



# DEER PARK

## SCHOOL DISTRICT

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# SUBSTITUTE HANDBOOK

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Deer Park School District  
N. 428 Main/PO Box 490  
Deer Park, WA 99006  
509-464-5500

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# INTRODUCTION

## WELCOME!

We are excited to begin another year at Deer Park School District. Our district covers approximately 173 square miles and over 9000 households, serving 2400 students in a P-12 system.

We welcome you to Deer Park and know you will share in our commitment to staff, students and the community.

## MISSION

Deer Park Schools will provide excellent educational opportunities for ALL students, maintaining a steadfast commitment to quality instruction, high expectations and positive relationships. This work will be carried out in a safe and respectful environment, rooted in family and community values, and focused on inspiring students to excel in a changing world.

## VISION

Deer Park School District – Ensuring the future by inspiring excellence

**THIS STAFF HANDBOOK HAS BEEN DEVELOPED TO PROVIDE EMPLOYEES INFORMATION REGARDING THE SERVICES, RESOURCES, AND POLICIES OF DEER PARK SCHOOL DISTRICT. ANY UPDATED LOCAL POLICY OR STATE LAW, ALONG WITH ANY AMENDED OR CONFLICTING COLLECTIVE BARGAINING LANGUAGE, WILL TAKE PRECEDENCE OVER ANY WRITTEN INFORMATION IN THE HANDBOOK.**

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# Deer Park School Board

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Greg Schuler Board President  
Area 1 Director

Carri Breckner Board Vice President  
Area 4 Director

Brad Erickson  
Area 2 Director

Joanne Greer  
Area 3 Director

Eric Keller  
At Large Director

Deer Park School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained guide dog or service animal and provides equal access to the Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination.

### **Students and Public**

Section 504/ADA Coordinator/Civil Rights Compliance Coordinator  
Greg Swartz, Director of Special Services  
509-464-5526  
Title IX

Chris Snyder, Activities/Athletics Coordinator  
509-468-3509

### **Employees and Applicants**

Section 504/ADA Coordinator/EEO  
Jill Christiansen, HR Director – 509-464-5508

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## Americans with Disabilities Act Policy Regarding Reasonable Accommodations

Deer Park School District is committed to the fair and equal employment of individuals with disabilities. It is DPSD's policy to reasonably accommodate qualified individuals with disabilities unless the accommodation would impose an undue hardship on DPSD.

In accordance with the Americans with Disabilities Act (ADA) as amended, reasonable accommodation will be provided to qualified individuals with disabilities when such accommodations are necessary to enable such individuals to perform the essential functions of their jobs, or to enjoy the equal benefits and privileges of employment.

### Requesting a Reasonable Accommodation

An Employee or applicant with a disability is responsible for requesting an accommodation from the Human Resources Director and providing medical documentation regarding the disability when requested. Once medical documentation is received, the HR Director will work with the employee/applicant to identify possible reasonable accommodations and to assess the effectiveness of each in allowing the employee to perform the essential functions of the job or to enjoy the same benefits and privileges of employment as similarly situated employees without disabilities.

Based on this interactive process, a reasonable accommodation will be selected that is most appropriate for both the DPSD and the individual employee. While an individual's preference will be considered, DPSD is free to choose between equally effective accommodations with consideration toward expense and impact on the rest of the district.

A request for reasonable accommodation may be denied if it would create an undue hardship for DPSD. Factors to be considered when determining whether an undue hardship exists include the cost of the accommodation, the district's overall financial resources and the number of employees in the DPSD.

All employees are expected to comply with all safety procedures and DPSD will not place qualified individuals in positions in which they will pose a direct threat to the health or safety of others or themselves. A "direct threat" means a significant risk to the health or safety of oneself or others that cannot be eliminated by reasonable accommodation. The determination will be given to the employee so that he or she may submit additional information and/or challenge the determination that he or she poses a direct threat.

### Complaint Procedure

It is the policy of the DPSD to prohibit any harassment or discriminatory treatment of employees on the basis of disability or because an employee has requested a reasonable accommodation. If an employee feels he or she has been subject to such treatment, or has witnessed such treatment, the situation should be reported using the harassment complaint procedure. Any employee found to have engaged in retaliation against an employee for making a request for reasonable accommodation under this policy, registering a complaint under this policy, or for assisting in the investigation of any registered complaint will be subject to immediate disciplinary action up to and including termination.

***All information obtained considering the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.***

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## BARGAINING UNITS



Deer Park School District employees are represented by the following collective bargaining units:

Deer Park Education Association (DPEA)

Teachers

Certificated Employees

ESA's

**Jennise Bean, President 509-464-5652**

Public School Employees (PSE) – Unit 1

Custodians

Food Service

Transportation

**Beth Feser, President 509-276-7948**

Public School Employees (PSE) – Unit 2

Para Educators

**Paula Wiltse, President 509-464-5800**

### APPLICABILITY OF PERSONNEL POLICIES

Except where expressly provided to the contrary, personnel policies apply to the staff of the district. However, where there is a conflict between the terms of a collective bargaining agreement and the district's policy, the law provides that the terms of the collective bargaining agreement shall prevail in regard to the staff covered by that agreement.

When a matter is not specifically provided for in the appropriated negotiated contract, the district's policies shall govern.

Collective Bargaining Agreements and Salary Schedules are available from Human Resources or from representatives.

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Deer Park School District  
Administration Office Personnel  
428 N. Main, Deer Park, WA 99006  
509-464-5500  
Office Hours: 7:30 a.m. to 4:00 p.m.



**ADMINISTRATORS:**

TRAVIS HANSON, Superintendent: 464-5507  
SHAUNA FERGUSON, Director of Fiscal Services: 464-5506  
JILL CHRISTIANSEN, Human Resources Director: 464-5508

**SUPPORT PERSONNEL:**

KAYANNE HARPER, Administrative Assistant  
Support to Superintendent  
Support to Board of Directors/Board Meetings  
Support to Other Administrators  
Human Resources Assistant  
Telephone/Reception

ROSANNE RONNFELDT, Payroll Supervisor  
Payroll  
Benefits/Insurance  
Tax Sheltered Accounts

GLORIA HARTLEY, Administration Systems Coordinator

**SUBSTITUTE COORDINATOR**

AESOP/Cedars/Skyward  
Accounts Payable/Accounts Receivable  
Purchase Order Processing

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## Deer Park School District Building Contacts



**DEER PARK ELEMENTARY:**  
JULIA LOCKWOOD, Principal  
AMY COUNTRYMAN, Secretary  
1500 East D Street  
7:45 a.m. to 3:45 p.m.  
464-5600

**ARCADIA ELEMENTARY:**  
LORI BURKE, Principal  
STEVE HITCHCOCK, Asst. Principal  
BROOKE RYAN, Secretary  
E. 1120 D Street  
8:00 a.m. to 3:30 p.m.  
464-5700

**DEER PARK MIDDLE SCHOOL:**  
TIM OLIETTI, Principal  
JAMES ASHLOCK, Assistant Principal  
TBD , Secretary  
347 Colville Avenue  
7:45 a.m. to 3:30 p.m.  
464-5800

**DEER PARK HIGH SCHOOL:**  
JOE FEIST, Principal  
CHRIS SNYDER, Assistant Principal  
KEITH STAMPS, Athletic/Activities Director  
DICKI THOMAS, Secretary  
S. 800 Weber Road  
7:45 a.m. to 3:30 p.m.  
468-3500

**SPECIAL SERVICES:**  
GREG SWARTZ, Director  
TRICIA BUTLER, Secretary  
EMILY WARILA, School Nurse  
N. 428 Main  
8:00 a.m. to 4:00 p.m.  
464-5521



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HOME-LINK:

MOLLY MURPHY, Principal  
MARY LOU BEST, Bookkeeper  
CONNIE LAMBERT, Secretary  
N. 428 Main  
8:00 a.m. to 4:00 p.m.  
468-3350

TRANSPORTATION:

KERRI LELIEFELD, Supervisor  
STACEY STURDEVANT, Assistant Supervisor  
W. 4729 Spring Creek Road  
8:00 a.m. to 4:00 p.m.  
464-5530

MAINTENANCE:

STEVE HOWARD, Facilities Manager  
DRU GIBSON, Secretary  
S. 347 Colville Avenue  
7:00 a.m. to 3:30 p.m.  
464-5541

FOOD SERVICES:

KARLA SHAFFER, Supervisor – Sodexo  
DRU GIBSON, Secretary  
S. 347 Colville Avenue  
8:00 a.m. to 3:00 p.m.  
464-5540

TECHNOLOGY:

8:00 a.m. to 4:00 p.m.  
Help Desk ext. 4357

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# POLICIES AND PROCEDURES

Below are district policies and procedures that directly relate to you as a substitute with Deer Park Schools. Please click the links provided below to review this important information.

## **Harassment, Intimidation, and Bullying – 3207 and 3207P**

<https://app.eduportal.com/documents/view/463019> - 3207

<https://app.eduportal.com/documents/view/463020> - 3207 P

## **Child Abuse Reporting – 3421 and 3421P**

<https://app.eduportal.com/documents/view/463058> - 3421

<https://app.eduportal.com/documents/view/463059> - 3421 P

## **Affirmative Action and Nondiscrimination – 5010 and 5010P**

<https://app.eduportal.com/documents/view/463120> -5010

<https://app.eduportal.com/documents/view/463128> - 5010 P

## **Tobacco or Tobacco-Like Product Use – 3244/4215**

<https://app.eduportal.com/documents/view/483586>

## **Drug-Free Workplace – 5201**

<https://app.eduportal.com/documents/view/470496>

## **Sexual Harassment – 5011 and 5011P**

<https://app.eduportal.com/documents/view/524391> - 5011

<https://app.eduportal.com/documents/view/529981> - 5011 P

## **Conflicts of Interest – 5251**

<https://app.eduportal.com/documents/view/463144>

## **Technology – 2022 and 2022P**

<https://app.eduportal.com/documents/view/462930> - 2022

<https://app.eduportal.com/documents/view/462931> - 2022 P

## **Maintaining Professional Boundaries between Employees and Students – 5253 and 5253P**

<https://app.eduportal.com/documents/view/622789> - 5253

<https://app.eduportal.com/documents/view/622790> - 5253 P

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# EMPLOYMENT INFORMATION & EXPECTATIONS

## **Frontline Absence Management (Formerly AESOP)**

All substitutes will be given access to the online substitute system, Frontline Absence Management. This system is where Deer Park employees enter their absences for substitutes to view and accept. Substitutes may utilize the system by logging in online, or by calling in to the system to see which assignments are available to them. The system will also call all available substitutes for an absence that is not filled within 48 hours of the absence start time. There is also a smart phone app available that alerts you to openings.

All substitute accounts will be set up so that they may see assignments within the departments they are interested and qualified to substitute for; for example, a teacher substitute will only have access to see teaching assignments and a paraeducator substitute who helps out in the kitchen as well will see assignments for both paraeducator positions, as well as kitchen assistant positions.

Once you have been officially approved to substitute for Deer Park you will receive an email invitation directly from Frontline to create your username and password.

## **Online Training Modules through SafeSchools**

As an expectation of employment, all substitutes must complete the mandatory SafeSchools training modules as assigned through the online system *within two weeks of beginning to substitute for Deer Park School District*. These training modules will also be assigned, and must be completed, on an annual basis, prior to the beginning of each school year, in order to remain active on the substitute list.

The annual training modules will be sent to all substitutes in August prior to the start of the school year and *must be completed before you may begin substituting for that particular school year*. The following are especially important to the climate and culture of our District:

- ***Deer Park Civility Expectations***  
This is a professional working and learning environment and we expect all substitute employees to treat all district employees, parents, students, community members and any other person with whom you may come in contact during your work as a substitute, with respect and courtesy.
- ***Deer Park Confidentiality Expectations***  
Employees and substitute employees at Deer Park may be privileged to personal information regarding a student or staff member for the purpose of completing their assignment. Any information shared with you as part of your assignment must remain confidential.

## **Substitute Hours and Schedule**

Deer Park does not, and cannot guarantee hours for substitute positions as they are posted and filled on an “as needed” basis; however, we can guarantee that if you have a desire to work, if you are willing to be flexible with your schedule and if you are able to accept assignments on a 24 or 48 hour notice, your likelihood of receiving assignments will be higher than if you do not.

The typical schedule for substitute assignments is based on the buildings/departments you will be working in. Times for all building level assignments (i.e. paraeducator, teacher, kitchen assistant, etc.) will be advertised in the online substitute scheduling system. You will have the ability to review the start and end times before selecting an assignment. Times for bus driver substitutes will be communicated directly by the Transportation Department. Times for custodial substitutes will be communicated directly by the Maintenance & Operations Department.

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The start time listed for assignments is the time the District expects you to *begin* the assignment, not the time the District expects you to *arrive* for the assignment. Please make sure you arrive at the location of your assignment with enough time to begin at the listed start time.

- **Certificated substitutes** should check in with the Lead Secretary upon arrival and prior to leaving.
- **Classified substitutes** should be at their assigned school 10 minutes before the beginning of their scheduled shift and check in with the Lead Secretary.
- If a more critical position is left unfilled, the school/department may need to shift you to another assignment. It is the expectation that substitutes be flexible and cooperative with this infrequent request.

### **Cancellation Guidelines**

When you have accepted an assignment, it is important to keep this commitment. Last minute job-hopping is not allowed within the district, this includes the day before an assignment. Cancelling repeated assignments could result in removal from the substitute list. If you must cancel a pre-scheduled job, please do so as far in advance as possible, though preferably no less than 48 hours before the scheduled start time of the position. This allows the District ample time to fill the position before it is scheduled to begin. Anything less than 48 hours can cause unfilled absences in our buildings, which results in a negative impact on the learning environment for our students and staff. **Notify the building/department if you must cancel on the day same day of an assignment.** If you are unable to get in touch with the building/department, you may contact the Substitute Coordinator at (509) 464-5500 to cancel your absence.

### **When You Arrive**

Be prompt! Check-in at the office. Introduce yourself to the office staff and those in neighboring classrooms. Explain for whom you are substituting – in some cases they may not be aware of the employee's absence. Be sure to visit the school office to sign-in upon arrival. The office will provide information on class schedules/class seating charts, lesson plan books, room locations, extra duties, textbooks, recess times and emergency procedures. Remember to wear your ID badge or ask for a guest badge if you do not have yours for the day.

### **When You Leave**

When you are ready to leave for the day, it is important that you check-out with the office manager. They will acquire any badges, keys or documentation that you may need to return. In addition to this, if there is extra time before the end of your shift, they may be able to find additional work that can be done.

Here are some helpful hints to leaving the classroom ready for the return of the employee:

- Leave a written account of the work done during the day summarizing accomplishments, problems, and suggestions for improvements in substitute or classroom procedures.
- Ensure the classroom is as it was when you arrived.
- Correct assignments handed in during the day, if asked (certificated substitutes).
- Hand in a record of class attendance.

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### **Attire**

While we want our employees to work comfortably in the workplace, we also serve the public and act as role models for students. It is expected that our employees present a *professional and appropriate* image. Additionally, your attire must allow you to complete your scheduled assignment safely and effectively. Jeans are accepted attire for our buildings, given that they will allow you to *safely and effectively complete your scheduled assignment*. Paraeducator substitutes should also be prepared with inclement weather clothing: boots, raincoat, gloves, etc.

### **Cell Phones**

You will be held to the same standards as the employees in the buildings you are serving in. Use of your cell phone is not permitted, except during lunch and break periods. In the event of an emergency we understand that it may be necessary for you to use your phone.

### **Break Periods between Substitute Assignments**

We support the ability of our substitutes to create and manage their own schedule. In doing so, we understand that there may be periods of time where you will not be available for work. However, if any substitute goes 90 days without working in a substitute assignment without communication with the Substitute Coordinator, it will be considered a resignation of the substitute position and the substitute's account with the District will be deactivated. The substitute will need to go through the formal hiring process in order to be reinstated including the potential of new fingerprinting.

If you are expecting or anticipating that you will be out for a period of time greater than or equal to 90 days, you must communicate your intentions to the Substitute Coordinator prior to reaching that threshold. Failure to do so will cause the District to consider this your resignation from your substitute position and will result in the deactivation of your account.

### **Professional Expectations**

Deer Park School District's expectation is that you will conduct yourself professionally at all times. Some examples of past concerns regarding unprofessional conduct include, but are not limited to:

- Not showing up for a scheduled assignment and not communicating with the building/department or the substitute coordinator
- Cancelling a pre-scheduled assignment within 24 hours of the absence start time without communicating with the building/department or the substitute coordinator
- Negligence while completing your scheduled assignment
- Unprofessional or uncivil conduct while completing an assignment
- The release of confidential, personal information of a student or staff member

Deer Park School District reserves the right to deactivate a substitute's account if it is determined by the district that the substitute is not fulfilling the needs of the position for any reason.

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# PAYROLL INFORMATION

## Certificated Pay:

Certificated employees shall be paid in twelve monthly installments. Paychecks will be issued on the last work day of each month.

## Classified Pay:

Classified salary is paid hourly based on the salary schedule. Pay is computed by figuring the total hours worked in the school year. School year employees receive nine holidays and 12 month employees receive eleven paid holidays. This is paid out over 12 monthly installments. Members of the Public School Employees (custodians, food services, transportation, para educators) are paid on their approved salary schedule. Other classified employees are paid on the established salary schedule.

## Cut-off dates:

Payroll records for all months will be due on the 15<sup>th</sup> day of the month. In order to ensure proper payment, all payroll items must be turned in to the district office by the 15<sup>th</sup>.

## Pay Dates:

Pay dates will always fall on the last working day of the month.

## Direct Deposit:

Direct Deposit can be made to any institution that is a member of the Northwest Clearing House Association. Check with the district payroll office for details.

## Annuity Contributions:

At the request of at least five employees, the District shall arrange for the purchase of tax deferred annuity contracts which meet the requirement of Section 403(b) and the written plan document. This must be a company that is authorized to do business in the state through a Washington-licensed insurance agent. A list of companies currently providing Tax Sheltered Annuities for the District may be obtained from the payroll office and on the website.

## Name, Phone, Address Change:

If you have a name, phone or address change, please notify the payroll office immediately.

## Certificated Salary Placement:

Verification of credits and clock hours, including applicable official transcripts and credit approval forms must be received by Human Resources by October 1 of each year to ensure proper placement on the state salary schedule. Call Jill at ext. 5508 or Kayanne at ext. 5512 with any questions.

## Questions or Concerns:

Please direct any questions regarding insurance or payroll to Rosanne at 464-5511.

### **Substitute Rates**

Certificated

- \$110.00                      Certified Subs Full Day Rate (6.5 hours)
- \$55.00                        Half Day Rate (3.5 hours)

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### **Substitute Rates (cont.)**

Classified

*Classified substitutes are paid for the actual hours worked. Lunch period is unpaid. Hours are paid at the step one rate of each classification.*

Supervisory Asst.	13.50	Secretary	13.50
Bus Driver	16.26	Para Educator	13.50
Custodian	14.35		
Kitchen Asst.	13.50		
Cashier	13.50		

### **Long-Term Substitutes**

*Certificated Staff Only*

Long-term assignment is defined as a substitute teacher working more than 20 consecutive days in one assignment. The substitute must hold the appropriate endorsement for the assignment subject area. Long-term sub compensation is based on placement on the certificated salary schedule using individual education credits and experience. The rate is based on transcripts and verified experience in your substitute file. **It is the substitute's responsibility to provide all transcripts and any experience verification forms to Human Resources.**

***Individuals holding only a Substitute or Emergency Sub certificate cannot be placed in long-term assignments due to the limitations of their certificate.***

When a substitute works 20 consecutive days in the same assignment, he or she will be placed on the district's Certificated Salary Schedule and the pay increase will be back dated to the first day in that assignment. Long-term substitutes will also accrue sick leave at a rate of one (1) day of sick leave per month after the completion of 20 consecutive days. Once the long-term assignment is completed, the substitute will return to accruing one (1) hour of sick leave for every forty (40) hours worked. At the end of the sick leave accrual year, any unused sick leave of 40 hours or less will carry over to the following year.

If you think you are close to completing 20 days and you have not been in contact with human resources in reference to your placement/assignment, please contact the Substitute Coordinator at (509) 559-4542.

### **Insurance**

Effective January 1, 2020, any substitute who works 630 hours during the school year will become eligible to receive full benefits per the School Employee Benefits program, also known as SEBB. Once you reach 630 hours, Human Resources will contact you regarding your access to benefits.

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Please note, if you become eligible for benefits but you wish to opt out, you are still required to log in to the benefits portal and make the election to opt out of the benefits. The system is set up to automatically enroll you in benefits once you qualify. Once again, if you do not wish to be covered by the benefits offered through the SEBB program once you become benefits eligible, you will be required to opt out, otherwise you will receive and be required to contribute monetarily to those benefits.

Please contact Rosanne at 464-5511 if you have any questions regarding your eligibility or benefits.

**Changes to Contact Information**

Each substitute must assume responsibility for notifying the Substitute Coordinator of any changes to their contact information, including but not limited to; address, phone number, email address, etc.

**Unemployment Compensation**

Substitute employees are not eligible for unemployment compensation as they are provided a letter of reasonable assurance for continuing employment in the same or a similar position for the following school term. As a regular practice, Deer Park School District gives such written assurance each May for the following year.



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# SUBSTITUTE SICK LEAVE

## **Process and Procedures**

In the fall of 2016, Washington voters approved Initiative 1433. The initiative requires all Washington state employers to provide paid sick leave to all employees beginning January 1, 2018.

The following steps specifically address the process and procedure for all Deer Park substitutes to report absences and request use of accrued sick leave.

## **Requirements**

- a. The Substitute must be in a scheduled long-term assignment to be eligible to request paid time off.
- b. The Substitute must have a sick leave balance available for use.

## **Reporting an Absence**

- a. For a *foreseeable* absence (i.e. doctor's appointment): report within 10 days of scheduled assignment.
- b. For an *unforeseeable* absence (i.e. emergency): report as soon as reasonably possible before the required start of the Substitute's shift.
  - i. If you are in need of canceling a pre-scheduled job please do so as far in advance as possible, though preferably no less than 48 hours before the scheduled start time of the position.
  - ii. If you are not able to give the District/building the preferred notification, and it is necessary to cancel your absence within less than 48 hours, please contact the building/department for which you are scheduled to work and inform them that you will not be able to work in the position as previously scheduled. If you are unable to get in touch with the building/department, you may contact the Substitute Coordinator at (509) 464-5517 to cancel your absence.
  - iii. If you would like to request paid sick leave, please complete the designated form and turn it in to any building secretary or the substitute coordinator. This form will be submitted for approval and then forwarded to Payroll. Payroll will verify your available sick leave balance and determine if you are eligible to use paid sick leave for your absence.

## **Rate at Which Sick Leave is Paid**

Employees using sick leave will be paid at the rate of pay associated with the assignment(s) from which the employee is absent (pg 8-9). Paid sick leave hours does not count towards the calculation of overtime.

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### **Carry Over**

At the end of the sick leave accrual year, any unused sick leave of 40 hours or less will carry over to the following year. The maximum amount of carryover from one school year to the next is 40 hours.

### **Authorized Uses**

Paid sick leave may be used for the following:

- a. An absence resulting from an employee's mental or physical illness, injury or health condition; to accommodate the employee's need for medical diagnosis, care or treatment of a mental or physical illness, injury, or health condition; or an employee's need for preventative medical care.
- b. To allow the employee to provide care for a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; or care for a family member who needs preventative medical care.
- c. When the employee's place of business has been closed by order of a public official for any health-related reason, or when an employee's child's school or place of care has been closed for such reason.
- d. For absences that qualify for leave under the state's Domestic Violence Leave law (RCW 49.76). The law allows victims of domestic violence, sexual assault, or stalking to take reasonable leave from work to take care of legal or law enforcement needs, seek treatment for physical and mental injuries, obtain services from a shelter or social services program, obtain mental health counseling, participate in safety planning, relocate, or take other actions to increase safety from future incidents. Family members of a victim may also take reasonable leave to help the victim seek treatment or obtain help and services. If the employee or employee's family member is a victim of domestic violence, sexual assault, or stalking.

Accrued sick leave can be used when the employee needs to be absent for any of the above reasons from an assignment for which the employee is scheduled to work. The District may require a doctor's verification for proof of illness or injury if the employee requests to use paid sick leave for more than three (3) consecutive workdays.

### **Definition of "Family Member"**

A "family member" is defined as follows:

- A child, including a biological, adopted or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status;
- A biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee of the employee's spouse or registered domestic partner, or person who stood in loco parentis when the employee was a minor child;
- A spouse;
- A registered domestic partner;
- A grandchild; or
- A sibling

### **Separation of Employment**

For substitute employees, there is no cash out option of any balance of sick leave either on an annual basis or upon separation from employment.

### **Rehire of an Employee Within 12 Months of Separation**

If an employee "leaves employment" and is rehired within 12 months of separation, any unused sick leave accrued under I-1433 up to 40 hours will be reinstated to the employee's sick leave balance.

### **Transfer of Sick Leave**

If a substitute employee is hired into a continuing position with Deer Park School District, sick leave accrued under I-1433 will be transferred into their employee sick leave allocation. Additionally, if you begin \_\_\_\_\_

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employment with Deer Park School District and have accrued I-1433 sick leave with another Washington school district, it will *not* be transferred into your sick leave bank with us.

**Retaliation Prohibited by Law**

Retaliation is prohibited against an employee for lawful exercise of their paid sick leave rights. If an employee believes he/she is being discriminated or retaliated against, the employee may contact the District's Compliance Officer. If an employee is not satisfied with the District's response, he/she may contact the Washington State Department of Labor and Industries.

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# ON-THE-JOB INJURY CLAIMS FILING

## **SUBSTITUTE RESPONSIBILITY**

### **When you have an on-the-job accident:**

**If you are injured at work**, inform your supervisor immediately **and** complete an Employee Incident Report. If no medical attention is needed, stop here.

**If you are seeking medical attention**, inform your supervisor. Contact NorthEast Washington Educational Service District (NEWESD) 101 at (509) 789-3516 to:

1. Report the incident has occurred.
2. Provide details of the incident to the claims staff.
3. Obtain a claim number.

NEWESD 101 will then send you a claim form to complete and return to them.

### **What to do at the medical provider's office:**

- Inform the medical provider that this is a work-related incident.
- Provide the medical provider with the claim number you received from NEWESD 101. If you do not have a claim number yet, call NEWESD 101 from the provider's office to get claim number.
- Instruct the medical provider to forward ALL claim information to:  
NEWESD 101  
NE WA Worker's Compensation Cooperative  
4202 S. Regal St.  
Spokane, WA 99223-7764  
Phone: (509) 789-3516  
Fax: (509) 789-3780
- Complete the Physician's Initial Report (PIR) which is provided by the doctor.
- **DO NOT COMPLETE** the L&I State Fund claim form.
- Obtain a note with your return to work status from the provider
- If needed, schedule a return appointment with a provider in the L&I medical provider network.

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# FREQUENTLY ASKED QUESTIONS

**Q. Do I have to work every day?**

**A.** *As a Substitute you have the flexibility to manage your own schedule! Working as often as jobs are available is encouraged, however, we understand that non-work days are needed.*

**Q. Do I have flexibility in my substitute assignments?**

**A.** *Deer Park Public Schools consists of 2 Elementary Schools, 1 Middle School, 1 Comprehensive High School which also houses an alternative high school program, and a Home School parent partnership program. This provides diversity and flexibility in your sub assignments. The substitute placement system allows substitutes to manage their preferred schools or work sites.*

**Q. If I turn down too many jobs will my account be flagged?**

**A.** *The system is set up to call substitutes in a random order each time and does not keep track of how many jobs you have turned down. Turning down a job in the system will not affect your likelihood of getting another job. However, a break in work of over six months will result in your account being deactivated unless you communicate the need with us.*

**Q. When are substitutes paid?**

**A.** *Substitutes are paid on the last working day of each month, and are paid one month behind, i.e., if you sub in January you will be paid the end of February.*

**Q. I plan to substitute in more than one district at a time, is that ok?**

**A.** *We have multiple substitutes who work in more than one district at a time. Doing so does not affect your ability to work for our district, though we do recommend not extending yourself beyond working for three districts at one time as doing so can become difficult on the substitute.*

**Q. What do I do if I find the hours on my paycheck don't match the hours I believe I worked?**

**A.** *It is very important that you contact Payroll as soon as possible in the event of a potential discrepancy so the issue may be addressed and corrected, if need be, as soon as possible.*

**Q. Could my substitute assignment change once I arrive at the school site?**

**A.** *Yes, if a more critical position is left unfilled, the school/department may need to shift you to another assignment. It is the expectation that the substitute be flexible and cooperative with this infrequent request.*

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# HELPFUL TIPS

## Teaching Controversial Issues

When the curriculum prescribes teaching about controversial issues in the classroom setting, you are responsible to make every effort to carry out the study in a manner in which the students:

- Keep the objectives of the study clearly in mind;
- Stick to lesson plan provided without bias;
- Understand the issues involved, and their implications; and allow all students to reach their own conclusions regarding the issue.

## Classroom Management Tips

One of the most challenging things about working in the classroom is managing behavior. As the teacher, you are responsible for the social organization of the class. If student behavior becomes a problem, and your efforts at correction are unsuccessful, the principal or assistant principal is to be consulted. Here are some helpful tips to manage the classroom:

- Create a commanding teacher presence.
  - Always arrive with elevated expectations and a definite goal of helping students learn something new. If we expect things to go great, there is about a 99.99% chance that they will. Greet students at the door, create working guidelines with the class, have a quiet signal, use encouraging statements that build a growth mindset. Substitute notes my address this.
- Be prepared to provide academic challenges.
  - If the teacher doesn't have an activity to start class, have one ready to go. These could be something like brain teasers, read-aloud, create an analogy, etc.
- Learn their names as fast as you can.
  - Start memorizing our students' names while you take attendance – both helpful and challenging students. This builds relationships and helps you accurately report problems to the teacher.
- Teach the lesson according to the directions left by the teacher.
  - The teacher knows these students, understands their needs, and has planned accordingly. A well-taught lesson can prevent unwanted student behaviors.
  - If no lesson plan has been provided, please contact the office manager.
- Try to understand the communication behind the behavior.
  - Students communicate through behavior. If a child is having a difficult time, try a problem-based approach to solve the issue. Involve the student in finding ways to solve the problem so they have some control and ownership.
- Identify a "helpful student" and ask them about procedures.
  - If possible, ask the teacher ahead of time for the name of a helpful student. If they don't provide one, try to identify one by asking a question about a procedure and seeing who volunteers an answer (and seems trustworthy). When you're not sure how you should handle a procedure, quietly ask that student (when the rest of the class is doing something else), "When do you guys normally take a restroom break?" etc.

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- Learn & adapt standard classroom management techniques.
    - Don't fall into the trap of thinking "I can't do that because I'm a substitute." Most classroom management techniques work across the board or can be adapted to work for relief teachers.
  - Introduce yourself to the staff in the neighboring classes.
    - He/she may be able to provide important classroom information to help you be successful.

### **Expectations in the Classroom**

Just as our substitutes evaluate our schools, our school employees receive feedback about our substitutes. Below are a few notes from the schools, to help you be as effective in the classroom as possible.

- Personal items should be kept out of view of students, especially cell phones, as they can be a distraction. Cell phones should always be on silent as well.
- Students in our schools come from a variety of cultural and religious backgrounds. What seems comfortable for you may make a student uncomfortable. Physical contact between substitutes and students should be limited to high-fives or fist-bumps.
- Following the lesson plan or list of responsibilities a teacher has laid out for you should be your primary goal. Just like the students, we understand that substitutes have a variety of personal thoughts and opinions on the topics presented in the classroom. Please be sure to stick to your lesson plans / instructions and to remain a neutral source of information.
- As a reminder, many students and staff have allergies and maintaining a limiting fragrance helps with that. Please limit cologne, perfume, and body spray.
- Finally, many classrooms have a designated snack time. While a student may not have one, it is never recommended for a substitute to give a student any personal food for allergy safety reasons.

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## Athletics and Coaching



The district offers athletics at the Middle School and the High School, which provides for many coaching opportunities. Deer Park is currently in the NE "A" League if you are interested in coaching at Deer Park, please contact Keith Stamps Athletic Director (HS), at 468-3509 or Ken Ryan (MS) 464-5843.

### Middle School athletics:

Football, Softball, Basketball, Wrestling, Volleyball, Track, Cross Country, and Baseball

### High School athletics:

Football, Softball, Basketball, Wrestling, Volleyball, Track, Cross Country, Baseball, Soccer, Tennis, and Golf

## Other Extra-Curricular Positions

### Middle School:

ASB Coordinator, Band, and Annual

### High School:

Band, Cheerleaders, Annual, Newspaper, Vocal, Class Advisor, and Drama



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## Affirmative Action Plan

The district, as a recipient of public funds, is committed to undertake affirmative action which shall make effective equal employment opportunities for staff and applicants for employment. Such affirmative action shall include a review of programs, the setting of goals and the implementation of corrective employment procedures to increase the ratio of aged, persons with disabilities, ethnic minorities, women and Vietnam Veterans who are underrepresented in the job classifications in relationship to the availability of such persons having requisite qualifications. Such affirmative action shall also include recruitment, selection, training, education and other programs.

The superintendent shall develop an affirmative action plan with a board approved policy, which specifies the personnel procedures to be followed by the district and shall ensure that no such procedures discriminate against any individual. Reasonable steps shall be taken to promote employment opportunities of those classes that are recognized as protected groups – aged, persons with disabilities, ethnic minorities, women and Vietnam Veterans.

### Safety and Health Procedures



#### Blood borne Pathogen Exposure Incident Procedure

In the event you are exposed to blood or any other potentially infectious material, you must:

- 1) Immediately and thoroughly clean or flush the area of direct contact.
- 2) Contact the site manager as soon as feasible in order to:
  - Document the route(s) of exposure and the circumstances under which the exposure incident occurred.
  - Identify and document the name of the source individual if feasible.
  - Identify and document the name, address, and telephone number of the health care professional who will evaluate the need for post-exposure medical evaluation and follow-up.
- 3) Complete the EXPOSURE INCIDENT DOCUMENTATION FORM available from the site manager.
- 4) Complete forms SIF-2 and PIR available from the District Office.
- 5) Read and sign the EXPOSED EMPLOYEE CONSENT FORM.
- 6) Contact the identified health care professional for determination of the need for post-exposure medical evaluation and follow-up.
- 7) Follow through on the advice of the health care professional.
- 8) Submit the health care professional's bill to your insurance provider.
- 9) Submit any unpaid balance of the health care professional's bill to the school district accounting office.

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- 10) Abide by any applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

#### Safety Committee:

The district has an established working safety committee with a representative from each worksite. Your committee meets a minimum of once every quarter. The committee reviews accident/injuries, discusses and recommends/resolves safety issues at your work place. If you have a safety suggestion or concern, they would appreciate your input. If you would like more information about safety or the safety committee, contact the representative in your building.

#### Accident/Injury Reporting:

Employees of the Deer Park School District are self-insured through the Northeast Washington Workman's Compensation Cooperative. To fulfill the district's responsibility for insurance, employees must report any accident/injury or "near miss" as soon as possible.

#### Safety Bulletin Board:

Each worksite has a bulletin board especially dedicated to safety items and issues. This board will contain all notices required by law and other information that the district or worksite may choose to convey to you regarding safety. Please make a habit of reviewing this board regularly.

#### First Aid Kits:

Each worksite and special work areas are required by law to have a first aid kit available for use by employees. It is your responsibility to coordinate with your supervisor to ensure you know its location and accessibility.

#### Employee Responsibilities:

- 1) Employees shall coordinate and cooperate with all other employees in an attempt to eliminate accidents.
- 2) Employees shall study and observe all safety standards governing their work.
- 3) Employees should offer safety suggestions, wherein such suggestions may contribute to a safer work environment.
- 4) Employees shall apply the principles of accident prevention in their daily work and shall use proper safety devices and protective equipment as required by their employment or employer.
- 5) Employees shall properly care for all personal protective equipment.
- 6) Employees shall make a prompt report to their immediate supervisor, of each industrial injury or occupational illness, regardless of the degree of severity.

#### Seatbelts:

Because of the importance of wearing seat belts, the district feels this item should be addressed individually. If a piece of district equipment or district sponsored equipment is seat belt equipped, the belt must be worn anytime the equipment is in operation. This law applies to the operator and passengers at all times.

## Chemical Hazard Communications Program



### Employee Responsibilities:

The chemical hazard communication program is designed to ensure that the hazards of chemicals and materials are properly conveyed to you. The Primary source of communication is container labeling, other forms of warning, material safety data sheets, and employee training. It is your responsibility to determine and ensure you understand the following:

- 1) Chemicals present at the worksite.
- 2) How to minimize or prevent your exposure to hazardous chemicals.
- 3) The location and availability of the written chemical hazard program.
- 4) How to minimize or prevent exposure to hazardous chemicals through the use of control/work practices and personal protective equipment.
- 5) How to read labels and review MSDS's to obtain appropriate hazard information.
- 6) Emergency procedures you should follow if you are exposed to hazardous chemicals.

### Container Labeling:

Before using any chemical, verify the label as to contents and read and note the appropriate hazard warnings. Containers without labels shall be brought to the attention of you supervisor immediately.

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## Safe Schools Alert



Safety is a top priority in the district and that is why we are now using Safe Schools Alert – a tip reporting system that allows students, staff and parents to submit safety concerns to administration four different ways:

- 1) Phone: 509-822-5292
- 2) Text your tip to 509-822-5292
- 3) Email: [1193@alert1.us](mailto:1193@alert1.us)
- 4) Web: <http://alert1.us>

Easily report tips on bullying, harassment, drugs, vandalism or any safety issues you are concerned about. You can submit a tip anonymously online or by phone. There is also reporting availability on the district website: <https://www.dpsd.org/report-concern/>

## Notification of Pesticide Use

Upon request, the district will provide notification to staff and parents of the district's pest control policies, methods and its posting and notification requirements.

Copies of the annual pesticide use record and summary are available at:

Deer Park School District Maintenance  
PO Box 490  
Deer Park, WA 99006  
509-464-5545

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## Public Records

Requests for public records should be made to the Superintendent, Travis Hanson, 464-5500.

## Publications and Policies

Copies of all district policies are posted at <https://www.dpsd.org/school-board/>

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SCHOOL CALENDAR