

# Issaquah School District 411

## SUBSTITUTE CLASSIFIED HANDBOOK

PATRICIA NEILL

ISSAQUAH SCHOOL DISTRICT | 5150 220th Avenue SE, Issaquah, WA 98029 | 425-837-7000 | Website: [www.issaquah.wednet.edu](http://www.issaquah.wednet.edu)

**ISD Mission Statement:** Our students will be prepared for and eager to accept the academic, occupational, personal and practical challenges of life in a dynamic global environment.



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## WELCOME LETTER

Dear Classified Substitute,

Welcome to the Issaquah School District! Thank you for joining our team in its commitment to providing continuity of the best and highest quality education to our students. We value your involvement and availability that enables our programs to succeed.

In addition to preparing students in academic knowledge and skill, our vision is to promote respect, positive relationships, and predictable, proactive learning environments so that students can lead socially and emotionally safe and healthy lives.

We intend to provide you with the information and support necessary to employ your skills in diverse school environments. Our hope is that your experience working in our district is positive and rewarding.

Please take time to review the information provided in this handbook. It answers the most frequently asked questions. If you can't find what you need, please don't hesitate to contact the **Substitute Office at (425) 837-7063**. We welcome any insights on how we can improve our support.

We appreciate your service to our district and its students.

Sincerely,

Donna Hood  
Assistant Superintendent of HR

***For questions about Frontline: Cristina Vovakes – 425 837-7063***

**DISTRICT CALENDAR**


# 2022-2023 District Calendar

M	T	W	Th	F
<b>SEPTEMBER</b>				
29	30	31	1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

<b>OCTOBER</b>				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

<b>NOVEMBER</b>				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

<b>DECEMBER</b>				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

<b>JANUARY</b>				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

**Aug 30:** First day of school for students  
**Sept 2 :** First day of school for Kindergarten students  
**Sept 5:** **Labor Day**  
*No school for students or staff*  
**Sept 8:** First day for ECE/ Bridge to K / Transitional K

**Oct 24:** **Teacher Work Day**  
*No school for students*

**Nov 11:** **Veterans Day Observance**  
*No school for students or staff*

**Nov 24-25:** **Thanksgiving Holiday**  
*No school for students or staff*

**Nov 30-Dec 1:** **Elementary Conferences**

**Dec 19-Jan 2:** **First Winter Break**  
*No school for students or staff*

**Jan 16 :** **Martin Luther King Jr. Day**  
*No school for students or staff*

**Jan 27:** **Teacher Work Day**  
*No school for students*

**Feb 20:** **Presidents Day**  
**Feb 21-24:** **Second Winter Break**  
*No school for students or staff*

**March 17:** **\*\*No School (1st Weather Make-up Day)**  
*No school for students or staff OR first WEATHER MAKE-UP Day*

**Apr 10-14:** **Spring Break**  
*No school for students or staff*

**May 29 :** **Memorial Day**  
*No school for students or staff*

**June 19:** **Juneteenth**  
*No school for students or staff*

**June 20:** **Last day of school**

**INCLEMENT WEATHER MAKE-UP DAYS**

*\*\* If school is closed during the school year due to inclement weather, **March 17th** will be the first make up day. Additional school days will be added to the calendar in June as needed.*

M	T	W	Th	F
<b>FEBRUARY</b>				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

<b>MARCH</b>				
		1	2	3
6	7	8	9	10
13	14	15	16	**17
20	21	22	23	24
27	28	29	30	31

<b>APRIL</b>				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

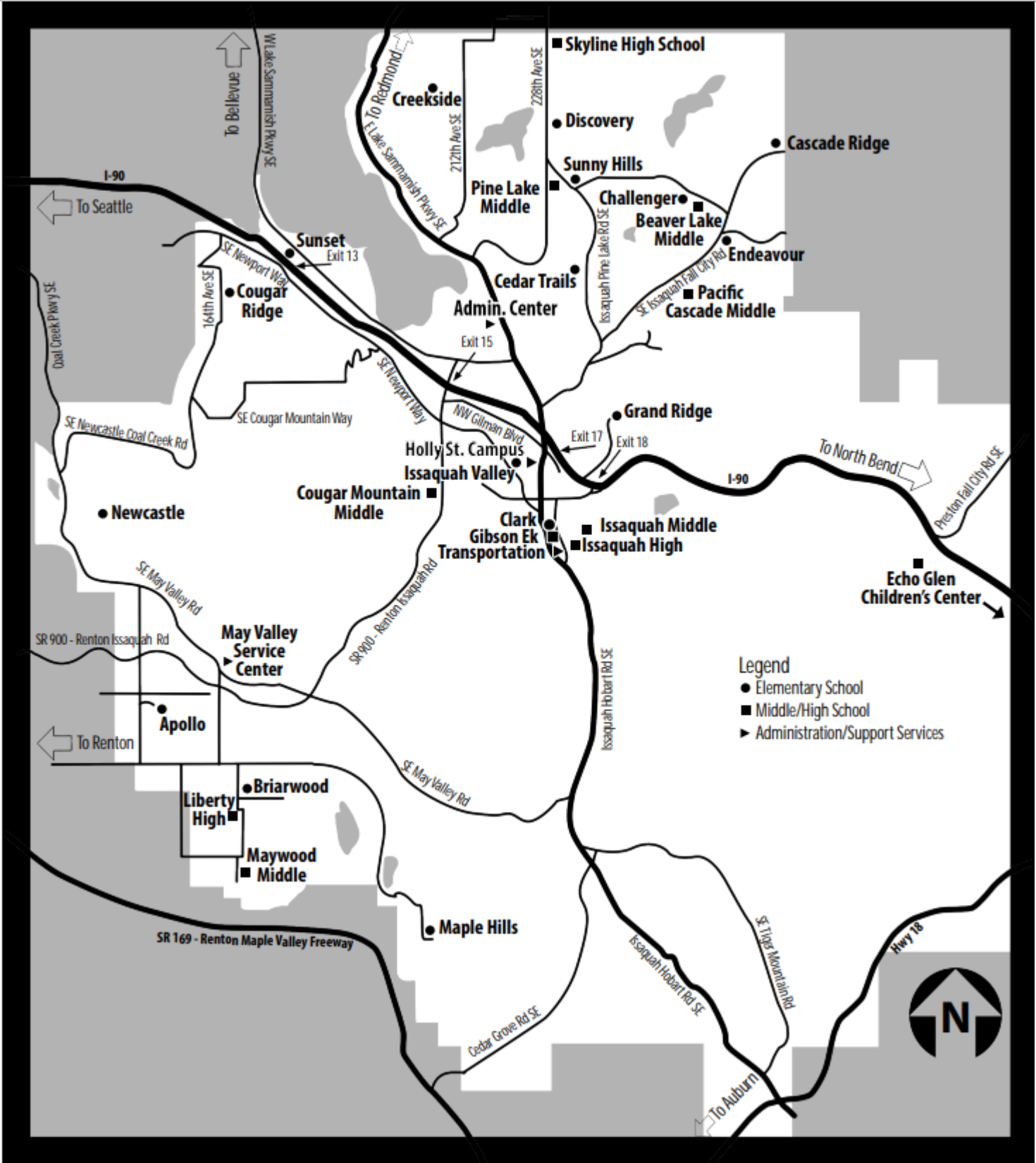
<b>MAY</b>				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

<b>JUNE</b>				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

2022-23 School Calendar  
 Board of Directors approval  
 8/26/2021



**DISTRICT MAP**



## BUILDING DIRECTORY

Below is the contact information for the 16 elementary schools, 6 middle schools, and 4 high schools in the Issaquah School District. In total, we have 27 schools serving our nearly 21,000 students.

<u>Elementary School (Grades K-5)</u>	<u>Phone</u>	<u>Principal</u>
<b>Apollo Elementary (AP)</b> 15025 SE 117 <sup>th</sup> St., Renton, WA 98059	425-837-7500	Jane Harris
<b>Briarwood Elementary (BW)</b> 17020 SE 134 <sup>th</sup> St., Renton, WA 98059	425-837-5000	Tia Kleinkopf
<b>Cascade Ridge Elementary (CA)</b> 2020 Trossachs Blvd. SE Sammamish, WA 98075	425-837-5500	Jennifer Sehlin
<b>Cedar Trails Elementary School (CT)</b> 4399 Issaquah-Pine Lake Rd. SE Sammamish, WA 98075	425-837-6500	Tera Coyle
<b>Challenger Elementary (CH)</b> 25200 SE Klahanie Blvd., Issaquah, WA 98029	425-837-7550	Jennifer Kessler
<b>Clark Elementary (CL)</b> 335 1 <sup>st</sup> Ave. SE, Issaquah, WA 98027	425-837-6300	Christy Otley
<b>Cougar Ridge Elementary (CR)</b> 4630 167 <sup>th</sup> Ave. SE, Bellevue, WA 98006	425-837-7300	Drew Terry
<b>Creekside Elementary (CS)</b> 20777 SE 16 <sup>th</sup> St., Sammamish, WA 98075	425-837-5200	Amy Allison
<b>Discovery Elementary (DI)</b> 2300 228 <sup>th</sup> Ave. SE., Sammamish, WA 98075	425-837-4100	Kathy Keegan



<b>Endeavour Elementary (EN)</b> 26205 SE Issaquah-Fall City Rd., Issaquah, WA 98029	425-837-7350	Megan Funes
<b>Grand Ridge Elementary (GR)</b> 1739 NE Park Dr., Issaquah, WA 98029	425-837-7925	Jill Ravenscraft
<b>Issaquah Valley Elementary (IVE)</b> 555 NW Holly St., Issaquah, WA 98027	425-837-6600	Vanessa Garcia
<b>Maple Hills Elementary (MH)</b> 15644 204 <sup>th</sup> Ave. SE., Renton, WA 98059	425-837-5100	JoEllen Tapper
<b>Newcastle Elementary (NC)</b> 8400 135 <sup>th</sup> Ave. SE., Newcastle, WA 98059	425-837-5800	Tod Wood
<b>Sunny Hills Elementary (SH)</b> 3200 Issaquah-Pine Lake Rd. SE, Sammamish, WA 98075	425-837-7400	Tim Baynes
<b>Sunset Elementary (SS)</b> 4229 W. Lake Sammamish Pkwy. SE, Bellevue, WA 98008	425-837-5600	LeAnn Tuupo
<b><u>Middle Schools (Grades 6-8)</u></b>	<b><u>Phone</u></b>	<b><u>Principal</u></b>
<b>Beaver Lake Middle School (BLMS)</b> 25025 SE 32 <sup>nd</sup> St., Issaquah, WA 98029	425-837-4150	Kathryn Coffin
<b>Cougar Mountain Middle School (CMMS)</b> 1929 NW Talus Dr. Issaquah, WA 98027	425-837-6700	Erin McKee
<b>Issaquah Middle School (IMS)</b> 600 2 <sup>nd</sup> Ave. SE, Issaquah, WA 98027	425-837-6800	Mark Jergens-Zmuda



<b>Maywood Middle School (MMS)</b> 14490 168 <sup>th</sup> Ave. SE, Renton, WA 98059	425-837-6900	Crystal Weik
<b>Pacific Cascade Middle School (PCMS)</b> 24635 SE Issaquah-Fall City Rd., Issaquah, WA 98029	425-837-5900	Jeff McGowan
<b>Pine Lake Middle School (PLMS)</b> 3200 228 <sup>th</sup> Ave. SE, Sammamish, WA 98075	425-837-5700	Michelle Caponigro

**High Schools (Grades 9-12)**

**Phone**

**Principal**

<b>Gibson Ek (GE)</b> 379 1 <sup>st</sup> Pl. SE., Issaquah, WA 98027	425-837-6350	Julia Bamba
<b>Issaquah High School</b> 700 2 <sup>nd</sup> Ave. SE., Issaquah, WA 98027	425-837-6000	Erin Connolly
<b>Liberty High School</b> 16655 SE 136 <sup>th</sup> St., Renton, WA 98059	425-837-4800	Andrew Brownson
<b>Skyline High School</b> 1122 228 <sup>th</sup> Ave. SE., Sammamish, WA 98075	425-837-7700	Keith Hennig

**State Juvenile Facility**

**Phone**

**Principal**

<b>Echo Glen School</b> 33010 SE 99 <sup>th</sup> St., Snoqualmie, WA 98065	425-831-2520	Allison Ilgenfritz
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## Bell Schedules

<b>MONDAY, TUESDAY, THURSDAY, FRIDAY</b>	
	<u>STUDENT TIME</u>
<b>Elementary Schools</b>	9:15am – 3:40pm
<b>Middle Schools</b>	8:10am – 2:35pm
<b>High Schools</b>	8:00am – 2:55pm
<b>Gibson Ek</b>	8:50am – 3:50pm
<b>ACT Transition Program</b> <i>(located at Gibson Ek)</i>	10:45am – 4:15pm
<b>Echo Glen</b>	8:20am – 3:13pm

<b>WEDNESDAY</b>	
	<u>STUDENT TIME</u>
<b>Elementary Schools</b>	9:15am – 1:30pm

## Interested in Regular Employment with ISD?

We encourage you to consider our openings for paraprofessionals. We always have our jobs posted here:

<https://www.issaquah.wednet.edu/CareerOpportunities>

If you are interested, ensure you meet the educational minimums as set by Washington state law. All Paraprofessionals must meet certain education requirements (with the exception of Before & After School Paraprofessionals and Health Room Specialists), which are as follows:

1. Be at least 18 years of age and hold a high school diploma accredited in the US or equivalent (this is the only educational requirement for Before & After School Paraprofessionals and Health Room Specialists); and
2. (a) Pass the “Educational Testing Service Parapro Assessment” with a 461 or higher; OR  
 (b) Hold an Associate’s (AA) degree at an institution of higher education accredited in the US, US territory, or Canada.; OR  
 (c) Have earned at least 72 quarter credits or 48 semester credits, at 100 level or higher, at an institution of higher education accredited in the US, US territory, or Canada.

If you need to take the ParaPro, here is the list of locations and testing centers:

<https://www.ets.org/parapro/register/centers/>. Please ensure the testing center knows you would like to send your results to ISD – otherwise we will not be able to gain access to your score.

If you have a degree that is not accredited in the United States and wish to have your degree evaluated (document by document) in order to meet the educational requirements, you can contact an evaluative service. We highly recommend having your evaluation emailed rather than mailed. Either way, HR must receive your evaluation directly (“sealed”) to be able to consider the information. Here are the evaluating agencies we are aware of.

The office of Superintendent of Public Instruction (OSPI) will accept translation and evaluation services from members of the [National Association of Credential Evaluation Services](#), the [Academic and Credential Records Evaluation and Verification Services](#), [Association of International Credential Evaluators, INC.](#), the [United States Credential Evaluation Services](#) or [Institution of Foreign Credential Services](#).

## EMERGENCY SCHEDULE

In the event of snow, ice or wind conditions, schools will either be closed or on an emergency schedule. If you feel the weather may create hazardous travel conditions, please refer to the following for information:

- Listen to the radio or television between 5:00 a.m. and 8:00 a.m.
- Call the Issaquah School District's transportation department recorded announcement number at **837-6333** for information or the substitute teacher office at **837-7063** for specific assignment information.
- Visit the school district website at: [www.issaquah.wednet.edu](http://www.issaquah.wednet.edu).

**No radio announcement means schools are in session with normal operating hours.**

**If schools are closed, assigned substitutes should not report to the scheduled school.**

If schools are on an emergency schedule, schools will operate with a delayed starting time and most meetings and in-service sessions requiring substitutes for teachers could be cancelled.

When the district is on a one hour late start, the sub will report one hour later from the regular schedule.

Example - A Para Pro hours are 9:30-2:00, the sub's hours will be 10:30-2:00 on a one hour late start.

If you are still unsure, you could contact the sub office or the school. There will always be unique situations with Para Pro's schedules.

\*The preceding substitute time listings include the suggested reporting time for a substitute for either a half day or full day assignment. For a **secondary assignment**, however, you may be asked to report for 3 consecutive periods anywhere within the school day which would constitute a half day.

## COMPENSATION & PAYROLL INFORMATION

Classified substitutes *are paid for the actual number of hours (not days) worked*. Please refer to the chart below for current substitute pay rates. If rates are updated, they will be posted on our webpage, under Classified Salary Schedule: <https://www.issaquah.wednet.edu/human-resources/salary-schedules>

A few days before payday (the last working day of the month), you can review and print your pay sub by logging onto Employee Access, where you can view your payroll and personnel information: <http://eaplus.issaquah.wa-k12.net/>

2022-2023 Salary Schedule						
Base	LRCI	LRCI 1:1	ECHO	LRC II	HRS	UNS
\$22.91	\$23.91	\$23.91	\$24.91	\$24.91	\$25.16	\$37.91

To retrieve your login information, click on the link that says “Forgot your Login/Password” and an email will be sent to you with your login ID and a link to reset your password. (You will be able to access this link once you have worked and earned a paycheck). If you have questions, or if you need help navigating this site, contact **Kevin West in the Payroll Department** at 425-837-7021 or [westk@issaquah.wednet.edu](mailto:westk@issaquah.wednet.edu).

## PAID SICK LEAVE

You are entitled to accrue paid sick leave beginning August 2019. This leave will accrue at one (1) hour of paid sick leave for every forty (40) hours you have worked. You may use this accrued paid sick leave for the following reasons as outlined in RCW 49.46.210(1)(b) and (c):

- To care for yourself or a family member;
- When you or a family member is the victim of sexual assault, domestic violence, or stalking; and
- In the event our business or your child’s school or place of care is closed by order of a public official for any health-related reason.

You are entitled to use accrued paid sick leave beginning ninety (90) calendar days after the start of your employment with the ISD, August 15, 2018 or later. Please contact the Substitute Services Technician, Cristina Vovakes, at [vovakesc@issaquah.wednet.edu](mailto:vovakesc@issaquah.wednet.edu) or 425-837-7063 to access your accrued sick leave.

Accrued, unused paid sick leave balances of forty (40) hours or less will be carried over to the following year. Retaliation against you by the District for using paid sick leave for authorized purposes, or for the exercise of any rights under the Minimum Wage Act (chapter 49.46 RCW) is prohibited.

## APPENDIX 1: PARAPROFESSIONAL ASSIGNMENTS

Paraprofessionals are valuable members of the educational team. They provide essential support in a variety of roles throughout the district. We encourage you to try a variety of positions across grade levels. A flexible attitude in experiencing diversity will assist you in finding the best match for your interest and skill.

### General – Every Building

**Elementary:** Supervision of school grounds, crossing guard, lunch room, library and recess. Provides clerical support as needed.

**Secondary:** Supervision of school grounds, crossing guard, lunch room, library and hallways. Provides clerical support as needed.

### Kindergarten – Every Elementary Building except Grand Ridge

Assist teacher with instruction to groups of students or on a one-to-one basis. Supervision of students in transition to and from classroom, lunch, recess and specialist programs such as music and physical education. Monitor students to keep them on task and maintaining standards of student behavior.

### Health Room Specialists (HRS) – Every Building

\*Requires certification in CPR/First Aid

Assist school nurse in the management of student medical needs in health room

### Special Education Learning Resource I (LRC I) - Every Building

Students receiving specially designed instruction based on evaluation.

Assist the Special Education teacher with instruction of groups of students or on a one-to-one basis. Specially designed instruction includes academic, behavior and social emotional learning. Some students come to the LRCI classroom for instruction, while others have paras assisting them in the general education classroom.

### Special Education Learning Resource II (LRCII)

Students with moderate to severe disabilities

**Elementary:** Apollo, Cascade Ridge, Challenger, and Cougar Ridge

**Middle School:** All buildings except Pacific Cascade Middle School

**High School:** All buildings

Assist the Special Education teacher with specially-designed instruction, which may include toileting, hygiene or feeding activities. Clerical preparation of instructional materials. Supervision of students in transition to and from the bus to classroom, lunch, recess and other school activities. Some students go to general education classrooms with the assistance of a para.

### Early Childhood Education (ECE) – Briarwood, Discovery, Issaquah Valley and Sunset

Students ages 3-5, with developmental delays in communication, cognition, social-emotional, adaptive and motor skills. This is a half day program.

Assist ECE teacher with specially-designed instruction which may include assistance with toileting, hygiene or feeding activities. Supervision of students in transition to and from the bus and recess.

## APPENDIX 2: NOTICE OF DISCLAIMER

Substitute employment is an at-will relationship between the Issaquah School District and the substitute employee. Due to the at-will nature of this relationship, it may be terminated at any time by either party. Accepting substitute work is by no means an offer of permanent and/or on-going employment. Additionally, nothing in employee manuals, personnel policies, employment documentation, substitute handbooks, or oral communication shall be deemed to create an employment contract or to modify this at-will relationship.

## APPENDIX 3: UNEMPLOYMENT COMPENSATION

**Substitutes** are ineligible for unemployment compensation provided they are given assurance on continuing employment in the same or similar position for the following school year. Issaquah School District gives such written assurance for the following year.

## APPENDIX 4: SCHEDULE ERRORS

There will be times when subs are assigned to a job and it is in error. If you have arrived at a school to discover that there is no assignment for you, you will be given the following choices:

1. You can call the sub office and they will try to find you another assignment.
2. You can go home for an unpaid day.
3. You can stay at the school and perform assigned duties. In this case you will be paid for a 1/2 day.

## APPENDIX 5: CHANGE OF ASSIGNMENT

Administrators may change the assignment of substitutes to fit the educational needs within their building.

## APPENDIX 6: EMERGENCY PROCEDURES

You have received training regarding all Safety and Emergency Preparedness procedures as part of your required SafeSchools trainings. Should you need to refer back to these procedures, they are available by logging into SafeSchools.