, please have the supervisor or office manager at that school in which you completed a required day complete an Early Retiree Verification Form. The school office should have blank forms to complete. Request your copy of the verification form from the supervisor or office manager and keep in your records. The supervisor or office manager will send Human Resources a copy as well. You do not have to complete a verification form for any days beyond the required five days. Below is an example of the verification form.

EARLY RETIREE VERIFICATION 2014-15

(Please complete every line)

1. NAME: _____

2. SCHOOL/DEPARTMENT: _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
DATES:					
TOTAL HRS.					

DATES:					
TOTAL HRS.					

4. ABSENT EMPLOYEE'S NAME AND POSITION HELD **OR** TITLE OF THE VACANT POSITION:

5. VERIFIED BY: _____

(Principal OR Department Supervisor)

RETURN: **WHITE- TO HUMAN RESOURCES YELLOW- EMPLOYEE COPY PINK- SCHOOL OR DEPARTMENT COPY**

CRS Incorporated's



**Substitute Employee
Instructions**

**Automated Sub-Caller Phone Number
(602) 347-2620**

You can call SubFinder to review current assignments, review available jobs, cancel a job, and review personal information.

Remember, SubFinder only works from touch-tone telephones!

TELEPHONE SHORTCUTS:

Pressing 9 will take you back to the previous Menu.

Pressing * will allow you to move to the next item when listening to a list of items, such as jobs.

WHEN ACCEPTING A JOB, ALWAYS WAIT FOR THE JOB NUMBER BEFORE DISCONNECTING OR YOUR JOB ACCEPTANCE MAY NOT BE RECORDED.

TO REGISTER WITH SUBFINDER

Dial the system: **844-432-6705**
Enter your PIN #: **Employee Identification Number**

Record your first name, last name and spell out your last name when instructed. When you are finished Press the pound sign (#). SubFinder will repeat your name.

If Correct **Press 1**
If Incorrect **Press 2**

SubFinder will play the Main Menu.
To review your personal information. **Press 4**

THE SYSTEM WILL NOTIFY YOU IF YOU HAVE EITHER A CERTIFICATE OR FINGERPRINT CARD, WHICH WILL EXPIRE WITH IN 30 DAYS.

WHEN SUBFINDER CALLS YOU

To Offer You a Job

SubFinder will call and ask for your PIN followed by pound (#), or press star (*) if you do not wish to receive any more calls during *this* calling period.

If you chose to enter your PIN, followed by pound (#), SubFinder will describe an available job.

To hear special instructions	Press 1
To hear the itinerant schedule	Press 2
To continue	Press 5

Once you press **5**

To accept the job	Press 1
To hear the job again	Press 2
To reject the job	Press 9

If you press **1** to *accept* the job, SubFinder will play the job information again and give you a **JOB NUMBER**. You will be given some of these options as well:

To hear special instructions	Press 1
To hear the itinerant schedule	Press 2
To hear directions to the site	Press 3
To continue	Press 5

If you press **2** or **3**, the appropriate information will be provided. If you press **5**, you will be given two options.

To hear the job again	Press 2
To end this call	Press 9

If you press **9** to *reject* the job, SubFinder *may* ask for a reason for the rejection. After listening to the reasons provided, select the appropriate reason followed by pound (#). SubFinder will repeat the reason.

If correct	Press 1
If incorrect	Press 2

To Notify You of a Job Cancellation

When a job has been canceled, SubFinder will call you with notification. You will hear “This is notification of a job cancellation”. Enter your PIN followed by pound (#).

SubFinder will play the information for the job that has been canceled, including the job number.

To acknowledge the cancellation	Press 1
To hear the cancellation again	Press 2

WHEN YOU CALL SUBFINDER

YOUR MAIN MENU

To Review Current Assignments	Press 1
To Review Available Jobs	Press 2
To Cancel an Assignment	Press 3
To Review Personal Information	Press 4
To Pre-Register for the Next School Year	Press 7
To Leave the SubFinder System	Press 9

You will hear the Pre-Register option only if your district chooses to use the Pre-Registration option and you have not yet pre-registered.

**MAIN MENU OPTION #1
TO REVIEW CURRENT ASSIGNMENTS**

From the Main Menu **Press 1**

SubFinder will play your next scheduled assignment followed by some, if not all, of the following options.

To hear special instructions	Press 1
To hear the itinerant schedule	Press 2
To hear directions to the site	Press 3
To continue	Press 5

If you press **5**, you will be given these options.

To hear the job details again	Press 2
To hear the next job	Press 3
To cancel this job	Press 4
To return to the Main Menu	Press 9

If you press **4**, SubFinder *may* ask for a reason for the cancellation. After listening to the reasons provided, select the appropriate reason followed by pound (#). SubFinder will repeat the reason.

If correct	Press 1
If incorrect	Press 2

SubFinder will ask for confirmation of the cancellation.

To confirm the cancellation	Press 1
Otherwise	Press 2

(3) To Review the Days of the Week You Can Work

To review your availability for

Sunday	Press 1
Monday	Press 2
Tuesday	Press 3
Wednesday	Press 4
Thursday	Press 5
Friday	Press 6
Saturday	Press 7
To return to the Main Menu	Press 9

After choosing a day, that day's availability will be played.

If you would like to change your availability	Press 1
To use this schedule for another day of the week	Press 2
To return to the previous menu	Press 9

If you press **1**, SubFinder will ask "Are you normally available to work on (day of the week)?"

If yes	Press 1
If no	Press 2
For mornings only (6 am until 12 pm)	Press 3
For afternoons only (12 pm until 6 pm)	Press 4
To enter specific hours	Press 5

If you press **1**, **2**, **3**, or **4**, SubFinder will repeat the schedule that applies to your choice.

If you would like to change your availability	Press 1
To use this schedule for another day of the week	Press 2
To return to the previous menu	Press 9

If you press **5** for Special Hours:

Step 1: Enter the earliest time (HHMM) that you will be available followed by pound (#). If you will be available from the start of the day, press star (*). If you enter a specific time:

For A.M.	Press 1
For P.M.	Press 2

Step 2: Enter the latest time (HHMM) that you will be available followed by pound (#). If you will be available until the end of the day press star (*). If you enter a specific time:

For A.M.	Press 1
For P.M.	Press 2

Step 3: Enter the minimum number of hours that you are willing to work during this period followed by pound (#). If you have no preference, press star (*).

Step 4: Enter the maximum number of hours that you are willing to work during this period followed by pound (#). If you have no preference, press star (*).

SubFinder will repeat the schedule you entered.

If you would like to change your availability	Press 1
To use this schedule for another day of the week	Press 2
To return to the previous menu	Press 9

(4) For the Date Range Menu

To add an UNAVAILABLE date range	Press 1
To add a DO NOT DISTURB date range	Press 2
To review a date range	Press 3
To return to the Main Menu	Press 9

(1) To Add an Unavailable Date Range

Step 1: Enter the first date that you will be unavailable (MMDD) followed by pound (#). If you will be unavailable beginning today, press star (*).

Step 2: Enter the beginning time (HHMM) that you will be unavailable followed by pound (#). If you will be unavailable from the start of day, press star (*). If you enter a specific time:

For A.M.	Press 1
For P.M.	Press 2

Step 3: Enter the last date that you will be unavailable (MMDD) followed by pound (#). If you will be unavailable for only a single day, press star (*).

Step 4: Enter the time (HHMM) that you will be available again, followed by pound (#). If you will be unavailable through the end of the day, press star (*). If you enter a specific time:

For A.M.	Press 1
For P.M.	Press 2

SubFinder will repeat your unavailable date range.

If correct	Press 1
If incorrect	Press 2

If you press **1**, SubFinder will respond “To continue receiving calls during this period, press **1**, otherwise press **2**.” Pressing **2** will add a **Do Not Disturb** to the date range as well.

(2) To Add a Do Not Disturb Date Range

Step 1: Enter the first date (MMDD) that you don't want to be called followed by pound (#). If you don't want to be called starting today, press star (*).

Step 2: Enter the beginning time (HHMM) that you don't want to be called followed by pound (#). If you don't want to be called from the start of the day, press star (*). If you enter a specific time:

For A.M.	Press 1
For P.M.	Press 2

Step 3: Enter the last date (MMDD) that you don't want to be called followed by pound (#). If you don't want to be called for only a single day, press star (*).

Step 4: Enter the time (HHMM) that you wish to receive calls again, followed by pound (#). If you don't want to be called until the end of the day, press star (*). If you enter a specific time:

For A.M.	Press 1
For P.M.	Press 2

SubFinder will repeat the Do Not Disturb date range.

If correct	Press 1
If incorrect	Press 2

(3) To Review a Date Range

SubFinder will play your most current date range, if any exist.

To hear the date range again	Press 2
To hear the next date range	Press 3
To remove the date range	Press 4
To return to the Main Menu	Press 9

If you press **4**, SubFinder will ask for confirmation.

If you are sure you want to remove this date range	Press 1
Otherwise	Press 2

(5) To Hear Your Employee ID

SubFinder will play your SubFinder–assigned ID number. This number is used only when/if someone needs to request you for, or assign you to, a particular absence.

You DO NOT use this number to identify yourself when you call SubFinder.



SubFinder® for Substitutes

Users Guide for SubFinder 6.1

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What is SubFinder?

It's an employee absence management and substitute placement system used by organizations throughout North America. Substitutes, like you, can review and be accepted for jobs that you are qualified and willing to work; you will see job opportunities based on criteria defined by your human resources department. SubFinder is available 24 / 7 via the telephone and Internet, so you can access the system at any time.

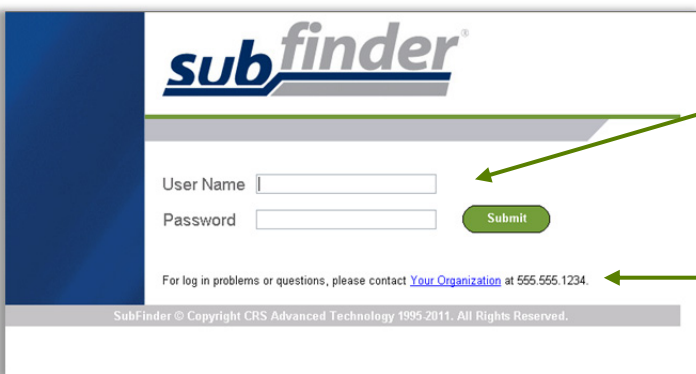
Registering with SubFinder

1. Call SubFinder at _____.
2. SubFinder will identify itself and ask you to enter your PIN followed by the # key.
3. SubFinder will acknowledge that this is the first time you have called and ask you to voice your name. Please say your first and last name clearly, as you want it to be heard by other people using the system. When you are done speaking press the # key. After pressing the # key SubFinder will play your recorded name back to you for verification. If it is correct, press 1. If you want to re-record your name, press 2 and repeat this step again.
4. Once you have recorded your name and accepted it, SubFinder will play your Main Menu. Please choose option 4 – To Review Personal Information. If any of the information is incorrect, contact your SubFinder Operator at _____.

 Remember, SubFinder won't consider you as a qualified candidate for jobs until you register! You must register with SubFinder prior to any job shopping features being available via the phone or online.

Logging into SubFinder

SubFinder can be accessed from your home or office computer, or any computer that has an Internet connection. Simply enter your organization's SubFinder web address in your Internet browser address line, press **Enter** on the keyboard, and the SubFinder login screen will appear.



Enter your last name in the **User Name** field and your PIN in the **Password** field the click **Submit**.

Contact the person displayed here for any problems or questions on accessing or using SubFinder.

Upon successful login the Welcome screen will appear.

On the left side of the screen are the buttons that give you access to various options. These include:

- Available Jobs
- Current Jobs
- Personal Info
- DND/Unavailable
- Tutorial
- Log Out



Available Jobs

1. Click the Available Jobs button

SubFinder will display a list of all available jobs for which you qualify. If you have been specifically requested for one or more jobs, those jobs will appear first within the grid.

Locked	Job ID	Employee	Position	Site	Description
		You have been requested for the following jobs			
		Available Jobs			
		Ambroise, Rhea B.	Elementary Reading	Benton Elementary	6/27/2011 at 8:30AM until 6/27/2011 at 2:30PM (A)
		Abreo, Dalia C.	ITINERANT	ITINERANT	6/23/2011 at 8:15AM until 6/23/2011 at 3:30PM (A) (This job includes an itinerant schedule)

NOTE: 'Locked' indicates that the job is currently being accessed by another user/process. Use the Available Jobs button to refresh the list and monitor changes to the 'lock' status of job.

2. If you are interested in a job, click **Select** in the Job ID column.

3. Once a job has been selected, you will be notified of the amount of time you have to express interest in the job. Once the allotted time has expired, you will receive a message stating the system did not receive a response and you may be able to select the job again if it's still available.

The option to express your interest in this job will be available for the next: **02 minutes 44 seconds**

Employee: **Abreo, Dalia C.**
 Position: **(Please refer to the Notes section for the itinerant schedule.)**
 Site: **(Please refer to the Notes section for the itinerant schedule.)**
 Description: **6/23/2011 at 8:15 AM until 6/23/2011 at 3:30 PM (A)**

Special Instructions: **Please review the attached lesson plan for details. Have a great day!**
[Lesson Plan 6-23.docx](#)
 (click on the file name to view the attachment)

Notes: **This job is for an itinerant employee**

Thursday			
8:15 AM	12:00 PM	Parkade Elementary	Elementary Grade 5
1:00 PM	3:00 PM	Blue Ridge Elementary	Elementary Art

Are you interested in this job?

Yes The job is not guaranteed until the system confirms that the position is still open, your eligibility has been verified, and a confirmation message has been displayed.

No You will be returned to the current list of available jobs.

SubFinder will provide additional details related to the job. If Special Instructions were

entered, they will either be shown on this screen or a message will be displayed instructing you to call SubFinder to hear them. Site directions (if available) can be accessed by clicking the Site Directions hyperlink. If the employee works at multiple sites and / or in multiple positions, their itinerant schedule will be displayed.

- Depending on the specific job, you will be offered up to three options: **Yes**, **No**, or **Return to Available Jobs**. Simply choose the one you desire.

Are you interested in this job?

Yes The job is not guaranteed until the system confirms that the position is still open, your eligibility has been verified, and a confirmation message has been displayed.

No You will be returned to the current list of available jobs.

- Yes:** Indicates that you are willing to fulfill this job request and will be placed in the job once the system confirms that the position is still open, your eligibility has been verified, and a confirmation message has been displayed.
- No:** If you are requested, **No** Indicates that you are not interested in this job. SubFinder will not show this specific job to you again and will release the job to other qualified substitutes. If you have not been requested, **No** Indicates that you will be returned to the list of available jobs.
- Return to Available Jobs:** Will return you to the current list of available jobs.

- If you indicate you are willing to work a job, SubFinder will display a message indicating success, provide you with the job number, and list any remaining jobs for which you are qualified to work. Remember to write down the job number for future reference.

Congratulations! You have been accepted for this job. Your job number is 719.

(A)- Employee's Schedule (S)- Same times Every Day

Click on Job ID to select job

Locked	Job ID	Employee	Position	Site	Description
			You have been requested for the following jobs		
<input type="button" value="Select"/>	Ambrose, Rhea B.	Elementary Reading	Benton Elementary	6/27/2011 at 8:30AM until 6/27/2011 at 2:30PM (A)	

NOTE: 'Locked' indicates that the job is currently being accessed by another user/process. Use the Available Jobs button to refresh the list and monitor changes to the 'lock' status of job.

Review/Cancel Jobs

- To view your current assignment, click the **Current Jobs** button.
- SubFinder will display all of your jobs in descending order based on the start date/time. Information displayed will include the Job ID, the employee for whom you will substitute for, the position, the site, and the dates and times of the job.

Current Jobs

Click on job ID to cancel job.

Job ID	Employee	Position	SI	Site	Description	IS	SN
719	Abreo, Dalia C.	ITINERANT	Yes	ITINERANT	6/23/2011 at 8:15AM until 6/23/2011 at 3:30PM (A)	Yes	No
731	Seitz, Emery V.	Elementary Grade 2	No	Benton Elementary	6/9/2011 at 6:30AM until 6/9/2011 at 3:30PM (A)	No	Add
505	Abreo, Dalia C.	ITINERANT	No	ITINERANT	5/26/2011 at 7:00AM until 5/26/2011 at 3:30PM (A)	Yes	Edit
732	Bliek, Maga K.	Elementary Grade 2	No	Cedar Ridge Elementary	4/21/2011 at 8:15AM until 4/22/2011 at 4:30PM (A)	No	Add

Description: (A)- Employee's Schedule (S)- Same Times Every Day
 SI = Special Instructions
 IS = Itinerant Schedule
 SN = Substitute Notes

If Special Instructions, Site Directions, Itinerant Schedule, or Substitute Notes are available for a particular job, they can be accessed by clicking the hyperlink in the appropriate column.

- If you need to cancel a future job, click the button in the Job ID column. SubFinder will display the details of the job and ask you to confirm the cancellation. You may also be asked to provide a reason for the cancellation. To proceed, click **Cancel Job**. If you do not wish to cancel the job, click **Don't Cancel**.

Are you sure you want to cancel the following job?

Job ID: 719
 Employee: Abreo, Dalia C.
 Position: (Please refer to the Notes section for the itinerant schedule.)
 Site: (Please refer to the Notes section for the itinerant schedule.)
 Description: 6/23/2011 at 8:15 AM until 6/23/2011 at 3:30 PM (A)
 Notes: This job is for an itinerant employee

Thursday

8:15 AM	12:00 PM	Parkade Elementary	Elementary Grade 5
1:00 PM	3:00 PM	Blue Ridge Elementary	Elementary Art


Please select the cancellation reason:
 Reason: C300 Schedule Conflict

Report Absence

1. To report an absence, click the **Current Jobs** button.

Use the report an absence feature if you are in a multiple day job and need to be absent for a portion of the job.

2. Click the appropriate job from the Job ID column. SubFinder will display the details of the job along with an option to Report Absence. To proceed, click **Report Absence**. If you do not wish to report an absence, click **Return to Current Jobs**.
3. You will be presented with a report absence screen. Enter the **Start** and **End** dates for your absence, enter the specific times.
4. Select an absence **Reason** from the drop down menu by clicking the down arrow and then clicking the appropriate reason.
5. Choose a **Job Type** by clicking on the down arrow and choosing from Sub Required, Prearranged Substitute, or Requested Substitute.

 If enabled and you have chosen Prearranged Substitute or Requested Substitute, you will be prompted to choose the substitute's name.

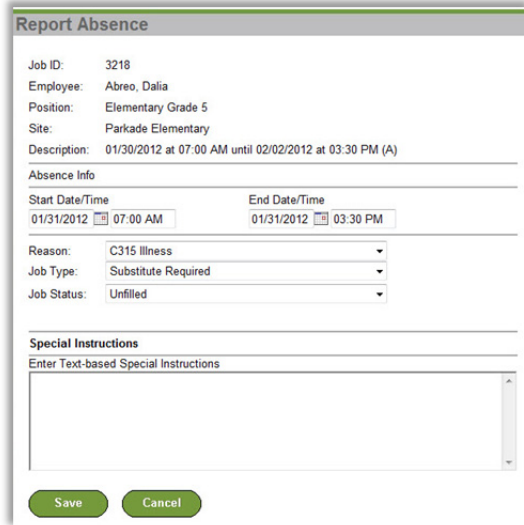


Current Jobs

Job ID: 3218
Employee: Abreo, Dalia C.
Position: Elementary Grade 5
Site: Parkade Elementary
Description: 1/30/2012 at 7:00 AM until 2/2/2012 at 3:30 PM (A)

Report Absence

Return to Current Jobs



Report Absence

Job ID: 3218
Employee: Abreo, Dalia
Position: Elementary Grade 5
Site: Parkade Elementary
Description: 01/30/2012 at 07:00 AM until 02/02/2012 at 03:30 PM (A)

Absence Info

Start Date/Time	End Date/Time
01/31/2012 07:00 AM	01/31/2012 03:30 PM

Reason: C315 Illness
Job Type: Substitute Required
Job Status: Unfilled

Special Instructions

Enter Text-based Special Instructions

Save Cancel

Prearranged Substitute - SubFinder will automatically place that person in your assignment. Prearranging a substitute assumes that you made personal contact with that individual and they verbally committed to working for you; SubFinder will not call a prearranged substitute.

Requested Substitute - SubFinder will contact a requested substitute, exclusively, for a period of time defined by your HR department. If the person does not express their interest in the assignment within the defined time requirement, SubFinder will automatically release the job to other qualified substitutes.

6. Special Instructions can be added as a text-based message.
7. Confirm that all of the information you have entered is correct, then click **Save**. If the information is not correct, update the information or click **Cancel**.
8. After clicking **Save**, the job number will be displayed at the top of the screen. You must write the job number down for future reference. If this is a pre-arranged job, you will want to provide the substitute with the job number as well.

An absence has been successfully reported for Job 3218.

Return to Current Jobs

Adding/Editing Substitute Notes

- Substitute notes provide you with an option to leave a message for the employee regarding your job. To add or edit substitute notes, click the Add or Edit hyperlink within the 'SN' column on the current jobs grid.

Enter text-based Substitute Notes

You had a wonderful group of students. They were very well behaved and everyone completed their in-class projects. I would be happy to substitute for you anytime. Thanks, Ebby!

Note: To remove existing Substitute Notes, please delete the text and then click Save.

Save Cancel

- Type your message for the employee and click **Save**. Once a note has been entered you are able to click Edit in the current jobs grid to review your note or update accordingly. Please note, this message will be made available to the employee for whom you worked as well as the applicable site administrator(s) and system operator(s).

Personal Information

- To view your personal information, click the **Personal Info** button. A screen will appear that includes your Name, SubFinder-assigned ID Number, PIN, and Employee Number along with several tabs:

- General Info
- Address
- Certification
- Availability
- Schedule
- Sites
- Positions

Personal Info

First Name	MI	Last Name	Substitute ID	PIN	Number
Ebby	G	Alam	45443	55343	55343

General Info | Address | Certification | Availability | Schedule | Sites | Positions

Home Site

Max Days to Work		Hire Date	
Total Days Worked	7	Date Added	5/25/1995
Certified Job Days	0		<input checked="" type="checkbox"/> Certified
Max Hours/Week			<input type="checkbox"/> Classified

5/2/2006

Save Note: Leaving this tab without saving will cause your changes to be lost.

Depending on the permissions established by your district, you may be able to edit the name and PIN fields.

- The **General Information tab** displays your Home Site, Max Days to Work, Total Days Worked (for the year), Certified Job Days (for the year), Max Hours/Week, Hire Date, Date Added (the date you were added to the SubFinder system), and Certified/Classified status. This information is view only; you cannot make any changes.

Home Site

Max Days to Work		Hire Date	
Total Days Worked	5	Date Added	5/25/1995
Certified Job Days	0		<input checked="" type="checkbox"/> Certified
Max Hours/Week			<input type="checkbox"/> Classified

5/2/2006


- The **Address tab** displays your address, phone number, and email. Depending on the permissions established by your district, you may be able to edit the address, phone number, and email fields.

Street 9130 Glenoaks Blvd

City Miami State FL Zip Code 33199-8698

Phone 312-658-9815

Email ebby.alam@email.com

-  Your organization may choose to send you, as a substitute, email notifications. These notifications may be sent anytime you have been prearranged for an assignment, requested for an assignment, placed in one from a permanent substitute list, your assignment has been modified, an assignment you previously agreed to work is cancelled, a reminder of future assignments that you were placed in, and a notification that a certificate is pending expiration. Your central SubFinder operator will be able to tell you if they are using email notifications.

- The **Certification tab** displays any certifications you hold and their expiration dates.

Certification Name	Expiration
1. Teaching Certificate	12/31/2012
2.	
3.	

- The **Availability tab** displays your availability on a daily basis, Sunday through Saturday. This information will have a direct affect on which jobs SubFinder will present to you. Depending on the permissions established by your district, you may be able to edit the From, To, Minimum Hours and Maximum Hours fields.

	From	To	Minimum Hours	Maximum Hours
Sunday			0	0
Monday			0	10
Tuesday	8:00 AM	12:00 PM	0	4
Wednesday			0	10
Thursday			0	10
Friday			0	10
Saturday			0	0

- The **Schedule tab** displays your work calendar in an easy-to-view format. Scheduled days to work are green and days off are pink.



- The **Sites tab** displays a list of the sites where you are (or are not) willing to work. Depending on the permissions established by your district, you may be able to edit your assigned sites.

Will Work At These Sites

- Benton Elementary
- Blue Ridge Elementary
- Cedar Ridge Middle School
- Fairview Elementary
- George Washington Elementary
- Parkade Elementary

Will Not Work At These Sites

- Foster Road Elem

- The **Positions tab** displays a list of the job positions which have been assigned to you. This information is view only.

Assigned Job Positions:

- Elementary Art
- Elementary General
- Elementary Gifted & Talented
- Elementary Grade 1
- Elementary Grade 2
- Elementary Grade 3
- Elementary Grade 4
- Elementary Grade 5
- Elementary Handicapped Aide
- Elementary Instructional Aide

DND/Unavailable

- To manage your Do Not Disturb and Unavailable records, click **DND/Unavailable**. SubFinder will provide you with the options to add a new record and review/edit existing records.
- To add a new event, click **Add Record**, SubFinder will display the Add DND/Unavailable Record screen.
- DND** and **Unavailable** records can be added for a portion of a day, a single day, or a date range. Furthermore, when specifying a date range, you can add a record for the same times every day (i.e. 5:00 am until 6:30 am) or indicate that the record should cover the entire period. Simply enter the Type, Start and End Dates and Time, and the Coverage.

Add DND/Unavailable Record

Review/Edit Existing DND/Unavailable

Review Period:

Start Date: End Date:

Add DND/Unavailable Record

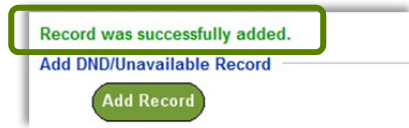
Type:

Start Date: Start Time:

End Date: End Time:

Coverage:

Click **Add Record** to save the record and return to the initial DND/Unavailable screen with a message indicating success.



- You can also review any DND or Unavailable records that have already been entered. To review records, enter the Start and End Dates and click **Review Records**.



- A screen will appear with any DND or Unavailable records for the specified date range. Depending upon the dates and time for each record, you may be able to edit and/or delete the entry by clicking on the appropriate record's **Edit** or **Delete** button.

Type	Start Date	Start Time	End Date	End Time	Coverage	Edit	Delete
DND	6/24/2011	5:00 AM	6/24/2011	12:00 PM	Entire Period	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
DND	6/29/2011	5:00 AM	6/30/2011	12:00 PM	Entire Period	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Unavailable	7/4/2011	12:00 AM	7/8/2011	11:59 PM	Entire Period	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

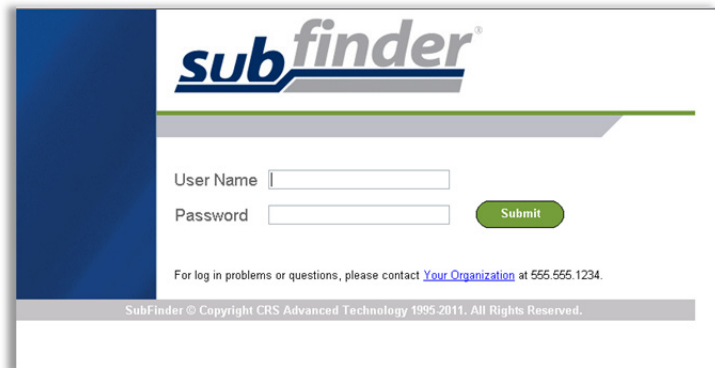
Tutorial

- Click on the **Tutorial** button to begin an online video guide for SubFinder. The online video will open in a new pop-up screen.




Log Out

- When you are ready to leave SubFinder, click the **Log Out** button. You will return to the SubFinder log in screen.



SubFinder Phone Instructions


You can call SubFinder to review current assignments, review available jobs, cancel a job, and review personal information.

 Pressing 9 will take you back to the previous Menu. Pressing * will allow you to move to the next item when listening to a list of items, such as jobs.

1. Call the main SubFinder system and enter your PIN.

Your Main Menu:

To Review Current Assignments	Press 1
To Review Available Jobs	Press 2
To Cancel an Assignment	Press 3
To Report an Absence	Press 4
To Review Personal Information	Press 5
To Pre-Register for the next school year	Press 7
To Leave the SubFinder System	Press 9

 You will only hear the Report an Absence and Pre-Register option if your district chooses to enable this functionality.

Review Current Assignments

1. Press 1 to Review Current Assignments.
2. SubFinder will play the details of your scheduled assignment. You can to cancel the assignment if the cancellation deadline has not been met.
3. SubFinder will play the job along with the option to cancel the job if within the cancellation deadline setup by your HR department.
4. SubFinder may ask you to enter a reason for cancelling the job.

Review Available Jobs

1. Press 2 to Review Available Jobs.
3. SubFinder will play the details of available jobs, if any exist, and provide the option to express your interest in the job or decline the job.
4. Once you have been accepted for the job, you will be provided with a job number.
Always wait for the job number to play before disconnecting your call or your job placement may not be recorded.
5. If you decline the job SubFinder may ask you to enter a rejection reason.

Report an Absence

1. Press 4 to Report an Absence.
2. Enter the job number that was given to you when agreeing to the job.
3. Enter the dates and times the absence begins and ends.
4. SubFinder will play a list of absence reasons. Choose the appropriate reason.
5. SubFinder will provide you with the revised job numbers.

Always wait for the job numbers before disconnecting your call or your absence may not be recorded.

Cancel an Assignment

1. Press 3 to Cancel an Assignment.
2. Enter the job number that was given to you when agreeing to the job.

Review Personal Information

1. Press 5 to Review Personal Information.
2. SubFinder will play the following options:
 - Review your phone number
 - Review your name recording
 - Review your availability
 - Add/edit DND/Unavailable
 - Hear your employee ID
3. When reviewing your availability SubFinder will provide you with an option to enter specific times or enter the minimum or maximum hours that you are available to work each day.
4. SubFinder will provide you with the ability to add a DND or unavailable by entering specific dates and times.
5. SubFinder will play back your current DND/Unavailable with the option to remove them.
 - A DND means that you wish to not be called during the given date range. It does not mean that you are not available to work.

- An Unavailable means you are not available to work during the given date range. You may still be called during an unavailable date range for jobs in the future.
- If your phone number is incorrect SubFinder will provide you the option to change it.
- If your name is recorded incorrectly SubFinder will provide you the option to re-record it.

Pre-Register for next school year

If your district uses Pre-Registration you will be required to call SubFinder and confirm if you will substitute for the next school year. If you choose No or do not pre-register during the pre-registration date range you will not be able to access SubFinder online or via the phone.

1. Press 7 to Pre-register.
2. SubFinder will present you with the options to pre-register.

When SubFinder Calls You

Substitutes are called for job opportunities or to be informed of a job cancellation. When SubFinder calls it will provide you with the options to enter your PIN, press star (*) if you do not wish to receive any more calls during **this** calling period, or to remove this telephone number from the calling list press (#).

To Notify You of a Job Opportunity

1. Enter your PIN.
2. SubFinder will play the job details and ask you to express your interest in or decline the job.
3. If you are accepted for the assignment, SubFinder will provide you with a job number.

Always wait for the job number to play before disconnecting your call or your job placement may not be recorded.

4. If you decline the job SubFinder may ask you to enter reason for declining the job.

To Notify You of a Job Cancellation

1. Enter your PIN.
2. SubFinder will play the information for the job that has been canceled, including the job number.
3. You will be given the option to acknowledge the cancellation or to hear the job again.



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Procedures for Employee Incident/Injury Reporting

1. Employees must immediately report the incident or injury to their supervisor.
2. Employee will proceed to the nurse's office. The nurse will give the employee an incident/injury form to complete.
 - a. Employee is to complete section 1
 - b. Supervisor is to complete section 2
 - c. Nurse/Supervisor is to complete section 3
3. The nurse will give the injured employee the "Authorized for Services" form and be directed to the nearest MBI Occupational Healthcare for medical treatment if necessary.
4. After medical treatment the employee must notified his/her supervisor and risk management within 24 hours. If the employee is unable to travel due to medical condition, employee will need to report by phone.
5. Based on the injury, the medical provider will place the employee on one of the following:
 - a. Regular Duty
 - b. No Work Status
 - c. Modified duty
 - d. Full Duty
6. Once risk management is notified of the injured employee's work status, risk management will follow up with the employee on his/her type of status and what procedures he/she will need to follow.
7. If the employee is given a prescription for his/her injury, the employee will need to follow up with risk management to obtain the form to use for filling prescription. This form will need to be picked up at risk management office.
8. Once risk management has received, both the incident injury report and the medical documentation a workers' compensation claim will be processed. The injured employee will be given information concerning his/her claim.
9. Please contact Gwen Kane in risk management at 602-347-2691 with any questions concerning procedures for reporting an incident/injury.

Emergency and Crisis Management

Each of the 32 schools in the Washington Elementary School District and the Administrative Center has crisis management guidelines and a comprehensive plan designed to inform staff and students of what to do in the event of a crisis or an emergency. The plans are based on the District's Crisis Manual and contain vital information necessary to assist in any emergency situation. In addition, each of the schools and the Administrative Center have Crisis Response Teams that are mobilized in the event of an emergency to assist in providing information to the students, staff, families and community.

The following information are standard procedures to follow in the event of an emergency. Please be sure to familiarize yourself with specific site plans, including evacuation and lockdown procedures.

GENERAL EMERGENCY

- Notify 9-911 (if necessary) and assign an Incident Commander. Incident Commander notifies District Crisis Line at 602-995-2358.
- Notify CPR/first aid certified persons in school building of medical emergencies, if necessary.
- Secure area and prevent unnecessary traffic near scene.
- Assemble Crisis Team members (if necessary).
- Preserve evidence. Keep detailed notes of incident.
- Refer media to Carol Donaldson (District PIO), 602-347-2669.

A. EVACUATION CHECKLIST

1. Evacuation

- Incident Commander (IC) issues evacuation order.
- IC determines if students and staff should be evacuated outside of building or to one of the predetermined relocation centers. IC contacts District Crisis Line and informs him/her that the evacuation is taking place.
- Direct students and staff to follow evacuation procedures and route. Follow alternate route if normal route is too dangerous.
- Institute Special Needs portion of Crisis Plan and assist disabled and non-English speaking students and staff during the evacuation process.

2. Teachers:

- Direct students to follow normal evacuation procedures unless IC class for use of alternate route.
- Take classroom roster and crisis kit.
- Close classroom doors and turn out lights.
- When outside building, account for all students. Inform principal or IC immediately of missing student(s).
- If students are evacuated, stay with class unless relieved. Assume responsibility of class when you arrive at the relocation center.

3. Relocation Centers

List primary and secondary temporary student relocation centers:

Primary Temporary Relocation Center

Secondary Temporary Relocation Center

Address/Phone No.:

Address/Phone No.:

B. SECURED PERIMETER/LOCKDOWN/SHELTER-IN-PLACE

A secured perimeter may be issued in situations involving a police situation in close proximity to the campus, but not directly on campus.

- Direct all students, staff, and visitors into classrooms and/or secure rooms.
- Lock all doors.
- Put sign on office door.
- No transitions between rooms/buildings.
- No one enters or leaves.

Lockdown procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside a school building.

- Direct all students, staff, and visitors into classrooms and/or secure rooms.
- Put sign on office door, if possible.
- Lock classroom doors.
- Turn off lights, unless there are no windows. Put something under the door to keep the light in.
- Cover windows of classrooms, if possible.
- Move all persons away from windows and doors.
- Have all persons get down on the floor.
- Remain quiet.
- Allow no one outside of classrooms until the IC gives the all-clear signal.

In both situations, the school office will call the classroom phone to confirm the location(s) of all students.

D. STAFF RESPONSIBILITIES

Incident Commander or designee:

- Verify/Document type of emergency and location.
- Identify Command Post.
- Call 9-911 (if necessary).
- Secure area and prevent unnecessary traffic near scene
- Assemble site Crisis Team (if necessary) and conduct briefing.
- Notify District Crisis Line.
- Notify staff.
- Evacuate students and staff, if necessary.
- Refer media to district spokesperson (or designee).
- Implement post-crisis procedures.

Teachers:

- Verify information.
- Keep students inside classroom until situation is complete and the all clear is given.
- Account for all students.
- Stay with students during an evacuation. Take class roster and crisis kit.
- Refer media to district spokesperson (or designee).
- Keep detailed notes of everything you witness pertaining to the event.

E. EMERGENCY PHONE NUMBERS	
EMERGENCY	9-911
District Crisis Line	(602) 995-2358
After-Hours Emergency (Pages WESD Security)	(602) 347-4848
Phoenix Police – Crime Stop	(602) 262-6151
Phoenix Fire – Non-emergency	(602) 495-5555
Glendale Police – Non-emergency	(623) 930-3000
Glendale Fire – Non-emergency	(623) 930-3400
Child Protective Services	1-888-767-2445
Maricopa County Emergency Management	(602) 273-1411
American Red Cross	(602) 336-6660
Drug Information – Banner Poison Control Center	1-(800)-222-1222
EMPACT – County-wide Crisis Services <i>EMPACT provides prevention, counseling, crisis/trauma, training services, and referral and intake for Value Options mental health services. Crisis services include: 24-hour Suicide/Crisis Hotline, 24-hour Sexual Assault Hotline & Crisis Advocacy Services, Behavioral Management Services, and Critical Incident Stress Management Services.</i>	(480) 784-1500
Community Information & Referral (Support Services)	2-1-1
APS – Electrical outage	(602) 371-7171
APS – Emergencies (e.g. line break)	(602) 258-5483
Southwest Gas	(602) 271-4277
Salt River Project – Electrical	(602) 236-8888
Salt River Project – Irrigation/flooding	(602) 236-3333
City of Phoenix Water – Monday –Friday After 5 p.m., weekends, holidays	(602) 262-6251 (602) 261-8000
City of Glendale Water	(623) 930-2700



WASHINGTON ELEMENTARY SCHOOL DISTRICT SUBSTITUTE TEACHER PREFERENCES

PLEASE CHECK ONE

- Regular Substitute Teacher
- WESD Retiree
- Plan C Retiree
- Plan D Retiree
- Nurse/Health Tech

Employee PIN No.	Date	
Last Name	First	MI
Phone	E-mail Address	

Check the boxes indicating the schools, grades and subject areas in which you are willing to work. Please specify whether you are interested in **short-term (ST)** and/or **long-term (LT)** assignments. Highly qualified status is required for long-term assignments. Then complete the acknowledgement form on the next page and use the e-mail button to send both pages to laurel.lapierre@wesdschools.org by October 1.

MIDDLE & JR. HIGH	ELEMENTARY																																																																																																
<p>Middle & Jr. High Schools</p> <p><input type="checkbox"/> Cholla Middle (7-8)</p> <p><input type="checkbox"/> Desert Foothills Jr. High (7-8)</p> <p><input type="checkbox"/> Mountain Sky Jr. High (7-8)</p> <p><input type="checkbox"/> Palo Verde Middle (7-8)</p> <p><input type="checkbox"/> Royal Palm Middle (7-8)</p> <p>K-8 Schools</p> <p><input type="checkbox"/> Abraham Lincoln Trad. (K-8)</p> <p><input type="checkbox"/> Arroyo (K-8)</p> <p><input type="checkbox"/> Maryland School (K-8)</p> <p><input type="checkbox"/> Mountain View School (K-8)</p> <p><input type="checkbox"/> Orangewood (K-8)</p> <p><input type="checkbox"/> Sunnyslope (K-8)</p> <p><input type="checkbox"/> Sweetwater (K-8)</p> <p>Alternative Schools</p> <p><input type="checkbox"/> New Beginnings Academy (AltEd) at 1502 W. Mountain View Road</p> <p><input type="checkbox"/> Arizona Cardinals Prep. Academy at Royal Palm Middle (7-8)</p>	<p>Elementary & PreK-8 Schools</p> <p><input type="checkbox"/> Abraham Lincoln Trad. (K-8)</p> <p><input type="checkbox"/> Acacia Elementary (K-6)</p> <p><input type="checkbox"/> Alta Vista Elementary (K-6)</p> <p><input type="checkbox"/> Arizona Cardinals Prep. Academy (6) at Royal Palm Middle</p> <p><input type="checkbox"/> Arroyo Elementary (K-8)</p> <p><input type="checkbox"/> Cactus Wren Elementary (K-6)</p> <p><input type="checkbox"/> Chaparral Elementary (PreK-6)</p> <p><input type="checkbox"/> Desert View Elementary (PreK-5)</p> <p><input type="checkbox"/> Ironwood Elementary (PreK-6)</p> <p><input type="checkbox"/> John Jacobs Elementary (PreK-6)</p> <p><input type="checkbox"/> Lakeview Elementary (K-6)</p> <p><input type="checkbox"/> Lookout Mountain Elementary (PreK-6)</p> <p><input type="checkbox"/> Manzanita Elementary (PreK-6)</p> <p><input type="checkbox"/> Maryland Elementary (PreK-8)</p> <p><input type="checkbox"/> Moon Mountain Elementary (K-6)</p> <p><input type="checkbox"/> Mountain View School (PreK-8)</p> <p><input type="checkbox"/> Ocotillo Elementary (K-6)</p> <p><input type="checkbox"/> Orangewood School (K-8)</p> <p><input type="checkbox"/> Palo Verde (PreK)</p> <p><input type="checkbox"/> Richard E. Miller Elementary (K-5)</p> <p><input type="checkbox"/> Roadrunner Elementary (K-6)</p> <p><input type="checkbox"/> Royal Palm Middle (5-6)</p> <p><input type="checkbox"/> Sahuaro Elementary (PreK-6)</p> <p><input type="checkbox"/> Shaw Butte Elementary (PreK-6)</p> <p><input type="checkbox"/> Sunburst Elementary (K-6)</p> <p><input type="checkbox"/> Sunnyslope School (K-8)</p> <p><input type="checkbox"/> Sunset Elementary (PreK-6)</p> <p><input type="checkbox"/> Sweetwater School (K-8)</p> <p><input type="checkbox"/> Tumbleweed Elementary (PreK-6)</p> <p><input type="checkbox"/> Washington Elementary (PreK-6)</p>																																																																																																
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WASHINGTON ELEMENTARY SCHOOL DISTRICT

Acknowledgement of Receipt of 2014-2015 Substitute Teacher Handbook

This will acknowledge that I have received my copy of the 2014-2015 Washington Elementary School District Substitute Teacher Handbook and that I will familiarize myself with its contents, including how to report harassment or discrimination and how to report child abuse.

I understand that this Substitute Teacher Handbook represents only current policies, regulations, benefits and other school related materials and that it does not create a contract of employment. Regardless of what the Substitute Teacher Handbook states or provides, the Washington Elementary School District retains the right to add, change or delete wages, benefits, policies and all other working conditions without obtaining my consent or agreement.

I understand that I have the right to terminate my employment at any time, with or without cause and that the Washington Elementary School District has a similar right. I further understand that unless I terminate my employment or I receive written notice that my employment with the Washington Elementary School District has been terminate, my employment as a substitute teacher with the District will be continued for the next school year.

I understand that the Substitute Teacher Handbook is the property of the Washington Elementary School District. On or before my last day of employment I will return the Substitute Teacher handbook to the Human Resources Department.

Print Full Name _____

Signature _____

Date _____

E-mail Address _____

Please indicate your status:

- Regular Substitute Teacher
- WESD Retiree
- Plan C WESD Retiree
- Plan D WESD Retiree
- Nurse/Health Tech

Please return by October 1 to:

laurel.lapierre@wesdschools.org

Washington Elementary School District

Abraham Lincoln Traditional (K-8)
Tara Mayole, Principal
 10444 N. 39th Ave., Phoenix, AZ 85051
TEL: 602-896-6300 **FAX:** 602-896-6320

Acacia Elementary (K-6)
Christine Hollingsworth, Principal
 3021 W. Evans Dr., Phoenix, AZ 85053
TEL: 602-896-5000 **FAX:** 602-896-5020

Alta Vista Elementary (K-6)
Jane Ardell, Principal
 8710 N. 31st Ave., Phoenix, AZ 85051
TEL: 602-347-2000 **FAX:** 602-347-2020

Arroyo Elementary (K-8)
Philip Liles, Principal
 4535 W. Cholla St., Glendale, AZ 85304
TEL: 602-896-5100 **FAX:** 602-896-5120

Cactus Wren Elementary (K-6)
Kaylene Ashbridge, Principal
 9650 N. 39th Ave., Phoenix, AZ 85051
TEL: 602-347-2100 **FAX:** 602-347-2120

Chaparral Elementary (K-6)
Rich Morris, Principal
 3808 W. Joan De Arc Ave., Phoenix, AZ 85029
TEL: 602-896-5300 **FAX:** 602-896-5320

Cholla Middle School (7-8)
Phil Garitson, Principal
 3120 W. Cholla St., Phoenix, AZ 85029
TEL: 602-896-5400 **FAX:** 602-896-5420

Desert Foothills Jr. High School (7-8)
Susie Smith, Principal
 3333 W. Banff Lane, Phoenix, AZ 85053
TEL: 602-896-5500 **FAX:** 602-896-5520

Desert View Elementary (K-5)
Maria Farmer, Principal
 8621 N. 3rd Street, Phoenix, AZ 85020
TEL: 602-347-4000 **FAX:** 602-347-4020

Ironwood Elementary (K-6)
Polly Schultz, Principal
 14850 N. 39th Ave., Phoenix, AZ 85053
TEL: 602-896-5600 **FAX:** 602-896-5620

John Jacobs Elementary (K-6)
Nick Gupton, Principal
 14421 N. 23rd Ave., Phoenix, AZ 85023
TEL: 602-896-5700 **FAX:** 602-896-5720

Lakeview Elementary (K-6)
Tim Woodward, Principal
 3040 W. Yucca St., Phoenix, AZ 85029
TEL: 602-896-5800 **FAX:** 602-896-5820

Lookout Mountain Elementary (K-6)
Tricia Heller-Johnson, Principal
 15 W. Coral Gables Dr., Phoenix, AZ 85023
TEL: 602-896-5900 **FAX:** 602-896-5920

Manzanita Elementary (K-6)
Tim Fountain, Principal
 8430 N. 39th Ave., Phoenix, AZ 85051
TEL: 602-347-2200 **FAX:** 602-347-2220

Maryland School (K-8)
Rebecca Potavin, Principal
 6503 N. 21st Ave., Phoenix, AZ 85015
TEL: 602-347-2300 **FAX:** 602-347-2320

Moon Mountain Elementary (K-6)
Sue Brown, Principal
 13425 N. 19th Ave., Phoenix, AZ 85029
TEL: 602-896-6000 **FAX:** 602-896-6020

Mountain Sky Jr. High School (7-8)
Perry Mason, Principal
 16225 N. 7th Ave., Phoenix, AZ 85023
TEL: 602-896-6100 **FAX:** 602-896-6120

Mountain View School (K-8)
Michael Waters, Principal
 801 W. Peoria Ave., Phoenix, AZ 85029
TEL: 602-347-4100 **FAX:** 602-347-4120

Ocotillo Elementary (K-6)
Steve Murosky, Principal
 3225 W. Ocotillo Rd., Phoenix, AZ 85017
TEL: 602-347-2400 **FAX:** 602-347-2420

Orangewood School (K-8)
Andrée Charlson, Principal
 7337 N. 19th Ave., Phoenix, AZ 85021
TEL: 602-347-2900 **FAX:** 602-347-2920

Palo Verde Middle School (7-8)
Carol Patterson, Principal
 7502 N. 39th Ave., Phoenix, AZ 85051
TEL: 602-347-2500 **FAX:** 602-347-2520

Richard E. Miller Elementary (K-5)
Shannon Bonnette, Principal
 2021 W. Alice Ave., Phoenix, AZ 85021
TEL: 602-347-3000 **FAX:** 602-347-3020

Roadrunner Elementary (K-6)
Paula McWhirter, Principal
 7702 N. 39th Ave., Phoenix, AZ 85051
TEL: 602-347-3100 **FAX:** 602-347-3120

Royal Palm Middle School (6-8)
Heidi Keefer, Principal
 8520 N. 19th Ave., Phoenix, AZ 85021
TEL: 602-347-3200 **FAX:** 602-347-3220

Sahuaro Elementary (K-6)
Deborah Menendez, Principal
 12835 N. 33rd Ave., Phoenix, AZ 85029
TEL: 602-896-6200 **FAX:** 602-896-6220

Shaw Butte Elementary (K-6)
Tracy Maynard, Principal
 12202 N. 21st Ave., Phoenix, AZ 85029
TEL: 602-347-4200 **FAX:** 602-347-4220

Sunburst Elementary (K-6)
Rhonda Warren, Principal
 14218 N. 47th Ave., Glendale, AZ 85306
TEL: 602-896-6400 **FAX:** 602-896-6420

Sunnyslope School (K-8)
Lori Ritz, Principal
 245 E. Mountain View Rd., Phoenix, AZ 85020
TEL: 602-347-4300 **FAX:** 602-347-4320

Sunset Elementary (K-6)
Betty Paterson, Principal
 4626 W. Mountain View Rd., Glendale, AZ 85302
TEL: 602-347-3300 **FAX:** 602-347-3320

Sweetwater School (K-8)
Luanne Herman, Principal
 4602 W. Sweetwater Ave., Glendale, AZ 85304
TEL: 602-896-6500 **FAX:** 602-896-6520

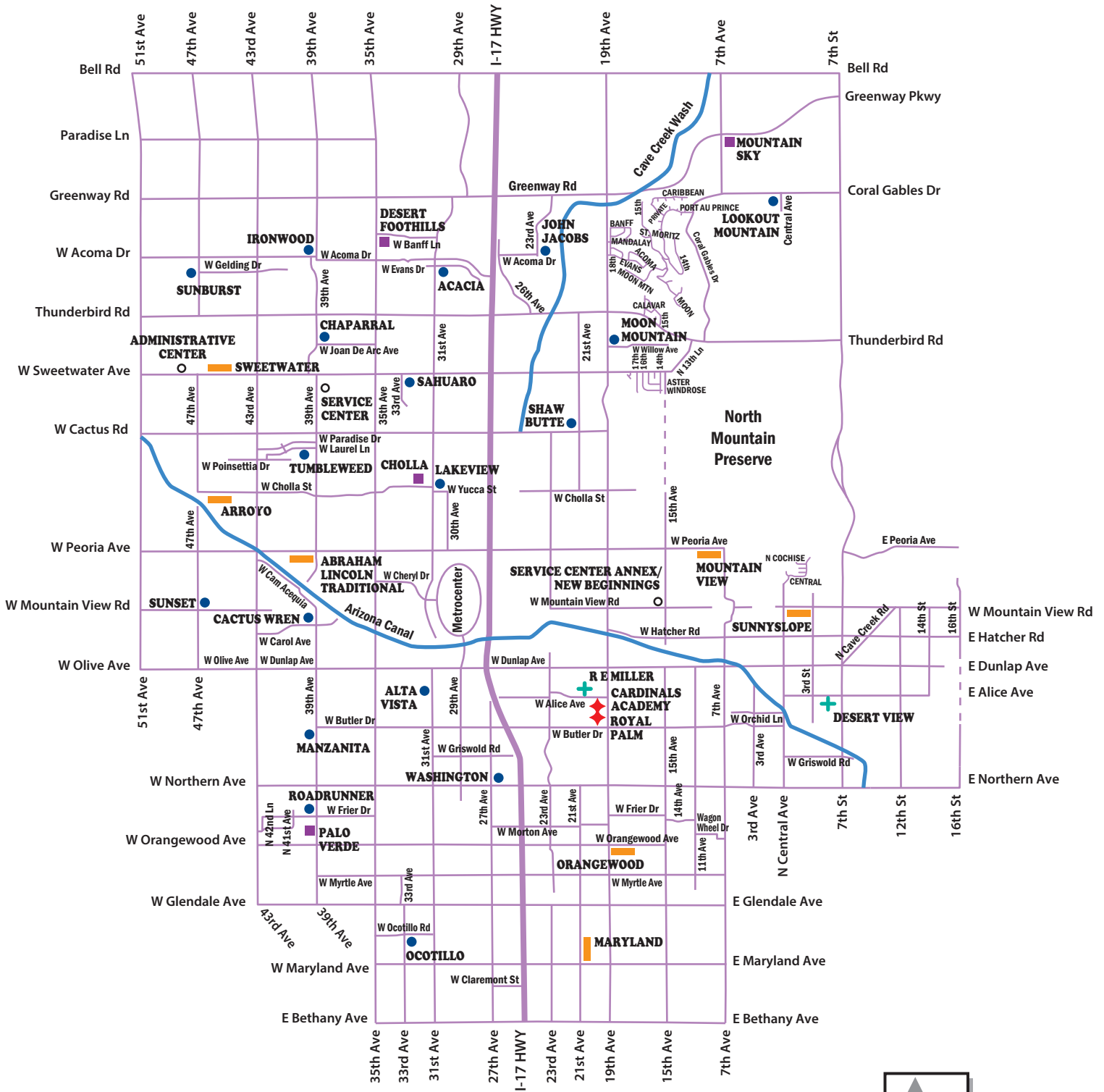
Tumbleweed Elementary (K-6)
Adele Russell, Principal
 4001 W. Laurel Lane, Phoenix, AZ 85029
TEL: 602-896-6600 **FAX:** 602-896-6620

Washington Elementary (K-6)
Sean Carney, Principal
 8033 N. 27th Ave., Phoenix, AZ 85051
TEL: 602-347-3400 **FAX:** 602-347-3420



Main Number	602-347-2600
Academic Services	602-347-2820
Academic Support Programs	602-347-2626
Communication Services	602-347-2893
Curriculum	602-347-2838
Gifted Services	602-347-2651
Head Start	602-347-2206
Human Resources	602-347-2668
KidSpace Child Care Services	602-896-5130
Nutrition Services	602-896-5232
Special Services	602-347-2632
Superintendent's Office	602-347-2802
Transportation Services	602-896-5270

Washington Elementary School District



Key

- + K-5 SCHOOL
- K-6 SCHOOL
- ▭ K-8 SCHOOL
- ◆ 6-8 SCHOOL
- ▭ 7-8 SCHOOL

