



2025-26 SCHOOL YEAR

SUBSTITUTE HANDBOOK

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Office of the Superintendent

Dear Renton School District Substitute,

Thank you for your help. The special skill, talent and caring you bring to your assignment in the Renton School District is certainly appreciated.

In today's competitive job market, you probably have your choice of assignments. I want to thank you for choosing to assist our Renton students.

Every single day in our school year is valuable. The contribution you make to help maximize student learning each school day makes a difference. Without your assistance, some important function that makes school successful for children would go undone.

Please feel free to contact your supervisor with any questions or concerns. We want to hear from you.

Sincerely,

Dr. Damien Pattenaude
Superintendent

SERVICE | EXCELLENCE | EQUITY

Mission: Each student graduating with options and prepared to fully participate in our democracy
300 Southwest 7th Street, Renton, Washington 98057-2307 | p.425.204.2340 | f.425.204.2456
www.rentonschools.us

Compensation and Payroll Information

The following rates are currently in effect for substitutes for the 2025-2026 school year.

Classified Employees – Substitute Paraeducators and Clerical Substitutes - **\$30.60**

Certificated/RSD Retirees/Emergency Teachers

Days of the Week	Daily	Half-Day	Hourly
Monday and Friday	Regular/Retiree \$275.59/ \$289.59	Regular/Retiree \$137.80/ \$144.80	Regular/Retiree \$39.37/ \$41.37
Tuesday, Wednesday, and Thursday	Regular/Retiree \$248.07/ \$262.42	Regular/Retiree \$124.04/ \$131.04	Regular/Retiree \$35.44/ \$37.44

Classroom Set Up: Please review the (REA) bargaining agreement section 19.3.3, [REA bargaining](#).

Note: A whole day for certificated substitutes is seven hours (7), and a half day is three and 1/2 hours(3.5).

Substitute/Emergency Teachers:

Long-term substitutes shall be defined as a substitute in a single assignment for 20-44 consecutive days and shall be paid at the per diem rate of pay if they have full certification. Emergency certified substitutes in a single assignment for 20-44 consecutive days or more shall be paid at BA 0, Step 0. Long-term substitutes shall take on the job responsibilities of the absent teacher, such as planning and assessing student work. Pay is retroactive to the first day of the assignment.

Substitutes who demonstrate a commitment to the district will receive a stipend as follows for completing substitute assignments within the school year:

Assignments	Amount paid for assignments worked
25 – 50 assignments	\$750
51-75 assignments	\$750
76 -100 assignments	\$1,000
101 + assignments	\$5,000

Assignments do not need to be continuous. Certificated assignments must be at least 3.5 hours in length to count towards the commitment stipend and substitutes must work the whole assignment to qualify for the commitment stipend. Payments will be made following the end of each trimester.

- The first trimester ends on November 26, 2025.
- The second trimester ends on March 13, 2026.
- The third trimester ends on June 17, 2026.

Depending on when the required number of assignments is completed, more than one stipend could be paid following the end of a trimester. If the trimester ends after the monthly payroll deadline, it will be paid out the following month.

Conference and Planning (C&P) Compensation

Certificated Substitute teachers will be compensated for giving up their Conference and Planning time to honor a building request to cover another classroom when needed. C&P compensation also applies when substitutes fill in for teachers who carry an additional class instead of C&P, beginning the first day of the assignment. Please complete the Certificated Substitutes Additional Hour Form or Extra Hour Roster (provided by the school/location Office Manager). The building administrator (Principal) must sign, and then the form is forwarded directly to the Payroll Department for budget authorization and processing. Conference and planning payments are processed directly by the Payroll Department upon receipt of the extra hour form/roster. These payments must be documented in the Absence Management system and verifiable by the Substitute Office.

Pay Dates and Deadlines

Substitute hours worked are processed according to the substitute pay schedule. Payday is the last business day of each month. Substitute pay dates for assignments entered in Absence Management are found on page 5.

The deadline for extra-hour forms/rosters is the 5th of each month. If the 5th falls on Saturday, the cutoff date is the Friday before the 5th. If the 5th falls on Sunday, the cut-off date is the Monday following the 5th. Any extra-hour forms/rosters Payroll receives after the deadline date will be processed the following month.

SUBSTITUTE PAY SCHEDULE*

<u>DEADLINE DATES</u>	<u>PAYROLL PERIOD</u>	<u>PAY DATES</u>
09/05/2025, Friday	8/11 – 8/31	TBD mid-September
09/05/2025, Friday	8/11 – 9/10	09/30/2025, Tuesday
10/06/2025, Monday	9/11 – 10/10	10/31/2025, Friday
11/05/2025, Wednesday	10/11 – 11/10	11/28/2025, Friday
12/05/2025, Friday	11/11 – 12/10	12/30/2025, Tuesday
01/05/2026, Monday	12/11 – 1/10	01/30/2026, Thursday
02/05/2026, Thursday	1/11 – 2/10	02/27/2026, Friday
03/05/2026, Thursday	2/11 – 3/10	03/31/2026, Tuesday
04/06/2026, Monday	3/11 – 4/10	04/30/2026, Thursday
05/05/2026, Tuesday	4/11 – 5/10	05/29/2026, Friday
06/05/2026, Friday	5/11 – 6/10	06/30/2026, Tuesday
07/06/2025, Monday	6/11 – 7/10	07/31/2026, Friday
08/05/2025, Wednesday	7/11 – 8/10	08/31/2026, Friday

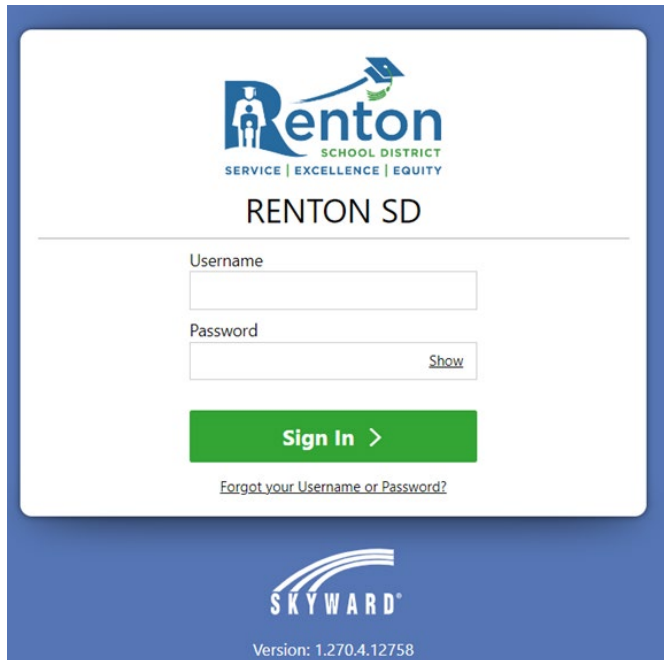
The last day of School is June 17, 2026*.

* Dates subject to change

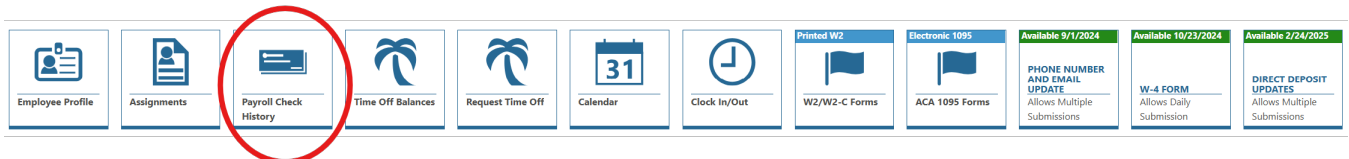
Questions or Concerns, contact the Payroll Dept. directly at 425.204.2375

Online Paycheck Information

Paycheck information is available on [Skyward](#). Use your Renton School District login credentials to access Skyward.



Once logged in, you may view your paycheck history by clicking the icon below. You can also update your phone number, email address, W-4 form, and Direct Deposit.



Contact information:

Substitute Office – sub.office@rentonschools.us

From your RSD e-mail – Payroll

- From home e-mail – rsd.payroll@rentonschools.us
- Or call the main Payroll number, 425-204-2375

You may access Skyward through the RSD Portal by clicking on the "Skyward Educator/Employee Access " link or by [clicking here](#). Questions regarding compensation and pay may be directed to the following:

- ◆ the Substitute Office at 425-204-2353 OR
- ◆ the Payroll Department at 425-204-2375

Non-Work Days

The Renton School District requires that all substitutes work a minimum of three (3) assignments for the school year. Although the District has an assignment work minimum, we understand that circumstances may prevent a substitute from meeting the minimum requirement. Therefore, the Renton School District Substitute Office requires that if you plan to be unavailable to work due to a vacation, sick leave (or extended medical leave periods), working another job, etc., please enter non-workdays into the Absence Management System. Entering non-workdays in the Absence Management will allow the Substitute Office to review that data at the end of the school year to consider active substitute status for the following school year.

Unemployment Compensation

The Washington State Employment Security Department manages unemployment compensation. As a substitute employee for a school district, you are given reasonable assurance of substitute work before and after the district's usual and customary breaks, as set by the school calendar. If you voluntarily limit the sites or positions for which you will work, you will limit your availability for suitable substitute work.



Substitute Teachers' Service Credit

Substitute teachers wishing to earn TRS (Washington State Teachers' Retirement System) service credit must apply directly to the Department of Retirement Systems (DRS) for this credit. You will pay your contributions directly to DRS. Your contributions to the Plan will not be tax-deferred. If you have any questions regarding retirement-related issues, please contact:

Department of Retirement Systems Substitute Teachers' Service Credit

**P.O. Box 48380 Olympia, WA 98504-8380
1-800-547-6657
www.drs.wa.gov**



Substitute Application Procedure for Full-time Positions

Substitute staff may apply for open positions routinely advertised through the District's online application system. For information on available positions, log on to the Renton School District vacancies web page located at:

<https://www.applitrack.com/rentonschools/onlineapp/>

Teaching Certificates

Your certificate expiration date is entered into the Absence Management system if one is associated with your certificate. If the current day is past your certificate's expiration date, you will be deactivated as a substitute and unable to access your Absence Management profile until a current certificate is received from you. Please provide the Substitute Office with your current and updated certificate information immediately upon receipt so that your substitute eligibility will not be interrupted.

If a substitute holds an emergency substitute certificate and needs to have it renewed, please send the request for renewal directly to the Substitute Office at sub.office@rentonschools.us with 1) the correct spelling of the sub's last name (as identified on the sub's OSPI profile) and 2) the last four digits of the sub's social security #. Upon receipt of this information, the Substitute Office will initiate the process directly with OSPI and advise the sub of how they can claim their certificate and pay associated fees.

Assignment Errors

While every effort will always be made to avoid an error in an assignment, sometimes mistakes do happen that could result in a certificated substitute not being needed. For certificated substitute teachers, per the REA bargaining agreement, Section 19.3.4, "If a substitute is assigned and subsequently not needed, they may be reassigned by the Substitute Office or may choose to remain in the building in an alternate assignment and be provided one-half day's compensation. If the substitute elects not to work, no compensation will be provided."

If an assignment error occurs for a classified substitute, resulting in a classified substitute subsequently not being needed, the Substitute Office may reassign them or allow them to remain in the building in an alternate assignment and provide a one-hour reporting fee.

Odor and Fragrance Policy

Renton School District is a fragrance-free workplace. RSD strives to ensure the comfort and safety of our students, employees, and visitors by encouraging an environment free from fragrances and odors. These odors are distracting and may trigger allergic reactions or create health problems for sensitive individuals. Please help us accommodate our coworkers and students who are chemically sensitive to fragrances and other scented products. Thank you for not wearing perfume, aftershave, scented hand lotion, fragranced hair products, and similar products.

Accidents and Injuries

In Case of an Accident to a Student or Yourself

The substitute is responsible for immediately reporting an accident to the building administrator/principal/office personnel, whether to a student or yourself.

Injury to Substitute:

1. Complete the employee incident report found in Frontline Central within 24 hours of the accident, whether or not medical care is needed. To access Frontline Central, log in as you would to accept sub assignments and select "Frontline Central," then select the Tab "Forms I Can Start," and select the "Start this form" button next to the "Incident Report – Employee Form."
2. If your workplace injury requires care outside of the school district, take the following steps as soon as possible:

- Notify your supervisor of the incident/injury
 - Notify the [RSD Workers' Comp Coordinator](#) to obtain a SIF-2 form and claim number. Take a Physician's Initial Report with you to your doctor's appointment.
3. You may receive time-loss benefits from workers' compensation for the days you cannot work after the three days immediately following the date of your injury.

It is the responsibility of the supervisor to:

1. Ensure that the employee is aware of their responsibilities and assist them with the accident Reporting process as necessary.
2. Conduct an investigation within 24 hours of the accident and complete the Supervisor's Report.
3. Immediately forward the report to the Workers' Compensation Coordinator's office.
4. Ensure that the employee portion of the SIF-2 form is complete and forwarded to the Workers' Compensation Coordinator's office within 24 hours.

Injury packets can be obtained at any school's main office or Kohlwes Education Center (KEC). If medical treatment is unnecessary, only Items 1 and 2 are necessary.

Reporting to Assignments

Substitutes should report to assignments at the time accepted in Absence Management. Arriving on time is critical to preparing for the day. There are circumstances in which a job may be entered late or picked up after or close to the start time, requiring you to be late arriving. This is accepted as unavoidable, but you should make every effort to reach the school before the students arrive. If you are dispatched to an assignment late, please let the Substitute Office or the school building office know when you expect to arrive on site. If you contact the Substitute Office, we will notify the school building and or location of your expected arrival time. This will allow time for the building to arrange coverage and prevent the building from reporting you late.

Although students have a 90-minute delayed start time on Fridays for professional development training days for staff, substitutes are to arrive at the time confirmed in the Absence Management system. On Fridays, certificated substitutes are paid for a full day or half-day (depending on the assignment) and, therefore, should report at the regular time and check in the office as usual. You may be asked to supervise common student areas.

Classified substitutes should report to the school office 10 – 15 minutes before their start time. This will give you time to determine your duties for the assignment. If you have questions, please see the Office Manager.

All substitutes must report directly to the school office manager and sign the Absence Management substitute sign-in sheet. You can obtain the daily schedule, a copy of school rules, and the lesson plan from the office, if they still need to be uploaded to the assignment in the Absence Management system.

VECTOR SOLUTIONS Training

Renton School District uses the VECTOR SOLUTIONS online safety training program to train **NEWLY HIRED SUBSTITUTE** employees on school-related safety issues. VECTOR SOLUTIONS offers training in all facets of school safety issues, and its compliance management system tracks all the training for the district, allowing us to demonstrate state and federal compliance with safety mandates easily. In addition, the Renton School District Policies and Procedures are required reading. Newly hired substitutes will use their username, which will be sent via a VECTOR SOLUTIONS welcome email, to log in to the [VECTOR SOLUTIONS](#) system. For now, your username for VECTOR will be your employee ID number, which will be provided to you.

As a substitute, you must sign in and complete your training plan within thirty (30) days of receiving your VECTOR SOLUTIONS email notification.

Once logged in, you will see a list of your assigned courses with due dates as found in this Handbook. To begin a course, click on the course title and then follow the prompts. To earn a certificate of completion, you must complete ALL course sections and pass the quiz. **YOU DO NOT HAVE TO TAKE ALL VECTOR SOLUTIONS COURSES IN ONE SITTING; HOWEVER, YOU WILL NEED TO COMPLETE THE SECTION YOU ARE WORKING ON IN ITS ENTIRETY TO HAVE YOUR WORK SAVED BEFORE EXITING.**

VECTOR SOLUTIONS FAQS

How do I log in to VECTOR SOLUTIONS?

To log in, you will need your employee ID number; no password is required. You can access VECTOR SOLUTIONS at <http://www.rentonschools.wa.safeschools.com/>.

What if my login doesn't work?

Contact the Substitute Office, and we will check on your account status.

Do I need to send documentation once I complete the VECTOR SOLUTIONS?

No, the Substitute Office runs reports monthly to check who has completed their trainings. You can keep documentation for your records.

Am I being compensated for VECTOR SOLUTIONS?

You will be compensated for (6) hours once the entire VECTOR SOLUTIONS training is completed.

If I completed VECTOR SOLUTIONS at another district, do I need to complete it again?

Yes, the Renton School District has specific training that is required through our VECTOR SOLUTIONS program.

What would happen if I were an employee who moved to the sub-pool?

You may need additional training because you were last an employee and are now a substitute. However, if you have already been paid for Vector, you may not be paid again because you cannot be double-compensated.

What happens if I miss the due dates?

You will receive an email from VECTOR SOLUTIONS stating the different courses that are past due. If you have not completed the training pieces after receiving the email, the Substitute Office – Human Resources will contact you and deactivate your Absence Management profile until or unless all Vector training pieces are completed.

Substitute Feedback Form

Occasionally, there is a concern about a substitute's performance. Should this occur, a building administrator or teacher may complete a Substitute Feedback Form. The completed form is signed by the building administrator and sent to the Substitute Office for review and processing. The Substitute Office will then forward the form to the Executive Director of Human Resources, who will send the substitute a letter advising the action being taken, which may result in exclusion from a particular classroom or school through the Absence Management system.

Please note that immediate removal from service may be warranted for some actions. Should this occur, the substitute will be contacted for a meeting with the Executive Director of Human Resources.

The following pages contain a copy of the Substitute Feedback Form. The substitute will independently review the disciplinary action and Discharge policy through VECTOR SOLUTIONS Training.

Substitute Recognition Form

When a substitute has done an outstanding job by going above and beyond expected performance, worked as a team player by being flexible with assignments, or had a positive rapport with students and staff, a principal may complete a Substitute Recognition Form. The completed form is sent to the Substitute Office, added to your personnel file, and sent to you. A copy of the Substitute Recognition Form is on the following pages.

Feedback from the Substitute

If a substitute has information to share with the Substitute Office, please do so via email. No formal form is needed.



Human Resources

300 SW 7th Street | Renton, WA 98057-2307
425.204.2353 (voice) | 425.204.2416 (fax)

SUBSTITUTE FEEDBACK

Certificated Substitute Classified Substitute

Substitute: _____ Date: _____

School: _____ Assignment: _____

Name of Building Administrator Completing Form: _____

The following area(s) of concern reflect the failure to:

- Follow lesson plans
- Utilize sound judgment and standard safety practices
- Supervise/discipline/manage students
- Comply with assigned arrival and/or departure time
- Other _____

Comments from Administrator: (Please indicate the source(s) of feedback. Attach paper as needed.) (Required)

Check here if the above information has been discussed with the substitute.

Building Principal/Administrator

Telephone Number

Principal's Recommendation (check one): – Preferred for Admin to talk to Substitute.

- Information only
- Excluded from specific teacher's classroom (teacher comments required)
- Excluded from building (principal comments required)
- Excluded from district (principal comments required)

☆ Administrators, please fax 425-204-2416 or e-mail the completed form to Substitute Office, Human Resources, sub.office@rentonschools.us for processing. Your prompt response provides Human Resources with needed information that may require immediate action. A copy of this feedback form will be shared with the substitute.

Form 2143F Rev. 12/24



Renton School District
Launching Learning to Last a Lifetime

SUBSTITUTE RECOGNITION

Certificated Substitute Classified Substitute

Substitute: _____ Date: _____

School: _____ Assignment: _____

Name of Person Completing Form: _____

(Administrators, please send the completed form to the Substitute Office, Human Resources, for processing)

We want to thank you for:

- Going above and beyond expected performance
- Being conscientious and supportive
- Your positive rapport with students and staff
- Demonstrating flexibility and courtesy in accepting changes to building assignment
- Other _____

Comments from Administrator:

Building Principal/Administrator

Glossary of Special Education Job Positions

To help substitutes understand the special education acronyms you may see associated with assignments you may consider accepting, we are providing a link to [Special Education acronyms](#) you may hear or see used throughout the District. We have also provided the definitions of different classroom settings you may work in below:

Special Education, Resource Learning Center (RLC)

Support students with IEPs in working toward achieving success in general education classes, primarily using the core curriculum and supplemented as needed. RLC supports students in grades K–12 in a pull-out or in-class support. Every school has RLC services. Secondary schools have several teachers, depending on student numbers.

Early Childhood Special Education, Preschool (ECSEC)

ECSE is designed for students ages 3-5 years who have been found eligible for special education services under the IDEA. RSD provides a continuum of services and supports intended to meet the individual needs of our preschool-aged students. ECSE professionals and related services personnel provide specialized educational services to students with disabilities in a variety of settings, such as a developmental preschool.

Special Education, Emotionally Behaviorally Disabled (EBD)

Serve students who exhibit one or more of the following characteristics over a long period and to a marked degree that adversely affects a child's educational performance: (a) an inability to learn that cannot be explained by intellectual, sensory, or health factors, (b) an inability to build or maintain satisfactory interpersonal relationships with peers and teachers, (c) inappropriate types of behavior or feelings under normal circumstances, (d) a general, pervasive mood of unhappiness or depression, or (e) A tendency to develop physical symptoms or fears associated with personal or school problems.

Special Education, Individual Learning Centers (ILC)

These services are for students with moderate to severe cognitive challenges. ILC classrooms range from K-21. Functional skills and academic skills are the focus, using specialized curriculums, for students with IEPs for a half day or more in this specialized setting. All secondary schools have ILC classrooms. 13 of 15 elementary schools have ILC classrooms. Nursing is provided at Cascade, Nelsen, and Hazen for students requiring non-delegated nursing services.

Special Education, Adult Transition Program (ATP)

Supports students 18-21 years old, located at Talley High School. The curricular focus is on transition skills, including life-long workplace training, community participation, transportation, home living skills, and self-care. Many students are working in a variety of businesses, developing work skills. Student disabilities range from severe to moderate needs.

2025-2026 School Start/Dismissal Times & School Calendar

The start and dismissal times for each school and location can be found on the Renton School District website:

<https://www.rentonschools.us/our-district/district-information/calendar-start-dismissal>

The 2025-2026 school year calendar can be found on the Renton School District website:

<https://resources.finalseite.net/images/v1736900727/rentonschoolsus/af6dglfvyzvislrmrgvk/RSDStudentCalendar2025-26.pdf>

Absence Management Information

The Substitute QuickStart Guide provides a brief overview of the Absence Management website and phone options for using the system. The link to view this printable guide is below:

[SubstituteQuickStartGuide\(English\)](#)

The insights platform information will provide directions on creating your Absence Management Frontline ID as a sub, what to do after receiving your insights platform email from Frontline, and how to retrieve forgotten passwords. The link below will provide you with access to information about the insights platform, including a welcome video:

[How the Insights Platform Works \(Substitute\) – Frontline Absence Management.](#)

Computer Access

A computer login and password will be provided to substitutes once substitute orientation is complete, and the Substitute Office has entered personnel data into both the Absence Management system and Skyward. Subsequently, a user account will be set up. You must allow 24 hours after the Substitute Office has entered your personnel data for access to be granted. Once all data has been entered and transmitted, you will be able to log on as follows:

Username: jbrother (the first initial of your first name) and the first seven letters of your last name. Initial password: NEWRSD403 (must be in all caps, no spaces)

You must access your district email for the FIRST time from a Renton School District computer. After that, you can access your district email from a computer of your choice. The first time you log on to a computer using the initial password, you will be prompted to enter a password you choose. Please be prepared to enter a password that you will remember.

Computer Access to District & Building News via Office 365

To access a District email using a computer, select the Email—Employees (Office 365) link on the Start page, <https://www.rentonschools.us/staff-resources>. Despite what the login page says, staff and substitutes are required to use their computer username with @rentonschools.us (e.g., jbrother@rentonschools.us) as the login/account name.

When accessing email from home, you will be prompted to log in:

User Name: rsdnet\jbrother (back-slash is located above the Enter key)

Password: enter your Windows password

Key Information:

- On the start page, you will find information that will help you navigate the district website
- Click on the RSD News tab to read announcements intended for all employees and the school's tab for information about the school in which you are working
- Click on the Departments tab/s to read communications from specific areas such as the subject associations and regions. The Tech Support tab provides information and help on using district technology.
- **To access copy machines at schools, you must contact the Technology Services department to be provided with your printer access code. Please refrain from asking school employees for their personal copier machine access codes or sharing your code with others.**

If you have questions about SharePoint or problems logging in, please call the Help Desk at 4-HELP (425-204-4357).

Remember: All information posted to e-mail, web pages, or 'My Sites' is considered public information. Please be cautious about what is published.

Computer Access to Absence Management

Substitutes may access Absence Management from building assignments during breaks through the district website <https://www.rentonschools.us/staff-resources>. Absence Management is the first link on the page.

Password expiration:

A staff member's password expires every 90 days. Updating or resetting a password must be completed on a district-networked computer. When a staff member is logged on to a district computer, they can change their password at any time by pressing <Ctrl><Alt><Delete> on the keyboard, selecting the "Change a password" option, and completing the process. If their password expires, they will be prompted to change it the next time they log on to a district computer.

Drug-Free Schools and Communities Act of 1989

The Renton School District is proud to be a drug-free workplace. We recognize that tobacco, alcohol, and drugs impede our ability to fulfill our potential and stand as models to our youth. As a drug-free workplace, Federal regulations (P.L. 101-226-Drug-Free Schools and Communities Act Amendments 1989) require us to inform all employees that:

1. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Renton School District, workplace, and school activities.
2. Renton School District employees will abide by the terms of the above statement as a condition of employment. Employees are notified that failure to adhere to this prohibition in the workplace or at any school activities may result in disciplinary action, up to and including termination of employment and possible referral for criminal prosecution. The district will act upon any violation within thirty days of the federal regulation.
3. The Renton School District will take appropriate administrative action to discipline employees who violate this prohibition. Such action will follow due process and the applicable provisions of its collective bargaining agreements. It may result in a referral and mandatory participation in an appropriate substance abuse assistance or rehabilitation program.
4. Counseling for substance abuse and other problems is available through our Employee Assistance Program at Far West Family Services by calling (206) 682-8149 or 1 (800) 398-3440. A stress line is available at (206) 682-8149 or 1 (800) 398-3440. You can also access Far West information at <https://www.rentonschools.us/staff-resources>>Far West Family Services.

Inclement Weather/Delayed Start

School operating hours or bus transportation services may sometimes be adjusted or canceled due to bad weather. If inclement weather—like snow or ice—makes a school schedule change necessary, the decision will be made by the Superintendent and communicated to families and staff. The following link will provide specific information about Renton School District’s Inclement Weather and Delayed Start notification process:

<https://www.rentonschools.us/departments/community-relations/inclementweather>

Dangerous Weapons or Firearms on Public School Premises

State Law RCW 9.41.280 states it is unlawful for any person to carry or possess a dangerous weapon or firearm on public school premises. Specifics as they relate to the statute can be found at

<https://apps.leg.wa.gov/rcw/default.aspx?cite=9.41.280>

The confidential Renton School District weapons hotline is (425) 204-2468. The Renton School District policy prohibits laser pens and objects resembling weapons, such as toy guns and knives. Students and staff aware of weapons on campus should report the information to school authorities.

Procedure for Requesting RSD Security Officers

Should an emergency require attention, you may call 911 as needed. As soon as it is practical, notify Renton School District security at (425) 204-4445 – after hours (425) 204-4411. Emergency contact information is also located on the back of your school district ID badge. A link to the Safety & Security website can be found at

<https://www.rentonschools.us/departments/support-services/safety-security>.

ID Display/Verification

All personnel are issued a district ID. The Substitute Office will mail sub-ID badges once all required documents have been provided, profiles have been created, and a printed ID badge has been received in the Department for distribution. The ID must be worn at all times, above the waist near the face, while on Renton School District property. You should notify the Renton School District Substitute Office immediately if your badge is stolen, misplaced, or destroyed. You cannot use another employee’s ID badge to access buildings. Anyone not visibly wearing their ID badge must be verified and asked to produce one or go to the main office for a temporary ID badge. By visibly wearing a district ID badge and verifying others who are not, the district will better prevent and respond to any issues at our school.

Additionally, these procedures can discourage unauthorized and illegal activities at our schools.

PARKING PASS

All vehicles on school property during the school day MUST display a current, valid parking permit. Violators will be ticketed or towed if parking without a parking pass. To print out your parking pass for the 25-26 school year, print here:

[SUBSTITUTE PARKING PASS](#)

School Boundary Maps/Locator

School locations and boundaries are available on Google Maps and online at

<https://www.rentonschools.us/learning-and-teaching/registration/school-boundary-map>. Subs can also click on the Google Maps link on the assignment they are considering in the Absence Management system to locate its address and location.

Initiative I-1433 SICK LEAVE

Initiative I-1433 took effect on January 1, 2018. It enables employees not previously eligible for sick leave to earn 1 hour of sick leave for every 40 hours worked. For school districts, this applies to substitutes. Below are the procedures to request and use paid sick leave as a substitute:

Substitutes who use the Absence Management System

Substitute Responsibilities:

- Verify available sick leave balance through Skyward Employee Access.
- Decline or cancel the assignment for the time sick leave will be requested:
 - If more than 24 hours in advance of the assignment, cancel the assignment in AMS (being sure to enter the applicable absence reason for cancellation)
 - If less than 24 hours ' notice and a sub cannot cancel/delete the assignment in AMS independently, contact the school or Substitute Office to help with the cancellation (a cancellation reason will be requested) - if the sub can independently cancel/delete an assignment from their profile, there is no need to contact Substitute Office; however, as a courtesy, please let the school know of the late cancelation.
- Enter the I-1433 sick leave request into Skyward/Employee Access. Enter an explanation for using the sick leave **AND** confirmation # of canceled/declined assignment. (Failure to enter a note **and** confirmation # of canceled absence will result in the sick leave request being declined.)
- Sick leave MUST be entered in 15-minute increments (Failure to enter I-1433 sick leave in 15-minute increments will result in a sick leave request being denied and a request for the sick leave to be re-entered.)

Human Resource Responsibilities:

- The Substitute Coordinator will verify in Absence Management that an assignment was scheduled, that the number of sick hours requested by the substitute is accurate, and sufficient sick time is available.
- The Substitute Coordinator will verify if notes with canceled absence confirmation # were entered.
- The Substitute Coordinator will approve/deny the request for sick leave in Skyward, and the substitute will be notified of the approval/denial.

Substitute Building Plan

Each building will develop a substitute support plan to welcome and support substitute teachers. It will be communicated to Principals that substitute teachers will be provided with the following:

1. Room Key
2. Bell Schedule
3. Room Assignment
4. Map of School
5. Building's Emergency Evacuation Plan
6. Attendance Sheet
7. Substitute Lesson Plan
8. Seating Charts (if one exists)
9. Building a Contact List with Phone Numbers
10. Building a Behavior Plan
11. Student Information:
 - Health Plans
 - Behavior Intervention Plans
 - 504s
 - Student Safety Plans
12. Student Service Supports (OT, PT, SLP, RLC, LAP, ELL)
13. Para Support Schedule, if necessary
14. Access to a Computer
15. Substitute Emergency Plans: Generic lesson to be used if the teacher did not plan on being out. If used, the certificated teacher will submit an updated emergency lesson plan.

Materials will be updated as student and building needs change.

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Revised July 2025