

Eastern Carver County Schools



Exceptional, personalized learning

Substitute Handbook 2021-2022

This handbook is subject to change without notice as laws, policies, and procedures change

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Eastern Carver County Schools

Bluff Creek Elementary

2300 Coulter Blvd
Chanhassen MN 55317
Principal Beth Holm
Main: 952-556-6600

Chaska Middle School East

1600 Park Ridge Dr
Chaska MN 55318
Principal Greg Martin
Main: 952-556-7600
Attendance Admin: 952-556-7403

Jonathan Elementary

110300 Pioneer Trail West
Chaska MN 55318
Principal Pete Morse
Main: 952-556-6500

Carver Elementary 1717

Ironwood Dr
Carver MN 55315 Principal
Ryan Finke
Main: 952-556-1900

Chaska Middle School West

140 Engler Blvd
Chaska MN 55318
Principal Nate Gibbs
Main: 952-556-7400
Attendance Admin: 952-556-7403

La Academia

1800 Chestnut St
Chaska MN 55318
Principal Gretchen Kleinsasser
Main: 952-556-6300

Chanhassen Elementary

7600 Laredo Dr
Chanhassen MN 55317
Principal Greg Lange
Main: 952-556-6700

Clover Ridge Elementary

114000 Hundertmark Rd
Chaska MN 55318
Principal Nate Slinde
Main: 952-556-6900

Pioneer Ridge Middle School

1085 Pioneer Trail East
Chaska MN 55318
Principal Amy Nelson
Main: 952-556-7800
Attendance Admin: 952-556-7803

Chanhassen High School

2200 Lyman Blvd
Chanhassen MN 55317
Principal Doug Bullinger
Main: 952-556-3500

East Union Elementary

15655 County Road 43
Carver MN 55318
Principal Jay Woller
Main: 952-556-6800

STAR Program

309 Lake Hazeltine Dr
Chaska MN 55318
Supervisor Michelle Cuka
Main: 952-556-6100

Chaska High School

545 Pioneer Trail
Chaska MN 55318
Principal Jim Bach
Main: 952-556-7100

Family Learning Center

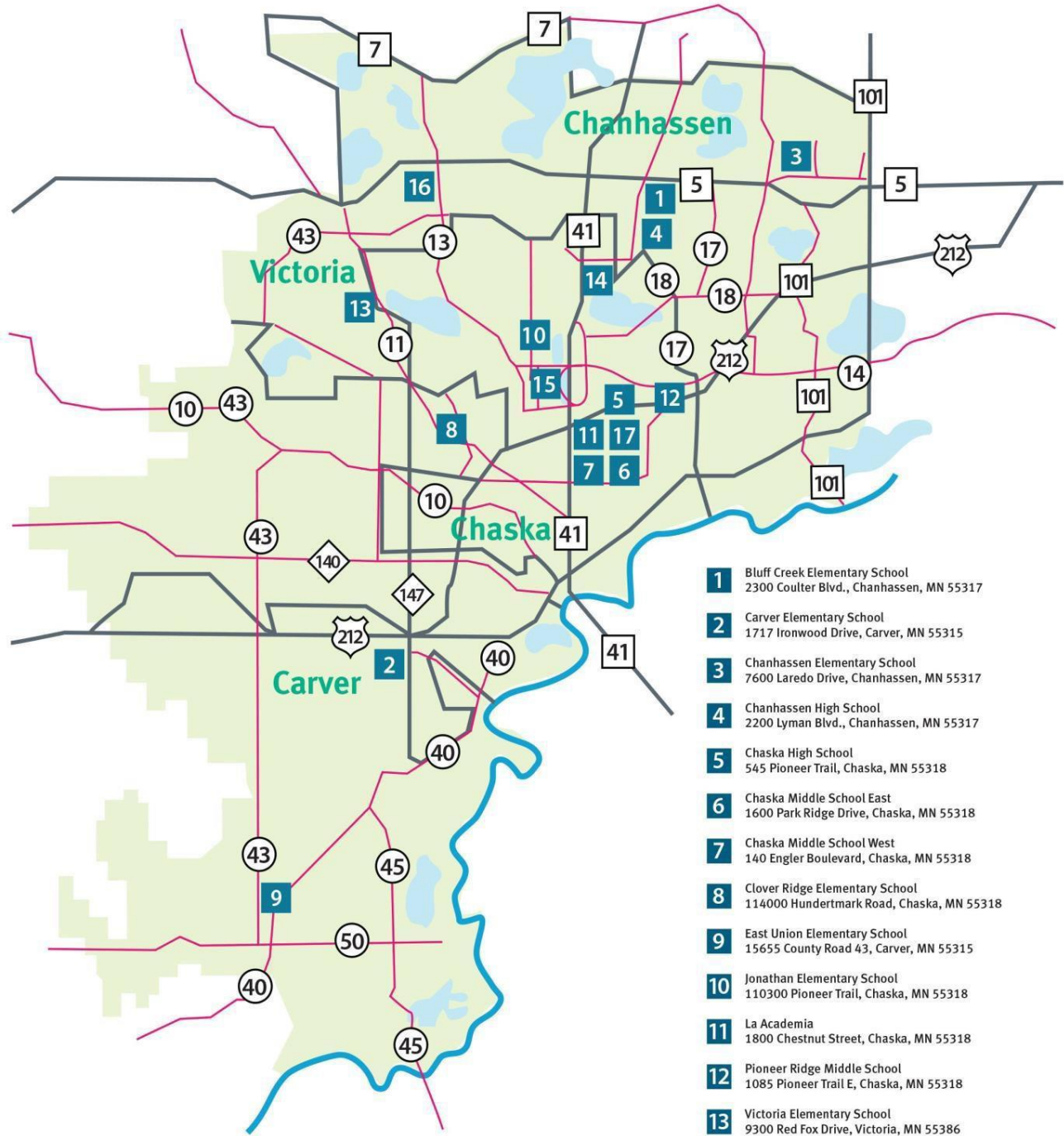
110600 Village Rd
Chaska MN 55318
Director Sue Harberts
Main: 952-556-6400

Victoria Elementary

9300 Red Fox Dr
Victoria MN 55386
Principal Jill Velure
Main: 952-556-3000

Integrated Arts Academy

11 Peavey Rd
Chaska MN 55318
Principal Tera Kaltsas
Main: 952-556-6200



- 1** Bluff Creek Elementary School
2300 Coulter Blvd., Chanhassen, MN 55317
- 2** Carver Elementary School
1717 Ironwood Drive, Carver, MN 55315
- 3** Chanhassen Elementary School
7600 Laredo Drive, Chanhassen, MN 55317
- 4** Chanhassen High School
2200 Lyman Blvd., Chanhassen, MN 55317
- 5** Chaska High School
545 Pioneer Trail, Chaska, MN 55318
- 6** Chaska Middle School East
1600 Park Ridge Drive, Chaska, MN 55318
- 7** Chaska Middle School West
140 Engler Boulevard, Chaska, MN 55318
- 8** Clover Ridge Elementary School
114000 Hundertmark Road, Chaska, MN 55318
- 9** East Union Elementary School
15655 County Road 43, Carver, MN 55315
- 10** Jonathan Elementary School
110300 Pioneer Trail, Chaska, MN 55318
- 11** La Academia
1800 Chestnut Street, Chaska, MN 55318
- 12** Pioneer Ridge Middle School
1085 Pioneer Trail E, Chaska, MN 55318
- 13** Victoria Elementary School
9300 Red Fox Drive, Victoria, MN 55386
- 14** District 112 Education Center Welcome Center
and Integrated Arts Academy
11 Peavey Road, Chaska, MN 55318
- 15** Early Childhood & Family Learning Center
110600 Village Road, Chaska, MN 55318
- 16** Victoria Recreation Center/Ice Arena
8475 Kochia Lane, Victoria, MN 55386
- 17** Eastern Carver County Athletic Center
1650 Park Drive, Chaska, MN 55318

Start and Dismissal Times

Elementary Schools

School	Start Time	Dismissal Time
Bluff Creek Elementary	8:30 a.m.	3:00 p.m.
Carver Elementary	7:45 a.m.	2:15 p.m.
Chanhassen Elementary	7:45 a.m.	2:15 p.m.
Clover Ridge Elementary	7:45 a.m.	2:15 p.m.
East Union Elementary	9:35 a.m.	4:05 p.m.
Jonathan Elementary	8:30 a.m.	3:00 p.m.
Kinder Academy	9:35 a.m.	4:05 p.m.
La Academia	9:35 a.m.	4:05 p.m.
Victoria Elementary	9:35 a.m.	4:05 p.m.

Middle Schools

School	Start Time	Dismissal Time
Chaska Middle School East	8:40 a.m.	3:30 p.m.
Chaska Middle School West	8:40 a.m.	3:30 p.m.
Pioneer Ridge Middle School	8:40 a.m.	3:30 p.m.

High Schools

School	Start Time	Dismissal Time
Chanhassen High School	7:45 a.m.	2:35 p.m.
Chaska High School	7:45 a.m.	2:35 p.m.
Integrated Arts Academy	7:50 a.m.	2:28 p.m.

Other

STAR	7:40 a.m.	2:15 p.m.
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2021-2022 School Calendar

Aug. 24-26..... New Teacher Workshop Aug. 30-Sept. 2..... Teacher Workshop Aug 31 – Sept 1..... Assessment Days K-5 Sept 6..... Labor Day Sept 7..... School Opens Nov. 23..... Last Day of First Trimester Jan. 21..... Last Day of First Semester Mar. 3..... Last Day of Second Trimester June 7..... Last Day of School K-5 June 9..... Last Day of School 6-12 June 10..... Graduation	July <table border="1"> <thead> <tr> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> </tr> <tr> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> </tr> <tr> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> </tr> <tr> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> </tr> <tr> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> </tr> </tbody> </table>					M	T	W	Th	F				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	August <table border="1"> <thead> <tr> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> </tr> <tr> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> </tr> <tr> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> </tr> <tr> <td>23</td> <td>24NTW</td> <td>25NTW</td> <td>26NTW</td> <td>27</td> </tr> <tr> <td>30W</td> <td>31WA</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					M	T	W	Th	F	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24NTW	25NTW	26NTW	27	30W	31WA			
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Student Days/Trimester (Grades K–5) 1st Trimester.....53 2nd Trimester.....58 3rd Trimester.....62	Key ■ No School – Students/Staff ■ No School – Students * Last Day of Quarter (IAA) + Last Day of Semester (Grades 6–12) ▲ Last Day of Trimester (Grades K–5) LS Late Start (2 hours late) ☉K-5 Last Day of School K-5 ☉6-12 Last Day of School 6-12 ☐ Graduation																																																																					

SUB PAYROLL SCHEDULE 2021-2022

Dates Worked:	Paycheck Date:	Weeks in paycheck
9/6/2021 to 9/19/2021	9/30/2021	2 weeks
9/20/2021 to 10/3/2021	10/15/2021	2 weeks
10/4/2021 to 10/17/2021	10/29/2021	2 weeks
10/18/2021 to 10/31/2021	11/15/2021	2 weeks
11/1/2021 to 11/14/2021	11/30/2021	2 weeks
11/15/2021 to 12/5/2021	12/15/2021	2 weeks
12/6/2021 to 12/19/2021	12/31/2021	2 weeks
12/20/2021 to 1/2/2022	1/14/2022	2 weeks
1/3/2022 to 1/16/2022	1/31/2022	2 weeks
1/17/2022 to 1/30/2022	2/15/2022	2 weeks
1/31/2022 to 2/13/2022	2/28/2022	2 weeks
2/14/2022 to 2/27/2022	3/15/2022	2 weeks
2/28/2022 to 3/13/2022	3/31/2022	2 weeks
3/14/2022 to 4/3/2022	4/15/2022	3 weeks
4/4/2022 to 4/17/2022	4/29/2022	2 weeks
4/18/2022 to 5/1/2022	5/13/2022	2 weeks
5/2/2022 to 5/15/2022	5/31/2022	2 weeks
5/16/2022 to 5/29/2022	6/15/2022	2 weeks
5/30/2022 to 6/10/2022	6/30/2022	1 week

If eligible for bonuses those will be paid out on 6/30/2022

Rates of Pay

Club Care:	\$15.00/hour
Custodian:	\$16.00/hour
Nurse:	\$26.00/hour
Nutrition Services:	\$15.00/hour

Payroll

Payroll is on the 15th and last day of month. If this falls on a weekend, payroll will be deposited on the Friday prior.

Security Procedures

During school hours all visitors must use the main, secure school entrance. You will be asked to show your driver's license and will receive a badge to be worn at all times. All staff should politely ask any visitor without a badge to please check with the office. This is imperative for building security. Should you notice anything suspicious please contact the main office. Staff should not try to determine whether there is present danger, just report it immediately.

Snow Days/School Cancellations

It is the substitute's responsibility to watch for school closings. When conditions are such that school may be closed or delayed, please monitor WCCO radio or television for the official announcement. Our District is listed as **Eastern Carver County Schools**. The District will also post complete information on the District's website, District112.org, as soon as possible after decisions have been made. In the event of a school closing we will cancel all jobs for that day and you will get an email notification that your job is canceled.

Substitute Cancellation Policy

If you must cancel an assignment within 24 hours of the start of the absence, please cancel in Absence Management (AESOP) immediately and then please contact the school's administrative assistant where the assignment will be unfilled.

Job Cancellation Policy

Always check your assignment on-line or over the phone in Absence Management (AESOP) before you leave for a job. Assignments can be canceled up to one hour before the start time. You will not be paid for showing up to cover a canceled job.

Human Resources:

Dr. Jim O'Connell - Director	952-556-6251
Pam Jensen, Finance/HR Manager	952-556-6291
Laurie Zebell, Benefits Specialist	952-556-6253
Stacy Schulze, HR Specialist	952-556-6250
Jean White - HR Specialist	952-556-6252
Rachel Annala - HR Admin Assistant	952-556-6254

HOW TO VIEW YOUR PAYCHECK ONLINE THROUGH SKYWARD

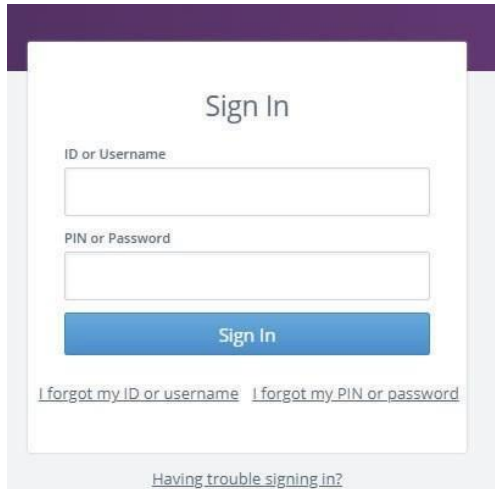


ECCS has a paperless payroll system. Once you have been entered into the system you can view your paycheck online through Skyward. First time users, please follow the directions below:

- Go to www.district112.org
- From the “Staff” heading choose “Skyward”
- Click on “Forgot your Login/Password?”
- Enter your e-mail address
- If you are not sure if the district has your current email address please send it to annalar@district112.org

You will receive an e-mail with a link you will need to click on to enter a new password for Skyward employee access.

Absence Management (formerly AESOP)



SIGNING IN

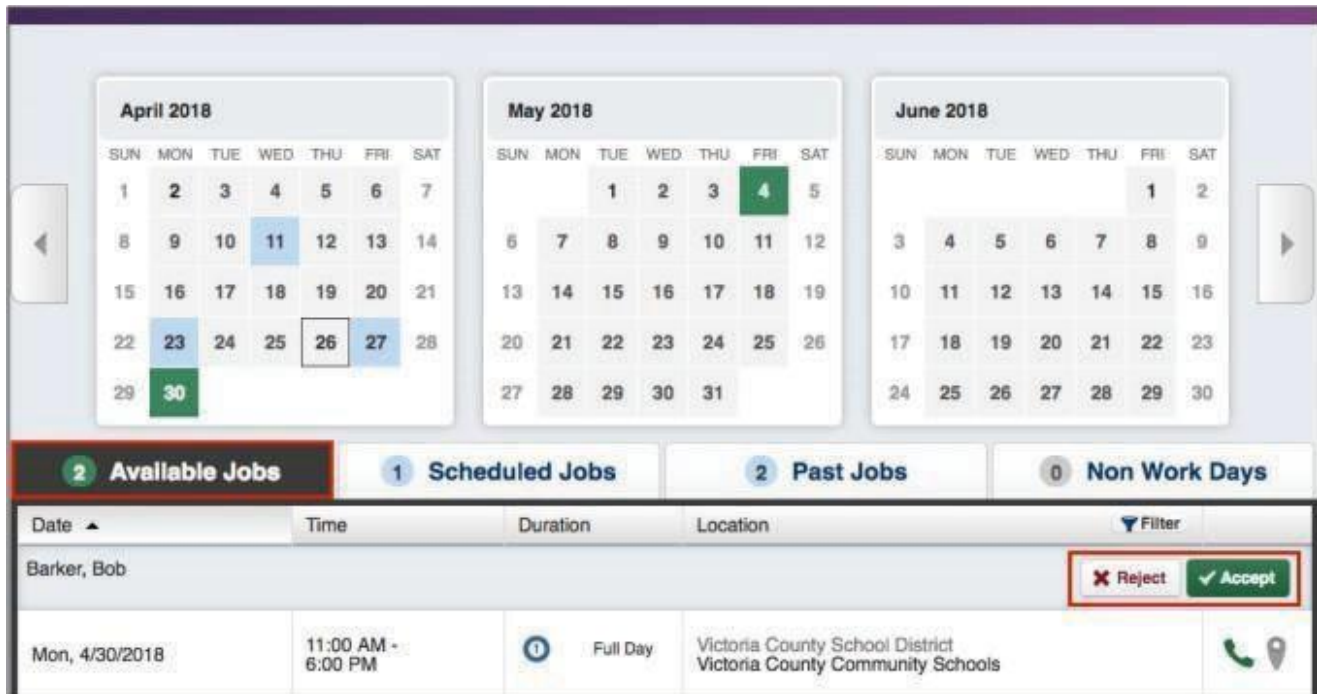
To log in to the absence management application, type aesoponline.com in your web browser's address bar. The Sign In page will appear. Enter your ID/username and PIN/password and click Sign In.



RECOVERING CREDENTIALS

If you cannot recall your credentials, use the recovery options or click the "Having trouble signing in?" link for more details

SEARCHING FOR AVAILABLE JOBS

You can review available jobs directly on the homepage. These potential jobs appear in green on the calendar and in list form under the "Available Jobs" tab. To accept a job, click the Accept button beside the absence (or click Reject to remove a job from the list).



Date	Time	Duration	Location	Filter
Barker, Bob				<input type="button" value="Reject"/> <input type="button" value="Accept"/>
Mon, 4/30/2018	11:00 AM - 6:00 PM	1 Full Day	Victoria County School District Victoria County Community Schools	 

ACCESSING ABSENCE MANAGEMENT ON THEPHONE

In addition to web-based, system accessibility, you can also find and accept available jobs, manage personal information, change your PIN number, and more, all on the phone.

When You Call into Absence Management

To call, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the absence management system, you can:

- Find available jobs – Press 1
- Review or cancel upcoming jobs – Press 2
- Review or cancel a specific job – Press 3
- Review or change your personal information – Press 4

When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

Keep in mind, when the system calls you, it will call about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

Note: When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call, you can:

- Listen to available jobs – Press 1
- Prevent absence management from calling again today – Press 2
- Prevent absence management from ever calling again – Press 9

If you are interested in the available job, Press 1. You will be asked to enter your PIN number (followed by the # sign). The absence management system will list the job details, and you will have the opportunity to accept or reject the job.

District 112 Policies

Click [HERE](#) to view District 112 Policies for Staff