Substitute Handbook



Quincy School District #144
404 1st AVE SW| Quincy, WA 98848
Phone: 509.787.4571 | Fax: 509.787.4336

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Welcome to the Quincy School District!

Welcome to the Quincy School District! We value the contribution of our substitutes as you play a vital role in our district as we strive to provide meaningful educational programs for our students.

Much of your success as a substitute will depend on your positive relationship with students, principals, and building staff (teachers and para educators). You are expected to maintain the regular program as closely as possible and to fulfill all the regular teacher or para responsibilities as outlined in the sub notes prepared for you.

This handbook is designed to assist you in being the best substitute possible while in the Quincy School District. The content of this handbook is presented as a matter of information only and does not reflect all of Quincy School District's policies and procedures, nor is it intended to create a contract between the Quincy School District and any one or all of its temporary service employees.

Please read the handbook carefully and keep it where it is readily available for your reference.

Helpful Phone Numbers:

LOCATION	PHONE NUMBER	ADDRESS	SUPPORT STAFF
Quincy School District Office	787-4571	404 1st AVE SW	
Payroll	787-4571	payroll@qsd.wednet.edu	
Red Rover	787-4571	redrover@qsd.wednet.edu	
Mountain View Elementary School	787-4548	119 D St NW	Cathie Wind Ext. 3300
George Elementary School	785-2244	401 Washington Way, George	Sonja Arizmendi Ext. 3200
Pioneer Elementary School	787-1595	224 J St SE	Ana Espinoza Ext. 3400
Monument Elementary School	787-9826	1400 13th Ave SW	Vanessa Ibarra Ext. 3500
Quincy Middle School	787-4435	16 6th Ave SE	Elvia Pio-Medina Ext. 3600
Quincy High School	787- 3501	403 Jackrabbit St NE	Alejandra Garcia-Nuno Ext. 3700
Quincy Innovation Academy	787-1678	1804 13th Ave SW	Alicia Infante Ext. 3900
Ancient Lakes Elementary School	787-8950	417 C St SE	Christina Morales Ext. 3000

As a substitute for the Quincy School District, you are hired as a professional person to carry on our instructional program. <u>Please follow the instructional program as closely as possible</u> and strive to be flexible to adapt to various assignments.

Hiring Forms:

The following must be on file and *approved* at the Quincy School District office:

- Quincy School District Application
- Background check (fingerprints arranged for a fee through the QSD)
- Current immunization records
- Two forms of personal identification
- I9
- W4
- Direct Deposit form
- Retirement Status Verification Form
- Reasonable Assurance Form
- Receipt of Acknowledgement (for sub handbook)

Assignment Procedures:

The Quincy School District uses Red Rover Absence Management System to manage sub assignments. Red Rover can be accessed through either their website or mobile app. Once your application has been approved the Quincy School District will assign you access to the system and provide training that will allow you to search for and accept available sub assignments. With Red Rover you will be able to determine the details of assignments available, including the name and position title of the employee needing a sub, the building to report to, and the hours and date of an assignment.

- Substitutes can log in to Red Rover 24 hours a day to search for available jobs.
- Red Rover is set to text subs, or email subs, depending on the preferences you have selected.
- As a sub, **there are no guarantees for how often you will work**. There are times when the District has a greater need than other times, but there is no way to fully anticipate when absences will occur.
- An individual school can request that a substitute be restricted from substituting at that school. Such requests will be honored if the school has a reasonable basis for the request. Depending on the circumstances and the nature of the reason for the restriction, the substitute may or may not be notified by the Principal of the restriction.
- Please utilize Red Rover's ability to create 'non-work' days when you are unavailable to work.
- Notify the Payroll Department if you will be unavailable to work for an extended period of time.
- All substitutes are expected to work a minimum of **2 days per month**. The district reserves the right to inactivate substitutes who fail to work the minimum days expected.

Canceling a Job:

- Once a substitute has accepted a job, it is critical that they either fulfill the commitment or cancel in a TIMELY manner so as not to cause hardship to the school.
- Subs cannot cancel a job within 48 hours of their start time.
- Failure to cancel a job in a timely manner may create a hardship for the school. Repeated cancellations may result in a principal excluding a sub from working at their school.
- If you need to cancel a job, please contact the office of the school for which the job is at.

School District Facility Ground Rules:

- No smoking or tobacco allowed.
- No weapons allowed.
- No drugs or alcohol allowed.
- Do not use school equipment or supplies for personal purposes.

Substitute Expectations:

- Always check in at office when reporting to work and again when leaving to ensure job requirements and all paperwork are complete, including signing of time sheet.
- Punctuality. Be on time…. Allow yourself time to read lesson plans and to get familiar with the building.
- If it is your first time in a building, please tell the school secretary when you check in. They will assist you and answer questions such as where to put your belongings; location of staff lunchroom, restrooms, copy room; location of additional supplies; and sub paperwork preparation. All buildings have refrigerators and microwaves available for your lunch convenience.
- Introduce yourself to staff in the building and ask questions if you need clarification of plans or directions.
- The more you are seen, the more job requests you will receive. We encourage you to join the other staff during breaks and lunch.
- Student safety and education are a priority; therefore, your focus should be on the job at all times.
- **Do not** leave early without the consent of the building administrator.
- Please have a positive, flexible attitude. At times, it may be necessary for you to cover a position you did not sign up for. Please understand the building administrator has the final say in where the greatest need for subs is.
- Ask the office or teacher what the school policy is for issuing hall and bathroom passes, admitting a late student or releasing a student early.

Teacher Subs:

- Sub notes and lesson plans are your best course as to what you can expect in your assignment for that day and should include schedules, locations, class material, discipline procedures and who to contact if you have questions.
- Follow lesson plans as closely as possible and seek answers from other staff when questions arise. DO NOT disregard lesson plans, as this will result in critical pacing delays.
- Leave a full report of what was done and not done as far as lesson plans are concerned. Also mention any student behavior, especially positive things. If any major negative episodes occur, write down what happened, and you may also want to fill in another teacher. This will help the teacher to follow up upon their return.
- Elementary Substitutes – no elementary substitute *teacher* may leave before all their students have been picked up at end of day. Check in at the office if a situation occurs.
- Leave the room in order.

Para Subs:

- The length of a workday may vary as some para pros have additional bus hub duties.
- During student half day assignments, you may be expected to stay until the end of the student day.
- Your classroom teacher should give you instructions on activities. If you have 'down time', ensure you're asking what else can be done—do not just sit down.
- If you don't understand what the teacher has instructed you to do, please ask clarifying questions. Staff should be happy to help you if you have questions.

Dress Code:

- Wear professional attire: If you are a *para* sub, please plan for possible outside duties and wear weather appropriate clothing and shoes. Many classroom duties may also include bending over to listen/observe, sitting on the floor with children, or standing for long hours. Plan your attire to accommodate a variety of possible daily activities.

Technology:

- Quincy School District does not provide computer access to substitutes. Attendance and lunch counts will be managed on paper, unless otherwise identified in a teacher's notes.
- Use of cellphones should be kept to breaks or lunch times. DO NOT use your cellphone during class time.

Safety School Online Training:
All substitutes are required to complete annual Safe School Trainings (Vector Training). Returning Substitute must complete all Safe School Trainings before **October 31st.** New Substitutes will have 90 days from the hire date to complete trainings. A stipend of $160 will be compensated for completion of Safe School Trainings.

Professional Conduct:
Confidentiality: Substitutes are required by Federal law to keep all information about the students and their families confidential. Student information includes all academic, behavioral, medical and personal information. This includes discussing students with staff in other rooms or schools. If approached to discuss a student, please direct any questions and comments to the classroom teacher. Disclosure of student information by a substitute is a violation and may result in the discontinuation of a sub's working status with the Quincy School District.

Representation: When substitutes encounter building, district, and community individuals, their speech and actions reflect upon the Quincy School District. All relationships with administrators, teachers, staff, parents and children should remain on a professional basis. Professional behavior includes refraining from gum chewing, foul language, offensive comments, excessive use of perfume/cologne, gossiping, disrespectful behavior towards students and/or staff, and harassment.

Communication: In the event a substitute has any questions or concerns it will be expected that they follow basic steps for resolution. It is recommended that a *para* sub start by talking to their supervising teacher before discussing a concern with the building administrator. A *teacher* sub may seek instructional answers from other grade level teachers, whereas other concerns may need to be addressed with the building principal. Resolution should first begin in the building with contact of the Quincy School District Office reserved as the final step.

Interaction with Students: All interaction with Quincy School District students should be professional and focused on teaching, learning and safety. These guidelines are provided for the protection of everyone involved and must be followed by substitutes:

- Show an interest in each student you encounter and try to learn names.
- Students should never be left unattended
- If alone with a student, be visible and in an open location. (Some students may require bathroom assistance, be sure to follow directions left for the sub in these cases).
- Adherence to school rules (ie: food, drinks, hats, etc) should be complied with at all times. Students should be referred to the school nurse, or other appropriate staff member in the event of injuries, illness, or use of medication.
- Be friendly but remain professional. Some students get confused about the fine line between a teacher and a buddy. You can be professional and friendly at the same time. Students are less likely to act out if they think you are invested in the job and their learning.
- Treat all students fairly, equitably and respectfully.

- Maintain appropriate professional boundaries with students.
- If you sense that a student may be developing a personal interest in you, see the principal immediately.
- Giving gifts to students is not encouraged and must not occur without teacher and/or administrator approval.
- Limit physical contact with students to: handshake, high five or pat on upper back or shoulder.

DO NOT:

- Make any comments that are based on gender or could be construed as sexist.
- Make any comments and/or innuendo that are sexual in nature or could be construed as sexual.
- Make jokes that belittle or diminish another person.
- Give students compliments that focus on physical attributes.
- Initiate conversations or correspondence of a private and personal nature with students.
- Share personal religious or political beliefs.
- Provide your contact information to any student or ask for the phone number of any student.
- Contact students via social media.

Personal Boundaries: Recognizing appropriate boundaries is an integral part of your assignment. Staff are not to share personal information with students, which would include staff's life experience with drugs, alcohol, and/or any other behaviors that would be deemed inappropriate for students. Additionally, staff may not sell students items, nor borrow items from students. Remember, you are the professional and must model appropriate behavior for our students.

Classroom Management:

Studies have shown that the primary contributor to a well-managed classroom is a well-planned lesson and prepared sub. In order to be prepared for possible disruptive behavior, you should familiarize yourself with the rules of the school. Remember that despite the fact that disruptions may occur, the students are counting on **you** to create a positive atmosphere for learning to take place. You can be firm with students while still being respectful.

- The first 10 minutes set the tone for the whole day. Have an introduction of yourself ready. Establish the fact that you are you and not the person you are subbing for. Point out that that's ok and it could even be fun! Students look to you to establish your authority and to exude self-confidence in your role.
- Ask about and follow building/classroom discipline policy where assigned. Should any discipline situation arise where there is a need for assistance, the sub may call to the office asking for assistance from the principal. Ask the secretary for the office extension number.
- Make your expectations clear and easy to follow at the onset of your day.

- Do not yell. Establish and maintain control by being organized, engaging and in control of your own behavior.
- Keep activity/class transitions as orderly and timely as possible by being prepared. This will assist you in keeping students engaged and on task. When on task, students will learn more and create fewer class management problems.
- Reinforce positive behavior. Many undesirable behaviors will decrease when you focus on the positive.
- Be mobile and visible. Make a point of walking around the classroom during instruction so students feel your presence and get a sense that you are aware and focused on their learning.
- Be patient with yourself and the students. You will learn more strategies and gain confidence as you go along. Keep yourself open minded and aware of strategies you observe other staff using that could be beneficial to add to your 'bag of tricks'.
- Remember that YOU are the adult. Physically restraining or confronting students, shouting at students or calling them names, denying access to the bathroom or nurse's office and sarcasm are not permitted.

Prohibition of Harassment, Intimidation and Bullying:

The Quincy School District is committed to a safe and civil educational environment for all students, employees, volunteers and visitors, free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentionally written message or image, including those that are electronically transmitted, a verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics. For complete details please ask for a copy of the district's policy.

Quincy School District Non-Discrimination Statement

The Quincy School District does not discriminate based on race, religion, creed, color, national origin, sex, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability, or age in its program or activities. The Quincy School District also provides equal access to the Boy Scouts and other designated youth groups. The Quincy School District offers classes in many careers and technical education programs. Lack of English language proficiency will not be a barrier to the admission and participation in career and technical education programs. Inquiries regarding compliance procedures should be directed to the District's Title IX Officer-Nik Bergman or Section 504 Coordinator-Victoria Hodge Quincy School District, 119 J Street SW, Quincy, WA 98848, (509) 787-4571.

Full QSD Policies and Procedures can be found on the Quincy School District Website at www.qsd.wednet.edu

Timesheet and Payroll Information:

The building secretary will have each sub sign a timesheet at the completion of their assignment each day. Subs must check out at the office to ensure that all paperwork is complete prior to leaving. The schools will then submit the paperwork to the District Office for payroll processing. Please ensure you're checking the past and future assignments in Red Rover regularly, so any discrepancies can be solved in a timely manner.

Paychecks from the Quincy School District are available on the *last working day of each month*. It is required by Quincy School District that you have your paycheck set up for auto-deposit. This ensures that your paycheck will be deposited to your bank on the last working day of the month and prevents delays that may occur by mail, vacations or district office closure. Sub paychecks are processed the month following month of work. Ie: sub hours worked in October will be paid on the last working day of November, hours worked in November are paid at the end of December, etc. **No advancements on paychecks will be made**.

- Substitute **para-pros and administrative assistants** will be paid an hourly rate. Hours worked will depend on the duties of the employee you are subbing for and may vary. If your schedule includes a ½ hour lunch, the lunch hour is un-paid. The pay rates for these positions are:
    - Para Educator I: $19.04
    - Para Educator II: $21.69
    - Behavior Technician: $24.45
    - Administrative Assistant: starting at $25.29
    - Parent Liaison: $20.93

- **Substitute teachers** will be paid an hourly rate for each hour worked. The hourly rate is determined as follows:
    - Day-to-Day Substitute Teacher:
        - $22.07 per hour
    - Day-to-Day Substitute Teacher after completing 30 full days (217.5 hours) in a rolling school year:
        - $27.59 per hour for limited teaching certificates (i.e., pre-residency, conditional, emergency, or intern substitute).
        - $44.14 per hour for fully certified teaching certificates.
    - Long-Term Substitute Teachers who have completed 20 consecutive days for the same teacher:
        - Placement on the QEA Teacher's Salary schedule based on your individual education and experience level.

    - Start time for substitute teachers is the same as for other teachers – 7:40 a.m. (it is understood that in some cases where there is a late notice, the sub may not be able to arrive by 7:40 a.m.).
    - On Collaboration days (late start Mondays), substitute teachers should report to work at the indicated time in Red Rover and will be assigned duties by the principal or designee.
    - Arrival time for a ½-day assignment in the afternoon may vary slightly depending on the specific school's schedule and needs. Principals will clarify and communicate this for each individual school.

Insurance / Benefit Information:
Health insurance is provided upon the completion of 630 worked hours. If you would like to set up a 403B retirement account through your own broker, you may do so, however, no contributions will be made by the district for this account. If you have questions about this, please contact our Payroll department at payroll@qsd.wednet.edu or by phone at 509- 787-4571.

Substitute Sick Leave:
Initiative I-433 requires all Washington State employers to provide paid sick leave to all employees beginning January 1, 2018. As a Substitute Employee, you are entitled to accrue paid sick leave **beginning on the 90th calendar day after the commencement of your employment.**

- Substitutes accrue paid sick leave at the rate of one (1) hour for every forty (40) hours worked.
- There is a maximum of forty (40) hours which can be rolled over from fiscal year to fiscal year. Excess accrued sick leave beyond forty (40) hours will be forfeited.
- Substitutes must be schedule for a multi-day (**5-day minimum**) assignment to be eligible to request the use of accrued sick leave.
- The substitute must have a sick leave balance available for use.
- Substitutes may use accrued sick leave for the following reasons:
    - The Substitute's mental or physical illness, injury or health condition;
    - Preventive care for the substitute employee such as medical, dental or optical appointments and/or treatments.
    - Care for an immediate family member with an illness, injury, health condition or for preventive care;
    - Closure of Substitutes' work location or child's school/place of care by order of a public official for any health-related reason;
    - If the Substitute or their immediate family member is a victim of domestic violence, sexual assault or stalking.
- Sick leave accrued under Initiative I-433 is ***not*** transferrable to other Washington State School Districts. If you begin employment in a regular position with Quincy School District, I-433 Sick Leave will be available for use after all other accrued sick leave is exhausted. Unused I-433 Sick Leave is ***not*** eligible for cashout.
- To claim sick leave, log into Red Rover and cancel the existing assignment. Be sure to note the confirmation number associated with the assignment as it is needed as reference on the Substitute Absence Form. Fill out the Substitute Absence Form (this can be found on the district website under STAFF – SUBSTITUTES. Submit completed forms to the Payroll Department.

School Closure or Delay Information:

It is the substitute's responsibility to determine if there is a delay or cancellation of school due to inclement weather. In the event that it is necessary to close schools or delay opening because of extreme weather conditions or other unusual circumstances, the following radio, television stations, social media – Facebook/Instagram, Red Rover website/app and the QSD website will be notified.

A decision will be made and conveyed to these stations by approximately 5:30 a.m. *If no*

announcement has been broadcast by 6:00 a.m., it should be assumed that school will operate on the regular schedule. Information will also be posted on the school district website (www.qsd.wednet.edu). In addition, the Red Rover Facilitator will make every effort to post on the Red Rover site if there is a cancellation or closure, however it is your responsibility to verify whether school is delayed or not.

RADIO	TELEVISION
KWLN 103.3 / 92.1 FM	**KREM 2**
KW3 103.9 FM / 96.7 FM	**KXLY 4**
KWIQ 1020 AM / 100.3 FM	**KHQ 6**
KBSN 1470 AM / 99.3 FM	**KAYU FOX 28**
KULE 730 AM / 92.3 FM	
NW Public Radio 91.5 / 90.7 FM	

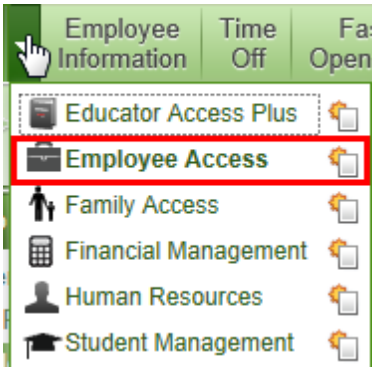
Skyward – How to View Pay Stubs:

1. To view your pay stub, you must follow the following path in Skyward:

   Employee Access/Employee Information/Payroll/Check History

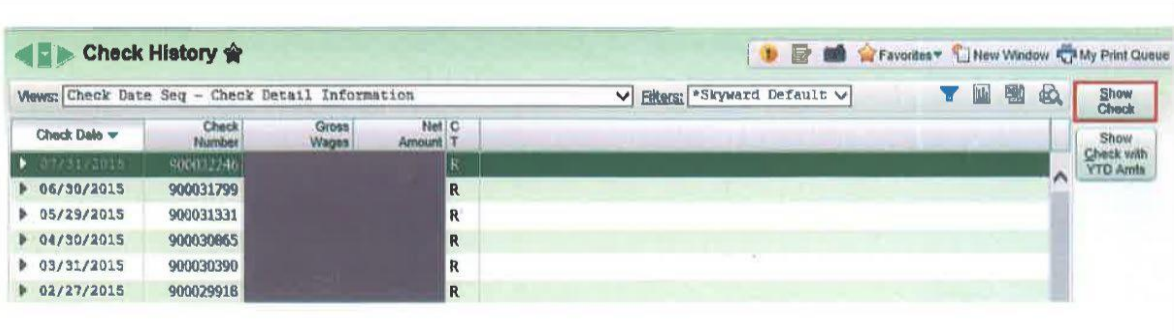


OR





2. Once you have clicked on Check History, you will see a list of all checks by date. You will need to highlight the desired check and click the 'Show Check' button to the right.



3. Your paystub will then appear for you to view. In order to print it out, you will need to click the 'Print' button. It will then bring up a dialog box that asks you again if you want to print and gives you options as to what information you want to print out on the paystub. You can make your choice and then click 'Print' again.





4. Once the job has completed, click 'View Report' and a PDF version of your paystub will appear. You will then need to click the printer icon on the PDF to get it to print to your network printer

Long Term Substitute Teaching Assignments:
Long term substitute teaching begins when a substitute teacher reaches day 21 in a consecutive assignment for the same teacher, same classroom and without interruption.

- Long term substitute teachers must meet WA State certification and Highly Qualified requirements for the position they are subbing in.
- Substitute rate of pay will be in effective up through day 20. Beginning on day 21 rate of pay will be based on the WA State Leap schedule for teachers**. It is the substitutes responsibility to provide these additional documents so the correct placement can be made on the schedule**:
    - Official Transcripts from all colleges / universities
    - Verification of Prior Teaching Experience forms for EACH school district you have worked and / or subbed at. (Verification forms can be obtained from Quincy School District office)

Curriculum and Instruction:

- Understand, prior to the first day of class, the objectives, goals and expectations of each course of the assignment. Contact the school prior to assignment if arrangements have not been made to provide for this.
- Clarify who will create the daily lesson plans and determine if you will need to submit weekly lesson plans to building administrator each Friday.
- Attend on-site collaborations and training as requested for the success of your assignment. Clarify attendance expectations regarding team and other meetings.
- Request specific training or material to become knowledgeable in curriculum.
- Understand state standards and assessments. Identify who will create the assessments and who will grade them.

Communication:

- Access to email and essential systems will be granted when it is determined a substitute will be in a long-term assignment. Adherence to all confidentiality and professional use conduct is required.
- Ensure you have essential contact lists for the building and district, including room number & ext.
- Identify who the team leader will be and check in frequently to discuss questions, concerns and support.
- Determine who will be communicating with the parents.
- Clarify the responsibilities for parent/teacher conferences if scheduled during your assignment.
- Clarify the responsibilities for grade/progress reports.

Digital Tools for Substitute Teachers:

- How to Login
- Using Teacher Computer
- Google Classroom
- Student Chromebooks
- Promethean Boards
- Microphones
- Document Cameras
- Who to call for Help

Student Success and School Procedures:

- Ask for a team member mentor within the building.
- Become familiar with the Emergency Procedures, location of folders and expectations before an event or drill occurs.
- Request a schedule of your classes and assignments.
- Request a current copy of the student class list and seating charts.
- Identify the students with health needs and emergency responses.
- Identify exceptional students. Request student IEP's, goals, needs, accommodations, and the resources available. Clarify responsibilities for attendance at parent and/or IEP meetings.
- Request classroom management strategies, special behavior interventions, and daily routines currently being utilized.
- Understand the school's process for dealing with challenging student behavior.
- Ask if the classroom can be rearranged (seating).
- Document all correspondence with parents including phone calls, email, or conferences.

You are part of an Education Team:

Substitute *teachers* and *paraprofessionals* (herein referred to as substitutes) who are committed to helping students be successful are important members of the school team. The substitute may step in at a moment's notice and help to maintain the continuity that is so important to the total school program. The substitute also reinforces the students study habits and standards of school behavior at the highest level possible. Success is dependent upon responsible, professional decision-making which is governed by good judgment. It is important to remember that the welfare of all students should be always of utmost importance