



# Substitute Handbook

2023-2024 School Year

## *Our District Mission Statement*

*Together, provide the tools and experiences every student needs to create an individual, viable and valued path to lifelong personal success.*

*Quality learning, every day, in every classroom, for every child.*

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## Welcome to Tahoma!

It takes people of many talents and abilities working together each day to provide the quality education that we seek for our students. You are an important member of our school community and are a vital team link in our instructional program.

This handbook will orient you to the district, as well as advise you of the district's expectations.

We wish you much success in your substitute experience in the Tahoma School District.

Sincerely,

Ashley Butcher  
Substitute Lead/Sub Dispatch  
Direct Line: 425-413-3444  
[abutcher@tahomasd.us](mailto:abutcher@tahomasd.us)

Janice Buckley-Scacco  
Sub/HR Support  
Direct Line: 425-413-3456  
[jbuckley@tahomasd.us](mailto:jbuckley@tahomasd.us)

**Sub Cell Phone #: 253-289-8170 (best choice for time-critical needs)**

## **At-Will Relationship**

Substitute employment is an at-will relationship between the Tahoma 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.

## **Sub Custodians, Food Service, EEP and Bus Drivers**

Substitutes for custodial, food service, EEP (daycare) and bus driving are contacted directly by the department to set up assignments. The department will be given your name and contact information when you've completed hiring orientation with Human Resources.

## **Picking Up Jobs – Absence & Substitute**

The Tahoma School District uses an online substitute system to coordinate staff absences and substitutes to fill those absences. The website for the online sub system is [www.tylertech.com/products/absence-substitute](http://www.tylertech.com/products/absence-substitute). This system is maintained and monitored by our district substitute lead. Once you become an active substitute in our system, you will receive emailed instructions on how to access our online portal. If you have any questions or problems, you may contact the substitute lead at (425) 413-3444.

## **Managing Your Absence & Substitute Account**

As a substitute, it is your responsibility to keep your sub account up to date with current phone numbers, email, and availability to work. You may log onto the online system at any time to review current assignments, look for available jobs, cancel assignments, change personal information, and manage your availability calendar.

## **Canceling a Job**

If you need to cancel a job you previously accepted and it is after 6:30 AM the day of the absence, please contact the substitute dispatcher either by texting 253-289-8170 or calling 425-413-3444 so that she is aware of the cancellation. If you need to cancel a job and it is before 6:30 AM the day of the absence, just cancel and the job will go out for another substitute to pick up. Please cancel as soon as you know you will not be able to keep the job to allow as much time as possible for the assignment to be picked up.

## **Flexibility Due to Substitute Shortage**

Be aware that on days in which a building is experiencing an emergency situation due to a shortage of available teachers, your assignment may be changed at the building upon your arrival. Please know that changing your assignment after you've picked it up is always our last resort. If the sub office knows about the change prior to your arrival, we will try to contact you.

## **Planning Periods**

Secondary substitute teachers are routinely called on to cover classes during scheduled planning periods as a part of the regular 7-hour paid workday. Substitutes are not guaranteed a planning period.

## **Change in Substitute Status and/or Availability**

Email the substitute office immediately if your availability changes. If we try to contact you repeatedly and you do not respond, your name may be dropped from our sub list and you will need to reapply to be reinstated. Manage your sub account calendar and block yourself on any days you are not available to work.

## **Work Expectation to Maintain your Substitute Status**

The expectation is that you will work a minimum of 2 assignments per month. If you work less than 2 assignments in a month you may be deactivated and removed from the sub pool.

## **Pay Dates**

Payment is by direct deposit and is paid on the last working day of each month that is not a district holiday. The pay period is the 11<sup>th</sup> of the previous month through the 10<sup>th</sup> of the current month. Work done after the 10<sup>th</sup> will be paid at the end of the following month. All wages are subject to mandatory payroll deductions. Questions regarding your paycheck should be directed to the certified payroll specialist at (425) 413-3400.

<b>Payroll Period</b>	<b>Pay Dates</b>
8/30-9/8	9/29/2023, FRIDAY
9/11-10/10	10/31/2023, TUESDAY
10/11-11/9	11/30/2023, THURSDAY
11/13-12/8	12/29/2023, FRIDAY
12/11-1/10	1/31/2024, WEDNESDAY
1/11-2/9	2/29/2024, THURSDAY
2/12-3/8	3/29/2024, FRIDAY
3/11-4/10	4/30/2024, TUESDAY
4/11-5/10	5/31/2024, FRIDAY
5/13-6/10	6/28/2024, FRIDAY
6/11-7/10	7/31/2024, WEDNESDAY

The last day of school is June 21, 2024

## **Online Paycheck Information**

Paycheck information is available on Skyward – Employee Access. You will be receiving an email from the payroll department once we set you up in our system. The email will explain how to view and print your pay stubs. Employee Access is an online tool to use that will allow you to view and print payroll information, W-2, YTD and time off balances.

You may access Skyward through the TSD Portal [www.tahomasd.us/for\\_staff](http://www.tahomasd.us/for_staff) and click on the link "Skyward Educator Access. Then type in your login and password.

If you have questions regarding Employee Access, please contact the payroll department at [jday@tahomasd.us](mailto:jday@tahomasd.us)

SKYWARD®

TAHOMA SCHOOL DISTRICT  
TAHOMA S.D. #409

Login ID:

Password:

[Forgot your Login/Password?](#)

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Login Area:

## **Classified Sub Pay Rates**

Bus Driver	\$28.74 per hour	Health Assistant	\$23.48 per hour
Clerical	\$22.74 per hour	Nurse RN/LPN	\$30.46 per hour
Custodian	\$24.38 per hour	Paraeducator	\$22.17 per hour
EEP (daycare)	\$19.87 per hour	Playground Asst	\$18.91 per hour
Food Service	\$19.65 per hour		

## **Certificated Sub Pay Rates**

Full Day	\$200.00	7 hours @ \$28.57 per hour
Half Day AM	\$100.00	3.5 hours @ \$28.57 per hour
Half Day PM (Elementary)	\$114.28	4 hours @ \$28.57 per hour
Half Day PM (Secondary)	\$107.14	3.75 hours @ \$28.57 per hour
Early Release Friday (Elementary)	\$167.00	5 hours @ \$33.40 per hour
Early Release Friday (Secondary)	\$158.65	4.75 hours @ \$33.40 per hour
Conference/Other Early Release (Elementary)	\$150.30	4.5 hours @ \$33.40 per hour
Conference/Other Early Release (Secondary)	\$141.95	4.25 hours @ \$33.40 per hour

## **Long-Term Assignments (Certificated Subs)**

An assignment becomes a long-term assignment and qualifies for per diem pay once 21 consecutive days in one teaching position is reached. The per diem rate is based on the substitute's position on the current salary schedule and is paid retroactively back to the first day of the assignment. Substitute teachers who have completed a Washington approved teacher preparation program and hold a substitute, residency, continuing, or professional teacher certification will be placed on the Tahoma teacher's salary schedule based on verified education through official transcripts/clock hours and verified teaching experience provided by previous school district employers. Substitute teachers who hold an emergency substitute teacher certificate will be placed on the salary schedule at bachelor's plus verified experience.

## **Emergency Closures or Delayed Start**

A notice will go up on Absence & Substitute as soon as a delay or closure is announced. If school is delayed, plan on arriving for your assignment at least 15 minutes prior to the delayed start time of school. If school is canceled, the job will be deleted from the system.

If you don't already receive notifications as a parent of the district, there is a system that you can register for called Flashalert that will notify you of emergency situations that impact Tahoma. Go to <http://www.flashalert.net>, set up an account, select the Seattle area, and then select the types of notifications that you'd like to receive and how you'd like to receive them.

## **Reasonable Assurance**

As established by the district calendar, there will be the customary breaks that include:

Thanksgiving Break	November 23-24, 2023
Winter Break	December 18, 2023 – January 1, 2024
Mid-Winter Break	February 19-23, 2024
Spring Break	April 8-10, 2024
Summer Break	June 22 – August 27, 2024

Unless you indicate otherwise, you will remain as a substitute for the district following each of these periods. You have reasonable assurance of returning with Tahoma School District as a substitute after each break during the school year. This notice is not intended to create a contract of employment, or to alter any existing contract of employment.

## School Hours

<b>Early Start Elementary Schools</b> <b>(Glacier Park , Lk Wilderness, Shadow Lk)</b> <b>8:40 to 3:20 is a full day</b> <b>8:40 to 1:20 Friday early release</b> <b>8:40 to 12:20 other early release</b>	<b>Late Start Elementary Schools</b> <b>(Cedar River, Rock Creek, Tahoma)</b> <b>9:10 to 3:50 is a full day</b> <b>9:10 to 1:50 Friday early release</b> <b>9:10 to 12:50 other early release</b>
<b>Middle School</b> <b>8:00 to 2:40 is a full day</b> <b>8:00 to 12:40 Friday early release</b> <b>8:00 to 11:40 other early release</b>	<b>High School</b> <b>7:35 to 2:15 is a full day</b> <b>7:35 to 12:15 Friday early release</b> <b>7:35 to 11:15 other early release</b>

## Sub Hours

It is critical that you arrive on time and do not leave early. The schedule time you see in Absence & Substitute will be your arrival and dismissal time (not student time). Classified sub schedules will vary. Substitute teachers are required to remain in the building after the students have been dismissed, using this time to correct papers, straighten the room, leave notes for the teacher about the day, etc. If you take a morning assignment in one building and an afternoon assignment in another, contact the Substitute Dispatcher. Travel time and a lunch will need to be arranged.

<b>Early Start Elementary</b> <b>Student Day: 8:40-3:20</b> <ul style="list-style-type: none"> <li>• Glacier Park</li> <li>• Lake Wilderness</li> <li>• Shadow Lake</li> </ul>	<b>Cert Sub Hours</b> Full Day                      7 hrs-30 min lunch                      8:10 to 3:40 Half Day AM                      3.5 hrs-no lunch                      8:10 to 11:40 Half Day PM                      4 hrs-no lunch                      11:40 to 3:40 Friday Early Release                      5 hrs-30 min lunch                      8:10 to 1:40 Conf/Half Day                      4.5 hrs-no lunch                      8:10 to 12:40
<b>Late Start Elementary</b> <b>Student Day: 9:10-3:50</b> <ul style="list-style-type: none"> <li>• Cedar River</li> <li>• Rock Creek</li> <li>• Tahoma</li> </ul>	<b>Cert Sub Hours</b> Full Day                      7 hrs-30 min lunch                      8:40 to 4:10 Half Day AM                      3.5 hrs-no lunch                      8:40 to 12:10 Half Day PM                      4 hrs-no lunch                      12:10 to 4:10 Friday Early Release                      5 hrs-30 min lunch                      8:40 to 2:10 Conf/Half Day                      4.5 hrs-no lunch                      8:40 to 1:10
<b>Middle Schools</b> <b>Student Day: 8:00-2:40</b> <ul style="list-style-type: none"> <li>• Summit Trail</li> <li>• Maple View</li> </ul>	<b>Cert Sub Hours</b> Full Day                      7 hrs-30 min lunch                      7:30 to 3:00 Half Day AM                      3.5 hrs-no lunch                      7:30 to 11:00 Half Day PM                      3.75 hrs-no lunch                      11:00 to 2:45 Friday Early Release                      4.75 hrs-30 min lunch                      7:30 to 12:45 Conf/Half Day                      4.25 hrs-no lunch                      7:30 to 11:45
<b>High School</b> <b>Student Day: 7:35-2:15</b> <ul style="list-style-type: none"> <li>• Tahoma High</li> </ul>	<b>Cert Sub Hours</b> Full Day                      7 hrs-30 min lunch                      7:05 to 2:35 Half Day AM                      3.5 hrs-no lunch                      7:05 to 10:35 Half Day PM                      3.75 hrs-no lunch                      10:35 to 2:20 Friday Early Release                      4.75 hrs-no lunch                      7:05 to 11:50 Conf/Half Day                      4.25 hrs-no lunch                      7:05 to 11:20

## **Day of the Assignment Instructions**

- Arrive on time as indicated by the schedule given on Absence & Substitute. Substitutes are expected to work the full shift of their assignment unless given different directions by the principal or head secretary. Please arrive on time and do not leave early.
- Check in at the office. The secretary will provide instructions, a key to the room, and a substitute badge.
- Cert subs: when you get to the classroom, log onto the computer network and email system with your Tahoma email and password we have provided you. In many emergency situations, email is the primary mode of communication used in the building.
- Follow the provided lesson plans as closely as possible. If no sub plans can be found, notify the head secretary in the office immediately. Substitutes are not expected to plan daily lessons, except in the case of a long-term assignment.
- Help students feel successful by providing encouragement. Be respectful of individual student limitations, and cultural or religious beliefs.
- Para subs: communicate regularly throughout the day with the teacher or other staff regarding your duties. Work as independently as possible, but feel free to ask clarifying questions or get additional direction about your duties if you are unclear.
- Always leave a written account of the day for the teacher; include what material was covered and what was not completed. Always include discipline problems that you encountered.
- Leave classroom and workspace in good order.
- Always check out with the head secretary in the office and sign for your time, return the substitute badge, room key and substitute folder.
- You have already received district emergency procedures, but each building will also have more specific emergency procedures. Please ask the secretary about specific school emergency procedures. Know the locations of fire extinguishers, emergency backpacks and exits.
- Immediately report employee or student accidents or injuries to the head secretary.

**Computer Use:** Substitutes may use district computers for school related purposes only. Personal use of district computers may be cause for termination of substitute employment. Certificated substitutes will be issued a district email address once hired. Please use this to log into school computers.

**Cell Phone Use:** Please limit the use of your cell phone to designated breaks only away from students.

## **Confidentiality and Ethics:**

Maintaining confidentiality is mandated by the Federal Educational Rights and Privacy Act. It is the law and it is imperative that school personnel follow this code of conduct. We are expected to respect the legal and human rights of children and their families. Therefore, maintaining confidentiality is essential.

- Never violate confidentiality! Understand the difference between "Need to Know vs. Desire to Tell." It will guide you in deciding when and with whom you share student information. Only those people who are directly involved in the education of a student may have specific student information.
- Ask the principal or the department/grade level chairperson if you are unsure about accessing or sharing specific student information.
- Remember you have both your public and private self. As an educator you may be scrutinized by your community. It is important to project a professional, ethical image both in and out of school.

## **DISTRICT POLICIES**

Policy information can be found at the Tahoma School District website at <http://www.boarddocs.com/wa/tahoma/Board.nsf/Public#>

## Glossary of Special Education Job Positions

ASL	American Sign Language (ASL) is a visual/gestural language used by people who are deaf in the US & Canada. It uses semantic, syntactic, morphological, and phonological rules that are distinct from English.
BIP	Behavioral Intervention Plan (BIP) is a plan incorporated into a student's IEP that describes the pattern of behavior that impedes the student's learning or that of others; the conditions or circumstances that contribute to the pattern of behavior; consistent positive behavioral interventions and supports to reduce the pattern of behavior; and the skills that will be taught and monitored as alternatives to the challenging pattern of behavior. BIPs are developed from FBAs (Functional Behavioral Assessments) to accurately pinpoint the functions of behavior that need intentional intervention plans in the BIP.
BIS	Behavior Intervention Specialist (BIS) is a special education teacher who leads specially designed instruction in the areas of behavior/social/emotional/executive functioning on the IEP.
ESY	Extended School Year (ESY) is special education and related services provided to qualified special education students beyond the regular 180 day school year to maintain a student's learned skills/behavior. It does not include the teaching of new skills/behaviors. The IEP team decides whether or not the student requires ESY services.
MAP	Math Assistance Program (MAP)- Math intervention for our General Education programming.
OT	Occupational Therapist (OT) is a professional who provides therapy services to support engagement in meaningful activities of daily life such as self-care skills, education, recreation, work, or social interaction. Therapy includes the use of hands, fingers, coordination of movement, sensory integration, and self-help skills such as dressing, eating with a fork/spoon, etc.
RAP	Reading Assistance Program (RAP)- Reading intervention for our General Education programming.
SAIL	Successful Academic and Independent Learner (SAIL)- This special education setting supports some of our most impacted learners. Placement into a SAIL program is a decision made at the IEP team meeting and based on data collected in the school psych report.
Special Education	Specially Designed Instruction, at no cost to parents, to meet the unique needs of an eligible student, including instruction conducted in schools, in the home, in hospitals and institutions, and in other settings.
Transition Services	A coordinated set of activities that facilitate a student's movement from school to post-school activities, including post-secondary education, vocational education, integrated employment, continuing and adult education, adult services, independent living, or community participation. Transition goals are determined by the IEP team beginning at least by age 16 and are based on the student's strengths, preferences, and interests.

## Tahoma Schools Contact Information

<p><b>Cedar River Elementary School</b>                  22615 Sweeney Rd SE, Maple Valley, 98038                  425-413-5400                  Grades K-5</p> <p>Fritz Gere, Principal                  Tina McDaniel, Dean of Students                  Jennifer Donohue, Head Secretary</p>	<p><b>Tahoma Elementary School</b>                  24425 SE 216<sup>th</sup> Street, Maple Valley, 98038                  425-413-3600                  Grades K-5</p> <p>Jerry Gaston, Principal                  Nicole Blankenship, Dean of Students                  Tara McCabe, Head Secretary</p>
<p><b>Glacier Park Elementary School</b>                  23700 SE 280<sup>th</sup> Street, Maple Valley, 98038                  425-413-3700                  Grades K-5</p> <p>Shelly Gaston, Principal                  Natalie Goodale, Dean of Students                  Lorraine Kunze, Head Secretary</p>	<p><b>Maple View Middle School &amp; PAI Program</b>                  18200 SE 240<sup>th</sup> St., Covington, 98042                  425-413-5500                  Grades 6-8</p> <p>Bill Weis, Principal                  Robert Talbert, Assistant Principal                  Shawn Seeley, Dean of Students                  Eva Paterson, Head Secretary</p>
<p><b>Lake Wilderness Elementary School</b>                  24216 Witte Rd. SE, Maple Valley, 98038                  425-413-3500                  Grades K-5</p> <p>Melanie Ready, Principal                  Amanda Blashaw, Dean of Students                  Barbara Weiss Roessler, Head Secretary</p>	<p><b>Summit Trail Middle School</b>                  25600 SE Summit Landsburg Rd, Ravensdale, 98051                  425-413-5600                  Grades 6-8</p> <p>Sean Cassidy, Principal                  Paul Gardner, Assistant Principal                  Kimberly McElreath, Dean of Students                  Penny Anderson, Head Secretary</p>
<p><b>Rock Creek Elementary School</b>                  25700 Maple Valley-Black Diamond Rd SE,                  Maple Valley, 98038                  425-413-3300                  Grades K-5</p> <p>Principal                  John Schuster, Dean of Students                  Robin Lawler, Head Secretary</p>	<p><b>Tahoma High School</b>                  23499 SE Tahoma Way, Maple Valley, 98038                  425-413-6200                  Grades 9-12</p> <p>Judy Beliveau, Principal                  Linda Hren, Head Secretary</p>
<p><b>Shadow Lake Elementary School</b>                  22620 Sweeney Rd SE, Maple Valley, 98038                  425-413-6100                  Grades K-5</p> <p>Kellie Christiansen, Principal                  David Aaby, Dean of Students                  Shannon Kiefer, Head Secretary</p>	<p><b>Transitions Program at THS</b>                  Ages: 18-21                  23499 SE Tahoma Way, Maple Valley, 98038                  Portables in west parking lot (student parking side)                  425-413-6200                  Katrina Osborn, Head Secretary</p> <p><b>Personal Academic Instruction (PAI) at MVMS</b>                  Grades 6-12                  18200 SE 240<sup>th</sup> Street, Covington, 98042                  Portable around the west side of MV in back                  425-413-3253                  Katrina Osborn, Head Secretary</p>