

Teacher as Emergency Substitute Agreement 2018-2019



Date 6/4/18

When a substitute has been requested but the assignment has not been filled, these guidelines for filling the substitute position will be followed:

1. Professional, certified staff (administrators and teachers) with fewer than three teaching assignments shall be assigned to cover the uncovered classes up to a total of three 72 minute assignments. A list for both Upper and Lower House will be created by the principals and shared with clerical staff.
2. If guideline #1 does not produce enough coverage, other professional staff shall be assigned no more than one class. In no instance shall any staff member be given more than a total of three 72 minute assignments in one day. Assignments will be distributed on a rotating basis after guideline #1 has been implemented. A list for both Upper and Lower House will be created by the principals and shared with clerical staff.
3. Equity MUST prevail. No teacher shall be assigned a second time until all others in the building who are available that period have served.
4. School administrators, along with clerical, will discuss alternative ways of covering classes without the assignment of teachers (ie. combining classes). The departments may reach agreement on such methods and implement them in place of either guideline #1 and/or guideline #2.
5. When a substitute has been requested, but the assignment has not been filled OR when a substitute has not been called to fill an assignment for any RTA member, the clerical staff (in both Upper and Lower School) will document and communicate this to an identified RTA faculty rep. These instances will be communicated at least by the last business day of each month. If the teacher emergency substitute agreement has been activated this also will be reported by the end of the month to the designated building representative.
6. Copies of this policy will be published on East's website.

**Members of the Building Committee may revisit this agreement at any time during the 2018-2019 school year to make needed adjustments or revisions. This policy will remain in effect for the duration of the 2018-2019 school year and until a new agreement has been made for the 2019-2020 school year.

<u>Margene Blocker</u>	Upper School Principal
<u>Jana M</u>	Lower School Principal
<u>Sheri Munoz</u>	RTA member
<u>Dea Stetler</u>	RTA member
<u>Kristine Price</u>	RTA member
_____	Parent Member
_____	Student Member
<u>Reemay Wilson</u>	RAP Member
_____	Bente Member
<u>Akua Hartgen</u>	ASAR Member

Copier Use & Policies 2018-2019



Date: 6/30/2018

1. There will be no students in the AV room (D205) at any time. This is not only the AV room, but also a staff work room. Be courteous to other teachers and have students either wait outside the door or in your classroom.
2. No food or drink is allowed on or around the copiers at any time.
3. There is a **five minute time limit** for ALL staff members when using the copiers. After that if you are not done, please stop your job and go to the end of the line so that others have access to the copier machines in a timely fashion.
4. Please clean up after yourself. Do not leave papers, wrappers, or other miscellaneous materials laying around on tables or countertops.
5. Large copy jobs should be scheduled through RCSD print shop. They have a 48 hour turnaround time.
6. Staff may use any printers/copiers in the building for small print runs (1-10 sheets) on a regular basis.
7. Any time copiers are down, staff may use any other copiers/printers in the building to prepare instructional materials for students without restriction.
8. Copy paper will be stocked daily in the room adjacent to the copiers by the custodial staff.
9. The lower school librarian will check, fill and turn on copiers before 7:30am. The upper school librarian will check and fill the copiers at the end of the school day (3:30pm).
 - a. If a copier is not working, staff will report it to the librarian (and label the copier as NOT WORKING), whom will be the point person notified to call Xerox and schedule a repair and/or order necessary parts.
 - b. The librarian will label any copier once it has been called in to Xerox with the confirmation number, date and their signature.
 - c. The librarians will be trained by IM&T, to replace toner cartridges, empty waste containers, replace staples and other troubleshoot other common copier issues.
 - d. This assignment will count as an IDCPT/CPT assignment for both librarians.

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<u>Margene Blocker</u>	Upper School Principal
<u>Aria Miller</u>	Lower School Principal
<u>Shen Munn</u>	RTA member
<u>Aria Miller</u>	RTA member
<u>Kristine Price</u>	RTA member
_____	Parent Member
_____	Student Member
<u>Basemay Wilson</u>	RAP Member
_____	Bente Member
<u>Alia D. Keenan</u>	ASAR Member