

Substitute Orientation/Handbook

2016-2017



**Seattle Public Schools
Substitute Services
2445 3rd Ave S
Seattle, WA 98124**

Suboffice@seattleschools.org

**206-252-0388 – Sub Office
206 252-0215 – HR Front Desk**

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Dear Substitute,

Welcome to the Seattle School District! Whether you are new to the District or a returning substitute, we want to take this opportunity to thank you for choosing to work in our District and provide valuable service to our students. We appreciate the experience and expertise that you bring as a substitute to ensure quality education, safety, and success for every student, every day!

At Seattle Public Schools you'll find beautiful and diverse school communities, with a commitment to meet each child's needs for growth socially, emotionally and academically. Working as a substitute is a rewarding profession that allows you to get to know their students and identify strengths, challenges and passions as well as effective strategies in and out of the classroom. In addition to teaching in the classroom, substitutes play an important role in providing valuable services in our school offices, supervising students and a variety of other responsibilities which support students and staff in our schools.

This Substitute Handbook was created to provide a variety of information and tools to be a successful substitute. We look forward to sharing the excitement of working with the students and staff this school year in Seattle Public Schools!

Please contact the Substitute Services Office at Suboffice@seattleschools.org if you have any questions or need assistance.

Again, welcome to Seattle Public Schools and thank you for your valuable contribution to the District!

Sincerely,

The Substitute Services Team

Welcome to Seattle Public Schools



Substitute Services

Hours: 7:00 am to 3:30 pm, Monday thru Friday

Telephone: 206-252-0388

Email: Suboffice@seattleschools.org

Aesop Telephone Access: 1.800.942.3767

SPS Aesop Web Address – www.seattleschools.org/aesop

SEATTLE PUBLIC SCHOOLS
2016 - 2017 SCHOOL YEAR SUBSTITUTE INFORMATION

1. **Substitute Work Requirement for the 2016 – 2017 School Year:** Classified and certificated substitutes must work at least 10 days per school year to remain on the substitute roster. We encourage all substitutes to work in SPS at least 3 days per week to support our students and staff as we face the challenges of a substitute shortage. During the 2016-2017 year the Substitute Office will review our active sub list with the Seattle Substitute Association and determine whether the requirement to work at least 10 days each year to remain active on the substitute roster will be adjusted for the 2017-2018 school year.
2. The Seattle School District is using a new Substitute Management and Placement system starting September 1, 2016 called **AESOP**. For information about Aesop, training tutorials, and login instructions, go to www.seattleschools.org/aesop.
3. **Salary Rates:** Substitute salary rates are on page 14. **The first student day for the 16/17 SY is Wednesday, September 7, 2016.**
4. **District Maps and Building Locations:** <http://www.seattleschools.org/aseop>. Click “Substitute” for maps and other important information for substitutes.

COLLECTIVE BARGAINING AGREEMENT (CBA): For your convenience we have included the links for Certificated (Teachers, Nurses, Counselors), Paraprofessional & SAEOP (Clerical)

Certificated Non-Supervisory Employees:

http://www.seattleschools.org/UserFiles/Servers/Server_543/File/District/Departments/Human%20Resources/CBA/Cert%20CBA%202015-2018.pdf

Paraprofessional Employees:

http://www.seattleschools.org/UserFiles/Servers/Server_543/File/District/Departments/Human%20Resources/CBA/Parapro%20CBA%202015-2018.pdf

SAEOP (Clerical):

http://www.seattleschools.org/UserFiles/Servers/Server_543/File/District/Departments/Human%20Resources/CBA/SAEOP%20CBA%202015-2018.pdf

SEATTLE PUBLIC SCHOOLS OUTLOOK EMAIL ACCOUNT

It is extremely important for you to maintain a Seattle School District email account so that you receive communications from the Substitute Office. Initial set-up must be on a District computer.

How to login to your Outlook E-Mail Account:

Your login name for your District email account is first letter of your FIRST NAME, MIDDLE INITIAL, LAST NAME. The INITIAL PASSWORD for this account is the first two letters of the last name and your zip code (same zip code where your pay warrant is/will to be sent.) *You will be prompted to change your password immediately.*

The first letter is LOWER CASE and the second letter is UPPER CASE. The password is case sensitive.

EXAMPLE:

Full Name: Walter H. Magoo

User Name: **whmagoo** (first letter of first name, middle initial, last name)

Password: **mA98765** (first two letters of last name and zip code)

Email problems/questions? **The Techline help number is 206-252-0333.** The Techline is open Monday through Friday from 7:30 am until 4:00 pm.

AESOP

AESOP is a Substitute Management and Placement System. Please go to www.seattleschools.org/aesop to review the online tutorials and acquaint yourself with Aesop's many unique features. We are sure you'll agree it is a user friendly program. These tutorials are short in length and can be viewed as many times as necessary.



Aesop Phone

1-800-942-3767



SPS Aesop Web

www.seattleschools.org/aesop

Click on the link for "substitute login"

Accepting Substitute Assignments

How will I get jobs?

1. The automated call system may call you at home during one of the scheduled evening call-out periods, (between 5:00pm to 9:30pm) or morning call-out periods, (starting at 5:00am until the job is filled). You can set your own call preferences. See the training material on www.seattleschools.org/aesop.
2. You may call the automated call system at (800)942-3767 to listen for open jobs.
3. You may log in to www.seattleschools.org/aesop (click on the substitute link to log on) to review and accept open jobs.
4. You may be called directly to be pre-arranged for an assignment.

If you use the phone system, please remember to write down the job number.

What happens if I need to cancel a job?

Sometimes it is necessary to cancel out of a job due to an illness of yourself or a family member. Please try to avoid canceling on the day of the assignment. If you must cancel more than 18 hours of the start of the sub assignment, you may cancel in Aesop. If you cancel within 18 hours of the start of the sub assignment it is essential for you to call the substitute office at 206 252-0388 to alert us of the late cancellation. Please also call the school and give them notice. See the training material on www.seattleschools.org/aesop.

What do I do if I get a call for a job and the start time has already passed?

Aesop may call you after a job has actually begun. This means we are still looking for someone to fill the job. You may accept the job, and then call the school to let them know you can take the assignment. You are then expected to arrive within one hour from the time you accepted the assignment in the system.

Failing to report for an assignment you have agreed to:

Sometimes substitutes forget to record an assignment they have accepted. This can sometimes lead to an empty classroom, unsupervised playground, or a shortage of support staff. It is essential that you keep an active and visible calendar of the jobs you have accepted. No-shows cause many problems for the schools and for the Substitute office.

TIMESHEETS

Substitutes must record hours worked on a timesheet and submit it to the Payroll Services Office on a weekly basis – every Friday. Timesheet(s) must be approved by an Administrative staff person or designee at the School/Department where you are assigned to sub the end of each work day of the sub assignment. Please mail timesheet(s) to the address provided on the front of the timesheet or use an intra-district envelope and send it to Payroll Services at MS 33-344. Drop-off boxes for Substitute Timesheets are available in the John Stanford Center lobby and at Payroll Services. **Please Do not fax or send in a copy. We suggest that you retain a copy for yourself.**

Timesheets received after the payroll deadline will be processed for payment on the following payroll period. Substitute Services sends weekly emails with reminders of timesheet processing deadlines.

Errors, missing, or illegible information may cause a delay in the processing of timesheet(s).

MANDATORY TRAININGS

Adult Sexual Misconduct: What All School Staff Need to Know and Do: Certificated and Classified Substitutes are required to complete after hire.

Health Trainings for Care of Students with Life threatening Conditions: Certificated and Classified Substitutes are required to be trained and knowledgeable in the care of students with anaphylaxis, or life threatening allergies. SPS is enrolled in a program whereby all employees can access appropriate training modules with a posttest to assure a basic understanding of required and recommended health training. To access this training, go to: <http://www.seattle.wa.safeschools.com/login>. Please read the attached flyer and follow the instructions as outlined. Please access these training modules as soon as possible. If there are problems with registration after the end of September, please email Shelly Kerby @ shkerby@seattleschools.org.

LATE START INFORMATION

Late Start Information: Late starts due to weather or other unscheduled reasons, you need to arrive at your assignment at the regular reporting time – safety permitting. If you need to arrive late please notify Substitute Services and the school that you are assigned.

EMERGENCY INFORMATION

RADIO/TV STATIONS

AM Radio Stations	FM Radio Stations	TV Stations
KCIS 630	KPLU 88.5	KOMO Ch. 4
KIXI 880	KGRG 89.9	KING Ch. 5
KOMO 1000	KSER 90.7	KIRO Ch. 7
KLAY 1180	KMPS 94.1	KCPQ Ch. 13
KGRG 1330	KUOW 94.9	PSETV Ch. 26
KUOW 1340	KIRO 97.3	
KRKO 1380	KCMS 105.3	
KRWM 106.9		

Emergency Communication System, to check for announcements.

BADGES

Employee Badges: Substitutes are eligible for a badge after completing 30 calendar days of work. A report to identify substitutes who have worked 30 calendar days is ran on the last day of each month and given to the Security Department. If you have worked 30 calendar days, on the 5th of the month following your 30 calendar days of work, call Security Department at 206-252-0707 to arrange to have a badge processed.

Medical Benefits -

Certificated (Teachers, Nurses, Counselors) – After sixty (60) consecutive workdays in the same assignment certificated substitutes shall be eligible for medical and dental benefits. Coverage shall begin on the first of the following month if the eligibility begins between the 1st and 15th of the month. If eligibility begins after the 15th of the month coverage shall begin on the first of the second full month thereafter. Eligibility shall be for a minimum of three (3) months beyond the last day in the assignment.

Classified (Clerical, Paraprofessional) – After sixty (60) consecutive days in the same assignment, classified substitutes shall, on the first (1st) day of the month following the sixtieth (60th) work day, be eligible for health benefits. Eligibility shall be for a minimum of three (3) months or longer if he/she continues in that assignment after the sixtieth (60th) work day. He/she will continue to receive health benefits through the end of the budget year if he/she continues working in the same assignment through the end of the work year.

16-Day contract pay - Certificated substitutes are eligible for contract pay after 16 consecutive days in the same assignment. The Classification and Compensation department determines the salary placement and notifies the substitute via district email. To qualify for contract pay you need to submit to Classification and Compensation department an **official sealed transcript identifying a BA, any post BA credits/or degree and verification of experience outside of Seattle Public Schools**. Send to: Mail Stop 33-385. Payroll starts the process of 16 day pay at the end of the month in which it was earned. You will be compensated for your 16-day assignment retroactive back to day one of the assignment on the 1st payroll of the following month. **The deadline to provide all salary placement materials for a salary adjustment within that SCHOOL YEAR must be RECEIVED no later than June 30 of that school year, in which 16-day Sub assignment was performed, in order to be eligible for retroactive pay to the start of the 16-day assignment.** For any questions concerning contract placement, contact hrcompensation@seattleschools.org. Any other questions, contact the suboffice@seattleschools.org.

Sick Leave - **Certificated substitute** serving in one (1) single assignment up to and including twenty (20) consecutive workdays shall be credited with one (1) day of sick leave for each twenty (20) consecutive work days in that assignment. This sick leave shall accumulate from year to year and apply to all substitute assignments of twenty-one (21) consecutive workdays or more. Substitutes who serve in assignments of twenty-one (21) or more consecutive workdays shall be entitled to Bereavement Leave. One day missed within the first twenty (20) days of an assignment will not be counted against a substitute's progress toward a consecutive day requirement. **IMPORTANT NOTE:** If you have worked on contract in previous years and have maintained a sick leave balance in the Seattle School District, those sick leave hours may only be used if you return to a long term substitute position (at least 16 days). The Substitute Services keeps track of sick leave days earned as a sub which you are eligible to use only as a substitute employee with the District.

Classified substitutes serving in one (1) single assignment for more than sixty (60) days, for someone **on leave**, shall be credited with one (1) day of Sick Leave for each twenty (20) consecutive workdays in that assignment. One (1) missed day within the first twenty (20) days of an assignment will not be counted against a substitute's progress toward a consecutive day requirement. The Substitute Services keeps track of sick leave days earned as a sub which you are eligible to use only as a substitute employee with the District.

Professional Development Classes – Yes, go to <http://mysps.seattleschools.org/>. Near the top of the page, there is a drop-down menu for Calendars. Click on the Professional Development calendar to see upcoming classes. Please note that enrollment in a Professional Development class is voluntary, you will not be paid to attend such class unless specifically stated you will be paid to attend the class. To register for an advertised course, contact the instructor(s) listed in the course offering. Substitute Services does NOT manage Professional Development opportunities for substitutes. Do not call or email Substitute Services regarding Professional Development classes.

Step Increases – Certificated and Classified substitutes both receive step increases. See page 15.

Unemployment Insurance - Because scheduled, unpaid periods are predetermined by the negotiated school calendar, these recess periods **do not** qualify for unemployment compensation. This is due to the fact that you have reasonable assurance that following each of the vacation/recess periods you remain active on our substitute list unless you indicate that you would like to be removed from the sub list or have worked less than 10 days in the school year.

FREQUENTLY ASKED QUESTIONS

How do I contact the Substitute Services Office?

Substitute Office 206-252-0388, Suboffice@seattleschools.org

Address: 2445 – 3rd Ave S. Seattle, WA 98134 or PO Box 34165 Seattle, WA 9812, *Mail stop: 33-192.*

Mail stop: 33-344 for substitute timesheets (PAYROLL).

What are the Substitute Services Office Hours? Monday – Friday, 7:00 am – 3:30 pm

Who do I contact if I have questions about my paycheck? Please email Payroll@seattleschools.org with your specific question. The Payroll Office will respond to your email within 48 hours.

What do I need to do to remain active in Aesop for the following year? Accept Substitute assignments and work for at least 10 days during the school year. In early June, a “Letter of Assurance” will be sent out for you to sign and return letting us know if you want to sub next school year.

Who do I contact if I have questions about the information contained in this Handbook? Email your questions to Leslyn Jones-Petitt, ljones@seattleschools.org or the Suboffice, Suboffice@seattleschools.org .

HEALTH TRAINING INFORMATION

TO: SUBSTITUTES FOR SEATTLE PUBLIC SCHOOLS
FROM: KATHLEEN JOHNSON, STUDENT HEALTH SERVICES PROGRAM MANAGER
SUBJECT: **HEALTH TRAINING** FOR CARE OF STUDENTS WITH LIFE THREATENING CONDITIONS
DATE: 9/1/16

Starting in September, 2009, District policy <http://www.seattleschools.org/area/policies/d/D98.00.pdf> was created in response to RCW that requires all staff to be trained and knowledgeable in the care of students with anaphylaxis, or life threatening allergies. In SPS we have over 1200 students with this health concern. The training is in addition to a requirement that staff is trained in the care of students with asthma of which there are over 3,000 students with this conditions <http://www.seattleschools.org/area/policies/d/D99.00.pdf>.

SPS is enrolled in a program whereby all employees can access appropriate training modules with a post test to assure a basic understanding of required and recommended health training. The site to access this training is <http://www.seattle.wa.safeschools.com/login> . Once you access the site you log in with your email account name, for me it is khjohnson for example, and then proceed to confirm you are the right person. If you have difficulties logging in contact Shelly Kerby, Environmental Health & Safety Coordinator to get the correct log in at <mailto:shkerby@seattleschools.org>. After you have successfully completed the post test your name will be available to the person assigned to monitor your training or if requested you may print a certificate of completion. As a substitute for SPS you are required to take the asthma, blood borne pathogen exposure prevention and anaphylaxis trainings and it is recommended that you also complete the diabetes and seizure training so you will be prepared for the care of students with these challenges. If you want to take any of the other training modules you are encouraged to do so.

Once trained you will have a basic understanding of the disease and the appropriate emergency response for the anaphylactic student in a class where you are the substitute. In order to carry out the student's Individual Health Plan, IHP, you will need to:

- 1- Identify the school staff that will give the Epi-pen in the event of ingestion of identified allergen or symptoms of anaphylaxis, OR
- 2-See the school nurse and receive the needed annual training from the nurse on how to administer the Epi-pen to the affected student.

Once you have gotten the nurse medication administration training you can safely administer Epi-pen to an anaphylactic student according to their individual plan in other SPS settings. In each classroom's sub folder you should find the care plans of students who have this and other health concerns. The IHP crafted by the school nurse with provider orders for care will identify the condition, how it manifests for that student, and steps to take if a life threatening event may be occurring. School staff is trained annually on how to respond to life threatening conditions. The class room teacher with a student with a life threatening health concern is provided with that student's IHP to guide care. If you have questions please ask the school's nurse or administrator.

Clerical Substitute Powerschool Training

CLERICAL SUBSTITUTES:

PowerSchool is the Student Information System for Seattle Public Schools. PowerSchool is used to access student information, take attendance, locate parent and emergency contacts, run reports, and much more. Schools need qualified substitutes who are able to help with tasks in PowerSchool.

Training is not required to substitute, but is required to use PowerSchool in a substitute position at a school. Training is a day and a half of training which includes **PowerSchool Basics, Demographics and Attendance**. Subs **must attend all 3 classes** and will be paid for attending training if they show proficiency in these areas.

Substitutes must have attended an employee orientation and be "staffed" or have approval from HR prior to the training.

PowerSchool Training for new Clerical subs is offered every month during the school year. Start of school training is being offered on August 16 and 17 and again on September 1 and 2. School office staff have priority for the first training. Clerical Subs should register for the September training if possible.

Training for **New clerical substitutes:**

Note: Clerical subs must attend and show proficiency in all 3 classes in order to get access.

Please email powerschooltraining@seattleschools.org. Include your name, e-mail address, and phone number along with your request to attend this new training. This class is specific to the Seattle Public School district. Please sign up as soon as possible.



SEA CERTIFICATED / CLASSIFIED SUBSTITUTE SERVICES TIMESHEET

Intra-District:
Payroll – MS 33-344

Mailing Address:
Seattle Public Schools
Payroll MS 33-344
PO Box 34165
Seattle, WA 98124-1165

NAME: _____ **EMPLOYEE ID:** _____ **SIGNATURE:** _____
Last Name, First Name, Middle Initial

Please check one:

CERTIFICATED: Report time in 4 or 8 hours increments ☐ **CLASSIFIED:** Report actual hours worked (do not include lunch) ☐

DAY	DATE (m/d/yyyy)	JOB CONFIRMATION #	ASSIGNMENT / ABSENT EMPLOYEE	LOCATION	PAID HOURS	AUTHORIZATION
M						
T						
W						
TH						
F						
SA						
SU						
TOTAL PAID HOURS						

Please remember to send your timesheet in on a weekly basis – **every Friday**. Incomplete and / or late timesheets may result in a month's delay of payment. Original timesheets are needed with authorized signatures. Do not fax or send in a copy. Remember to keep a copy for yourself.

SEA CERTIFICATED / CLASSIFIED SUBSTITUTE SERVICES TIMESHEET

INSTRUCTIONS:

The HR Substitute Services Timesheet is for Certificated and Classified substitutes. Complete the form as follows:

Name: List your full name.

Employee ID: List the Employee ID# listed on your pay stub.

Please check one: Check the appropriate box for your substitute classification: **CERTIFICATED** or **CLASSIFIED**.

Date: Fill in the appropriate date (month, day, and year).

Job Confirmation #: List the number assigned by Aesop.

Assignment / Absent Employee: Indicate the name of the absent employee or type of assignment such as “open position” or “extra help.”

Location: Enter the school and / or department name.

Paid Hours: Certificated substitutes are paid either 4 or 8 hours. Classified substitutes are paid actual hours worked (do not include lunch).

Authorization: A School Office Team member or program / department supervisor will verify the information on the form and sign on the printed form here.

Authorization to Pay (signatures needed to receive pay):

1. Total your hours.
2. Sign timesheet.
3. School Office Team member or program / department supervisor must sign in the authorization column.
4. Make a copy for your files. Submit original timesheet to Payroll Services **each Friday**.

2016-2017 COMBINED SUBSTITUTE SALARY RATES

CERTIFICATED

CERTIFICATED SUBSTITUTES - TEACHING

Salary Schedule	Grade	Days Worked	Hours Worked	Hourly Rate	Daily Rate
CH1	1	0.5 - 29.5	Below 240 hours worked	\$22.22	\$177.76
CH1	2	30 - 59.9 days	At least 240 hours worked	\$22.81	\$182.48
CH1	3	60.0 - 89.9 days	At least 240 hours worked	\$23.82	\$190.56
CH1	4	90 or more	At least 240 hours worked	\$25.35	\$202.80

CERTIFICATED SUBSTITUTES - NURSES

Salary Schedule	Grade	Position	Hourly Rate	Daily Rate
CH5	1	Certificated Substitute Nurse	\$33.05	\$264.40

CLASSIFIED

PARAPROFESSIONAL SUBSTITUTES

Salary Schedule	Position	Days Worked	Hourly Rate	Daily Rate
SU1		1-59 Days	\$X	\$139.72
SU1		60-90 Days	\$X*1.05	\$146.72
SU1		91-120 Days	\$X*1.10	\$153.72
SU1		121+ Days	\$X*1.15	\$160.65

CLERICAL SUBSTITUTES

Salary Schedule	Position	Days Worked	Hourly Rate	Daily Rate
SU2		1-59 Days	\$X	\$139.92
SU2		60-90 Days	\$X*1.05	\$146.88
SU2		91-120 Days	\$X*1.10	\$153.92
SU2		121+ Days	\$X*1.15	\$160.88

CLASSIFIED SUBSTITUTES - NURSES

Salary Schedule	Position	Hourly Rate	Daily Rate
SU3	Classified Nurse Substitutes	\$26.44	\$211.52

2016-2017 Rates Effective 9/1/2016 w 1.8% COLA and 2% contractual increase

**2016 - 2017 School Year
Seattle Public Schools
SUBSTITUTE TIMESHEET PAY SCHEDULE**

PAY DATE	TIME REPORTING PERIOD	TIMESHEET DUE DATE
September 1, 2016	07/22/16 - 08/23/16	Tuesday, August 23, 2016
October 3, 2016	08/24/16 - 09/22/16	Thursday, September 22, 2016
November 1, 2016	09/23/16 - 10/23/16	Sunday, October 23, 2016
December 1, 2016	10/24/16 - 11/18/16	Friday, November 18, 2016
January 2, 2017	11/19/16 - 12/21/16	Wednesday, December 21, 2016
February 1, 2017	12/22/16 - 01/23/17	Monday, January 23, 2017
March 1, 2017	01/24/17 - 02/19/17	Sunday, February 19, 2017
April 3, 2017	02/20/17 - 03/23/17	Thursday, March 23, 2017
May 1, 2017	03/24/17 - 04/20/17	Thursday, April 20, 2017
June 1, 2017	04/21/17 - 05/22/17	Monday, May 22, 2017
July 3, 2017	05/23/17 - 06/22/17	Thursday, June 22, 2017
August 1, 2017	06/23/17 - 07/21/17	Friday, July 21, 2017

**TO ENSURE TIMELY AND ACCURATE PAYMENT
COMPLETED TIMESHEETS SHOULD BE SUBMITTED ON A WEEKLY BASIS**

NOTE: Because payroll is processed on a monthly basis, there is a final time reporting end date which may occur mid-week. All time through the end of the time reporting period must be completed and submitted by the date specified above to ensure payment by the scheduled payment date. You should begin a new timesheet for the portion of the week in the next reporting period.

You may submit timesheets by:

- * Bringing them to Payroll Services - drop boxes available in JSCEE lobby and at Payroll Services**
- * US Postal Service - may take up to 3 days for Payroll to receive**
- * Intra-District mail to Payroll Services at MS 33-344. In General, Payroll receives intra-district mail 2 days after it is picked up from the school/sites. Be sure to consult the intra-district mail schedule for changes (i.e. around holidays/breaks)**

Timesheets must be authorized by an Office Team Member after completion. Early timesheet submissions will be rejected and a new timesheet submission will be required.

Errors, missing, or illegible information may cause a delay in the processing of your timesheet. Please keep a copy for your records.



2016-17 KEY DATES

Sept. 7	Start of school
Sept. 12	Kindergarten starts
Sept. 28	2-hr early dismissal
Oct. 14	Teacher Professional Development Day (no school)
Oct. 26	2-hr early dismissal
Nov. 11	Veterans Day
Nov. 16	2-hr early dismissal
Nov. 21-23	Elementary and K-8 conferences (varies by school)
Nov. 23	1-hr early dismissal
Nov. 24-25	Thanksgiving Holiday
Dec. 16	1-hr early dismissal
Dec. 19-30	Winter break
Jan. 2	New Year's Day Observed
Jan. 16	Martin Luther King Jr. Day
Feb. 1	Day between semesters (no school)
Feb. 20	Presidents' Day
Feb. 20-24	Mid-winter break
Mar. 22	2-hr early dismissal
April 10-14	Spring break
May 10	2-hr early dismissal
May 29	Memorial Day
June 23	Last day of school; 1-hr early dismissal

SCHOOL YEAR

Sept. 7, 2016 - June 23, 2017

SEMESTERS

Sept. 7 - Jan. 31 Semester 1

Feb. 1 - June 23 Semester 2

QUARTERS

Sept. 7 - Nov. 10 Quarter 1

Nov. 11 - Jan. 31 Quarter 2

Feb. 1 - April 7 Quarter 3

April 8 - June 23 Quarter 4

TRIMESTERS

Sept. 7 - Dec. 2 Trimester 1

Dec. 3 - March 17 Trimester 2

March 18 - June 23 Trimester 3

September

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

November

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

January

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

October

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

December

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

April

S	M	T	W	T	F	S
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30						

June

S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

ELEMENTARY SCHOOLS

MS	School	Phone	FAX	Principal	Secretary	Address	ZIP
NG-201	Adams	252-1300	252-1301	Tim Moynihan	Debbie McKagan	6110 - 28th Ave NW	98107
WE-202	Alki	252-9050	252-9051	Shannon Stanton	Lisa Noyes	3010 - 59th Ave SW	98116
NT-278	Cascadia @ Lincoln	252-5914	252-5969	Rina Geoghagan	Beth Lee	4400 Interlake Ave N	98103
WF-203	Arbor Heights	252-9250	252-9251	Christy Collins	Karen Ferraro	3701 SW 104th St	98146
NH-204	Bagley	252-5110	252-5111	Erika Ayer	Randi Olson	7821 Stone Ave N	98103
CE-205	Beacon Hill International	252-2700	252-2701	Andra Maughan	Cheryl Nitta	2025 - 14th Ave S	98144
EF-209	Bryant	252-5200	252-5201	Dan Sanger	Trudy Springer	3311 NE 60th St	98115
CF-211	Coe	252-2000	252-2001	Virginia Turner	Leanne Loewe	2424 7th Ave W	98119
WG-215	Concord International	252-8100	252-8101	Norma Zavala	Patrice Robinson	723 S Concord St	98108
CW-218	B F Day	252-6010	252-6011	Stan Jaskot	Carrie Bauer	3921 Linden Ave N	98103
SM-251	Dearborn Park	252-6930	252-6931	Angela Bogan	Atia Yousuf	2820 S Orcas St	98108
SI-219	Dunlap	252-7000	252-7001	Winifred Todd	Susan Talley	4525 S Cloverdale St	98118
SK-221	Emerson	252-7100	252-7101	Andrea Drake	Kathy Hailey	9709 - 60th Ave S	98118
WI-222	Fairmount Park	252-9300	252-9301	Julie Breidenbach	Kathy Shelton	3800 SW Findlay St	98126
WK-225	Gatewood	252-9400	252-9401	Connie Aleman	Katy Thomas	4320 SW Myrtle St	98136
CI-226	Bailey Gatzert	252-2810	252-2811	Greg Imel	Carrie Bolden	1301 E Yesler Way	98122
SJ-220	Graham Hill	252-7140	252-7141	Walter Chen	Diane Lee	5149 S Graham St	98118
NM-229	Green Lake	252-5320	252-5321	Joanne Bowers	Jennifer Allen	2400 N 65th St	98103
EG-230	Greenwood	252-1400	252-1401	Walter Trotter	Cheryl Kelly	144 NW 80th St	98117
SL-233	Hawthorne	252-7210	252-7211	Sandra Scott	Joyce Shimizu	4100 - 39th Ave S	98118
WL-235	Highland Park	252-8240	252-8241	Chris Cronas	Kathryn Niskanen	1012 SW Trenton St	98106
CK-234	John Hay	252-2100	252-2101	Tami Beach	Kathleen Brose	201 Garfield St	98109
EM-266	John Rogers	252-4320	252-4321	Sara Mirabueno	Satomi Manabe	4030 NE 109th St	98125
NN-241	John Stanford International	252-6080	252-6081	Dedy Fauntleroy	Jill Metz	4057 5th Ave NE	98105
CU-288	Kimball	252-7280	252-7281	Jo Lute-Ervin	Nancy Barzen	3200 - 23rd Ave S	98144
WO-239	Lafayette	252-9500	252-9501	Robert Gallagher	Kathy Johnson	2645 California Ave SW	98116
EH-242	Laurelhurst	252-5400	252-5401	Sarah Talbot	Susan Lundh	4530 - 46th Ave NE	98105
NI-243	Lawton	252-2130	252-2131	Dorian Manza	Laura Thomas	4000 - 27th Ave W	98199
CL-244	Leschi	252-2950	252-2951	Rhonda Claytor	Teresa Stout	135 - 32nd Ave	98122
CM-245	Lowell	252-3020	252-3021	Geri Guerrero	Diane Hutchinson	1058 E Mercer St	98102
NP-246	Loyal Heights	252-1500	252-1501	Wayne Floyd	Kathryn Katzen	2511 NW 80th St	98117
SN-252	Maple	252-8310	252-8311	Elena Sanchez	Mary Craig	4925 Corson Ave S	98108
SF-207	Martin Luther King Jr	252-6770	252-6771	Xanasha Rose	Ave Seni	6725 45th Ave S	98118
NT-247	McDonald International	252-2900	252-2901	Dan Golosman	Jane Petrich	144 NE 54 th St	98105
CN-248	McGilvra	252-3160	252-3161	Maria Breuder	Lynne Chelius	1617 - 38th Ave E	98112
CQ-255	Montlake	252-3300	252-3301	Melissa Gray	Tiffany Walker	2409 - 22nd Ave E	98112
CR-256	Muir	252-7400	252-7401	Brenda Ball Cuthbertson	Sonia Larson	3301 S Horton St	98144
NR-259	North Beach	252-1510	252-1511	Julie Cox	Cheryl Smith	9018 - 24th Ave NW	98117
NQ-257	Northgate	252-4180	252-4181	Katie Pearl	Deirdre Palmer	11725 - 1st Ave NE	98125
EK-261	Olympic Hills @ Cedar Park *	252-4300	252-4301	Helen Joung	Joyce Phitts	3737 NE 135th	98125
EL-262	Olympic View	252-5500	252-5501	Sandra Powell	Teresa Olmsted	504 NE 95th St	98115
CV-974	Queen Anne	252-2480	252-2481	David Elliott	Karen Rang	411 Boston St	98109
ST-264	Rainier View	252-6700	252-6701	Anitra Pinchback-Jones	Deeqa Kosar	11650 Beacon Ave S	98178
WP-267	Roxhill	252-9570	252-9571	Sahnica Washington	LaShanda Ball	9430 - 30th Ave SW	98126
EI-268	Sacajawea	252-5550	252-5551	Rachel Friesen	Doreen Norman	9501 - 20th Ave NE	98115
ES-269	Sand Point	252-4640	252-4641	Kirsten Roberts	Sandra Warner	6208 60th Ave NE	98115
WR-273	Sanislo	252-8380	252-8381	Bruce Rhodes	Gail Crandell	1812 SW Myrtle St	98106
WQ-270	Schmitz Park	252-9700	252-9701	Gerrit Kischner	Gail Thomas	5000 SW Spokane St	98116
CT-272	Stevens	252-3400	252-3401	Kelley Archer	Val Derosier	1242 18th Ave E	98112
EQ-287	Thornton Creek @ Decatur	252-5300	252-5301	John Miner	Jennifer Evans	7711 - 43rd Ave NE	98115
SP-275	Van Asselt	252-7500	252-7501	Chanda Oatis	Regina Kidd	8311 Beacon Ave S	98118
CS-212	Thurgood Marshall	252-2800	252-2801	Katie May	Hazel Patu	2401 S Irving St	98144
EN-277	View Ridge	252-5600	252-5601	Terri Skjei	Rae Keyes	7047 - 50th Ave NE	98115
NX-276	Viewlands	252-4400	252-4401	Michelle Ota	Signe Roscoe	10525 - 3rd Ave NW	98177
EO-279	Wedgwood	252-5670	252-5671	Doug Ouellette	Denae Gordon	2720 NE 85th St	98115
WM-236	West Seattle	252-9450	252-9451	Vicki Sacco	Diane Stuart	6760 - 34th Ave SW	98126
NU-281	West Woodland	252-1600	252-1601	Farah Thaxton	Marty Phelps	5601 - 4th Ave NW	98107
NV-282	Whittier	252-1650	252-1651	Melissa Schweitzer	Mary Pat Bowman	1320 NW 75th St	98117
SR-286	Wing Luke	252-7630	252-7631	Davy Muth	Andrea Campbell	3701 S Kenyon St	98118

K-8 SCHOOLS

MS	School	Phone	FAX	Principal	Secretary	Address	ZIP
NJ-208	Broadview-Thomson	252-4080	252-4081	RJ Sammons	Lauri McVicar	13052 Greenwood Ave N	98133
NW-289	Catharine Blaine	252-1920	252-1921	Heather Johnson	Amy Huber	2550 - 34th Ave W	98199
ED-590	Hazel Wolf @ John Marshall	252-3580	743-3131	Debbie Nelsen	Evelyn Shelby	520 NE Ravena Blvd.	98115
WJ-119	K-8 STEM @ Boren	252-8450	252-8451	Ben Ostrom	Cindy Baca	5950 Delridge Way SW	98106
NT-280	Licton Springs	252-6000	252-4601	Roy Merca	Francesca DeGuzman	4400 Interlake Ave N	98103
CO-249	Madrona	252-3100	252-3101	Mary McDaniel	Tana Leybold	1121 33rd Ave	98122
SQ-283	Orca	252-6900	252-6901	Tonie Talbert-Euerle	Cynthia Rainwater	5215 46th Ave S	98118
WT-216	Pathfinder (Cooper)	252-9710	252-9711	David Dockendorf	Danielle Otey	1901 SW Genesee St	98106
NC-111	Salmon Bay (Monroe)	252-1720	252-1721	Neil Gerrans	Dena Parmer	1810 NW 65th St	98117
SG-113	South Shore	252-7600	252-7601	Kristin DeWitte	Yedit Bailey	4800 So Henderson St	98118
CG-599	TOPS (Seward)	252-3510	252-3511	Chris Scott	Janice Runner	2500 Franklin Ave E	98102

MIDDLE SCHOOLS

MS	School	Phone	FAX	Principal	Secretary	Address	ZIP
SE-130	Aki Kurose	252-7700	252-7701	Mia Williams	Deanne Bodeau	3928 S Graham St	98118
WC-103	Denny International	252-9000	252-9001	Jeff Clark	Mary Wilson	2601 SW Kenyon St	98126
EE-134	Eckstein	252-5010	252-5011	Treena Sterk	Ann Peterson	3003 NE 75th St	98115
NF-135	Hamilton International	252-5810	252-5811	Tipton Blish	Sandy Adams	1610 N 41st St	98103
EC-588	Jane Addams Middle School	252-4500	252-4501	Paula Montgomery	Karen Putnam	11051 34th Ave NE	98125
WD-107	Madison	252-9200	252-9201	Robert Gary	Jana Lyons	3429 45th Ave SW	98116
NE-118	McClure	252-1900	252-1901	Shannon Conner	Linda Luke	1915 - 1st Ave W	98119
SC-110	Mercer	252-8000	252-8001	Chris Carter	Kate Hodges	1600 S Columbian Way	98108
CC-117	Washington	252-2600	252-2601	Susan Follmer	Tanya Maldonado	2101 S Jackson St	98144
ND-115	Whitman	252-1200	252-1201	Sue Kleitsch	Miste Chandler	9201 - 15th Ave NW	98117

HIGH SCHOOLS

MS	School	Phone	FAX	Principal	Secretary	Address	ZIP
NA-011	Ballard	252-1000	252-1001	Keven Wynkoop	Vivian Belcher	1418 NW 65th St	98117
ER-023	Center School	252-9850	252-9851	Oksana Britsova	Tracey Lott	305 Harrison St	98109
WA-018	Chief Sealth International	252-8550	252-8551	Aida Fraser-Hammer	Donna Veenhuizen	2600 SW Thistle St	98126
SA-012	Cleveland	252-7800	252-7801	George Breland	Fely Regan	5511 15th Ave S	98108
CA-013	Franklin	252-6150	252-6151	Jennifer Wiley	Rubina Warner	3013 S Mt Baker Blvd	98144
CB-014	Garfield	252-2270	252-2271	Ted Howard II	Leslie Hurd	400 23rd Ave	98122
NB-020	Ingraham	252-3880	252-3881	Martin Floe	Mary Smith	1819 N 135th St	98133
EB-022	Nathan Hale	252-3680	252-3681	Jill Hudson	Sandi Mann	10750 - 30th Ave NE	98125
CD-587	Nova @ Horace Mann	252-3500	252-3501	Mark Perry	Karen Podbela	2410 East Cherry	98122
SB-021	Rainier Beach	252-6350	252-6351	Dwane Chappelle	LaNita Thomasson	8815 Seward Park Ave S	98118
EA-017	Roosevelt	252-4810	252-4811	Brian Vance	Marjorie Gamble	1410 NE 66th St	98115
WB-019	West Seattle	252-8800	252-8801	Ruth Medsker	Karen Ross	3000 California Ave SW	98116

ALTERNATIVE SCHOOLS, SPECIAL PROGRAMS, & OTHER BUILDINGS

MS	School	Phone	FAX	Principal	Secretary	Address	ZIP
31-555	Head Start	252-0960	252-0961	Laura Garcia	Tanielle Jackson	2445 3rd Avenue S	98134
AD-516	Cascade Parent Partnership Prog	252-4720	252-4721	Owen Gonder	Linda Downing	1330 N 90th Street	98103
SH-703	Interagency @ Col Center	252-6816	743-3930	Kaaren Andrews	Mary Tuolo	3528 S Ferdinand St	98118
AD-605	Middle College (Northgate)	366-7940	366-7941	Cindy Nash	Jennifer Spigner	401 NE Northgate Way #202	98125
AD-605	Middle College (South)	934-6704	394-6708	Cindy Nash	Janice Brown	6400 Sylvan Way SW	98126
AD-605	Middle College (U of W)	616-3663	616-3664	Cindy Nash	Lisa Boryboun	UW, Johnson Annex, Rm111	98195
AD-605	Middle College (North)	252-4785	252-4787	Cindy Nash	Donna Ogden	1330 N 90th Street	98103
SD-112	South Lake Alt HS	252-6600	252-6601	Keith Smith (Interim)	JoNell Wallace	8601 Rainier Ave S	98118
CD-665	The World School	252-2200	252-2201	Concie Pedroza	Hanh Dang	301 21st Ave E	98112

Quick Tips for Lifting

Lift in the power zone

- Above the knees
- Close to the body
- Below the shoulders
- Avoid twisting



Rearrange storage

Move heavy items to waist level. If needed, use team lifting.



Use a cart

Slide instead of lifting.



Break down large loads

Several lighter lifts are safer.

Upon request, foreign language support and formats for persons with disabilities are available. Call 1-800-547-8367. TDD users, call 360-902-5797. L&I is an equal opportunity employer.



Use a hand truck

Move heavy items without lifting.

PUBLICATION F417-055-909 [03-2016]



Division of Occupational Safety and Health



www.Lni.wa.gov/Safety



1-800-423-7233



Washington State Department of
Labor & Industries

WHAT YOU SHOULD KNOW ABOUT AN ON-THE-JOB INJURY OR ILLNESS

This information concerns work related injuries or illness:

If you are injured or become ill during the course of your employment, it is your responsibility to notify your principal, program manager or supervisor immediately and to complete an Incident/Injury or Occupational Illness Report as soon as possible. Call the 24/7 Nurse Hotline at 1-877-764-3574 for medical assistance.

Seattle School District #1 is a self-insured employer. This means that the District is responsible for payment of all qualified work related claims. The District retains a third party administrator (TPA) to administer the claims. You must be given a self-insured form to establish a Workers' Compensation Claim as an employee of the District. If medical care is needed a claim packet will be sent to you from CorVel after you contact the 24/7 Nurse Hotline. Your workers' compensation claim will not be considered until you complete and submit the appropriate forms. Upon receipt of the required form, an investigation will be made and you will be notified of the determination.

You may choose any physician who is recognized by state regulations as qualified to treat your condition and who is reasonably convenient to you. The District pays all approved medical costs for a valid claim on your behalf. To transfer from one physician to another, you must request the change in writing and the request must be approved before the transfer can take place.

If your treatment physician authorized time away from work because of the injury or illness, you must provide that authorization in writing before time loss benefits are paid. The day of the injury and the first three days following are considered a waiting period and you will not receive time loss payments for those days unless you are unable to work for at least 14 days immediately following your injury. (Some bargaining contracts contain different provisions.) Your attending physician must certify continued time loss in writing on a regular basis.

For more information regarding an on-the-job injury visit the benefits website at www.ourpasswordpage.com. Use sps as the password and click on Workers' compensation.

SIGNATURE

DATE

Revised 7/12

BEST PRACTICE FOR SUBSTITUTE TEACHERS

Schools and substitute teachers will work in concert to provide the highest level of educational services to students. A climate of respect, congeniality, safety, professionalism, and appreciation is expected in each school. It is the responsibility of the principal to promote and ensure that students, schools, and substitute teacher have a successful educational experience. The Seattle Public Schools is committed to providing substitute teachers with reasonable written instructions and a positive school climate in which to work. To this end, the principal will periodically check substitute teacher plans to assure they are current.

The school/principal will assign staff to officially greet and welcome substitute teachers and to ensure that the following needs are met:

- Assist during check in/check out
- Provide necessary keys
- Give directions to classroom assignment or provide escort
- Provide class list (s)
- Maintain a file of emergency lesson plans for each grade/class
- Give copies of any special schedules for the day
- Provide copies of all emergency drills, security and safety procedures, master schedules and supervisory duty rosters, maps of the building & the like
- Provide a staff identity badge
- Provide procedures for visitors in the building
- Give directions for picking up necessary materials such as attendance sheets, daily bulletins, etc.
- Give the location of the staff lounge/telephone
- Notify regular school staff of absences and names of substitute teachers through daily bulletins, postings in teachers' mailbox area, or announcements, etc.
- Complete and submit to the Coordinator of Substitutive Teaching an evaluation of substitute teachers when requested by the substitute teacher per the Guidelines for Evaluation of Substitute Teachers - see Appendix Blank.
- Establish systematic support for helping substitute teachers with lesson plans

Note: It is highly recommended that the principal/designee meet each substitute teacher during the school day and offer her/his help as needed.

Professional Development for Substitutes

SEA-represented substitute employees have various professional development opportunities available to them through the Collective Bargaining Agreement.

All courses offered within Seattle Public Schools are available to substitute employees on a space available basis. Courses offered are listed at: <http://mysps.seattleschools.org/>, choose the **Professional Development** calendar from the **Calendars** tab to view upcoming scheduled courses.

Substitutes can register for individual courses by contacting the instructor responsible for the training.

Substitute employees may request to be reimbursed for up to a maximum of \$500 per employee per year for courses offered outside of Seattle Public Schools. The funds are set aside on a first-come-first served basis and available for substitutes who are actively working and in good standing (defined by employed in the district at least 6 months, worked at least 25% of available student days and no more than 2 unsatisfactory evaluations). In order to be reimbursed for conference attendance, please submit the following documents to **Kim Van Atta at MS 32-156**. **All forms and receipts must be received by the Accounting Department within sixty (60) days of payment by the employee. Please plan accordingly to allow for enough processing time:**

An Employee Reimbursement Requisition (fill out the top portion only):

http://mysps.seattleschools.org/UserFiles/Servers/Server_25823/File/Forms/Business%20&%20Finance/Accounting/acct_generalemployeereimbursement.pdf

A copy of your conference registration form and confirmation and proof of payment.

Clerical substitutes who complete PowerSchool training and show proficiency will be paid for attending the training. To register for training, e-mail: PowerSchoolTraining@seattleschools.org. You will be notified of upcoming training dates. Your network login (below) allows you to view scheduled training on the district website: PowerSchool.mysps.seattleschools.org (login required).

Paraprofessional and certificated substitutes can access www.paraeducator.com and complete free online training. Training available on the site includes the Washington State Recommended Core Competencies for Paraeducators, Literacy Strategies, Behavior Management and Autism Spectrum Disorder. For certificated teachers who need clock hours, the Puget Sound Educational Service District offers clock hours for many of the courses found on this site.

Substitutes who are in long-term positions may be paid to attend professional development provided at their school site. If you are in a long-term position, contact kevanatta@seattleschools.org to arrange for payment.

The district does offer other substitute specific training throughout the year. Watch your district e-mail account for announcements about professional development offerings.