



2020-21 SCHOOL YEAR

SUBSTITUTE

HANDBOOK

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Office of the Superintendent

Dear Renton School District Substitute,

Thank you for your help. The special skill, talent, and caring you bring to your assignment in the Renton School District is certainly appreciated.

In today's competitive job market, you probably have your choice of assignments. I want to thank you for choosing to assist our Renton students.

Every single day in our school year is valuable. The contribution you make to help maximize student learning each school day makes a difference. Without your assistance, some important function that makes school successful for children would go undone.

Please feel free to contact your supervisor with any questions or concerns. We want to hear from you.

Sincerely,

Dr. Damien Pattenaude
Superintendent

SERVICE | EXCELLENCE | EQUITY

Mission: Each student graduating with options and prepared to fully participate in our democracy
300 Southwest 7th Street, Renton, Washington 98057-2307 | p.425.204.2340 | f.425.204.2456
www.rentonschools.us

Payroll Information

The following rates are in effect for substitutes for the 2020-2021 school year. Should rates be modified due to bargaining negotiations, substitutes will be notified appropriately.

Classified Employees – Paraeducators and Clerical substitutes

\$21.23 per hour

Certificated/Emergency Teachers

Day 1-44 \$175/day or \$87.50/half day

Day 45+ Contract Rate

Retired Renton School District Teachers

\$185/day or \$92.50/half day

Contract Rate

Non-Consecutive Days

In a continuous assignment

Classroom Set Up

Certificated Substitute \$200/day or \$100/half day

RSD Retired Substitute \$210/day or \$105/half day

Note: A full day for certificated substitutes is calculated as seven hours and a half day is three and 1/2 hours.

This day 1 to 44 pay schedule, of non-consecutive workdays, begins each school year. Meaning, at the beginning of each school year all Certificated Substitutes begin at the day 1 rate.

Conference and Planning (C&P) Compensation

Substitute teachers will be compensated for giving up their Conference and Planning time to honor a building request to cover another classroom when needed. C&P compensation also applies when substitutes fill in for teachers who carry an additional class in lieu of C & P, beginning the first day in the assignment. Please complete the Certificated Substitutes Additional Hour Form or Extra Hour Roster (provided to you by the school/location Office Manager). The building administrator (Principal) must sign and then the form is forwarded directly to the Payroll Department for budget authorization, and processing. Conference and planning payments are processed directly by the Payroll Department upon receipt of the extra hour form/roster. These payments are not documented in the Absence Management system and are not verifiable by the Substitute Office.

Pay Dates and Deadlines

Substitute hours worked are processed in accordance with the substitute pay schedule. Pay day is the last business day of each month. Substitute pay dates for assignments entered in Absence Management are found on page 5.

The deadline for extra hour forms/rosters is the 5th of each month. If the 5th falls on Saturday, the cut-off date is the Friday prior to the 5th. If the 5th falls on Sunday, the cutoff date is the Monday following the 5th. Any extra hour forms/rosters received by Payroll after the deadline date will be processed the following month.

2020-21 Pay Dates

DEADLINE DATES	PAY DATES
08/11/20 – 09/10/20	09/30/20, Wednesday
09/11/20 – 10/10/20	10/30/20, Friday
10/11/20 – 11/10/20	11/30/20, Monday
11/11/20 – 12/10/20	12/31/20, Thursday
12/11/20 – 01/10/21	01/29/21, Friday
01/11/21 – 02/10/21	02/26/21, Friday
02/11/21 – 03/10/21	03/31/21, Wednesday
03/11/21 – 04/10/21	04/30/21, Friday
04/11/21 – 05/10/21	05/28/21, Friday
05/11/21 – 06/10/21	06/30/21, Wednesday
06/11/21 – 07/10/21	07/30/21, Friday
07/11/21 – 08/10/21	08/31/21, Tuesday

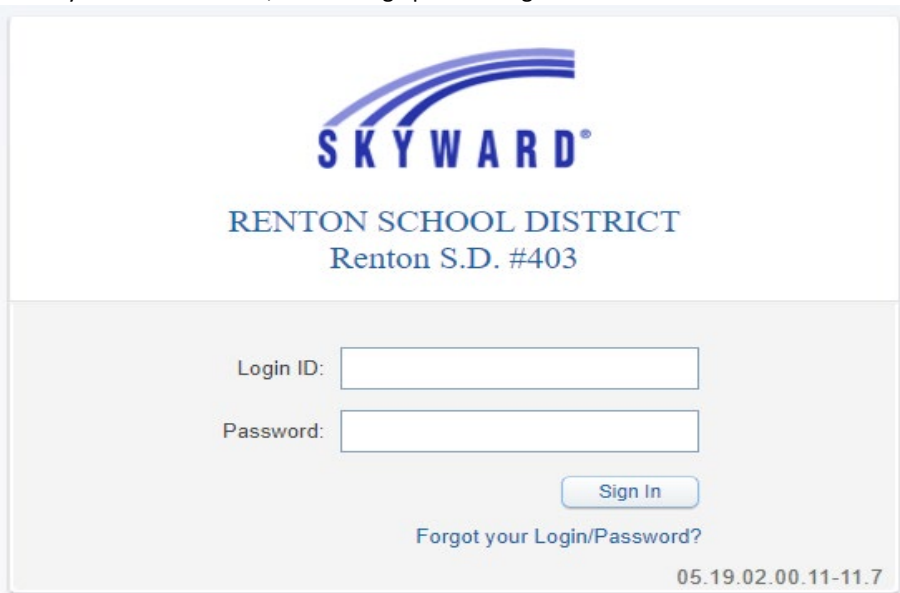
Last Day of School is June 23, 2021

Questions or Concern contact the Payroll Dept directly at 425/204-2375

Online Paycheck Information

Paycheck information is available on Skyward – Employee Access. For new employees/substitutes, listed below are the login directions for Skyward/Employee Access.

1. Go to the RSD portal www.rentonschools.us/start and click on the link “Skyward Employee Access”
2. When you click on the link, it will bring up the dialogue box below:



3. Type in your login:
 - a. First initial of your first name (z), then the first seven initials of your last name (hamburg) (**ALL LOWER CASE, NO SPACES**) (example: zhamburg)
4. Enter generic password:
 - a. Renton01* (you will be prompted to change the password after your initial login)
5. You will now be able to access your personal payroll account including time; OR
6. If you have already logged into Skyward/Employee Access, just click on Employee Access, under the Home tab at the top of the page, and it will automatically open your personal payroll page

Should you have problems accessing Skyward please contact the Payroll Department to help. To reach the Payroll Department here are the following contacts:

- From your RSD e-mail – Payroll
- From home e-mail – rsd.payroll@rentonschools.us
- Or call the main Payroll number, 425-204-2375

You may access Skyward through the RSD Portal www.rentonschools.us/start and click on the link “Skyward Educator/Employee Access”. Then type in your login and password.

Questions regarding compensation as it relates to assignments in Absence Management should be directed to:

- ◆ the Substitute Office at 425-204-2353

Questions regarding compensation as it relates to Skyward/Employee Access should be directed to

- ◆ the Payroll Department at 425-204-2375

Non-Work Days

The Renton School District requires that all substitutes work (20) assignments per school year. Although the District has an assignment work minimum, we do understand that special circumstances exist that may prevent a substitute from meeting the District minimum. Therefore, the Renton School District Substitute Office requires that if you plan to be unavailable to work due to a vacation, sick leave (or extended medical leave periods), working another job, etc., please enter non-work days into the Absence Management System. By entering non-workdays in the Absence Management, this will allow the Substitute Office to review that data at the end of the school year in order to consider active substitute status for the following school year.

Unemployment Compensation

Unemployment compensation is managed by the state Employment Security Department. As a substitute employee for a school district, you are given reasonable assurance of substitute work before and after the district's usual and customary breaks, as set by the school calendar. In the event you voluntarily limit the sites or positions for which you will work, you will voluntarily limit your availability for suitable substitute work.

Substitute Teachers' Service Credit

Substitute teachers wishing to earn TRS (Washington State Teachers' Retirement System) service credit must apply directly to the Department of Retirement Systems (DRS) for this credit. You will pay your contributions directly to DRS. Your contributions to the Plan will not be tax deferred.

If you have any questions regarding retirement related issues, please contact:

Department of Retirement Systems Substitute Teachers' Service Credit

P.O. Box 48380 Olympia, WA 98504-8380

1-800-547-6657

www.drs.wa.gov



Substitute Application Procedure for Full-time Assignments

Substitute staff may apply for open positions which are routinely advertised through the District online application system. For information on available positions log on to the Renton School District web page located at:

<https://www.applitrack.com/rentonschools/onlineapp/>

Teaching Certificates

SUBSTITUTES ARE RESPONSIBLE FOR KEEPING THEIR TEACHING CERTIFICATES CURRENT. Your certificate expiration date is entered into the ABSENCE MANAGEMENT system if there is one associated with the certificate you hold. If the current day is past your certificate's expiration date, you will be deactivated as a substitute and unable to access your Absence Management profile until a current certificate is received from you. Please provide the Substitute Office with your current and updated certificate information immediately upon receipt so that your substitute eligibility will not be interrupted.

If a sub holds an emergency substitute certificate and needs to have it renewed, please send the request for renewal directly to the Substitute Office at sub.office@rentonschools.us with 1) the correct spelling of the sub's last name (as identified on the sub's OSPI profile) and 2) the last four digits of the sub's social security #. Upon receipt of this information, the Substitute Office will initiate the process directly with OSPI and will advise the sub of how he/she can claim their certificate and pay associated fees.

Assignment Errors

While every effort will always be made to avoid an error in assignment, sometimes errors do happen that could result in a certificated substitute not being needed. For certificated substitute teachers, per the REA bargaining agreement, Clause 19.3.4, "If a substitute is assigned and subsequently not needed, he/she may be reassigned by the Substitute Office, or may choose to remain in the building in an alternate assignment and be provided one-half day's compensation. If the substitute elects not to work, no compensation will be provided."

If an assignment error occurs for a classified substitute that results in a classified substitute subsequently not being needed, he/she may be reassigned by the Substitute Office or may choose to remain in the building in an alternate assignment and be provided a one-hour reporting fee.

Odor and Fragrance Policy

Renton School District is a fragrance-free workplace. RSD strives to ensure the comfort and safety of our students, employees, and visitors by encouraging an environment free from fragrances, and odors. These odors are distracting and may trigger allergic reactions or create health problems for sensitive individuals. Please help us to accommodate our coworkers and students who are chemically sensitive to fragrances and other scented products. Thank you for not wearing perfume, aftershave, scented hand lotion, fragranced hair products and/or similar products.

Accidents and Injuries

In Case of an Accident to a Student or Yourself

It is the responsibility of the substitute to: Immediately report an accident to a student or yourself to the building administrator/principal/office personnel.

Injury to Substitute:

1. Complete the Employee's Report for on-the-job injuries within 24 hours of the accident whether or not a physician's care is needed.
2. Complete the Self Insurer Accident Report (SIF-2) within 24 hours of the accident, if a physician's care is needed. Take a Physician's Initial Report with you to your doctor's appointment.
3. You will receive time-loss benefits from worker's compensation for the days you are unable to work after the three days immediately following the date of your injury.

It is the responsibility of the supervisor to:

1. Ensure that the employee is aware of his/her responsibilities and assist them with the accident reporting process as necessary.
2. Conduct an investigation within 24 hours of the accident and complete the Supervisor's Report. Immediately forward the report to the Workers Compensation Coordinator's office.
3. Ensure that the employee portion of the SIF-2 form is complete and forward to the Workers Compensation Coordinator's office within 24 hours.

Injury packets can be obtained at the main office of any school or at Kohlwes Education Center (KEC). If there is no medical treatment, only Items 1 and 2 are necessary.

Reporting to Assignments

Substitutes should report to assignments at the time accepted in Absence Management. Arriving timely is critical to preparing for the day. On days when you may receive an assignment late, it might be impossible for you to arrive at the expected time. This is accepted as unavoidable, but you need to make every effort to reach the school before the students arrive. If you are dispatched to an assignment late please let the Substitute Office or school office know when you expect to arrive on site. The Substitute Office will notify the site of your expected arrival time. This will allow time for the building to arrange coverage and will avoid the building from reporting you late.

Although students have a 90-minute delayed start time on Fridays to professional development for staff, substitutes are to arrive at the time confirmed in the Absence Management system for their arrival. On Fridays, certificated substitutes are paid for a full-day or half day (depending on the assignment) and therefore should report at the normal time and check in the office as usual. You may be asked to supervise common student areas.

Classified substitutes should report to the school office 10 – 15 minutes prior to your start time. This will give you time to determine what your duties are for the assignment. If you have questions, please see the Office Manager.

All substitutes are to report directly to the school office manager and sign the Absence Management substitute sign in sheet. You can get the daily schedule, a copy of school rules, and often the lesson plan from the office if they have not already been uploaded to the assignment in the Absence Management system.

Safe Schools Training

Renton School District uses the Safe Schools online safety training program to train **NEWLY HIRED SUBSTITUTE** employees on school-related safety issues. Safe Schools offers training in all facets of school safety issues, and its compliance management system tracks all the training for the district allowing us to easily demonstrate state and federal compliance with safety mandates. In addition, there are Renton School District Policies and Procedures that are required reading. Newly hired substitutes will use their username, which will be sent via through a Safe Schools welcome email, to log in to the Safe Schools system.

YOUR USERNAME: EMPLOYEE ID NUMBER

As a substitute, you must sign in and complete your training plan within thirty days (30) of receiving your Safe Schools email notification.

Go to our Safe Schools homepage, <http://rentonschools.wa.safeschools.com>, click in the "USERNAME" box (under Renton School District, in the light blue box) and enter your username (EMPLOYEE ID NUMBER) noted above. You will use the same username to log in to the system moving forward. No need to re-register each time you access the site. If you do, the system will not recognize your previous course completions!!

Once logged in, you will see a list of your assigned courses with due dates. To begin a course, click over the course title and then follow the prompts. To earn a certificate of completion, you must complete ALL sections of a course and pass

the quiz. **YOU DO NOT HAVE TO TAKE ALL SAFE SCHOOLS COURSES IN ONE SITTING; HOWEVER, YOU WILL NEED TO COMPLETE THE SECTION YOU ARE WORKING ON IN ITS ENTIRETY IN ORDER TO HAVE YOUR WORK SAVED BEFORE EXITING.**

SAFE SCHOOLS FAQs

How can I login to Safe Schools?

You will need your employee ID number to login, no password is required. You can access Safe Schools at <http://www.rentonschools.wa.safeschools.com/>.

What if my login doesn't work?

Contact the Substitute Office and they will check on the status of your account.

Do I need to send documentation in once I complete Safe Schools?

No, the Substitute Office runs reports monthly to check who has completed classes. You can keep documentation for your own records.

Am I being compensated for Safe Schools?

Yes, you will be compensated for (4) hours once the entire Safe Schools training is completed.

If I completed Safe Schools at another district, do I need to complete it again?

Yes, the Renton School District has specific trainings that are required through our Safe Schools program.

What happens if I miss the due dates?

You will receive an email from Safe Schools stating the different courses that are past due. If you still do not complete the trainings after receiving the email, you will be contacted by Human Resources (Substitute Office) and have your Absence Management profile deactivated until/unless all Safes Schools trainings are complete.

Substitute Feedback Form

Occasionally, there is a concern about a substitute's performance. Should this occur, a building administrator, or teacher may complete a Substitute Feedback Form. The completed form is signed by the building administrator and sent to the Substitute Office for review and processing. The Substitute Office will then forward the form to the Executive Director of Human Resources who will send the substitute a letter advising the action being taken, which may result in exclusion from a particular classroom, or school through the Absence Management system.

Please note that for some actions, immediate removal from service may be warranted. Should this occur, the substitute will be contacted for a meeting with the Executive Director of Human Resources.

A copy of the Substitute Feedback Form is on the following pages. The Disciplinary Action and Discharge policy will be reviewed by the substitute independently through Safe Schools Training.

Substitute Recognition Form

When a substitute has done an outstanding job by going above and beyond expected performance, worked as a team player by being flexible with assignments, or by having positive rapport with students and staff, a principal may complete a Substitute Recognition Form. The completed form is sent to the Substitute Office, added to your personnel file, and sent to you. A copy of the Substitute Recognition Form is on the following pages.

Feedback from the Substitute

If a substitute has information to share with the Substitute Office, please do so in an email there is no formal form.



Human Resources

Debra Tito, Executive Director
300 SW 7th Street | Renton, WA 98057-2307
425.204.2353 (voice) | 425.204.2416 (fax)

SUBSTITUTE FEEDBACK

- Certificated Substitute Classified Substitute

Substitute: _____ Date: _____

School: _____ Assignment: _____

Name of Building Administrator Completing Form: _____

The following area(s) of concern reflect the failure to:

- Follow lesson plans
- Utilize sound judgment and standard safety practices
- Supervise/discipline/manage students
- Comply with assigned arrival and/or departure time
- Other _____

Comments from Administrator: (Please indicate the source(s) of feedback. Attach paper as needed.)
(Required)

- Check here if the above information has been discussed with the substitute.

Building Principal/Administrator

Telephone Number

Principal's Recommendation (check one): – Preferred for Admin to talk to Substitute.

- Information only
- Excluded from specific teacher's classroom (teacher comments required)
- Excluded from building (principal comments required)
- Excluded from district (principal comments required)

☆☆Administrators, please fax 425-204-2416 or e-mail the completed form to Aneeka Ferrell, Substitute Office, Human Resources, sub.office@rentonschools.us for processing. Your prompt response provides Human Resources with needed information that may require immediate action. A copy of this feedback form will be shared with the substitute.

Form 2143 Rev. 4/17



Renton School District

Launching Learning to Last a Lifetime

SUBSTITUTE RECOGNITION

Certificated Substitute

Classified Substitute

Substitute: _____ Date: _____

School: _____ Assignment: _____

Name of Person Completing Form: _____

(Administrators, please send the completed form to the Substitute Office, Human Resources, for processing)

We want to thank you for:

- Going above and beyond expected performance
- Being conscientious and supportive
- Your positive rapport with students and staff
- Demonstrating flexibility and courtesy in accepting changes to building assignment
- Other _____

Comments from Administrator:

Building Principal/Administrator

Glossary of Special Education Job Positions

Special Education terms and acronyms that you may find when assessing assignments in the Absence Management system can be found listed and via the link below.

<https://www.rentonschools.us/learning-and-teaching/special-education/common-acronyms>

Special Education, Resource Learning Center (SE RLC)

Under the direction of the classroom teacher, work one-on-one or in small groups to provide instruction and manage student behavior in a class designed to support students with learning disabilities.

Special Education, Preschool (Pre)

Under the direction of the teacher, assist with maintaining a developmentally appropriate learning environment for 3-5-year-old children. Assist with behavior, social, emotional, and self-help skills.

Special Education, Emotionally Behaviorally Disabled (EBD)

Under the direction of the classroom teacher, work one-on-one with students or work in small groups to provide instruction and manage student behavior.

Special Education, Individual Learning Centers (ILC) – Mild/Moderate

Under the direction of the classroom teacher, provide direction in activities preparing students with mild to moderate disabilities for more independent living. Oversee and assist students that require academic, behavioral, social, emotional, and self-help skills. May assist students with personal hygiene needs.

Special Education, Individual Learning Centers (ILCs) – Moderate/Severe

Under the direction of the classroom teacher, provide direction in activities preparing students with moderate to severe disabilities for more independent living. Oversee and assist students who require academic, behavioral, social, emotional, and self-help skills. Assist students with personal hygiene needs.

Special Education, Goal-Oriented Adult Life Skills (GOALS) (High School)

Under the direction of the classroom teacher, provide direction in activities, preparing students with moderate to severe disabilities for more independent living. Oversee and assist students performing assigned activities at a work site or in a classroom setting. Assist students with personal hygiene needs.

Special Education Renton Academy – Therapeutic Classroom

Under the direction of the classroom teacher, work one on one with students or work in small groups to provide instruction and manage student behavior supporting the therapeutic processes of the program.

Special Education, Adult Transition Program (ATP)

The Adult Transition Program at Talley Sr. High School provides special needs students who have completed 12th grade and are between the ages of 18 and 21 with transitional support in moving from school to adult living and work. May accompany students into the community on a daily basis to gain skills.

Special Education, Structured Teaching for Students with Autism in Positive Learning Environments (ASD)

Under the direction of the classroom teacher, provide direction in activities with students diagnosed with Autism Spectrum Disorder. Oversee and assist students who require academic, behavioral, social, emotional, and self-help skills. Assist students with personal hygiene needs.

2020-2021 School Start/Dismissal Times & School Calendar

The start and dismissal times for each school and location can be found on the Renton School District website as well as the 2020/21 school year calendar:

<https://www.rentonschools.us/our-district/district-information/calendar-start-dismissal>

Absence Management Information

The Substitute QuickStart Guide will give you a brief overview of the different website and phone options you have while using the system. The link to view this printable guide is below:

<https://absence-help.frontlineeducation.com/hc/en-us/articles/115003266087-Substitute-QuickStart-Guide?>

The insights platform information will provide you with directions on how to create your Absence Management Frontline ID as a sub, what to do after receiving your insights platform email from Frontline and retrieving forgotten passwords. The link below will provide you with access to information about the insights platform:

<https://absence-help.frontlineeducation.com/hc/en-us/sections/115002258227-Insights-Platform>

Computer Access

A computer login and password will be provided to substitutes once substitute orientation is complete and personnel data has been entered by the Substitute Office into both the Absence Management system and Skyward. Subsequently, a user account will be set up. You must allow 24-hours after your personnel data has been entered by the Substitute Office for access to be granted. Once all data has been entered and transmitted, you will be able to log on as follows:

Username: jbrother (first initial of your first name) and the first seven letters of your last name

Initial password: NEWRS403 (must be all caps, no spaces)

You must access your district email for the FIRST time from a Renton School District computer. Thereafter, you can access your district email from a computer of your choice. The first time you log on to a computer using the initial password, you will also be prompted to enter a password of your choosing. Please be prepared to enter a password that you will remember.

Computer Access to District & Building News via Office 365

In order to gain access to a District email using a computer, select the *Email - Employees (Office 365)* link on the Start page <https://www.rentonschools.us/staff-resources>. In spite of what the login page says, staff/substitutes are required to use their computer username with @rentonschools.us (i.e. jbrother@rentonschools.us) as the login/account name.

When accessing email from home you will be prompted to logon:

User Name: rsdnet\jbrother (back-slash is located above the Enter key)

Password: enter your Windows password

Key Information:

- On the start page you will find information that will help you navigate the District website
- Click on the RSD News tab to read announcements intended for all employees and the Schools tab for information at the school which you are working
- Click on the Departments tabs to read communications from specific areas such as the associations, and subject areas. The Tech Support tab provides information and help on using district technology.
- **In order to access copy machines at schools, you must contact the Technology Services department to be provided with your own printer access code. Please refrain from asking school employees for their personal copier machine access codes or sharing your code with others.**

If you have questions regarding SharePoint or have problems logging in, please contact the Help Desk at 4-HELP (425-204-4357).

Remember: All information posted to e-mail, web pages, or 'My Sites' are considered public information. Please be cautious about what is published.

Computer Access to Absence Management

Substitutes may access Absence Management from building assignments during breaks through the district website <https://www.rentonschools.us/staff-resources>. Absence Management is the first link on the page.

Password expiration:

A staff member's password expires every 90 days. The process of updating or resetting a password must be completed on a district networked computer. When a staff member is logged on to a district computer, they can change their password at any time by pressing <Ctrl><Alt><Delete> on the keyboard, selecting the "Change a password" option, and completing the processes. If their password expires, they will be prompted to change it the next time they log on to a district computer.

Drug Free Schools and Communities Act 1989

The Renton School District is proud to be a drug-free workplace. We recognize that tobacco, alcohol, and drugs impede our ability to fulfill our potentials and stand as models to our youth. As a drug free workplace, Federal regulations (P.L. 101-226-Drug-Free Schools and Communities Act Amendments 1989) require us to inform all employees that:

1. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Renton School District, workplace, and at any school activities.
2. As a condition of employment, Renton School District employees will abide by the terms of the above statement. Employees are notified that failure to adhere to this prohibition in the workplace or at any school activities may result in disciplinary action up to and including termination of employment and possible referral for criminal prosecution. The district within the thirty-day federal regulation will act upon any violation.
3. The Renton School District will take appropriate administrative action in disciplining employees who violate this prohibition. Such action will follow due process and applicable provisions of its collective bargaining agreements and may result in referral and mandatory participation in an appropriate substance abuse assistance or rehabilitation program.
4. Counseling for substance abuse and other problems is available through our Employee Assistance Program at Far West Family Services by calling (206) 682-8149 or 1 (800) 398-3440. A stress line is available at (206) 682-8149 or 1 (800) 398-3440. You can also access Far West information at <https://www.rentonschools.us/staff-resources>>Far West Family Services.

Inclement Weather/Delayed Start

At times, school operating hours or school bus transportation services may be adjusted or canceled due to bad weather. If inclement weather—like snow or ice—makes a school schedule change necessary, the decision will be made by the Superintendent and communicated to families and staff. The following link will provide specific information about Renton School District’s Inclement Weather and Delayed Start notification process:

<https://www.rentonschools.us/departments/community-relations/new-page>

Dangerous Weapons or Firearms on Public School Premises

State Law RCW 9.41.280 states it is unlawful for any person to carry or possess a dangerous weapon or firearm on public school premises. Specifics as they relate to the statute can be found at

<https://apps.leg.wa.gov/rcw/default.aspx?cite=9.41.280>

The confidential Renton School District weapons hotline is (425) 204-2468. Renton School district policy also prohibits laser pens and objects that look like weapons, such as toy guns and toy knives. Students and staff who are aware of weapons on campus should report the information to school authorities.

Procedure for Requesting RSD Security Officers

Should there be an emergency that requires attention, you may call 911 as needed. As soon as it is practical to do so, notify Renton School District security at (425) 204-4445 – after hours (425) 204-4411. Emergency contact information is also located on the back of your school district ID badge. A link to the Safety & Security website can be found at

<https://www.rentonschools.us/departments/safety-security>.

ID Display/Verification

All personnel are issued a district ID. The Substitute Office will mail sub ID badges once all required documents have been provided, profiles have been created, and a printed ID badge has been received in the Department for distribution. The ID must be worn at all times, above the waist near the face, while on Renton School District property. You should notify the Renton School District Substitute Office immediately if your badge is stolen, misplaced, or destroyed. You are not allowed to use another employee’s ID badge for access to buildings. Anyone not visibly wearing their ID badge must be verified and asked to produce one or go to the main office to get a temporary ID badge. By visibly wearing a district ID badge and verifying others who are not, the District will better prevent and respond to any issues at our school. Additionally, these procedures can discourage unauthorized and illegal activities at our schools.

School Boundary Maps/Locator

School locations and boundaries are available on google maps as well as online at <https://www.rentonschools.us/our-district/school-board/school-board-director-district-boundary-maps>. Subs can also click on the google maps link on the assignment they are considering in the Absence Management system to locate the address and location of an assignment.

Initiative I-1433 SICK LEAVE

Initiative I-1433 took effect on January 1, 2018. It enables employees who were not previously eligible for sick leave to earn on (1) hour of sick leave for every 40 hours worked. For school districts, this applies to substitutes. Below are the procedures to request and use paid sick leave as a substitute:

Substitutes who use the Absence Management System

Substitute Responsibilities:

- Verify available sick leave balance through Skyward Employee Access
- Decline and/or cancel the assignment for the time sick leave will be requested:
 - If more than 24-hours in advance of assignment, cancel assignment in AMS (being sure to enter applicable absence reason for cancellation)
 - If less than 24-hour's notice and a sub cannot cancel/delete assignment in AMS independently, contact school or Substitute Office to help with the cancellation (a cancellation reason will be requested) - if sub is able to independently cancel/delete an assignment from their profile there is no need to contact Substitute Office; however, as a courtesy please let the school know of the late cancellation
- Enter I-1433 sick leave request into Skyward/Employee Access. Enter an explanation for the use of the sick leave AND confirmation # of cancelled/declined assignment. (Failure to enter a note and confirmation # of cancelled absence will result in the sick leave request being declined).
- Sick leave MUST be entered in 15-minute increments (Failure to enter I-1433 sick leave in 15-minute increments will result in sick leave request being denied and a request for the sick leave to be re-entered.)

Human Resource Responsibilities:

- Substitute Coordinator will verify in Absence Management that an assignment was scheduled, that the number of sick hours being requested by the substitute is accurate, and sufficient sick time is available for use.
- Substitute Coordinator will verify if notes with cancelled absence confirmation # was entered.
- Substitute Coordinator will approve/deny request for sick leave in Skyward and substitute will be notified of either approval/denial.

Substitute Building Plan

In order to welcome and support substitute teachers, each building will develop a substitute support plan.

It will be communicated with Principals that substitute teachers will be provided the following:

1. Room Key
2. Bell Schedule
3. Room Assignment
4. Map of School
5. Building's Emergency Evacuation Plan
6. Attendance Sheet
7. Substitute Lesson Plan
8. Seating Charts (if one exists)
9. Building Contact List with Phone Numbers
10. Building Behavior Plan
11. Student Information:
 - Health Plans
 - Behavior Intervention Plans
 - 504s
 - Student Safety Plan
12. Student Service Supports (OT, PT, SLP, RLC, LAP, ELL)
13. Para Support Schedule if necessary
14. Access to a Computer
15. Substitute Emergency Plans: Generic lesson to be used in the event the teacher did not plan on being out. If used, the certificated teacher will submit an updated emergency lesson plan.

Materials will be updated as student and building needs change.

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