

West Fargo Public Schools Substitute Handbook 2023-2024



Welcome!

As a substitute in the West Fargo Public Schools, your role is critically important. Whether you take daily assignments or choose to participate in a long-term role, each time you enter a classroom to teach or assist, elect to fill in for a custodian, food service staff member, or bus driver, you are responsible for our community's most valuable resource...its children.

The substitute handbook is designed to help you in your efforts to become familiar with our schools and our learners. Your responsibility is to step in for the regular staff member and to carry out, to the best of your abilities, the duties and responsibilities of that individual. We trust that each time you substitute, our learners will have a meaningful and productive educational experience.

Thank you for your commitment to the education and development of the learners of West Fargo Public Schools. If we can be of any help, please call the Human Resources Department at (701)356-2001.

Warm Regards,



Brittnee Nikle

Director of Human Resources

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SUBSTITUTE INFORMATION FOR ALL SUBSTITUTES

SUBSTITUTE LIST

The West Fargo Public Schools utilizes an automated substitute system (Absence Management). The Human Resources Department will compile a list of qualified individuals who are eligible to serve as substitutes in the absence of regular staff members and enter them in Absence Management. This list is compiled prior to the start of each academic year and is revised periodically during the year, as needed. Substitutes who do not wish to continue employment with WFPS should inform the Human Resource Department to be removed from the list.

SUBSTITUTE APPLICATION

****Note: You must possess a valid North Dakota substitute or regular teacher's license to apply for substitute teaching. ****

All employees of West Fargo Public Schools must fill out their employment application online. Once you have applied, the HR department staff will review your application, add you to Absence Management and send you a welcome email, along with instructions on how to complete the necessary paperwork for payroll.

Payroll Paperwork

1. W-4 – tax withholding form
2. I-9 - Employment Eligibility Verification - Please bring your IDs with for verification
3. Direct Deposit – West Fargo only issues direct deposit for payroll - Please bring a voided check with for verification
4. Authorization for background check
5. Data sheet
6. Safety Information

ASSIGNMENT OF SUBSTITUTES

West Fargo Public Schools offers the use of an automated substitute calling system through Absence Management. With this system, substitutes select their own teaching assignments. Substitutes may choose assignments online or choose to use the phone option. The login address is login.frontlineeducation.com or the phone option is available at 1-800-942-3767 (1-800-94-AESOP).

EMPLOYMENT AT WILL

Substitute/Temporary Employee/District relationships are governed by the "employment-at-will" doctrine. The definition of "employment-at-will" is a presumption that the employee is employed at the employer's will for an indefinite period rather than for a fixed term. No representative of the district may change the at-will status of an employee through any oral or written promise to an employee.

The policies and procedures stated within this manual are not intended to alter the status of at-will employees. The policies and procedures stated within this manual are not intended to create an employment contract. Salary agreement letters and work calendars are not contracts, and do not alter the status of at-will employees.

PAY SCHEDULE

The current pay scale for substitute teachers is \$140.00 for a full day assignment and \$56 for a half-day assignment. Other daily increments are prorated by the hour. If a substitute teacher accepts a long-term substitute position, they will be paid a daily rate derived from the Bachelor's Lane, Step 3 of the current teacher's salary schedule. The daily rate is currently \$213.56. Substitutes may be asked to cover another class assignment during the collaboration or prep period and will be paid for this additional period worked. The school office will report the additional time to the payroll department.

Substitute teachers will receive a \$130.00 bonus after teaching in the district 10 full days. The days need not be consecutive to count towards the bonus. *The bonus payment will follow the next payday after the 10th full time day has been paid.

Substitute paraprofessionals receive a rate of \$15.95 per hour which is based on the TEMP column of the SPED paraprofessional grade on the Classified Staff Salary Schedule.

Substitute food service workers receive a rate of \$15.70 per hour which is based on TEMP column of the food service grade on the Classified Staff Salary Schedule.

Substitute custodians receive a rate of \$15.95 per hour which is based on TEMP column of the custodial grade on the Classified Staff Salary Schedule.

Substitute bus drivers receive a rate of \$17.20 per hour which is based on the TEMP column of the bus driver grade on the Classified Staff Salary Schedule.

Substitute Nurses receive a rate of \$27.50 per hour which is based on the TEMP column of the school nurse grade on the Classified Staff Salary Schedule.

Payroll disbursements will be made every other Friday based on the two-week period ending the previous Sunday. **All employees are required to utilize the District's direct deposit payroll system.** You can access your paystubs and make changes to your direct deposit online via Green Employee.

PROFESSIONALISM

RESPONSIBILITIES:

1. Report to the front office at the designated starting time for the absence. The report time for the position you are subbing for is given in the assignment information contained in Absence Management.
2. Complete all duties as assigned by the building administrator, supervisor, or department head or host of the facility.

As a qualified substitute, your most important responsibility is to adhere, at all times, to the same standards of conduct and professionalism expected of all employees. Since your assignment often comes at the last minute, you should be able to start work on short notice.

SUBSTITUTE INFORMATION SPECIFIC TO TEACHERS AND PARAPROFESSIONALS

PROFESSIONALISM

RESPONSIBILITIES:

1. Report to the front office at the designated starting time for the absence. The report time for the teacher or paraprofessional you are subbing for is given in the assignment information contained in Absence Management. Substitutes are expected to remain on duty after all learners are dismissed and all additional duties and responsibilities outlined are completed.
2. Substitutes are expected to remain in the building during the school day. Substitute teachers' preparatory periods and other planning or supervisory periods in the secondary schools may vary based on the block schedule. In addition, many teachers have a collaboration period. You may be asked to cover another class assignment during the collaboration or prep period. You will be paid for each additional period that you cover.
3. Substitute teachers should leave a brief report for the teacher of materials covered and work completed. Collect all applicable assignments.
4. Report any accidents or unusual discipline problems to the principal.
5. Leave the room in good order.
6. Keep accurate records of any money collected and deposit money with the building's administrative assistant.

In the regular teacher or paraprofessional's absence, you are the learner's teacher or paraprofessional. It is your responsibility to move the learning process forward and maintain continuity in instruction. As a substitute teacher or paraprofessional, you are legally and morally charged with the welfare and well-being of the learners.

Substitute teachers and paraprofessionals are expected to hold in professional confidence any information about the school (learners, parents or guardians, teacher, principal) which might be gained while substituting.

Any outsider who comes to the classroom for information about a learner or who comes to the classroom asking that a learner be released from school must be directed to the school office. In any event, learners are not to be released from the classroom without official notice from the principal's office.

It is expected that the substitute will maintain good order wherever assigned and will create classroom conditions conducive to a good learning situation. The teacher and/or principal will assess the substitute's effective handling of the following tasks:

- a. Correcting and recording assignments
- b. Written summary of the day or days that the substitute worked
- c. Classroom order and management

SUBSTITUTE TEACHER PREPARATION

Substitutes can usually assume that the classroom teacher has prepared and left sufficient lesson plans. Your own preparation consists of getting all the information you need and arriving at the school early enough to prepare before classes begin. If you find that the instructions left for you are inadequate, you should inform the principal.

ALL SUBSTITUTES

ABSENCE MANAGEMENT ITEMS TO NOTE:

Note the following when you accept an assignment from Absence Management:

- a. Name of whom you will substitute for
- b. Name and location of school
- c. Time classes begin & the time you are expected to arrive
- d. Lesson plans or notes left

When you arrive at the school, please obtain the following information from the school office:

- a. Person whom you can call upon for assistance
- b. Any special duties you will have

REPORTING

You should consider it your responsibility to collect all written work you assign or assist a learner with. Substitute teachers should also leave a report on attendance for the teacher as well as with the office and provide a written report on what the learners accomplished, how the class responded and any problems you encountered should be left for the teacher. Additionally, if you were not provided with adequate plans, work

materials or anything else needed, you should report this fact to the principal and the classroom teacher. It is essential that the regular teacher be fully aware of classroom activity during your assignment.

SAFETY & SECURITY

You are responsible for the safety and welfare of the learners you're assisting or teaching. You should avoid directing use of equipment you cannot oversee safely. If you are not qualified to instruct learners in the use of industrial arts machinery, physical education apparatus, tools, or other such equipment, plan an alternate lesson. Be sure rooms containing such equipment are locked when you are not present. It is also your responsibility to acquaint yourself with emergency drill procedures, assigned exits and refuge areas.

COMPUTER NETWORK ACCESS

Substitute teachers and paraprofessionals may access the district's computer network system by using their login credentials or a guest substitute login. This will allow substitutes access to the internet and to the Absence Management system. Guest login usernames and passwords are assigned to each school building.

EQUAL OPPORTUNITY EMPLOYMENT POLICIES

GENERAL POLICY ON NON-DISCRIMINATION

The West Fargo Public School District is an Equal Opportunity Employer who fully and actively supports equal access for all people regardless of race, color, religion, national origin, sex, gender identity, age, veteran status, disability, marital status, or participation in lawful activities, in its education programs/activities and employment practices.

Furthermore, West Fargo School Policy assures that the district and its employees will not retaliate against any persons who file a complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination regarding these or any other OCR enforced statutes. Additionally, the District will discipline any individual who retaliates or takes adverse action against any person who reports alleged discrimination and/or harassment or who testifies, assists, or participates in any investigation relating to a discrimination and/or harassment complaint.

If you have concerns or need information regarding the existence and location of services, activities, and facilities that are accessible, please contact the 504 Coordinator for ADA, Jeffrey Goebel, director of building & grounds at (701) 499-1019. For information regarding Title IX compliance, please reach out to the HR department.

West Fargo Public Schools also acknowledges your right to file a discrimination complaint at any time with U.S. Department of Education, Office for Civil Rights, Chicago Office, John C. Kluczynski Federal Building, 230 S. Dearborn St. 37th Floor, Chicago, IL, 60604.

TITLE IX DISCRIMINATION POLICY

[Nondiscrimination & Anti-Harassment AAC - AP](#)

[Title IX Sexual Harassment Grievance Procedure AAC-AR2](#)

DISCRIMINATION AND HARASSMENT GRIEVANCE PROCEDURE

[Discrimination & Harassment Grievance Procedure AAC – AR1](#)

WORKPLACE POLICIES

RISK MANAGEMENT PROGRAM

The West Fargo School District is committed to providing a safe and healthy environment for all employees. To facilitate this objective, the West Fargo Public School District has established a safety and risk management program which places a high priority on the prevention of accidents and injuries, quality health care for injured employees, and a return-to-work program. This program also aims to improve cost containment through safety training and claims management principles and practices. The administration expects employees, regardless of their position within the district, to cooperate in every respect with the district's safety program. All injuries and accidents must be reported immediately to supervisors and to the Human Resources Office. When necessary, obtain medical treatment without delay. Personal protection equipment, where required must be worn by all employees with no exception. Hazardous conditions and other safety concerns must be reported immediately to supervisors.

Employees have the responsibility for their safety, as well as the safety of others. Employees must become familiar with the hazards of their jobs and do what is necessary to ensure safety. In this way, the district can achieve the safe working conditions deserved by all employees.

If you are injured on the job, you must obtain the information and form packet from your school office regarding work related injury. The injured employee is responsible for following all procedures and instructions listed and completing all required forms in a timely manner. The district has designated two occupational health medical providers to be utilized by employees who require medical attention for work-related injury. Details regarding the designated providers are contained in the information packets in your school office. Failure to access the designated provider(s) may result in a denial of your claim by workers compensation. Inquiries should be directed to the Human Resources office.

EQUIPMENT

Our school buildings contain valuable teaching equipment. All personnel must use equipment properly, following all safety rules. Teach learners to do the same if they use the equipment. Report any equipment that needs repair to the principal's office immediately.

MEDICAL MARIJUANA (ACBF-AP)

[Medical Marijuana](#)

TOBACCO FREE ENVIRONMENT

[Comprehensive School Policy for Tobacco Use ABBA-AP](#)

VIOLENT & THREATENING BEHAVIOR

[Violent & Threatening Behavior ACE- AP](#)

COMPUTER AGREEMENT

[Use of WFPS's Computer Network ACDA- AP](#)

STORM WARNING ANNOUNCEMENTS

[Inclement Weather and Other Emergency Building Closures DDEB-AP](#)

WORKING WITH STUDENTS

[Corporal Punishment, Student Conduct & Discipline FF-AP](#)

[Staff-Student Relations and Ethical Boundaries DEBD-AP](#)

EMPLOYEE SAFETY & WELFARE

BULLYING POLICY

[Bullying Policy ACEA-AP](#)

DRUG & ALCOHOL-FREE WORKPLACE

[Drug-Free Workplace Policy DEA-A](#)

EMPLOYEES WITH SIGNIFICANT CONTAGIOUS DISEASES

[Employees with Significant Contagious Diseases Policy ACB-B](#)