

2022-23

Edmonds School District

Custodian Substitute Handbook



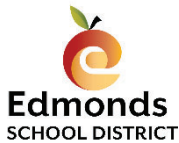
Substitute Services

Phone: 425-431-7072

Email: SennM586@edmonds.wednet.edu

Fax: 425-431-7034

20420 68th Ave W, Lynnwood, WA 98036



The Edmonds School District is an Anti-racist Institution

The Edmonds School District and the School Board are committed to supporting students and families as we navigate the persistent institutionalized racism that is pervasive throughout the educational system and pledge to disrupt this system through listening to and elevating the voices of our students, families, and staff.

In addition, the board believes in fostering an educational environment that is safe and free of discrimination for all students, regardless of gender expression, gender identity, or sex. To that end, **staff should always make sure to use students' preferred names and pronouns.**

Policies That Guide Our Work

POLICY 0600: RACE AND EQUITY

The Edmonds School District acknowledges that complex societal and historical factors contribute to inequities within our school district. This policy confronts the institutional bias that results in the predictability of student performance based on race, background, and/or circumstances (such as but not limited to: disability, language, income and culture). We resolve to address opportunity gaps at every level of our organization through policy, procedure, and practice in order to eliminate persistent achievement gaps. Our data suggest that among these disparate outcomes, race continues to be the most persistent predictor of student performance. Consequently, we will prioritize our efforts and resources on strategies that eliminate institutional racism.

POLICY 3211: GENDER INCLUSIVE SCHOOLS

The board believes in fostering an educational environment that is safe and free of discrimination for all students, regardless of gender expression, gender identity, or sex. To that end, the board recognizes the importance of an inclusive approach toward transgender and gender-expansive students with regard to key terms, communication and the use of names and pronouns, student records, confidential health and education information, communication, restroom and locker room use, and accessibility, sports, and physical education, dress codes, and other school activities, in order to provide these students with an equal opportunity for learning and achievement.

POLICY 3210: NONDISCRIMINATION

The Edmonds School District will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability.



SCHOOL BOARD

Carin Chase

Legislative Rep

Director District 1 Term expires: 11/23

Keith Smith

Director District 2 Term expires: 11/25

Gary Noble

Director District 3 Term expires: 11/23

Deborah Kilgore

Vice President

Director District 4 Term expires: 11/25

Nancy Katims

Board President

Director District 5 Term expires: 11/23

Rebecca Miner is Interim Superintendent of the Edmonds School District and serves as secretary of the Board.

IMPORTANT CONTACTS

Human Resources – 425-431-7020

Sub Services – 425-431-7072

Technology Help – 425-431-7333

District Website: Edmonds.wednet.edu

Absence Management System:
Aesonline.com

WELCOME

SUBSTITUTE TEACHERS!

DEAR COLLEAGUES,

Welcome to the Edmonds School District! I am so grateful to you for your service to our students. The job you do is very important to our system, and I hope your experience is a positive and rewarding one. Please take time to thoroughly review this handbook as it will provide essential information to help you be successful. In addition, any member of our team will be happy to help.

Best,

Rebecca

DISTRICT LEADERSHIP

Interim Superintendent– **Rebecca Miner**

Administrative Assistant: **Erin Verschoor**

Assistant Superintendent – **Helen Joung**

Assistant Superintendent - **Dana Geaslen**

Assistant Superintendent – **Greg Schwab**

Executive Director of Equity and Student Success – **Victor Vergara**

Student Learning Executive Director - **Lisa Gonzalez**

Business & Finance Executive Director - **Lydia Sellie**

Assistant Superintendent, Human Resources - **Rob Baumgartner**

Absence Management System

FRONTLINE

Edmonds School District uses the Frontline Absent Management System for all school employees. You received an email which gives you all of the ways to access your account and pick up assignments. AMS can be accessed online, by app or by phone. You can customize your settings to best fit your needs as a substitute including:

- Locations you prefer to work
- Availability and blocked days
- Review, accept and decline assignments
- See all future and past assignments you have confirmed
- Merge with multiple districts you may sub for who use the same system.



Absence Management System will make "robo-calls" between 5am-1pm & 4pm-9pm. You can go into your account and turn off this function if you would rather only look up jobs online. Please note – even if you opt out of robo-calls, schools still may call you directly!

QUICK REFERENCE GUIDE

Access your account at Aesoonline.com.

Available jobs that you are qualified for will be listed. You can accept or reject anything that is posted. Note: once you reject an assignment you will no longer see it.

DOWNLOAD THE APP!

Frontline has introduced a Mobile App for Subs which can be downloaded on your smartphone through the iOS App Store or Google Play at no additional cost. The Mobile App features include Job Notifications and Accepting Assignments.

Need Help? There is a Learning Center available when you click HELP on the upper right of the screen. Or call Substitute Services for assistance!

Need to Cancel?

Emergencies happen! If you absolutely MUST cancel your assignment, immediately log onto AMS and remove yourself. This will report the assignment for another sub to pick up. Then call the school to let them know! They will need to come up with a coverage plan.

Keep your log in info handy!

Log In ID: _____

Password: _____

Phone ID: _____

PIN: _____

Reasonable Assurance

Edmonds School District will continue to offer you substitute employment for the 2022-23 school year. It is expected that the District will have as much [or more] work available for you in 2022-23 as was available this past school year, taking into account enrollment projections, the number of positions, and the size of our substitute list.

Employment with our District calls for several customary vacation/recess periods during the school year, as established by the 2022-23 school calendar which is posted on the District website. The District expects to have substitute work available for you following each of these vacation/recess periods.

Please contact the Substitute Services Desk if you are no longer available.

Removal from Substitute List

Substitute may be deactivated for the following reasons:

- Inactivity – You are expected to work at least 1 assignment per quarter
- Excessive last minute cancelations
- Failure to report to an accepted assignment.
- Multiple late arrivals or leaving early

Depending on the circumstances, you will have the opportunity to reapply for this position which requires an online application, review of your history and updating HR & Payroll paperwork.

PICKING UP KEYS FOR DAY SHIFT

When you are called to work a morning shift that is typically 6:00 a.m. to 2:30 p.m. you need to pick up the keys the afternoon before the assignment begins.

If you receive the job the night before the assignment begins at 6:00 a.m., and it is too late to pick up the keys, carefully review special instructions. The employee will let you know how to get the keys. Sometimes they will meet you at the site at 6:00 a.m. to give you the keys.

If **no** special instructions were left, begin your assignment at **7:00 a.m.** Other employees arrive by 7:00 a.m. and will let you into the building.



CONTACT YOUR SUPERVISOR

If you do not complete your regular scheduled work shift. Contact your custodial supervisor up to 4:30 p.m. After hours report using the District's emergency phone number (425-431-1202).

Email & Skyward Help:

425-431-7333

Absence Management Help:

425-431-7072

Edmonds School
District Log In
Information

Technology

Technology Tips:

Call if you need help!
The Technology Help Desk is available to support all of your needs as a substitute. If you need assistance with classroom technology or your email account, please do not hesitate to call! 425-431-7333.

Do NOT share your log in or password details with anyone else. Your personal information such as pay stubs, bank account numbers, address and phone number are all accessible through Skyward. Keep your log in information private!

Change your password! You will be prompted to change your password once a year by the district. But it is always a good security measure to update your passwords often to protect your online security.



All Substitutes Have:
Email Account
Skyward Account

District Email Account

Your District Email and Temporary Password will be emailed to your personal email address once you have completed all of your hire paperwork.

USERNAME: _____@edmonds.wednet.edu

PASSWORD: _____

STEP 1) Your first log in must occur in a District Building on a Windows computer (not a Chromebook). There are computers available to you in Human Resources. After your initial log in you can log in from anywhere.

STEP 2) Log In with the provided Username and Password. You will be prompted to change your password. Click OK – create a password that it a minimum of 12 characters long. Type in a 2nd time to confirm.

STEP 3) Open gmail.com. Choose Sign In. Enter your District email and password you created. Click ACCEPT.

Skyward Account

Skyward is where you access your Payroll information and Pay Stubs. You can Access Skyward from the front page of the District website Edmonds.wednet.edu. Your Skyward invite will emailed to your DISTRICT email.

STEP 1) Your username will be the same as your district username but the initial password will be different. You will be prompted to change the password. Create a password that is a minimum of 12 characters long.

STEP 2) Once logged in click EMPLOYEE INFORMATION to access your Personal Information, Check History, Direct Deposit, Tax Forms, etc.

USERNAME: _____

PASSWORD: _____

ELECTRONIC COMMUNICATION EXPECTATIONS AND PROTOCOLS

Email Expectations:

All substitutes have been issued a district email address. Any district communications will be through your @edmonds.wednet.edu account. It is expected that you frequently check your district email and use the utmost professionalism while communicating. Please remember that all electronic communication is a PUBLIC RECORD.

Email Etiquette:

- ✓ DO NOT use emails to solicit substitute work. All assignments that are available will be posted on the Absent Management System.
- ✓ DO NOT conduct personal business even if it is with a district employee.
- ✓ DO NOT contact students via email or any social networking platform.
- ✓ Keep all NONWORK-related topics and communications OFF your district account.
- ✓ CHECK your email often! All district communications will be conducted via your email account. It is required and expected that you are engaged in all substitute and district messaging.

Cell Phone & Social Media Use:

- ✓ DO NOT take photos or videos of students.
- ✓ DO NOT attempt to communicate with students or families via text, social media or any Non-District system. All communication should be conducted under the approval of a district supervisor.
- ✓ DO NOT "friend" students or families. Be respectful of boundaries of fellow staff.
- ✓ DO NOT post videos, photos or student related information on your social media.
- ✓ Consider making all of your accounts private and be thoughtful about the content you post.

Personal Business Prohibited:

Doing personal business of any kind is prohibited during a substitute assignment. Please handle all personal business during your break/lunch time. Examples of personal business to avoid are:

- ➔ Personal phone calls or texting
- ➔ Using social media
- ➔ Browsing the internet for any nonschool-related purposes
- ➔ Reading a book, newspaper, etc.
- ➔ Sleeping
- ➔ Watching Netflix, etc.

UNPLANNED CLOSURES:

In the event of unexpected school closures and late starts, **television and radio stations will announce any school cancellations**, delay of starting time, or early dismissal. Information will also be posted on the Absence Management System and the Edmonds School District website.

If you do not see or hear a broadcast announcement about Edmonds School District, that means that schools in our district are open at their regularly scheduled times.

EARLY RELEASE: Unless otherwise stated, substitutes are to remain on the daily schedule.

LATE START INFORMATION:

If the Edmonds School District is on a late start schedule you are expected to **arrive to your assignment at the regular reporting time - safety permitting**. Normally, a late start is due to unsafe road conditions like snow or ice. If your neighborhood road is covered in ice, we do not want to you risk your safety. If you need to arrive late you need to call the school where you are assigned or notify Substitute Services ASAP.

PLEASE BE ON TIME: IF SAFETY PERMITS, IT IS IMPORTANT THAT YOU REPORT DIRECTLY TO THE OFFICE MANAGER AT YOUR SCHEDULED TIME.

WHAT TO DO IF INJURED ON THE JOB...

If you are physically injured during your substitute assignment you should:

1. Immediately report the incident to your supervisor or building administrator.
2. Fill out the "Employee Accident/Incident Report" (form A-131).
3. When medical attention is needed complete the Self-Insured Accident Form (SIF2). This form is located at the ESC, Human Resources reception desk.
4. Bring doctors' notes to Human Resources.

PERSONAL SAFETY RESPONSIBILITIES

The Edmonds School District (ESD) places a high value on the safety of its employees and students. ESD is committed to providing a safe workplace for all employees and students who attend school at our facilities. It is the basic safety policy of the district that no task is so important that an employee must violate a safety rule or take a risk of injury or illness in order to get the job done. Employees are required to comply with all district safety rules and are encouraged to actively participate in identifying ways to make our district a safer place to work and attend school.

Supervisors are responsible for the safety of their employees and as a part of their daily duties must check the workplace for unsafe conditions, watch employees for unsafe actions and take prompt action to eliminate any hazards.

Safety is a team effort – let us all work together to keep this a safe and healthy workplace.

SAFETY

STAY HEALTHY

Stretching Properly:

- Stretch to a point where you feel a mild tension and relax as you hold the stretch.
- Listen to your body as you stretch. It will tell you if you're stretching too much.
- If you are stretching correctly, the tension should subside as you hold the stretch.
- Do not bounce.
- The long-sustained, mild stretch reduces unwanted muscle tension and tightness.
- Generally, stretches should be held for 5-30 seconds, depending on which stretch you're doing.
- Keep breathing slow, rhythmic and under control.



Back Safety:

- Do not overexert yourself. Test the object you're about to lift to see if the load is manageable. If the load is too heavy, get help.
Do not jerk or speed up. Lift in a smooth, controlled manner.
- Bring objects as close to your body as possible.
- Avoid lifting heavy items off the floor; when you must do so, get as close to the object as possible and pull the object and/or tilt it towards you before lifting.
- Use carts and hydraulic lifting devices when available.
- Avoid lifting and twisting at the same time; Pick up the load first, then turn and take a step instead of turning the upper body.
- Avoid carrying heavy items up and down stairs; you may be unable to grab the rail if you misstep.
- Don't rely on back belts to protect your back. Research indicates that belts may give workers a false sense of security that makes them lift more and increase the risk of a back injury. Back belts actually put more force on the lower back during a lift.
- If possible, arrange your work area so heavier items are placed on shelves at waist level; lighter items can be stored overhead and at floor level.

MIXING CHEMICALS

The District uses "Ready to Dispense" (RTD) chemical dispensing system. These systems automatically dispense chemical with the correct dilution ratio. Throughout the schools there are automated chemical dispensing systems. It is your job to use these dispensing systems. Do not pour directly out of bottles made for dispensing systems. It is a violation of federal law to "free pour" chemicals like Virex 256. It is unsafe to bypass this safety feature. Please read the labels on the containers before using the products so you are familiar with the proper use and precautions.

The dilution ratio for use of these chemicals is critical for the products to work properly. If you use too much, the formula is too strong and becomes more dangerous to handle. It becomes a health hazard to you and is wasteful. If you use too little, the product will not work, and the area will not be sanitized. Germs and bacteria will grow and spread, exposing student and staff.

Virex 256 is blue in color when in the dispensing bottle, but when properly dispensed is a clear liquid. This is because the dilution ratio is 1/2 ounce per gallon! It is a powerful chemical. When Virex is used in a restroom and the Johnny Mop is dark blue it shows that the custodian is bypassing the safety feature of the dispensing system. This practice is against federal law and will not be tolerated. While using chemicals understand the hazards of each product and use gloves. All products used in dispensing systems require the use of gloves.

TIPS FOR SUCCESS

JOB WELL DONE?

- Are lights replaced?
- Are all dispensers properly serviced?
- Are the sinks clean and sanitized, metal dried, and build-up around faucets removed?
- Have you cleaned the underside of the sinks?
- Are toilets thoroughly cleaned inside and outside?
- Are water rings and stains on the seat and outside the front lip removed?
- Is the floor clean behind toilet bowls?
- Are urinals properly cleaned both inside and outside, including the strainer?
- Have all stains been removed? Check the underside!
- Have mirrors and soap dispensers been cleaned?
- Has the floor been properly mopped and rinsed with no build-up along walls and partitions?
- Are the walls and partitions clean and free of stains, debris and graffiti?
- Are the ceilings clean, free of stains with no debris?
- Is the restroom odor free?



NIGHT CUSTODIANS

- ARRIVE ON TIME! Contact a supervisor if there is an issue, car problems, etc.
- Clock in on True Time, make adjustments & notes as needed, report problems to supervisor.
- Know how to log onto the computer to check e-mail, SchoolDude, True Time in Skyward.
- Stick to the schedule, take breaks at scheduled times, stay until the end of the shift.
- Be aware of evening events, check school calendar, ask in office, check SchoolDude, etc.
- Carry the school cell phone, know how to use it. Leave keys & phone where instructed.
- If you're working with a crew on the same shift, leave together at the same time.
- Do a good job on the territory, especially the restrooms and hallways.
- Leave custodial closets and equipment in the same condition or better at the end of the shift.
- Be thorough about locking up, double check exterior doors, and ground floor windows.
- Remember to set the security alarm if applicable, call 6898 if you have security problems.
- If you need help from a Custodial Supervisor call x1202 or 425-431-1202
- Emergency phone # 431-6898, someone will answer number this 24/7.

RECORDING HOURS IN TRUE TIME

Regular work shift

- Every custodial staff member is assigned a regular work shift.
- Regular work shifts for an 8 hour employee includes two 15 minute breaks and a half-hour duty-free lunch for total work shift of 8 1/2 hours. Custodians are to clock into True Time at the start of their shift and clock out at the end of their shift.
- Clocking in to True Time should occur as close to your assigned shift start and end time for normal work shift as possible.

Extra time/Overtime

Time worked in addition to your regular shift

All over time/extra time needs to have prior approval.

Extra work hours/overtime **directly** following your normal work shift log out when work is complete

Clock in as normal at the start of your regular shift and clock out at the end of the overtime.

Extra work hours/overtime **not directly** following your normal work shift.

Clock out at your regular time.

When you are responding back to a District facility for extra work and /or emergency response, record you actual time on site. (Clock in and out for each event)

Remember to add a **note** to true time input for all extra hours worked. This note is important as it helps us tie the work you completed to the timesheet you submit for pay. So if you get called for a building emergency you would notate "emergency call out and the reason". If you're covering for a building community use you would detail that it was for community use and the name of the group.

All overtime/ extra time assignments need to be recorded in 15 minute increments.

Extra custodial work time falls into three major categories:

1. School or community functions- assigned in half-hour/hour blocks of time
2. Coverage for no- sub custodian available - up to 4 hours of overtime
3. Emergency call out response (includes after-hours emergency callout) after-hours callout is two hour minimum Emergency building response (6898 calls or custodial services dispatch) Weather emergencies building inspections or response

TECHNOLOGY SYSTEMS USED

TRUE TIME confirms custodial employees time on site and hours worked.

SCHOOL DUDE Facility usage scheduling calendar/program. A reference for all custodians in regard to after-hours coverage/scheduling.

HR 128 Form is the official timesheet for employees to record overtime/differential and claim payment for hours worked

ABSENCE MANAGEMENT SYSTEM to identify/document custodial absences and substitute work schedule.

Substitute Sick Leave

Procedure

Reporting Paid Sick Leave

Guidelines:

You must have a sick leave balance available in order to be eligible. You can find your balance in your Skyward Account.

You must be scheduled for an assignment in Frontline that is then cancelled. The confirmation # of the cancelled assignment is needed for your form.

How to Claim Your Sick Time:

STEP 1) Log in to Absence Management System and cancel the existing assignment with the reason code "Sick-Using Paid Leave."

STEP 2) Fill out the Paid Sick Leave Request Form. You MUST include the Confirmation # of the canceled assignment. Your form will not be accepted without this information.

STEP3) Send the ORIGINAL form (copies, faxes, emailed scans will NOT be accepted) to:

Substitute Services, Human Resources – 20420 68th Ave W,
Lynnwood WA 98036

Unforeseen illness? Be courteous and professional:

Cancel your assignment as soon as possible and call the school or Substitute Services.



Policy: Sick Leave

Effective January 1, 2018, substitutes will accrue paid sick leave at a rate of one (1) hour for every 40 hours worked. Paid sick leave may be used for:

- the employee's mental or physical illness, injury or health condition;
- preventive care for the employee such as medical, dental or optical appointments and/or treatment;
- care of a family member with an illness, injury, health condition or for preventive care;
- closure of the employee's work location or child's school/place of care by order of a public official for any health-related reasons;
- if the employee or the employee's family member is a victim of domestic violence, sexual assault, or stalking



EDMONDS SCHOOL DISTRICT

Each student learning, every day!

PAID SICK LEAVE REQUEST FORM

INITIATIVE 1433 – Covering Substitutes, Coaches & Variable Hourly Employees

Employees are responsible for completing this form to request leave to be charged/deducted from their balance and to receive the corresponding amount of pay in the pay period the time off occurs.

EMPLOYEE NAME: _____

SICK LEAVE BALANCE: _____

(Located: <http://www.edmonds.wednet.edu/>, Skyward, Log In, Employee Access, Time off) (For Assistance with User ID or Password call the Skyward Help Desk at 425-431-7040)

If paid through Absence Management System: **Assignment Confirmation #** is required

If paid on HR 128 timesheet: **HRTF #** is required

REASON CODES: **S** = Self **SF** = Family **I** = Injury/Illness (job related) **O** = Other

CLASSIFIED SUBSTITUTES, COACHES & VARIABLE HOURLY EMPLOYEES				PAYROLL USE ONLY
Classified Work Account Code: 9700 14 3300 097 5019 0000				
DATES OF ABSENCE	# OF SICK LEAVE HOURS TAKEN (Full hour increments only)	REASON CODES (S, SF, I or O)	Assignment Confirmation # or HRTF #	ASSIGNMENT PAY RATE
TOTAL # HOURS				

CERTIFICATED SUBSTITUTES				PAYROLL USE ONLY
Certificated Work Account Code: 9700 14 2300 097 5019 0000				
DATES OF ABSENCE	# OF SICK LEAVE HOURS TAKEN (circle one)	REASON CODES (S, SF, I or O)	Assignment Confirmation # or HRTF #	ASSIGNMENT PAY RATE
	3.50 or 7.0			
	3.50 or 7.0			
	3.50 or 7.0			
	3.50 or 7.0			
	3.50 or 7.0			
TOTAL # HOURS				

Supervisor and Employee signatures below certifies that this leave conforms to the terms and conditions of the collective bargaining agreement and/or District policy governing the applicable employee group. Also, certifies that the employee was scheduled for a specific assignment on the date leave was used.

Employee Signature Supervisor Signature Date

FOR PAYROLL	Verify Leave Balance:	Date:
	Full Day Cert Sub Rate:	
	1/2 Day Cert Sub Rate:	

PAYROLL INFORMATION

PAY RATES

All Substitute pay rates can be found on the pay schedule:

<https://www.edmonds.wednet.edu/our-district/departments/human-resources-payroll-benefits/salary-schedules>

MILEAGE REIMBURSEMENT

If a substitute is required to travel to another district location as a part of the assignment, the substitute is entitled to receive mileage reimbursement. This form can be found on the Staff Portal in the Business Services section.

PAYCHECKS & PAY STUBS

Paychecks are directly deposited into your bank account. To review your bank information and see your pay stub, log into your Skyward account. To make changes to your direct deposit information, contact Payroll.

TIME SHEETS

On occasion, you will be required to fill out a time sheet for your assignment. Time sheets **MUST** be turned into the Office Manager on the **SAME DAY** you are working before you sign out for the day. All time sheets are due on the 5th of the month. If received after the 5th of the month, compensation will be on the next month's paycheck.

PAYROLL SCHEDULE

Month	Date Range	Payday
SEP	8/11-9/9	9/30/22
OCT	9/10-10/10	10/31/22
NOV	10/11-11/9	11/30/22
DEC	11/10-12/9	12/29/22
JAN	12/10-1/10	1/31/23
FEB	1/11-2/9	2/28/23
MAR	2/10-3/10	3/31/23
APR	3/11-4/10	4/28/23
MAY	4/11-5/10	5/31/23
JUN	5/11-6/9	6/30/23
JUL	6/10-7/10	7/29/23
AUG	7/11-8/10	8/31/23

IMPORTANT LINKS

COVID Health and Safety:

<https://www.edmonds.wednet.edu/programs-services/student-health-services-school-nurses/covid-healthsafety>

District Calendar:

<https://www.edmonds.wednet.edu/calendar>

School Websites with Contact Information:

<https://www.edmonds.wednet.edu/schools>

District Map:

<https://www.edmonds.wednet.edu/academics/boundary-mapsfeeder-patterns>

Staff Portal:

<https://staff.edmonds.wednet.edu/>

Salary Schedules:

<https://www.edmonds.wednet.edu/our-district/departments/human-resources-payroll-benefits/salary-schedules>

Edmonds School District Policies & Procedures

As an Edmonds School District Substitute you have completed all required Safe Schools modules outlining our Policies & Procedures. The School Board Policies & Procedures can be found on our website:

<https://go.boarddocs.com/wa/edmonds/Board.nsf/Public?open&id=policies>

- Title: 5010 Equal Employment Opportunity -
<http://go.boarddocs.com/wa/edmonds/Board.nsf/goto?open&id=CC3U2978C201>
- Title: 5011 Sexual Harassment of District Staff Prohibited -
<http://go.boarddocs.com/wa/edmonds/Board.nsf/goto?open&id=CC3U2H78C205>
- Title: 3205 Sexual Harassment of Students Prohibited -
<http://go.boarddocs.com/wa/edmonds/Board.nsf/goto?open&id=CC3TWJ78A7FF>
- Title: 5201 Drug-Free Schools, Community and Workplace -
<http://go.boarddocs.com/wa/edmonds/Board.nsf/goto?open&id=CC3U2R78C2F6>
- Title: 0600 Race and Equity -
<http://go.boarddocs.com/wa/edmonds/Board.nsf/goto?open&id=CC6P9L638BF4>
- Title: 3210 Nondiscrimination -
<http://go.boarddocs.com/wa/edmonds/Board.nsf/goto?open&id=CC3TUC789EA3>
- Title: 3207 Prohibition of Harassment, Intimidation and Bullying -
<http://go.boarddocs.com/wa/edmonds/Board.nsf/goto?open&id=CC3TUH789E9B>
- Title: 4215 Use of Tobacco, Nicotine Products and Delivery Devices -
<http://go.boarddocs.com/wa/edmonds/Board.nsf/goto?open&id=CC3TX378B3CB>
- Title: 3221 Academic Freedom and Responsibility -
<http://go.boarddocs.com/wa/edmonds/Board.nsf/goto?open&id=CC3TUE789F05>
- Title: 3421 Child Abuse, Neglect and Exploitation Prevention -
<http://go.boarddocs.com/wa/edmonds/Board.nsf/goto?open&id=CC3TW378A5A2>

2022-23 Family and Community Calendar

Edmonds
SCHOOL DISTRICT

AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER							JANUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
	1	2	3	4	5	6						1	2	3							1					1	2	3	1	2	3	4	5	6	7						
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30	31				
														30	31																										
Aug. 31: Professional Development Day (Teacher Contract/Non-Student)							Sept. 1: Professional Development Day (Teacher Contract/Non-Student) Sept. 5: Labor Day Sept. 6: Professional Development Day (Teacher Contract/Non-Student) Sept. 7: First Day of School Sept. 12: First Day of Kindergarten Sept. 23: Early Release (all grades)							Oct. 7: Early Release (all grades) Oct. 21: Professional Development Day (Teacher Contract/Non-Student) Oct. 24-28: Grade K-6 Parent-Teacher Conferences (Early Release K-6)							Nov. 10: Early Release (all grades), End of First Quarter Nov. 11: Veterans Day Nov. 23: No School Nov. 24-25: Thanksgiving Break							Dec. 16: Early Release (all grades) Dec. 17-Jan 2: Winter Break							Jan 1-2: Winter Break continued Jan. 16: Dr. Martin Luther King, Jr. Day Jan. 27: Early Release (all grades), End of First Semester Jan. 30: Professional Development Day (Teacher Contract/Non-Student)						
FEBRUARY							MARCH							APRIL							MAY							JUNE							JULY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
			1	2	3	4				1	2	3	4							1		1	2	3	4	5	6					1	2	3						1	
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
19	20	21*	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27*	28*	29*	30*	23	24	25	26	27	28	29	
														30																				30	31						
Feb. 10: Early Release (all grades) Feb. 20: Presidents' Day Feb. 21: No School, Snow Make-Up Day (if needed)*							March 15-16: Grade K-6 Parent-Teacher Conferences (Early Release K-6) March 17: Professional Development Day (Teacher Contract/Non-Student) March 31: Early Release (all grades), End of Third Quarter							April 3-7: Spring Break April 28: Early Release (all grades)							May 12: Early Release (all grades) May 26: Professional Development Day (Teacher Contract/Non-Student) May 29: Memorial Day							June 9: Early Release (all grades) June 19: Juneteenth June 26: Last Day of School, Early Release (all grades), End of Second Semester June 27, 28, 29, 30: Snow Make-Up Days (if needed)*							July 4: Independence Day						

LEGEND

 First Day of School

 First Day of Kindergarten

 Early Release (all grades)

 Early Release (K-6)

 Non-Student Day

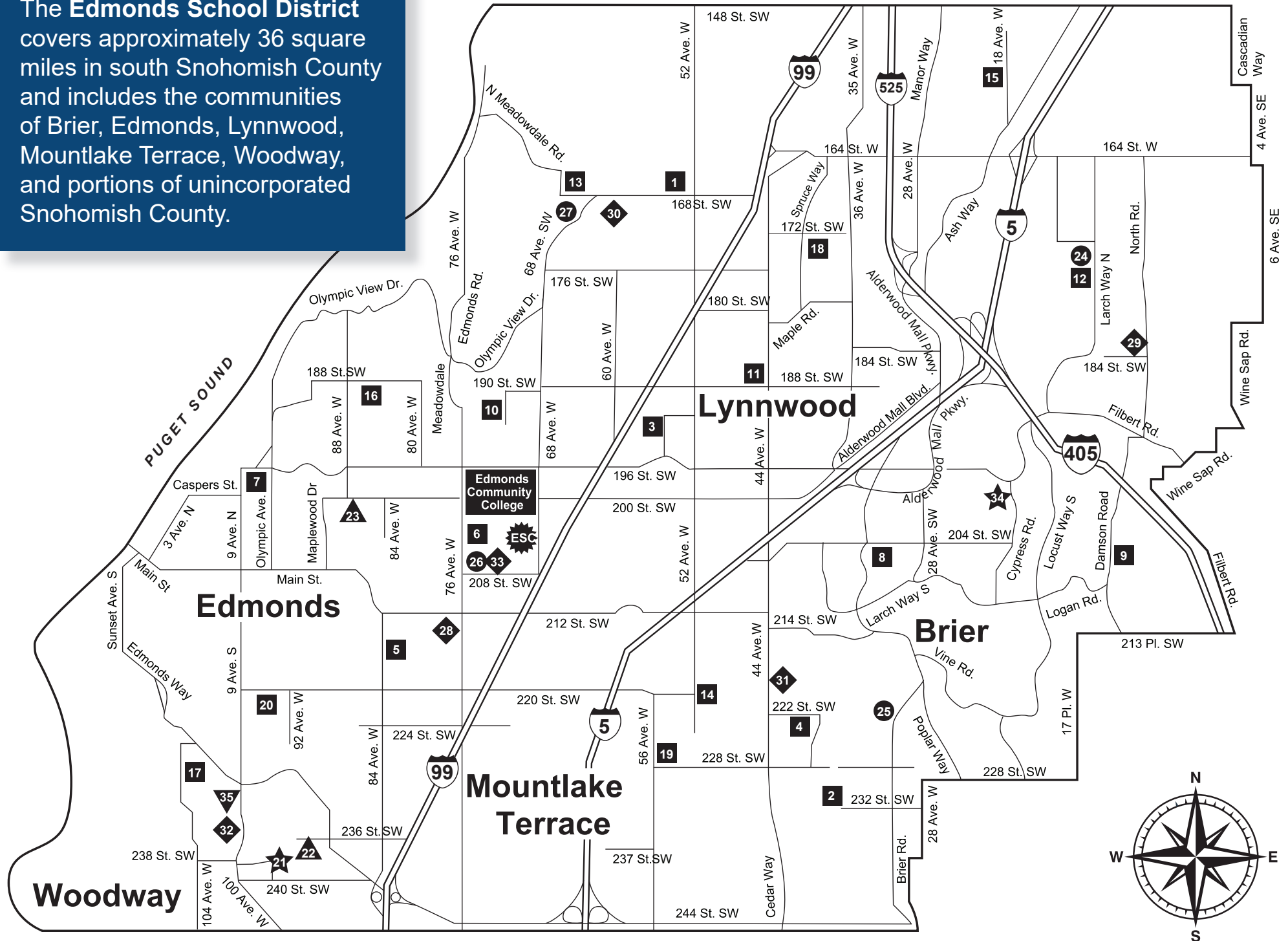
 Holiday No School

 End of Term, Early Release

 Last Day of School, Early Release, End of Second Semester

***Snow Make-up Days, if needed, will be in this order:**
February 21, June 27, June 28, June 29, June 30

The **Edmonds School District** covers approximately 36 square miles in south Snohomish County and includes the communities of Brier, Edmonds, Lynnwood, Mountlake Terrace, Woodway, and portions of unincorporated Snohomish County.





ELEMENTARY		ADDRESS	OFFICE PHONE	START TIME	DISMISSAL TIME	EARLY RELEASE
1	Beverly	5221 168th St. SW, Lynnwood, 98037	425-431-7732	8:40 a.m.	3:10 p.m.	11:40 a.m.
2	Brier	3625 232nd St. SW, Brier, 98036	425-431-7854	9:20 a.m.	3:50 p.m.	12:20 p.m.
3	Cedar Valley	19200 56th Ave. W, Lynnwood, 98036	425-431-7390	8:40 a.m.	3:10 p.m.	11:40 a.m.
4	Cedar Way	22222 39th Ave. W, Mountlake Terrace, 98043	425-431-7864	8:40 a.m.	3:10 p.m.	11:40 a.m.
5	Chase Lake	21603 84th Ave. W, Edmonds, 98026	425-431-7495	8:40 a.m.	3:10 p.m.	11:40 a.m.
6	College Place	20401 76th Ave. W, Lynnwood, 98036	425-431-7620	8:40 a.m.	3:10 p.m.	11:40 a.m.
7	Edmonds	1215 Olympic Ave., Edmonds, 98020	425-431-7374	8:00 a.m.	2:30 p.m.	11:00 a.m.
8	Hazelwood	3300 204th St. SW, Lynnwood, 98036	425-431-7884	9:20 a.m.	3:50 p.m.	12:20 p.m.
9	Hilltop	20425 Damson Road, Lynnwood, 98036	425-431-7604	8:40 a.m.	3:10 p.m.	11:40 a.m.
10	Lynndale	19030 72nd Ave. W, Lynnwood, 98036	425-431-7365	8:00 a.m.	2:30 p.m.	11:00 a.m.
11	Lynnwood	18614 44th Ave. W Lynnwood, 98037	425-431-7615	9:20 a.m.	3:50 p.m.	12:20 p.m.
12	Martha Lake	17500 Larch Way, Lynnwood, 98037	425-431-7766	8:40 a.m.	3:10 p.m.	11:40 a.m.
13	Meadowdale	6505 168th St. SW, Lynnwood, 98037	425-431-7754	8:40 a.m.	3:10 p.m.	11:40 a.m.
14	Mountlake Terrace	22001 52nd Ave. W, Mountlake Terrace, 98043	425-431-7894	8:40 a.m.	3:10 p.m.	11:40 a.m.
15	Oak Heights	15500 18th Ave. W, Lynnwood, 98087	425-431-7744	8:40 a.m.	3:10 p.m.	11:40 a.m.
16	Seaview	8426 188th St. SW, Edmonds, 98026	425-431-7383	8:00 a.m.	2:30 p.m.	11:00 a.m.
17	Sherwood	22901 106th Ave. W, Edmonds, 98020	425-431-7460	9:20 a.m.	3:50 p.m.	12:20 p.m.
18	Spruce	17405 Spruce Way, Lynnwood, 98037	425-431-7720	9:20 a.m.	3:50 p.m.	12:20 p.m.
19	Terrace Park	5409 228th St. SW, Mountlake Terrace, 98043	425-431-7482	8:40 a.m.	3:10 p.m.	11:40 p.m.

ELEMENTARY		ADDRESS	OFFICE PHONE	START TIME	DISMISSAL TIME	EARLY RELEASE
20	Westgate	9601 220th St. SW, Edmonds, 98020	425-431-7470	8:40 a.m.	3:10 p.m.	11:40 p.m.
★	Woodway Center	9521 240th St. SW, Edmonds, 98020	425-431-7135	9:20 a.m.	3:50 p.m.	12:20 p.m.
K-8 SCHOOLS		ADDRESS	OFFICE PHONE	START TIME	DISMISSAL TIME	EARLY RELEASE
▲	Madrona	9300 236th St. SW, Edmonds, 98020	425-431-7979	9:20 a.m.	3:50 p.m.	12:20 p.m.
▲	Maplewood	8500 200th St. SW, Edmonds, 98026	425-431-7515	9:20 a.m.	3:50 p.m.	12:20 p.m.
SECONDARY		ADDRESS	OFFICE PHONE	START TIME	DISMISSAL TIME	EARLY RELEASE
●	Alderwood MS	1132 172nd St. SW, Lynnwood, 98037	425-431-7579	8:00 a.m.	2:30 p.m.	11:00 a.m.
●	Brier Terrace MS	22200 Brier Road, Brier, 98036	425-431-7834	8:00 a.m.	2:30 p.m.	11:00 a.m.
●	College Place MS	7501 208th St. SW, Lynnwood, 98036	425-431-7451	8:00 a.m.	2:30 p.m.	11:00 a.m.
●	Meadowdale MS	6500 168th St. SW, Lynnwood, 98037	425-431-7707	8:00 a.m.	2:30 p.m.	11:00 a.m.
◆	Edmonds-Woodway HS	7600 212th St. SW, Edmonds, 98026	425-431-7900	7:20 a.m.	1:50 p.m.	10:20 a.m.
◆	Lynnwood HS	18218 North Road, Bothell, 98012	425-431-7520	7:20 a.m.	1:50 p.m.	10:20 a.m.
◆	Meadowdale HS	6002 168th St. SW, Lynnwood, 98037	425-431-7650	7:20 a.m.	1:50 p.m.	10:20 a.m.
◆	Mountlake Terrace HS	21801 44th Ave. W, Mountlake Terrace, 98043	425-431-7776	7:20 a.m.	1:50 p.m.	10:20 a.m.
◆	Scriber Lake HS	23200 100th Ave. W, Edmonds, 98020	425-431-7270	8:00 a.m.	2:03 p.m.	11:00 a.m.
◆	Edmonds eLearning	7501 208th St. SW, Lynnwood, 98036	425-431-7298	Schedules vary – contact the school		
PRE-K & K-12		ADDRESS	OFFICE PHONE	START TIME	DISMISSAL TIME	EARLY RELEASE
★34	Alderwood Early Childhood Center	2000 200th Pl. SW, Lynnwood, 98036	425-431-7595	Schedules vary – contact the school		
▼35	Edmonds Heights K-12	23200 100th Ave. W, Edmonds, 98020	425-431-7840	Schedules vary – contact the school		
★21	Woodway Center	9521 240th St. SW, Edmonds, 98020	425-431-7135	9:20 a.m.	3:50 p.m.	12:20 p.m.