

TUCSON UNIFIED

SCHOOL DISTRICT

2018 – 2019

SUBSTITUTE TEACHER

HANDBOOK

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WELCOME!

We appreciate your interest in Tucson Unified School District!

The Tucson Unified School District (TUSD) is the oldest district in the state, formed when Arizona was still a territory in 1867. Encompassing 229.5 square miles, TUSD is also one of the largest districts in the state. We feature almost 90 schools, including elementary, K-8, middle, and high schools, which offer a wide range of special programs.

The district serves over 44,000 students from diverse backgrounds. They have bright futures ahead of them, thanks to our 7,700 dedicated employees. In fact, substitute teachers are a valued asset and play an important role in the education of our students. It is estimated that the average student will spend between 6 months and one year with a substitute during their K-12 school career. Thus, your time spent in the classroom will be crucial to a student's academic success.

We value your commitment to the education of our students.

The Substitute Office
TUCSON UNIFIED
SCHOOL DISTRICT

1. CONTACT INFORMATION & IMPORTANT LINKS

The TUSD Sub office is open Monday through Friday from 7:45 AM to 4:45 PM each day that school is in session. You may contact the Sub office in person during office hours or via telephone or email:

- Substitute Office Customer Service..... SubOffice@tusd1.org
- Melissa Dunn – HR Coordinator/Substitute Office.....520-225-6165
Email.....Melissa.Dunn@tusd1.org
- Doralina Martinez – HR Assistant/Substitute Office.....520-225-6014
Email.....Doralina.Martinez@tusd1.org
- Absence Management System1.800-942-3767
Web Access.....<https://www.Aesoponline.com>

As a Substitute Teacher at TUSD, you may find the following links helpful:

- TUSD 2018-2019 Payday Calendar
- [TUSD 2018-2019 School Calendar](#)
- SYNERGY Training Video for Subs
- TUSD Substitute Handbook - Electronic Version
- [Information on Substitute Certification in Arizona](#)
- Sub Management Tips for Office Managers
- Information on How to Request a Sub
- TUSD Substitute Office Forms
- TUSD Substitute Teacher FAQ's

2. TUSD SUBSTITUTE COMPENSATION

The Tucson Unified School District is proud to offer one of the highest Substitute Teacher Daily Rates in the Tucson area. The Daily Rate of pay for Substitute Teachers is based on an eight (8) hour day.

You will be paid for each day shown in the Absence Management System, which is verified by the school sites before the end of each pay period. Keep in mind that you are ultimately responsible for ensuring your assignments are in the system. Failure to do so may result in late payment.

Questions regarding the number of days paid or the amount paid should be directed to the TUSD Sub Office at 520-225-6165. Sub office staff can verify time worked. Please remember to keep track of dates and the teachers' names for which you subbed. It is also helpful to have the confirmation number of the assignment in question.

TUSD currently utilizes a certified substitute to cover exceptional education teacher's assistants, which are classified positions. To accept these positions you are required to have a current CPR and First Aid card on file in the sub office. The daily rate is the same for these positions.

CPR/First Aide certifications are provided through school safety. For questions regarding CPR/First Aide certifications, please contact:

- Sandra Dewey.....520-225-4963
- Karen Crehan520-584-7676

3. 2018-2019 DAILY RATES

Daily Rate for the 1st- 15th day:

Full Day - \$100.00/day | Half Day - \$50.00/day

Daily Rate after the 15th Day in the same assignment:

Full Day - \$125.00/day | Half Day - \$62.50/day

Full Day at an L-25 School – \$135.00/day | Half Day at an L-25 School - \$67.50/day

Daily Rate for Ex Ed Certified Teacher Subbing in Ex Ed Classroom:

Full Day - \$165.00/day | Half Day - \$82.50/day

4. PAYROLL INFORMATION

All substitutes are paid on a two week schedule, a copy of the current TUSD Payroll Calendar can be found at our [TUSD Substitute Office](#) and in this handbook. Questions about your check can be directed to the Payroll Department, 520-225-6150 or via email at payroll@tusd1.org.

5. TUSD ABSENCE MANAGEMENT SYSTEM – AESOP

The Tucson Unified School District uses AESOP to track Teacher absences and Substitute Teacher assignments.

All requests for substitutes are made through the Absence Management System, either online or via telephone. Calls are placed to the substitute pool by telephone between the hours of 5:00 a.m. and 11:00 a.m., Monday through Friday, for same day jobs and between 4:00 p.m. and 9:00 p.m., Sunday through Friday, for all future assignments. The system does not call on Saturdays or holidays. The system will call for future dates, 2 days prior to the start date so it is important to pay attention to job details when calls are received.

Each substitute teacher is set up with an online profile that will outline site preferences as well as the days and times he or she will be available. These are factors that will determine call-out priority. Please note that you may still receive calls for non-preferred assignments when the system cannot fill a position.

If you do not wish to receive phone calls, you must click ‘Turn off Calling’. You can also do phone and web searches for available jobs at any time. The Absence Management System will not leave a message so if you miss a call you will be unable to retrieve it. If you would like to decline a job, please do so by responding to the prompts. Hanging up on the system 3 times in one day will disqualify you from accepting any jobs that day.

You may be offered half day or full day assignments. A job is considered a half day at 4 hours or less. It is recommended that you review scheduled assignments on line so you can view any instructions or plans left by the absent teacher.

If you have verbally accepted a job, you must log in and verify that the school has entered the job into the system. It is your responsibility as a substitute to verify jobs before arriving at the campus. If the absence is not placed properly and another substitute accepts the job, the substitute in the system is the only one authorized to be paid for the assignment. Subs are only paid for assignments listed in the Absence Management System.

If you are mistakenly assigned to a job where a substitute is not needed we will make every effort to assign you to an equivalent job for the day. If we cannot find another assignment, you will be compensated for a half day’s pay.

Proactively Fill Your Schedule

The Absence Management System offers you the flexibility to proactively search for jobs and fill your own schedule the way you want. To help you benefit most from automated substitute placement, The Absence Management System offers you both phone and web services for finding and accepting jobs. Substitutes can call in toll-free at 1-800-942-3767 or log in online at <https://www.Aesoponline.com>.

Manage Your Preferences

With the Absence Management System, not only can you plan your schedule ahead of time, but you can also choose Non-Work Days and adjust call times to fit your schedule. You can also view work history and e-mail notifications of available jobs.

Find Out About Available Jobs

Aesop notifies substitutes of available jobs they qualify for. Most employee absences are entered the day before the absence occurs, but they can enter their absences far in advance. Substitutes can discover available jobs days, weeks, or even months in advance.

Log-In Format

- Log-In ID: 10 digit-phone number (you can change your phone at any time)
- PIN: Last 4 digit of your Employee ID# located on your employee badge.
(It is recommended that you change your PIN after first log in.)

6. TUSD SUBSTITUTE POLICIES

All TUSD Substitute Teachers must hold a valid Arizona Department of Education Teacher Certificate or Substitute Certificate and an Arizona IVP Fingerprint Clearance Card. Current Arizona Department of Education policy prohibits a substitute from teaching in the same school for more than 120 days unless the substitute holds a Standard Arizona Teaching Certificate.

Job Cancellation

TUSD requires a two hour cancellation notice for both Substitute Teachers and for school sites.

- If a Substitute cancels a job with less than two hours' notice, they will receive a no-show for the job.
- If a school site cancels a job with less than two hours' notice, the site will be liable for a half day pay to the Substitute.

Vacancy Coverage

Occasionally, a Substitute will be asked to cover a vacant position. These are known as Long Term Assignments and must be preapproved by the TUSD Sub Office. The requesting site must complete a Long Term Authorization Form (HR 1407) to request preauthorization.

When a substitute is in a long-term vacant position, the substitute is required to assume the role of a contracted teacher. The substitute will work all school days, including grading days. He or she will be responsible for lesson plans, assigning grades, teacher's conferences and any responsibility requested by the administrator at that site. Substitutes in **classified** long-term positions are not eligible for a daily rate increase on the 16th day.

Loss of Planning and 6/5ths

Substitute Teachers are paid a daily rate of pay for an eight (8) hour day. If a sub is asked to give up a planning period to cover a class or to cover a 6/5th period, no additional compensation will be provided.

7. DISTRICT NETWORK ACCESS

To log onto the district data network after hire, you will need your employee ID (on your guest teacher badge) and a temporary password (an 8 digit number comprised of the last 4 digits of your social security number, then the 4 digit number of your birth year-no spaces). It is strongly suggested that once you are able to log in that you change your password to maintain security.

This login information will allow you access to the TUSD Intranet as well as your District e-mail. This access should be available within about 48 hours from completing your hiring process. During times of high volume hiring, please consider that it may take longer. Your site administrator may also need to apply for your access to other district programs as needed. Please check with the Office Manager if you have any questions.

For assistance with your district access, please call the Technology Help Desk at 520-225-6333.

Synergy Access for Substitutes

TUSD Substitutes will use the District Student Information System, Synergy, to take attendance and manage various other classroom tasks. Signing on to Synergy is simple once you get your Substitute Teacher Slip from the school office. After you are in Synergy, you are able to take attendance. The Synergy Login Screen can be accessed at: <https://synergy.tusd1.org>

Before You Start

TeacherVUE is a web application that is part of TUSD's Student Information System (SIS). Teachers use it to maintain student information including attendance and grades. As a substitute teacher you will be able to sign on to TeacherVUE to view the class seating chart and take

attendance or lunch counts. You will also be able to access any instructions for the class left by the teacher.

The school office will provide you with a Substitute Teacher Slip that indicates the class(es) you will sub for and provides you with a temporary TeacherVUE password. Synergy can only be accessed from a TUSD district computer. A tutorial on how to use Synergy and TeacherVUE can be found at: <http://intranet/synergyforsubs.asp>

8. SUBSTITUTE TEACHER RESPONSIBILITIES

A substitute teacher will enable each child to pursue his education as smoothly and completely as possible in the absence of the regular teacher, while upholding the high standards of the Tucson Unified School District.

Essential Functions

- Arrives to school within a reasonable amount of time after accepting assignments.
- Wears a TUSD Guest Teacher ID badge at all times while on District property.
- Reports to the building principal or Office Manager upon arrival (and departure) at school.
- Maintains as fully as possible the established routines and procedures of the school and classroom to which assigned.
- Maintains active teaching styles even during periods of silent reading and test taking.
- Teaches the lesson outlined and described as prepared by the absent teacher.
- Assumes the responsibility for overseeing pupil behavior in class, during lunch and during all recess periods.
- Follows all policies, rules and procedures to which regular teachers are subject and which good teaching practice dictates.
- Makes the well-being of students the fundamental value of all decision making and actions.
- Maintains just, courteous and proper relationships with students, parents, staff members and others.
- Maintains professional dress and grooming standards appropriate for a school environment including appropriate shoes for all surfaces.
- Performs all other duties as assigned by the principal.

9. EXPECTATIONS

Placement of an individual on the substitute list does not ensure nor guarantee assignments. Substitute assignments are offered on an as-needed basis. If at any time you are unable to accept assignments as a substitute teacher, it is your responsibility to indicate that you are unavailable in the Absence Management System by logging 'non-work' days. Failure to maintain accurate availability in the Absence Management System could result in deactivation of your substitute status.

Substitute Badge

As a newly hire Substitute Teacher, you will be issued a TUSD badge from the Human Resources Department at 1010 E. 10th Street. You will be required to present your badge upon arrival at any TUSD school site.

Arrival at School

It is recommended that you arrive at the school 30 minutes before the job start time. **Always check in and out with the school site Office Manager.** Arriving early allows you time to get acclimated with the site, the location of your classroom, and review lesson plan. We recommend you request a school map containing Office contact numbers, the location of your classroom, routes for fire drills, pick up and drop off locations, adult restrooms and teacher's lounge. Do not forget to ask for the school's specific policies and bell schedules.

If you accept an assignment at or after the start time, please arrive as soon as safely possible. Call the site and let them know you are on your way.

Before class begins is the perfect time to introduce yourself to a neighboring teacher in case you require any assistance during the day.

Throughout the Day

If the regular teacher did not leave a seating chart, make one. This could prevent future discipline issues and will enable you to call on students by name. Never leave the classroom unattended. If an emergency arises and you need to step away during class, call the front office so that a staff member can monitor the room as an adult must be present at all times.

If a person who is not connected with the school seeks information about a student or permission to remove the student from the room, that person should be directed to the front office. The office staff will determine whether the student should be excused and will notify you of the decision. Never release a student without the permission of the front office staff.

You will be expected to follow the lesson plans left by the absent teacher to the best of your abilities. When emergency situations arise, it may not always be possible for the absent teacher to leave plans. If this situation occurs, contact the office manager at the site so that you can obtain a lesson plan. Any disciplinary issues should be dealt with immediately so as not to cause disruption or delay in the learning of any other students. At no time are you to touch a student in any way or administer corporal punishment, including inappropriate language addressed to

any student. This will result in your immediate removal from the campus and termination of your substitute status.

At the End of the Day

You will be expected to leave the classroom and any materials used in the same condition that you found them. You may want to leave the teacher a specific account of all activities or an end of day report. Please do not forget to return any items received, to the front office when you check out.

Emergencies, First Aid and Safety

Emergencies can arise at any time and you should be prepared to handle them with minimal confusion. Procedures may differ throughout the District, depending on whether you are at an elementary school, middle school or high school. Common sense is the most valuable tool you can use when dealing with health and safety issues, and be sure to familiarize yourself with emergency protocols in place at each school that you work at. If an emergency does arise, remain calm and instruct students to do the same.

If a student is injured and is able, he or she should be sent to the Nurse's office right away. If they are unable you should call the front office for assistance. Always use universal precautions and treat all bodily fluids as if they were hazardous, regardless of your perception. Never give out medication to a student, not even aspirin. If a student requires medication, he or she must be sent to the Nurse's office.

We have several "peanut free" schools due to severe contact and airborne allergies. You will adhere to peanut free policies at individual schools. Failure to do so endangers students and will result in the immediate deactivation of your substitute status. If you are not sure of the status of a school, don't hesitate to ask when you check in.

Evaluation of a Substitute Teacher

A substitute may be evaluated at any time by the principal of a school, the absent teacher or the Substitute Office. Schools and teachers have the right to block a substitute from their campus or classroom for any reason. You may be deactivated if three schools have "blocked" you by placing you on the "Do not Use" list and submitting an unsatisfactory evaluation of your performance or conduct. However, you may be dismissed before three blocks have been submitted, depending on the evaluation.

TUSD reserves the right to dismiss a substitute for any lawful reason, or for no reason. The TUSD Substitute Office will make every effort to contact you by mail to notify you of any unsatisfactory report. Should you have any questions about your standing, please contact the Substitute Office at 520-225.6165. The individual has no right to notice of hearing in TUSD's decision to no longer call the individual as a substitute teacher. ***Terminated substitutes are required to re-apply for a Substitute position.***

Evaluation of Teacher from Substitute

A substitute can leave feedback for the absent teacher and on their subbing experience on the TUSD Absence Management System.

Personal Contact Information

It is the responsibility of the employee to maintain current contact information by contacting TUSD sub office. TUSD is not responsible for lost communications due to incorrect contact information such as a mailing address or phone number.

10. TIPS ON MAINTAINING DISCIPLINE

- Never give a direction you do not intend to enforce. Avoid ultimatums; students will likely perceive them as a challenge.
- Never touch a student in any way for any purpose. Maintain a hands off policy at all times.
- Be fair. Injustice, not punishment, is what makes a student rebel.
- Be friendly and enthusiastic. Always show an interest in what students are doing.
- Commend good qualities and appropriate action.
- Try to be constructive, not repressive, in all dealings with students.
- Remember that a sense of humor is extremely valuable.
- Do not judge misconduct on whether it annoys you.
- Look for good qualities. All students have them.
- Do not pick on every little thing a student does. Sometimes it is wiser to overlook some things.
- If they can outthink you, you are not using your maturity and the advantage of your education.
- Defiance often comes from failure of the substitute to keep a situation in hand.
- A student should not be forced. A substitute's will should not be pitted against that of a student. It is far wiser to give some simple directions that will be obeyed and pick up the reins of control in a quiet way.
- Never hold a student up to public ridicule; it is the surest way of creating a discipline problem.
- If a discipline problem develops, and you find you are unable to solve it, you should refer it to the principal or the designated person in charge.

11. MANDATORY REPORTING

Arizona law requires certain persons to report obvious or suspected child abuse or neglect to the Child Protective Services (CPS) in the Department Of Economic Security or local law enforcement. If the person suspects that a child has received non-accidental injuries it must be reported.[i] The term "person" is defined in A.R.S. § 13-3620(A) as:

1. Any physician, physician's assistant, optometrist, dentist, osteopath, chiropractor, podiatrist, behavioral health professional, nurse, psychologist, counselor or social worker who develops the reasonable belief in the course of treating a patient.
2. Any peace officer, member of the clergy, priest or Christian Science practitioner.
3. The parent, stepparent or guardian of the minor.
4. School personnel or domestic violence victim advocate who develop the reasonable belief in the course of their employment.
5. Any other person who has responsibility for the care or treatment of the minor.

Any person who reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, a reportable offense or neglect of non-accidental nature; or has been denied or deprived necessary medical treatment or surgical care or nourishment with the intent to cause or allow the death of an infant who is protected under section 36-2281 (dealing with prohibition to the denial of nutritional and medical aid to infants) shall immediately report or cause reports to be made of this information to a peace officer or to Child Protective Services in the Department Of Economic Security. If the report concerns a person who does not have the care, custody or control of the minor, it shall be made to a peace officer only.

Any individual other than the one required to report or cause reports to be made who reasonably believes that a minor was subject to child abuse, physical injury, a reportable offense or neglect may report the information to a peace officer or to CPS.

A member of the clergy, Christian Science practitioner or priest who has received a confidential communication or a confession in the course of performing his/her religious duty may not disclose such information if the religious practitioner determines that it is reasonable and necessary to withhold such information within the concepts of the religion. However, the religious practitioner is bound to report any personal observations of child abuse or neglect.

A report may not be made for conduct prescribed by sections 13-1404 (dealing with sexual abuse classification) and 13-1405 (dealing with classification of sexual conduct with a minor) if the conduct involves only minors who are fourteen, fifteen, sixteen or seventeen years of age and there is nothing to indicate that the conduct is other than consensual.

Any physician, psychologist or behavioral health professional who receives a statement from a person other than a parent, stepparent, guardian or custodian of the minor while providing sex offender treatment that is not court ordered or that does not occur while the offender is incarcerated in the State Department Of Corrections or The Department Of Juvenile Corrections may withhold reporting of the statement if they reasonably believe that such non-disclosure is necessary to accomplish the purposes of the treatment.

Reporting of child abuse must be made immediately either by telephone or in person. Within 72 hours of oral report, a written report must be filed. The reports shall contain:

- a) Names and addresses of the minor and the minor's parents or the person or persons having custody of the minor, if their identity is known;
- b) The minor's age;

- c) Nature and extent of the child abuse, physical injury or neglect. Evidence, if any, of previous child abuse, physical injury or neglect must also be included; and
- d) Any other information that the person believes might be helpful in establishing the cause of the child abuse, physical injury or neglect.

When oral reports are received by a peace officer, the officer shall immediately notify CPS in the Department of Economic Security and make the information available to them. If the CPS receives telephone or in person reports, it shall immediately notify a peace officer in the appropriate jurisdiction.

Any person who is required to receive reports may take or cause to be taken photographs of the minor and the vicinity involved. He or she may also perform medical examinations of the minor involved.

A person who produces a report, information or records required or authorized under A.R.S. § 13-3620 (dealing with duty to report child abuse, neglect, and physical injury,) or a person who participates in a judicial or administrative proceeding or investigation resulting from a report, information or records required or authorized under A.R.S. § 13-3620, is immune from any civil or criminal liability by reason of that action. However, the immunity does not apply to any person who acted with malice or is charged with or is suspected of abusing or neglecting the child or children in issue.

A person who fails to report child abuse or neglect is guilty of a class 1 misdemeanor, except if the failure to report involves a reportable offense (as defined in A.R.S. § 13-3620(P)(4)), the person is guilty of a class 6 felony.

Arizona Child Abuse Hotline
1-888-SOS-CHILD
(1-888-767-2445)

13. 2018-2019 TUSD L-25 SCHOOLS

Elementary Schools

- Blenman
- Booth-Fickett**
- Cavett
- Erickson
- Grijalva
- Lynn Urquides
- Maldonado
- Myers Ganoung
- Ochoa
- Robison

Middle Schools

- Dietz
- Lawrence
- Mary Meredith
- Pueblo Gardens
- Roberts Naylor
- Safford
- Pistor
- Secrist
- Utterback

High Schools

- Catalina
- Cholla
- Palo Verde
- Pueblo
- Santa Rita
- TAPP

14. 2019-2019 TUSD SCHOOL CALENDAR

TUCSON UNIFIED SCHOOL DISTRICT SCHOOL CALENDAR 2018-2019

JULY 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST 2018						
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26	27	28	29	30	31	

SEPTEMBER 2018						
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23	24	25	26	27	28	29
30						

Independence Day Holiday
New Teacher & Principal Induction
First Day for Teachers
First Day for Students
Labor Day
Parent/Teacher Conferences (grades K-8)
Parent/Teacher Conferences (grades 9-12)
Grading Day
Fall Break
Veteran's Day
Thanksgiving Recess
Grading Day
Winter Break
Martin Luther King, Jr. Day
Parent/Teacher Conferences (grades K-8)
Parent/Teacher Conferences (grades 9-12)
Rodeo Vacation
Grading Day
Spring Break
Spring Holiday
Last Day for Students
Graduation Day
Last Day for Teachers

July	4
July	24-27
July	30
Aug	2
Sept.	3
Sept.	12-14
Sept.	14
Oct.	5
Oct.	8-12
Nov.	12
Nov.	22-23
Dec.	21
Dec/Jan	24-4
Jan.	21
Feb.	14-15
Feb.	15
Feb.	21-22
March	15
March	18-22
April	19
May	23
May	23
May	24

OCTOBER 2018						
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28	29	30	31			

NOVEMBER 2018						
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DECEMBER 2018						
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30	31					

JANUARY 2019						
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FEBRUARY 2019						
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MARCH 2019						
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24	25	26	27	28	29	30
31						

APRIL 2019						
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28	29	30				

MAY 2019						
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26	27	28	29	30	31	

JUNE 2019						
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Testing Windows
PSAT/Explore/Plan – TBD
State Testing Dates – TBD

Symbol Key	
	New Teacher & Principal Induction
	Planning/Grading Day
	First & Last Day for Students
	Vacation Days
	State Testing Windows
	Parent/Teacher Conferences ½ days

First Semester: 91 days
Second Semester: 89 days
Total: 180 school days

First Quarter: 45 days
Second Quarter: 46 days
Third Quarter: 46 days
Fourth Quarter: 43 days

Board Approved 12/13/2016

15. 2018-2019 TUSD PAY PERIOD CALENDAR

<u>2018-2019</u> PAY PERIOD CALENDAR					
PAYROLL NUMBER	PAY PERIOD START DATE	PAY PERIOD END DATE	Payroll Adjustment ePAR Deadline	Portal Changes	PAY DATE
PR 1	07/01/18	07/11/18	07/10/18	07/05/18 to 07/13/18	07/20/18
PR 2	07/12/18	07/25/18	07/24/18	07/14/18 to 07/27/18	08/03/18
PR 3	07/26/18	08/08/18	08/07/18	07/28/18 to 08/10/18	08/17/18
PR 4	08/09/18	08/22/18	08/21/18	08/11/18 to 08/24/18	08/31/18
PR 5	08/23/18	09/05/18	09/04/18	08/25/18 to 09/07/18	09/14/18
PR 6	09/06/18	09/19/18	09/18/18	09/08/18 to 09/21/18	09/28/18
PR 7	09/20/18	10/03/18	10/02/18	09/22/18 to 10/05/18	10/12/18
PR 8	10/04/18	10/17/18	10/16/18	10/06/18 to 10/19/18	10/26/18
PR 9	10/18/18	10/31/18	10/30/18	10/20/18 to 11/02/18	11/09/18
PR 10	11/01/18	11/14/18	11/13/18	11/03/18 to 11/16/18	11/23/18
PR 11	11/15/18	11/28/18	11/27/18	11/17/18 to 11/30/18	12/07/18
PR 12	11/29/18	12/12/18	12/11/18	12/01/18 to 12/14/18	12/21/18
PR 13	12/13/18	12/26/18	12/25/18	12/15/18 to 12/28/18	01/04/19
PR 14	12/27/18	01/09/19	01/08/19	12/29/18 to 01/11/19	01/18/19
PR 15	01/10/19	01/23/19	01/22/19	01/12/19 to 01/25/19	02/01/19
PR 16	01/24/19	02/06/19	02/05/19	01/26/19 to 02/08/19	02/15/19
PR 17	02/07/19	02/20/19	02/19/19	02/09/19 to 02/22/19	03/01/19
PR 18	02/21/19	03/06/19	03/05/19	02/23/19 to 03/08/19	03/15/19
PR 19	03/07/19	03/20/19	03/19/19	03/09/19 to 03/22/19	03/29/19
PR 20	03/21/19	04/03/19	04/02/19	03/23/19 to 04/05/19	04/12/19
PR 21	04/04/19	04/17/19	04/16/19	04/06/19 to 04/19/19	04/26/19
PR 22	04/18/19	05/01/19	04/30/19	04/20/19 to 05/03/19	05/10/19
PR 23	05/02/19	05/15/19	05/14/19	05/04/19 to 05/17/19	05/24/19
PR 24	05/16/19	05/29/19	05/28/19	05/18/19 to 05/31/19	06/07/19
PR 25	05/30/19	06/12/19	06/11/19	06/01/19 to 06/14/19	06/21/19
PR 26	06/13/19	06/26/19	06/25/19	06/15/19 to 06/28/19	07/05/19
PR 27	06/27/19	06/30/19	06/29/19	06/29/19 to 07/02/19	07/19/19

16. INSTRUCTIONS FOR TEACHERVUE SIGN-ON & STUDENT ATTENDANCE

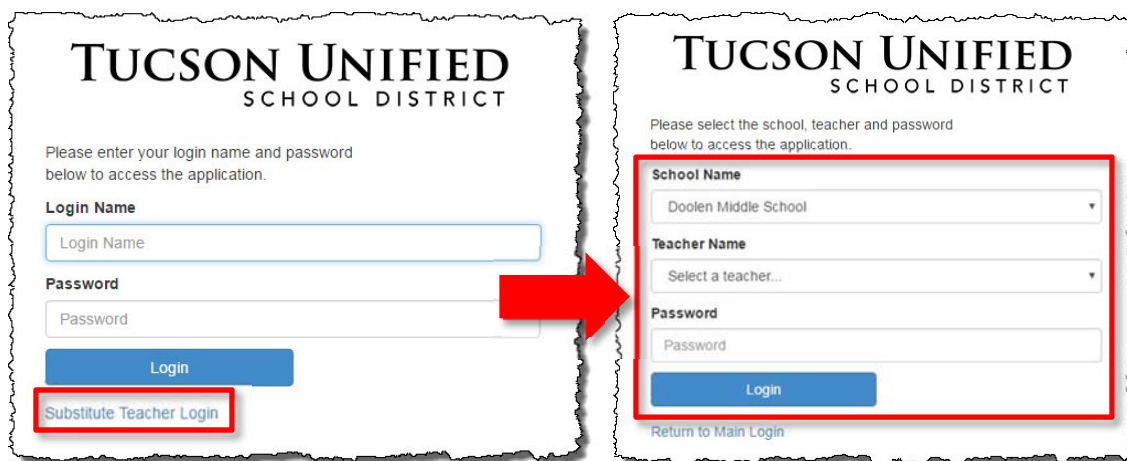
Before You Start

- TeacherVUE is a web application that's part of TUSD's Student Information System (SIS). Teachers use it to maintain student information including attendance and grades.
- As a substitute teacher you will be able to sign on to TeacherVUE and view the class seating chart and take attendance or lunch counts. You will also be able to access any instructions for the class left by the teacher.
- The school office will provide you with a Substitute Teacher Slip that indicates the class(es) you will sub for and provides you with a temporary TeacherVUE password.

Sign On to TeacherVUE

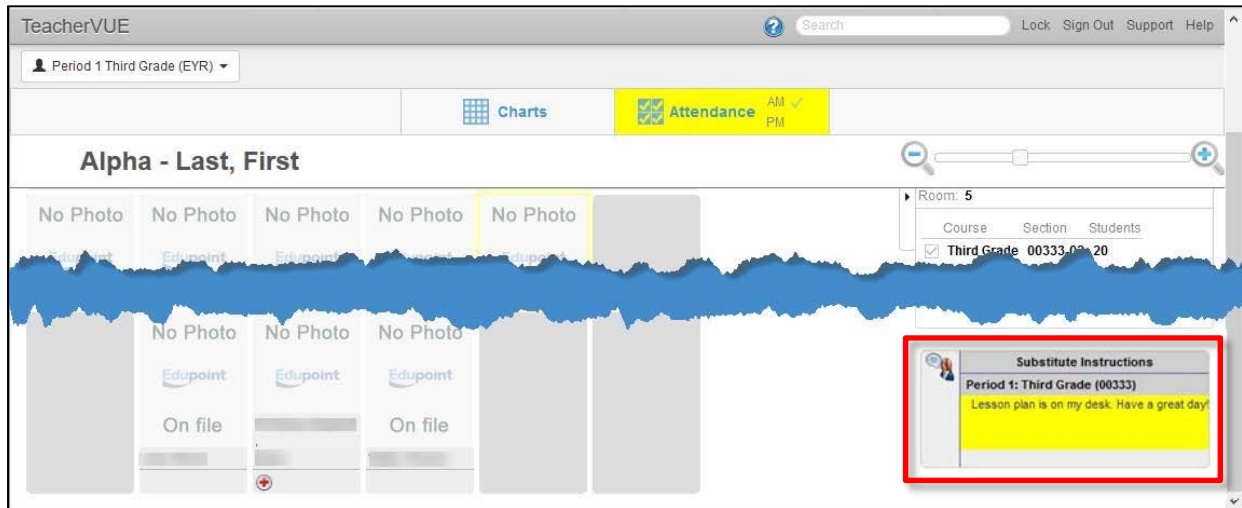
1. On any computer, connect to the Internet. Navigate to TUSD Synergy Login page.

Synergy: <https://synergy.tusd1.org>



2. Click **Substitute Teacher Login** below the **Login** button.
3. In the **Substitute Login** page, select **School Name** from the drop down.
4. Select the **Teacher Name** you are substituting for from the drop down.
5. Type the password provided on the Substitute Teacher Slip.
6. Click **Login**.

7. TeacherVUE opens and displays any **Announcements**. These may be from the school or the district.
8. If the teacher left you instructions, they will display on the TeacherVUE home screen.



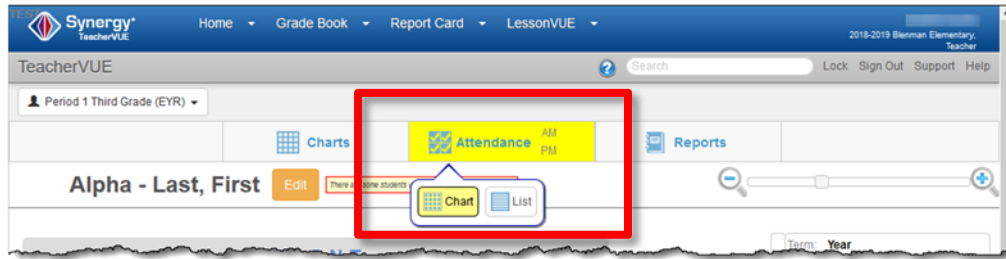
9. Click the instructions to expand them for easy review.
10. You can print or close the instructions.
11. The TeacherVUE home page also displays the class seating chart.

Before You Start

- Elementary teachers take daily attendance.
- Secondary teachers take attendance by period.
- Office staff may receive and enter attendance information prior to teachers taking attendance. This information will be visible when teachers take attendance.

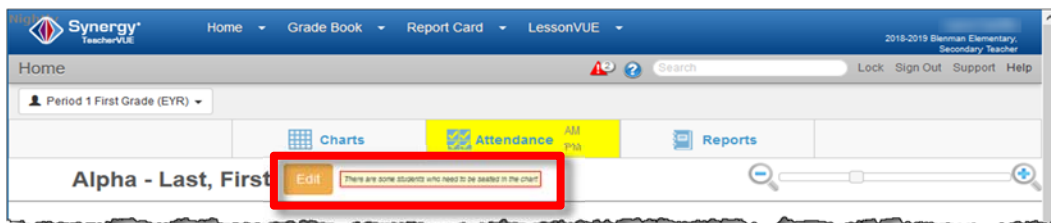
Attendance by Chart



1. As soon as you sign on to **TeacherVUE**, the **Attendance** menu will be yellow to indicate that attendance needs to be taken.
2. If you are a secondary teacher, **TeacherVUE** should default to the current period. If it doesn't, just change the focus to the appropriate period.
3. Mouse over **Attendance** and click **Chart** or **List**, depending on your preference.



4. When you click **Chart**, the **Taking Attendance** screen appears with your seating chart.

New Students: If you are taking attendance in Chart view, it's important to note if any new students have been added. When you first sign on to TeacherVUE, a message will appear prompting you to add the new students to the seating chart. *If you take attendance by list, however, all students will appear in the list (see [Attendance Reminders](#) on p. 5).*



5. Just click a student to mark a Teacher Absence .
6. Click again to mark the Teacher Tardy .
7. Click again to cycle back to remove the absence or tardy.
8. When you're done, click **Save**. As soon as you save attendance information, office staff will know that you have taken attendance. The information is available for office staff to view and verify as needed.



Attendance by List

1. If you prefer to take attendance using a list, select **List** from the **Attendance** menu.
2. Again, just click the student to mark a Teacher Absence **TA**
3. Click again for Teacher Tardy **TT**

The screenshot shows the 'Taking Attendance' screen in Synergy TeacherVUE. It features a calendar grid for August 2018. A red box highlights the 'TA' (Teacher Absence) and 'TT' (Teacher Tardy) buttons, along with a green arrow button. A tooltip message says 'click once to fill down empty values, twice to overwrite'. The right side of the interface shows 'Reason Types (AM)' with counts for Tardy (1), Excused (0), and Unexcused (1). The top navigation bar includes 'Home', 'Grade Book', 'Report Card', and 'LessonVUE'.

4. The list allows you to fill down if you have a lot of the same absences or tardies. Click the arrow once to fill down in the empty values. Click the arrow twice to overwrite all values.
5. When you're done, click **Save**. As soon as you save attendance information, office staff will know that you have taken attendance. The information is available for office staff to view and verify as needed.

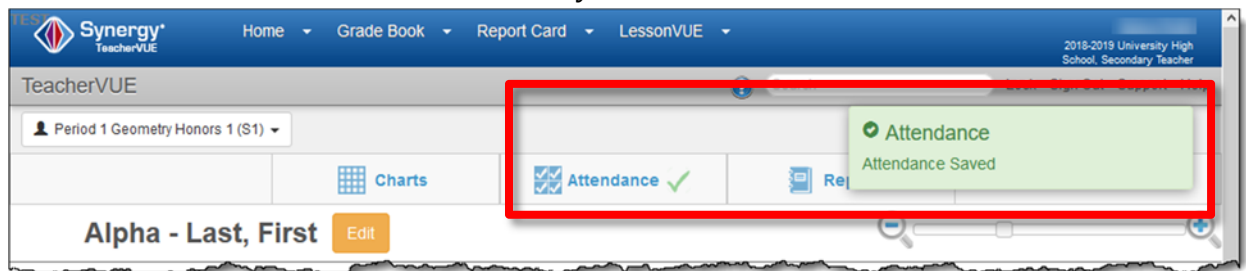
Attendance Saved Confirmation

When you save a confirmation message appears and a checkmark appears in **Attendance**.

Attendance Saved Confirmation Elementary

The screenshot shows the 'Attendance Saved Confirmation' screen in Synergy TeacherVUE. It features a confirmation message 'Attendance Saved' in a green box. The top navigation bar includes 'Home', 'Grade Book', 'Report Card', and 'LessonVUE'. The bottom bar shows 'Alpha - Last, First' and an 'Edit' button. The 'Attendance' button is highlighted with a red box.

Attendance Saved Confirmation Secondary



Attendance Reminders

- The attendance button will be yellow until you have taken attendance.
- Attendance must be taken for all periods.
- For teachers with multiple classes, remember you will need to change your class focus to take attendance for the correct period. This class focus is near the upper left of the teacher screen.
- At the K-5 level, attendance must be taken for AM and PM. The radio button for both must be clicked for attendance to be correct.
- Once you have taken attendance, you must click **Save** to send it to the office.
- If a warning appears that says "[Not all students are seated](#)" (see illustration on p. 3), do the following:
 - Take the initial attendance from **List** view and click **Save**.
 - In your chart/picture view, click **Edit**.
 - Scroll down and see the students not seated.
 - Click and drag these students to empty seats, or add seats by adjusting the rows.
 - Click **Save**.

SUBSTITUTE OFFICE HANDBOOK

ACKNOWLEDGEMENT of RECEIPT

I _____ acknowledge receipt of the Tucson Unified School District

Substitute Office Handbook, on the _____ day of _____ 20____.

Signature