

CLASSIFIED SUBSTITUTE HANDBOOK

DISTRICT INFORMATION

Main: 623-

Dear Classified Substitute,

You are appreciated and valued...

Welcome to Deer Valley Unified School District. Our district serves students who live in and near our 367 square mile boundary, located in Phoenix, Glendale, Peoria, Anthem, New River, Cave Creek and unincorporated areas of Maricopa County. We have sixteen (16) K-6 Elementary Schools, fifteen (15) K-8 Schools, three (3) Middle Schools, five (5) High Schools, one (1) K-12 Online Academy, one (1) Pathways Program for afterschool learning and one (1) Alternative Campus. We also have thirty-seven (37) Preschools.

Your services are valued and your job is to ensure that the continuity of quality education happens for our students. As a classified employee, there are district policies and procedures that you need to be aware of that apply to each assignment you perform for the district.

Substitute employees replace regular employees who may be away from their job due to various legitimate reasons. Substitutes may also serve in a vacant position until filled.

Please review this handbook carefully, as it will help you be successful in your role with our district.

CORE VALUES

Respect: We treat each other with dignity.

Accountability: We fulfill our commitments.

Integrity: We are honest and ethical.

Student Driven: We put students first.

Excellence: We strive to be extraordinary.



Deer Valley Unified School District uses Frontline Education Absence Management system. You can access their web address 24 hours a day at app.frontlineeducation.com or by Phone 1-800-942-3767. PLEASE NOTE THAT FRONTLINE HAS AN 800 NUMBER.

UNDERSTANDING CALL PERIODS: When Will Frontline Call Substitutes?

Frontline places calls in the mornings and evenings Sunday through Thursday. On Friday, Frontline places calls in the morning for that day's absences but will not call out in the evening. On Saturday; Frontline does not place any phone calls. On Sunday, Frontline calls only in the evening for Monday morning absences. The system will not leave a message and if you miss a call you will be unable to retrieve it.

Morning and Evening Call Periods:

Morning Call Period 5:30 am – 12:00 Noon

Evening Call Period 5:00 pm – 10:00 pm

Frontline splits each day into two call periods: the Morning Call Period and the Evening Call Period. During the Morning Call Period, Frontline will only call substitutes regarding same day jobs. During the Evening Call Period, Frontline will call Substitutes regarding jobs beginning in the next two days.

Sunday Monday

Corporal punishment will not be used at Deer Valley Unified School District.

Discipline problems are less likely to surface if the students are kept busy and if you are well prepared. The principal/assistant principal is available as a resource to you if needed in case of serious discipline problems arising. ***Do not use any physical force.*** At no time are you to touch a student in any way or administer corporal punishment.

Profane Language:

Profane language is never tolerated in the Deer Valley Unified School District. This includes addressing students or staff as being idiots, morons, stupid, or telling them to shut up.

Medication:

If working at a school site, all personal medication must be reported to and stored in the school nurse's office. Even Aspirin or Ibuprofen. A substitute should **never** administer medication of any type to a student.

Confidentiality:

Please be aware information pertaining to students with special needs and 504 plans is to remain confidential. It is our policy that all information considered confidential will not be disclosed to external parties, or to employees, except on a need to know basis. If you are uncertain or have questions, please check with the school principal, department supervisor or a qualified staff member.

Releasing Students:

If a Classified Substitute is injured on the job while working within his/her job description and work hours please follow the steps below:

Classified Substitute notifies immediate supervisor, or school nurse of injury.

Classified Substitute must call Company Nurse on Call to report injury (1-800-854-6877).

Company Nurse will take information and recommend level of treatment necessary (first aid or medical).

Classified Substitute should follow first aid advice, or seek appropriate medical treatment.

If medical treatment is necessary, the substitute must go to Banner or MBI Occupational Health Care.

In case of a life-threatening emergency, employee may go to Emergency Room.

If an Classified Substitute calls 911 and goes to the Emergency Room, he/she must call Company Nurse on Call immediately following treatment (1-877-854-6877). If the Classified Substitute is unavailable supervisor is to contact CNO.

Student Injury/Incident Reporting Procedures:

When a student sustains an injury which requires immediate medical attention or causes the student to miss greater than one-half day of school for home treatment or further evaluation, an incident report will be completed.

RENEWING FOR THE NEXT SCHOOL YEAR:

1. Classified Substitutes hired in DVUSD must fulfill the required 10 days substituting if they wish to continue the following year. Check Web Alerts on Frontline Absence Management for renewal dates.
2. Prior to renewal, Annual Orientation Documents (located in the substitute's WinOcular portal), are required and must be completed before work begins.
3. A new badge is issued annually.
4. All Classified Substitutes must hold a valid IVP Fingerprint Card. It is the responsibility of the individual to maintain a valid card and renew with DPS prior to expiration date. A copy of the card is to be submitted to the Substitute Specialist.

The district will post a Web Alert on Frontline Absence Management System with information on how to renew your badge with DVUSD. It is **YOUR** responsibility to come into the District Office to renew your badge and complete your returning paperwork. **Failure to do so will serve as notification to DVUSD that you no longer wish to continue as a Classified Substitute.**