

West Fargo Public Schools Substitute Handbook 2022-2023



Revised 10/27/2022

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, 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 students. Your responsibility is to replace the normal staff and to carry out, to the best of your abilities, the duties and responsibilities of that individual. We trust that each time you substitute, the students will have a meaningful and productive educational experience.

Thank you for your commitment to the education and development of the students 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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I. 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 personnel 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 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, HR department personnel will 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 certificate
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

ASSIGNMENT OF SUBSTITUTES

West Fargo Public Schools uses an automated substitute calling system, ABSENCE MANAGEMENT. With this system, substitutes select their own teaching assignments. Substitutes may choose assignments online or via the telephone.

login.frontlineeducation.com or on the phone at 1-800-942-3767 (1-800-94-AESOP).

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 \$204.38. 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 time 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 \$15.08 per hour which is based on Step 0 of the SPED paraprofessional grade on the Classified Staff Salary Schedule.

Substitute food service workers receive a rate of \$14.52 per hour which is based on Step 0 of the food service grade on the Classified Staff Salary Schedule.

Substitute custodians receive a rate of \$14.81 per hour which is based on Step 0 of the custodial grade on the Classified Staff Salary Schedule.

Substitutes are paid every other Friday by direct deposit. Deposit notices may be accessed online via Green Employee. Payroll direct deposit is required for all staff, including substitutes. Direct deposit forms can be obtained at the payroll office or by calling (701) 356-2001.

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 a principal, supervisor, or overseer of the facility.

As a qualified substitutes, your most important responsibility is to adhere, at all times, to the same high standards of conduct and professionalism expected of all teachers, paraprofessionals, food service workers, and custodians. Since your assignment often comes at the last minute, you should be able to start work on short notice.

ALL SUBSTITUTES:

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

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

II. SUBSTITUTE INFORMATION SPECIFIC TO TEACHERS AND PARAPROFESSIONALS

PROFESSIONALISM

RESPONSIBILITIES:

1. Report to the principal's 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 students 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 are often 50 to 55 minutes in length. In addition, many teachers have a collaboration period of 50 to 55 minutes. 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 administrative assistant.

In the regular teacher or paraprofessional's absence, you are the student'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 children.

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

Any outsider who comes to the classroom for information about a child or who comes to the classroom asking that a child be released from school must be directed to the school office. In any event, children 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

You can usually assume that the classroom teacher has prepared for you and left sufficient lesson plans to carry you through your assignment. 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:

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 student with. Substitute teachers should also leave a report on attendance for the teacher as well as with the attendance secretary and provide a written report on what the students 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 students you're assisting or teaching. You should avoid directing use of equipment you cannot oversee safely. If you are not qualified to instruct students 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.

III. EQUAL OPPORTUNITY EMPLOYMENT POLICIES

GENERAL POLICY ON NON-DISCRIMINATION

It is the policy of the West Fargo School District not to discriminate on the basis of race, color, national origin, sex, disability, age, marital status, or religion. This policy applies to admission or access to the educational programs and activities offered to students and extends to employment policies and practices applicable to school district personnel. The West Fargo School District will make reasonable accommodations for employees with disabilities upon request from the employee. Contact information for a reasonable accommodation request is listed below.

It is the policy of the West Fargo School District not to discriminate on the basis of marital status, public assistance, or lawful activity off the employer's premises during non-working hours, which is not in direct conflict with the essential business-related functions of the district.

The Division of Human Rights of the North Dakota Department of Labor is responsible for processing charges of employment discrimination under federal statutes and the North Dakota Human Rights Act (<https://www.nd.gov/labor/human-rights>).

III. WORKPLACE POLICIES

VIOLENT & THREATENING BEHAVIOR

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

COMPUTER AGREEMENT

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

DRUG & ALCOHOL-FREE WORKPLACE

[Drug & Alcohol-Free Workplace DEAA – AP](#)

EMPLOYEES WITH SIGNIFICANT CONTAGIOUS DISEASES

[Significant Contagious Diseases ACBB - AP](#)

EQUIPMENT

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

TITLE IX DISCRIMINATION POLICY

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

NONDISCRIMINATION AND ANTI-HARASSMENT POLICY

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

DISCRIMINATION AND HARASSMENT GRIEVANCE PROCEDURE

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

RISK MANAGEMENT PROGRAM

The West Fargo School District is committed to providing a safe and healthy environment for all of its 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.

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.

All injuries and accidents must be reported immediately to supervisors and to the Human Resources Office. When necessary, obtain medical treatment without delay.

The district has designated specific medical providers to treat work related injury. Employees injured on the job and seeking medical care, with the exception of emergency care, must go to a District Designated Medical Provider unless the employee has made a prior designation of another health care provider for work related injury. (Contact the HR office for more information about prior designation of additional medical providers) The Designated Medical Providers for work related injury treatment are:

- Sanford Health Occupational Medicine Clinic 3838 12th Ave N, Fargo 701-234-4700
- Essentia Clinic Occupational Health Program 1100 19th Ave N, Fargo 701-364-5757

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. Medical and lost time claims

must be filed with the ND Workforce Safety & Insurance within 24 hours. Contact the HR office as soon as possible to get the claim filing underway.

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 of its employees. All employees will be provided with current information on the Risk Management Program. Inquiries should be directed to the Human Resources office.

TOBACCO USE POLICY

[ND's Comprehensive Model for a Tobacco – Free School ACCA - AP](#)

STORM WARNING ANNOUNCEMENTS

Storm Warning Announcements

The decision to have or not have school due to inclement weather will be based on the safety of the students attending the district's schools and on the best information available at the time the decision must be made. Parents may choose to pick up their child at school or not to send them to school anytime they feel that the weather is a threat to their child's safety.

In deciding whether children will be safe, the district looks at the following factors:

- Visibility and current/expected wind conditions
- Road conditions (current, anticipated, and the status of city and county road crews) for buses, families and district staff that need to be on the roads
- The time precipitation starts and the current/expected amount
- Expected duration of the storm
- Alert level from National Weather Service
- Temperature and wind-chill

All storm announcements relating to West Fargo Public Schools will be reported to local radio and television stations, communicated to parents and guardians by the Blackboard automated messaging system (phone and/or email), and be posted to the school district's website.