



**HIGHLINE**  
PUBLIC SCHOOLS

*A path to success for every student*

# Guest Employee Welcome Packet

# DISTRICT OVERVIEW

Highline Public Schools serves just shy of 20,000 students, grades K-12, in the communities of Burien, Des Moines, Normandy Park, SeaTac, Boulevard Park, and White Center in Washington State.

The district has 39 schools, employs approximately 3,000 staff members, and offers a wide variety of educational opportunities from early childhood to college preparation.

We are committed to equity in education, high expectations for all, and partnering with families and the community to ensure that all children achieve their potential.

**The Highline PROMISE: Every student** in Highline Public Schools is known by **name, strength, and need**, and graduates ready for **college, career, and citizenship**.

Highline students have the advantage of living and learning in a community with rich cultural diversity. Our students represent about 80 nationalities and speak 101 different languages. Because our schools reflect the diversity our students will face in the workplace of tomorrow, our students will be well-prepared to live and work in the global economy and multicultural world of the future.

In 2013, parents, students, community members, and staff at all levels of the school district came together to talk about our **goals and dreams for the students** of Highline Public Schools. We envisioned the schools we want to provide for our community's children, and we set bold goals to take us there.

The result of the community's work is a [Strategic Plan](#) that is our **roadmap**. The strategic plan sets six big goals that are game-changers for Highline's children. The plan is built on a promise that every student in Highline will be known by name, strength, and need and will graduate prepared for college, career, and citizenship.

- [Mastery by Grade 3](#)
- [Success in Algebra](#)
- [High School Graduation](#)
- [Zero Suspension](#)
- [Bilingual & Biliterate](#)
- [Tech-Savvy & Tech-Literate](#)

As a Guest Employee you will help to deliver on this plan by ensuring no fall off in instruction when a teacher or staff member is out of the building. Our goal is to provide you with the tools you need to be confident and successful in every classroom in every school. We value our Guest Employee's commitments to the students of Highline Public Schools.

## SUBSTITUTE EXPECTATIONS

### **Call to Work:**

Substitute assignments are made through the automated system (Absence Management) or by the Substitute Office Staff. The substitute office is available from 5:30 a.m. to 4:30 pm to assist you in any way. Please call 206-631-3060 for assistance.

Please update your availability on Absence Management for those rare occasions when you will not be available for assignment.

### **Reporting to Work:**

**Hours:** School hours may vary by location. Substitutes work regular school hours, including planning time before and after school. Every effort should be made to reach the school as soon as possible.

If you are running late for an assignment please contact the sub office at 206-631-3060 to let them know.

**On Arrival:** When you arrive at the school please check in at the main office. Introduce yourself to the office staff and if available the building administrator. Let them know who you are subbing for. The office staff is responsible for providing information on the classes, provide keys, sub plans, attendance sheets and a sub folder with information specific to the site. If you have any questions on the schedule or your assignment please ask the office staff at the school.

**Confidentiality:** All school/student records should be handled with the utmost confidentiality. It is important that you do not divulge any confidential information that you may encounter during the course of your day.

**ID Badges:** All district personnel are required to wear district issued ID badges, at all times, while on district property. If you lose your badge please contact Safety & Security at 206-631-7676.

**Cell Phone Use and Texting:** Texting and cell phone use is prohibited during instruction or classroom time. Please have your cell phone turned off or silenced while in the building.

**Substitute/Student Relationship:** Please practice caution and good judgement in their verbal and physical interactions with students. Establish a position of authority with students; you may "be friendly" without "befriending" students. Do not search students' personal belongings. Yelling at students, calling student's derogatory names, and using insults or other threatening verbal attacks is not an acceptable practice.

**Personal/Professional Boundaries:** One of the assigned trainings "What Every Employee Should Know" covers important information on boundary training. All substitutes should complete this training within 60 days of employment. Additionally, you are required to familiarize yourself with district board policy [5253](#).

## Classroom Management

Here are some suggestions to help enhance your classroom experience:

- **Follow the sub plans:** With most absences, teachers have left detailed plans for the day and what the expected outcome is. Follow the plans as closely as possible. If you find it necessary to deviate please leave a note for the teacher with that information.
- **Set the stage for success:** Conduct yourself in a confident and assertive manner. Confidence is essential for building respect and trust and goes a long way towards maintaining a classroom. Be yourself, let the students know who you are and your expectations of them for the day.
- **Expect good behavior:** Form a clear idea of your own expectations of students' performance and behavior, if your expectations are low, so are theirs. Students tend to respond to whatever is expected of them. A positive approach is worth a hundred negative rules.
- **Be fair and consistent:** Your success will depend a great deal on your degree of fairness and consistency. Set expectations for yourself and for the students at the start of the day and continue to enforce/praise students' actions towards those expectations.
- **Be honest:** If you don't know something admit it. Never give information if you are unsure. Make use of students' prior knowledge of classroom procedures and have helpful students fill you in on what was previously taught and how it was presented.
- **Use your common sense:** You are the adult in the room and the students are looking to you to model appropriate behaviors.
- **NEVER DO THE FOLLOWING:**
  - Leave students unattended in the classroom. If it is necessary to step away, contact the office for classroom supervision until you can return.
  - Release student to anyone without permission from the office.
  - Ridicule or demean a student in front of the classroom.
  - Use derogatory terms towards student regarding their race, religion or socio-economic status.
- **Be flexible:** Sometimes situations arise in buildings that are unforeseen and uncontrollable. If you are asked to cover another classroom or help with supervision be willing and able to do so. Substitutes are not provided a planning period as part of their day. However, if you are assigned to one position and pulled from that position to cover another position during the assigned teachers planning period, you are to be compensated for the coverage on an extra service contract at a rate of \$30 per hour/session. Make sure to sign your extra service contract prior to leaving the building.

**At the start of the day:**

- Write your name on the board and any classroom expectations.
- Make sure you have enough copies of handouts and assignments. If you need help contact a neighboring teacher or the main office.
- Review the provided sub folder for site specific information such as schedule, emergency procedures, etc.

**During the school day:**

- Use clear, consistent instruction.
- Follow the schedule and be sure you are with your students at all times (except for breaks or lunch).
- Immediately request office assistance for any situation that threatens the safety of the students or others.
- Do not spend class time on personal business, reading the newspaper, sending text messages or using the internet for non-school related purposes.

**At the end of the day:**

- Do not leave early, you are required to remain until the end of the contracted day unless you are specifically relieved of your duties by the main office.
- Leave a detailed summary of the day for the teacher, including any notes on instruction or student interaction.
- Turn off electronic devices, lock classroom door and leave the classroom as clean as or cleaner than you found it.
- Check out with the main office; return keys, sub folder and attendance sheets (if not already submitted).

If you need assistance at any time feel free to reach out to our Substitute Services Staff you may reach them on the sub office line (206) 631-3060 or on their direct extensions:

**[Cheryl Rivera](#)**

Substitute Specialist/  
Absence Reporting  
206.631.3127

**[Laura Castaneda](#)**

Customer Service Professional - Sub Office  
206.631.3125

**[Christine McGarr](#)**

Compensation, Benefits and Leaves Manager/  
Sub Office Manager  
206.631.3136