

CLASSIFIED SUBSTITUTE HANDBOOK



DEER VALLEY
Unified School District



Vision Statement

Graduating lifelong learners who will successfully compete, lead, and positively impact the world.

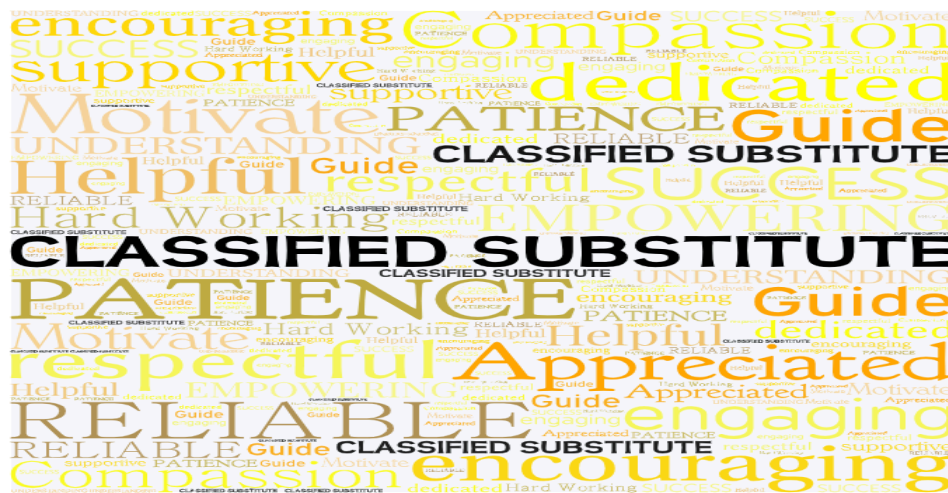


DEER VALLEY
Unified School District

Mission Statement

Our mission is to provide extraordinary educational opportunities to every learner.





DISTRICT INFORMATION

Deer Valley Unified School District
20402 N. 15th Ave
Phoenix, AZ 85027

Hours: 8:00 am - 4:30 pm
Main: 623-445-5000
www.dvUSD.org

SUBSTITUTE INFORMATION

HR Substitute Specialist
Sara Stevens
623-445-5061
Sara.Stevens@dvUSD.org

Payroll Specialist
Jamie Cahow
623-445-5034
Jamie.Cahow@dvUSD.org

HR Manager
Kristi Bushnell
623-445-5064
Kristi.Bushnell@dvUSD.org



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Dear Classified Substitute,

Welcome to Our Team of Valued Substitutes

Your role is vital in ensuring the continuity and quality of education for our students. As a classified employee, it is important to understand and follow the district's policies and procedures, which apply to all job assignments you may accept.

Substitute employees fill in for regular staff who are temporarily unavailable for a variety of valid reasons. In some cases, substitutes may also serve in positions that are vacant until they are permanently filled.

Please take the time to review this handbook thoroughly. It is designed to support your success and help you thrive in your role within the Deer Valley Unified School District.

Our district proudly serves students residing within and around our 367-square-mile boundary, which includes parts of Phoenix, Glendale, Peoria, Anthem, New River, Cave Creek, and unincorporated areas of Maricopa County.

We offer a comprehensive educational experience through a variety of schools and programs, including:

- 16 - K–6 Elementary Schools
- 15 - K–8 Schools
- 3 - Middle Schools
- 5 - High Schools
- 1 - K–12 Online Academy
- 1 - Alternative Campus
- 37 - Preschools



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RESPONSIBILITIES:

Job Assignment:

Substitute Arrival Checklist

- Check in with the secretary to sign in and to receive any information concerning the assignment
- You will need to swipe in at the Kronos machine
- When leaving, check back in with the secretary or supervisor to sign out
- Swipe out at the Kronos machine
- Let the secretary know of any concerns you may have had for the day

Staff Dress Code:

As a substitute, you serve as a role model for students and represent the school district. Your appearance should reflect a commitment to professionalism, respect, and safety. Your clothing should be clean, modest, and safe. Please check with the school or department if you have any concerns about the dress code.

Working with Students:

If a position requires you to work with students, they should be under the supervision of a certified staff member. A student should **never** be left unattended. If any emergency arises, ask for assistance from a teacher, staff member, or the front office.

SUBSTITUTE RECOGNITION

The DVUSD Substitute Recognition Program honors the outstanding Certified, Classified, and Nurse substitutes who make a positive impact on students across the Deer Valley Unified School District.

Each quarter, school staff are invited to nominate substitutes from their campuses who have gone above and beyond, exemplifying the District's mission and core values.

From the pool of nominees, fifteen exceptional substitutes are selected and invited to the DVUSD District Office for a special recognition ceremony celebrating their dedication and contributions to our schools and students.



SUBSTITUTE EMPLOYMENT

Employment of any individual is solely at the discretion of Deer Valley Unified School District. The individual has no right to a notice of hearing in connection with the District's request not to call, or to no longer use the individual as a substitute.

A Substitute is not a permanent position with a set schedule. Substitutes are "at will" employees, and their assignments are based on the needs of the district and are not guaranteed. The school district is not under an obligation to guarantee any job assignments to a substitute.

If you have verbally accepted a job, you must log in to Frontline and verify that it has been entered in the system. It is your responsibility, as a substitute, to verify jobs before arriving at the campus. If the absence is not placed properly and another substitute accepts the job, the substitute in the system is the only one authorized to stay and work the assignment and be paid for the assignment.

EXPECTATIONS

All substitutes are required to follow and adhere to Board-approved policies. Adhering to district policies and expectations is essential to maintaining a safe, respectful, and effective learning environment for all students and staff. These guidelines are in place to ensure consistency, fairness, and compliance with state and federal regulations. By following established procedures, we uphold the integrity of our educational system and support the well-being and success of our entire school community. It is the responsibility of every staff member to stay informed and aligned with these policies as part of our shared commitment to excellence.

Discipline:

Please inform the teacher if a student is being disruptive and not following directions.

Corporal punishment will **not** be used at Deer Valley Unified School District.

Discipline problems are less likely to surface if the students are kept busy and if you are well prepared. The principal/assistant principal is available as a resource to you if needed in case of serious discipline problems arising. ***Do not use any physical force.*** At no time are you to touch a student in any way or administer corporal punishment.

Child Abuse:

If you suspect any abuse, please contact the school Principal, Assistant Principal or School Nurse right away.

The Arizona mandatory reporting law, A.R.S. 13-3620 requires that school personnel, or any person who has responsibility for the care or treatment of a minor, who reasonably believes that a minor has been the victim of physical injury, abuse, child abuse, a reportable offense or neglect shall immediately report or cause a report to be made of this information to the Arizona Department of Child Safety (DCS) and the police. This means that if there are any facts from which one could reasonably conclude that a child has been the victim of one of the above-listed offenses, the person knowing those facts is required to report those facts to the appropriate authorities. This immediate report is to be made regardless of who the alleged perpetrator is. Your duty is to report, not to investigate. If school personnel fail to report known or suspected child abuse or neglect, then they have committed a crime that is punishable under Arizona state law. Rev. 5/6/24

Bullying Information:

Arizona law requires that each school site have an educational and prevention program in place in regards to bullying. All staff, including substitutes, are responsible for reporting any incident. If an incident occurs, inform administration and complete any required forms that are given to you, and submit them to administration before you leave.

Profane Language:

Profane language is never tolerated in the Deer Valley Unified School District. This includes addressing the students as being “idiots”, “morons”, “stupid”, or telling them to “shut up”.

Drug Free Workplace:

Per Arizona state law and our commitment to maintaining a safe, healthy, and productive educational environment, the possession, use, distribution, or influence of alcohol, illegal drugs, controlled substances, tobacco products, vaping devices (including wax and THC pens), and any related paraphernalia is strictly prohibited on all school property and at all school-sponsored events, whether on or off campus.

School property includes, but is not limited to: classrooms, offices, parking lots, school vehicles, athletic facilities, and any location where a school-sponsored activity is taking place, whether on or off campus.

Violations of this policy may result in disciplinary action, up to and including termination, and will be addressed per district guidelines and applicable laws.

Confidentiality:

All information concerning students, including those with special needs or 504 plans, is strictly confidential. In accordance with district policy, such information may not be disclosed to individuals outside the organization or to staff members who do not have a legitimate educational or professional need to know.

Staff are expected to handle all confidential information with the utmost care and discretion. If you are uncertain about whether specific information may be shared, consult the school principal, department supervisor, or another qualified staff member before proceeding.

Medication:

Upon arrival at your scheduled school site, all personal medication must be reported to and stored in the school nurse’s office. Even over-the-counter items like aspirin or ibuprofen. A substitute should **never** administer medication of any type to a student.

Releasing Students:

Under no circumstances should a student be released without permission from the principal or teacher. If any person outside of school staff seeks information about students or requests permission to take a student, refer that person directly to the school office. The principal/designee will determine whether the student should be excused and will notify you of the decision.

Restroom Policy:

Each campus has a staff and adult restroom. Adults should never use the student restrooms. Please check with the front office for the closest staff/adult restroom.

Student Injury/Incident:

If a student sustains or complains about an injury, please send the student to the school nurse to be evaluated. When a student sustains an injury that requires immediate medical attention or causes the student to miss more than one-half day of school for home treatment or further evaluation, an incident report will be completed.

Professional Conduct:

Maintaining a positive attitude and showing respect to all staff members, students, and parents is essential. As a substitute, your demeanor sets the tone for the classroom and plays a key role in creating a productive and respectful learning environment.

Cell phone use is not permitted during instructional time in any assignment. Your focus should remain on students and classroom responsibilities to ensure an engaged and well-managed learning experience.

Avoid discussing personal views on sensitive topics such as sex, politics, or religion. Substitutes should not initiate or participate in conversations, comments, or debates on these subjects unless they are part of the approved curriculum or included in the teacher's lesson plans.

If you have any complaints, concerns, or suggestions, please bring them forward to the Principal, Substitute Specialist, or Human Resources Manager respectfully and professionally. Open and constructive communication helps us maintain a supportive and effective school environment.

INCIDENT REPORTS

Substitute Incident Reports are initiated and completed at the school level by campus administration. When an incident occurs, the school will conduct a thorough investigation, which includes obtaining a statement from the substitute and conducting an interview. The campus administration interview may take place in person, via Zoom, or by phone.

Following the investigation, the principal may request the removal of a substitute if they determine the individual is not a good fit for their campus. Once the investigation is complete, the administrator will notify Human Resources, who will then contact the substitute to communicate any next steps.

Human Resources will evaluate the findings based on the preponderance of evidence and determine whether the substitute will be blocked from returning to the specific site or removed from the district entirely. In some cases, the substitute may be required to report to the District Office for a meeting with the HR Manager and Substitute Specialist to ensure a thorough and fair review. After the investigation concludes, the substitute will be notified of the final decision.

If Human Resources receives three documented incident reports, the substitute may be terminated from employment with Deer Valley Unified School District (DVUSD). In cases involving egregious misconduct, termination may occur after a first offense

HOURLY PAY FOR CLASSIFIED SUBSTITUTE POSITIONS:

Classified substitutes are paid the beginning rate of pay for the position they are subbing in. Salary schedules are listed online at www.dvusd.org. Click on “Departments”, “Human Resources”, and “Salary Ranges” to view the current hourly rates.

KRONOS TIMEKEEPER:

Classified substitutes will use the Kronos Timekeeper to keep track of their hours. It is the substitute’s responsibility to ensure accurate reporting by swiping in/out using the timekeeper and submitting errors to the school or department secretary in a timely manner and within the correct pay period. Failure to comply may result in delaying pay until the next payroll.

SICK LEAVE:

All classified substitutes will be credited with sick leave benefits, which will be at the rate of one (1) hour per 30 hours worked, with a limit of no more than 40 hours earned per fiscal year. Please contact your Payroll Specialist with questions at **623-445-5034**.

ACCIDENT REPORTS:

A substitute, temporary hire, or student who is injured during their work/school day is required to report the accident to the Principal, Nurse, or department supervisor adequately and promptly. If there are injuries or property damage, prompt reports are vital in assuring the district of insurance coverage. Reports will be filed promptly on accidents that take place on district property or that involve district vehicles, students, substitutes, or staff members on school-sponsored trips, including staff members on authorized school business trips.

The reports are required regardless of whether there are any immediate injuries or damage to property. When a temporary employee or substitute is injured at work, it is critical that the company nurse is called in order to document the injury and get additional direction regarding health care. Without this call, workplace injury claims may not be processed.

Workers’ Compensation Injury Reporting Procedures:

If a substitute or temporary employee is injured on the job while working within his/her job description and work hours, please follow the steps below:

- Substitute/temp employee notifies the immediate supervisor or school nurse of the injury.
- Substitute/temp employee must call **Company Nurse** to speak with the nurse on call to report injury (**1-800-854-6877**).
- The Company Nurse will receive details of any injury, take any important information, and recommend the appropriate level of treatment necessary (first aid or medical).
- Substitutes should follow first aid advice or seek appropriate medical treatment.
- If medical treatment is necessary, the substitute must go to Banner or MBI Occupational Health Care. In case of a life-threatening emergency, employees may go to the Emergency Room.
- If a substitute calls 911 and goes to the Emergency Room, he/she must call Company Nurse on Call immediately following treatment (**1-877-854-6877**). If the Substitute/temp employee is unavailable, the supervisor is to contact the Company Nurse.



Absence Management

Deer Valley Unified School District uses the Frontline Education Absence Management system. You can access their website 24 hours a day at <https://app.frontlineeducation.com/> PLEASE NOTE THAT FRONTLINE HAS A 1-800 NUMBER.

UNDERSTANDING CALL PERIODS:

Frontline Call Schedule

Frontline places automated calls to fill absences according to the following schedule:

- Sunday through Thursday: Calls are made in the morning and evening.
- Friday: Calls are made in the morning only for same-day absences. No evening calls are made.
- Saturday: No calls are made.
- Sunday: Evening calls only for Monday absences.

Please note: The system does not leave voicemail messages, and missed calls cannot be retrieved.

Do not rely on the automated system to notify you when a job has been canceled. Review your assigned job information before leaving for the school site to verify that the job is still assigned to you and has not been canceled.

Canceling an assignment within 24 hours will prevent you from accepting another job for that day. It is your responsibility to cancel assignments in Frontline as early as possible. Please note that leaving a voicemail or message does not constitute an official cancellation. Excessive cancellations may result in removal from the DVUSD substitute system

Report to your assignment 15 minutes before the start time of school. This time is built into the substitute hours in Frontline. This allows you the time to familiarize yourself with the classroom and the learning activities planned for that day.

REQUIRED ITEMS TO SUBSTITUTE

To be eligible to substitute, you must have a valid IVP Fingerprint Clearance Card. DVUSD will notify you regarding your expiration dates. However, it is the sole responsibility of the substitute to keep track and renew their IVP Fingerprint Clearance Card, including noting their expiration dates on their IVP Fingerprint Card. If your documents expire, you will no longer be able to substitute.

RENEWING FOR THE NEXT SCHOOL YEAR

To remain eligible to substitute in DVUSD for the upcoming school year, please ensure the following steps are completed:

- **Watch for Web Alerts** in the Frontline Absence Management system with important renewal dates and instructions.
- **Complete Annual Documents** sent out at the beginning of July.
- **Check your email** for communications from DVUSD regarding:
 - Badge renewal
 - Sign up for the upcoming school year
- **Visit the DVUSD District Office** to:
 - Renew your substitute badge
 - Complete any required paperwork

⚠ Important:

Failure to complete the renewal process will be considered a formal indication that you do not wish to continue as a DVUSD Classified substitute and will result in deactivation in Frontline.