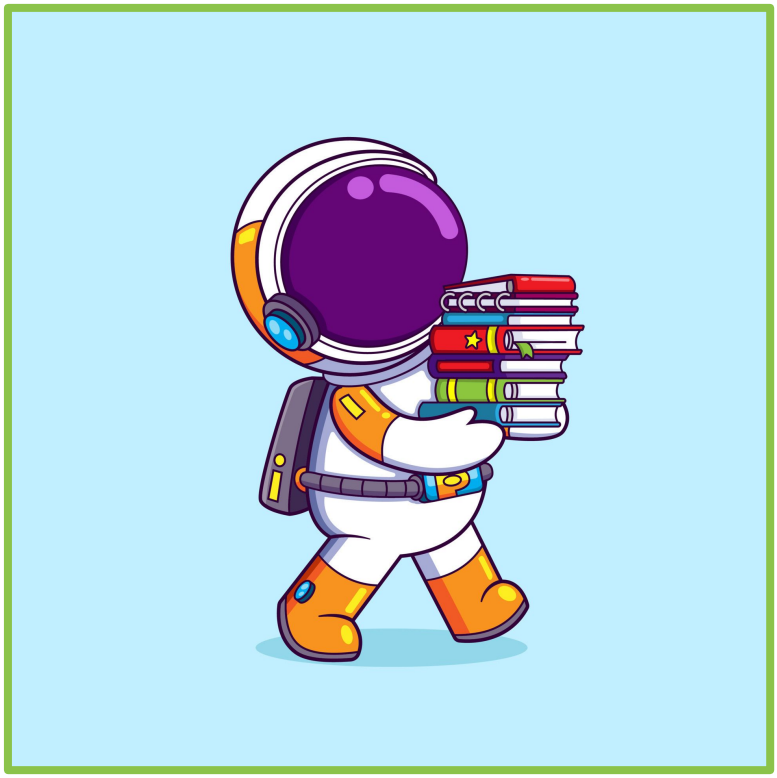
2025-26
Northshore School District
Frontline Substitute Handbook



Strengthening our community
through excellence in education

Welcome to NSD!

Dear Substitutes,

Whether you are starting or continuing on your journey with our district, we're really grateful for your dedication to our students at Northshore School District.

Please take time to review this handbook. Within its pages, you will discover an array of resources and guidance aimed at fostering your effectiveness in the classroom.

If you have any questions or need help, our team is here for you.

Thank you for your support!

The Substitute Office Team

District Support

Sub Office:
suboffice@nsd.org
425.408.7619

Payroll:
NSDPayroll@nsd.org

HR Front Desk:
humanresources@nsd.org
425.408.7604

Technology HelpDesk:
425.408.6688

Table of Contents

4	Certificated Wages and Start Time
5	Classified Wages
6	Frontline
7	Mobile App
8-9	Accepting Assignments on the Website
10	Limitations and Removals
11	Substitute Report Forms and Blocks
12-13	Assignment Qualifications
14-15	Paraeducator Job Descriptions
16	Preparing to Sub in SpEd
17-18	General Expectations
19	Tips on Correct Pronunciation of Names
20	Racial and Educational Justice
21	Advice and Responsibilities
22	Substitute Pay and Benefit Information
23	Office Manager Phone Numbers
24	Building Information
25	School Calendar
26	District Map
27	Northshore School District Acronyms
28	Useful Links and How To Log into District Services
29	Technology Support
30	Substitute Resources
31	Late Start/Closed School Days and Alerts

Certificated Wages and Start Time

Certificated
Substitute Teacher, Emergency Certificated Substitute Teacher, Intern Substitute Teacher

Substitutes may be assigned for a half-day, defined as three hours and forty-five minutes (3.75 hours), or a full-day, defined as seven hours and thirty minutes (7.5 hours). Full day assignments include a thirty minute (30), duty-free, uninterrupted lunch time. When accepting an assignment in Frontline, the start time is the time required to be in the classroom. It's important to account for the time needed to check in with the office and gather any materials for the day, such as a Sub Binder and possibly a sub laptop.

A substitute is expected to remain on campus for the duration of the half day (3.75) or full day (7.5) assignment regardless of the teacher's absence time. Sub teachers will be paid 80% of the full day rate for a full day assignment on early release days including early release Wednesdays; we do not expect subs to remain on campus for more than 6 hours for a full day assignment.

A substitute teacher is eligible for the long term rate of pay after working 20 days (a combination of full days and half-days are acceptable). The higher rate of pay will start on the 21st full day worked.

Contract Positions:
Substitutes can apply to the teacher pools through the Applicant Tracking System (ATS).

When a vacancy occurs, principals will review candidates in the pools to invite for and interview.

Leave Replacement: Substitute assignments lasting 21 or more consecutive days in the same assignment result in contracted pay. The substitute must hold the same endorsement as the teacher on leave to go on contract.

Starting Pay Rates	
Full Day	$204.03
Early Release Full Day	$163.22
Half Day	$102.02

Long Term Rate*	
Full Day	$223.13
Early Release Full Day	$178.50
Half Day	$111.57

Retiree Rates	
Full Day	$223.13
Early Release Full Day	$178.50
Half Day	$111.57

** A substitute teacher is eligible for the long term rate of pay after working 150 hours. To find out how many hours you have worked, you can email suboffice@nsd.org.*

Classified Wages

Classified substitutes are paid at an hourly rate. The Office staff will provide you with a timesheet when you sign in. The school will submit your timesheet to Payroll at the end of each pay period.

Classified Rates (Substitute Paraeducators, School Assistant Substitutes, STS Substitutes, Office Support Substitutes)	
Secretarial/Clerical/Library Tech	$32.51
Paraeducator/School Assistant	$29.86
STS (must go through training with Tech)	$29.86
Behavior Tech (without BT credentials)	$29.86
Behavior Technician (with BT credentials)	$39.81
Preschool Teacher	$39.81
Campus Supervisor	$39.81
Dean of Students	$52.77

Nurse Rate	
Hourly Rate	$52.77
Friday Premium	$25.00

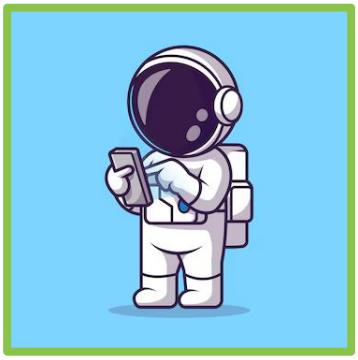
Frontline

The Northshore School District utilizes the Abasement Management System Frontline as its primary platform for overseeing school employee absences. New substitutes will receive an email containing instructions to establish their unique username and password. Access to their accounts and assignments is facilitated through multiple channels:

- Frontline Web Address – www.signin.frontlineeducation.com
- Frontline Mobile App - Frontline Education (QR code provided for quick access)

Apple

Android



- Frontline phone number – 1.800.942.3767
  To streamline communication, it's advisable to add this number to your contacts, particularly if utilizing the robocall feature.
  a. The phone login format is 000(employee ID number)# (last five digits of phone number)#.

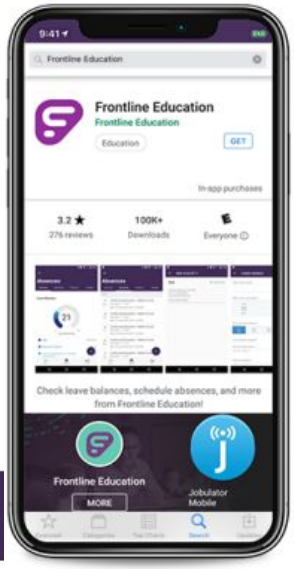
Frontline lets Northshore employees report their own absences without needing to go through the Substitute Office or Office Manager. After an absence is submitted, Frontline works to find the best substitute available.

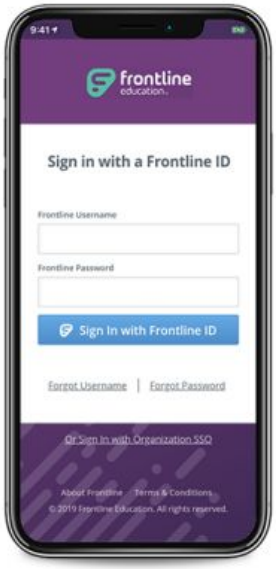
Assignments are typically facilitated through Frontline in three ways:

1. **Pre-arranged Job**: When an absent employee directly assigns the job, the job number can be obtained via call or by logging into Frontline. Calls are not made by Frontline for pre-arranged jobs. Building relationships and demonstrating teaching skills can increase the chances of securing these assignments.
2. **Browsing**: This option enables viewing of available assignments through phone or web access. Regular monitoring is recommended as absences are updated throughout the day. Job searches can be customized based on specific schools through Preferences.
3. **Robo-Call**: Automated calls from Frontline during scheduled morning or evening times offer assignments. Jobs can be accepted or declined via this method, with the robocall feature adjustable through Preferences (Settings).

Mobile App

Once the app download is complete, a welcome page will display. Press Get Started to proceed. The Sign In page then appears. Enter your Frontline username and password.





Menu Options	
Home	Return to the homepage.
Jobs	View/accept available jobs in your district(s); and view scheduled jobs.
Calendar	View scheduled jobs or previous assignments.
Inbox	Review any received messages.
Help Center	Navigate to the application's learning center for help content.
Settings	Enable biometric validation and dark mode, or log out of the app.
Feedback	Inform Frontline of any bugs or issues with the application's functionality. Your feedback is always welcomed and reviewed in a timely manner.
Privacy Policy	Review Frontline's privacy policy and standards.
Visit Website	Navigate to the web version system login page.
Wagestream	Navigate to the Wagrestream third-party financial tool, used by some users in conjunction with the Frontline Mobile app. Learn more.

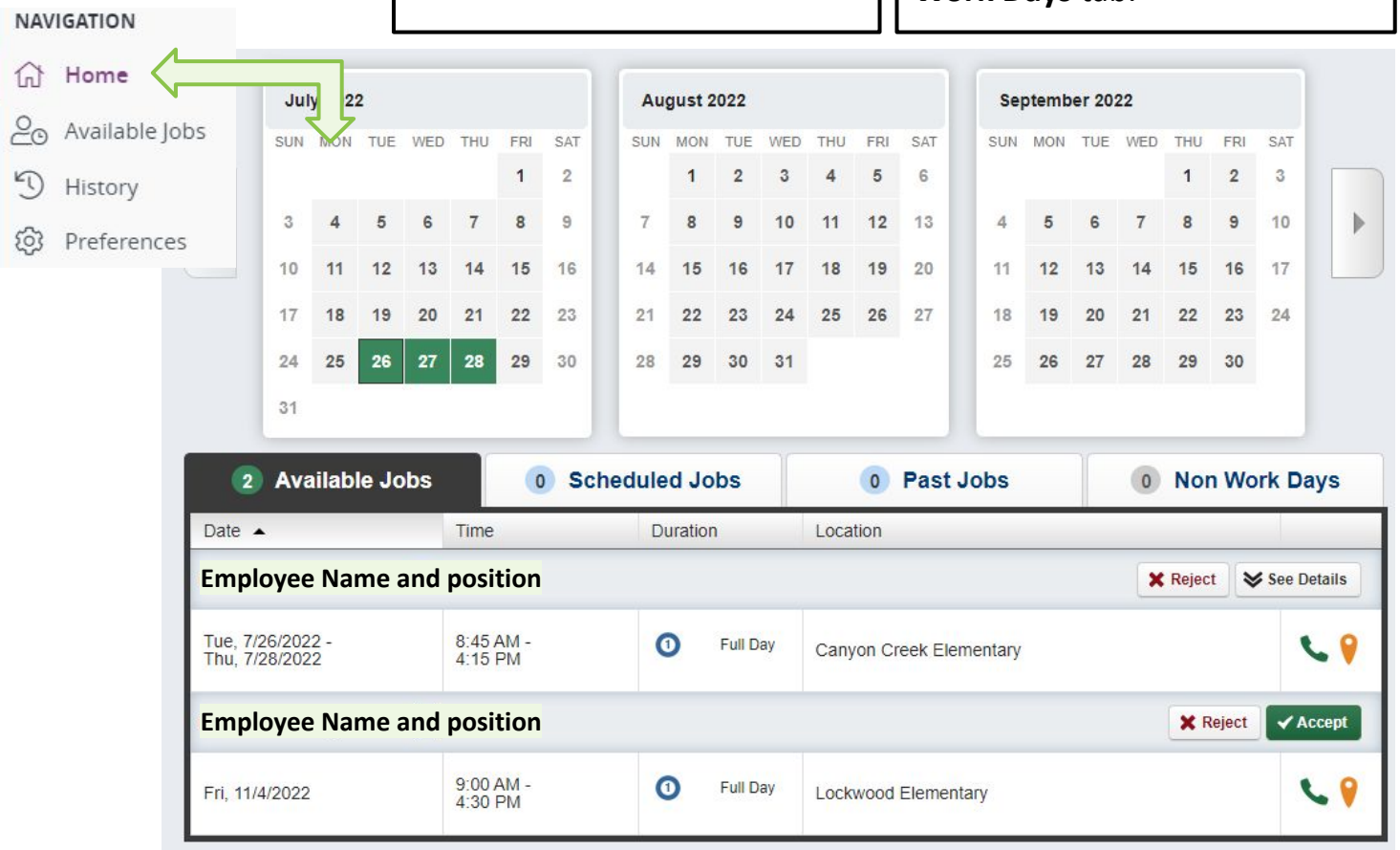
Accepting Assignments on the Website

You can view available jobs on the **Home** tab or through the **Available Jobs** Tab on the website. The green box on a given date means there are jobs available. You can click “Accept” or “Reject” on any job.

Once you decide to accept a job, it is essential that you confirm the job is in your **Scheduled Jobs** tab**.** If two people show up for a single job, the one with a job number in their Scheduled Jobs tab is the assigned substitute. If you have difficulty identifying a job number, call the employee location or the substitute office for assistance.

You can view the **Past Jobs** tab to see a running history of the jobs you have worked. This will show you the past 30 days. To see all past jobs, click **History** under **Navigation**.

If you have an upcoming vacation or appointment, or maybe you are unavailable certain days of the week, please add any time off to your **Non Work Days** tab.



Accepting Assignments Continued

What do I do if I want to accept a job past the start time?
If you are available to work a job that is past it's start time, call the Office and ask if they still need coverage for that assignment. If they say yes, accept the assignment or ask the Office to assign you. Please work out the best arrival time with the school office.

How do the robocalls work?
The Absence Management tool calls for an upcoming assignment 2 nights prior to the job's initial start, again 1 night prior to the job's start, and once more the morning of the job.

You can also call to listen to and accept available assignments. Call 1.800.942.3767. You will be prompted to type in the following:

- Phone ID: 000(five digit employee ID number) followed by #
- Phone Pin: Last five digits of your phone number or unique pin you set up followed by #

Important Note: While it is the employee's responsibility to enter their jobs correctly, they sometimes neglect to assign the substitute they have pre-arranged with. If they do not assign the substitute that has agreed to the job, another sub may accept the job. It may be helpful to remind the employee to check the Save and Assign option and search your name to assign you. If the job you agreed to work does not show up on your profile, contact the employee to double check that the job is still yours.

Similarly, if you have accepted a job and soon after do not see it in your "Scheduled Jobs" tab, this could be because the employee pre-arranged with another sub and has re-assigned it to them.

What happens if I need to cancel a job?
Sometimes it is necessary to cancel a job due to an illness or emergency. Please try to avoid canceling on the day of the assignment. If you must cancel, it is essential you cancel in Frontline first and then call the Main Office of the school. A substitute who demonstrates a pattern of last minute cancellations may be removed from the substitute list.

How do I cancel a job?
Click on the **Scheduled Jobs Tab** and you will see a red **Cancel** button. If you do not see the Cancel button, the time for cancelling has passed, and you will need to call the school and the Sub Office and we will cancel the job for you.

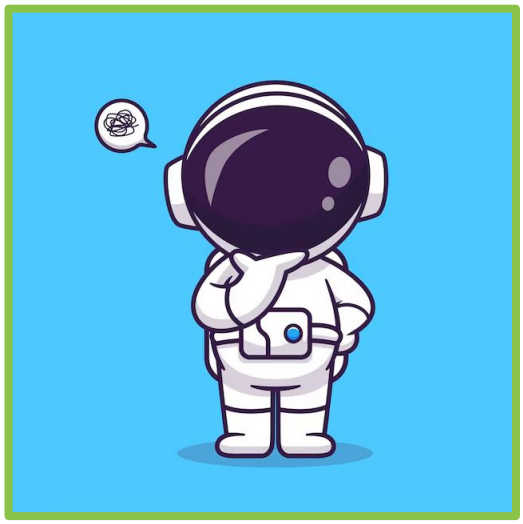
Limitations and Removals

Failing to show for an assignment you have agreed to:
Sometimes substitutes forget to record an assignment they have accepted. This can sometimes lead to an empty classroom, unsupervised playground, or a shortage of support staff. It is essential that you keep an active and visible calendar of the jobs you have accepted. No-shows cause many problems for the schools and for the substitute office. Frequent no-shows may result from you being removed from the Sub List.

Frequent Cancellations
We understand that cancellations can happen, however if you develop a record of frequent cancellations, we will limit your visibility to only see jobs within a 48 hour period. If you continue to cancel those jobs, you may be removed from the Sub List.

Removal from the Sub List
Substitutes may be deactivated for the following reasons:

- ★ Inactivity - You are expected to work at least one assignment every three months; inactivity will result in account inactivation
- ★ Excessive last minute cancellations
- ★ Failure to report to an accepted assignment
- ★ Multiple late arrivals or leaving early
- ★ Numerous substitute reports/blocks



Substitute Report Forms and Blocks

All substitutes are valuable assets to Northshore School District. However, situations occasionally arise in which substitutes do not meet the expectations of district employees. In the event that a substitute performs below the expected level for our district, employees have the option of submitting a Substitute Report Form to the Sub Office. An employee may submit this form if they are requesting a particular substitute not return to their building.

Actions that may warrant a Substitute Report Form vary. Some typical reasons include, but are not limited to:

- ★ Consistently late or consistently cancelling assignments
- ★ Leaving students unattended
- ★ Not following notes/plans left by the absent employee
- ★ Disrespecting or misusing employee and/or district property
- ★ Failure to properly manage a classroom
- ★ Using inappropriate language or actions
- ★ Incompatible teaching style
- ★ Lack of experience in a specialized field

Substitute Report Form Procedure: This form may be initiated by the employee or the building administrator. If initiated by the employee, the form must be read and then signed by an administrator prior to submission. The form is then sent to the Sub Office. The Sub Office will email a copy to the substitute with an explanation of the procedure and potential ramifications. If a substitute questions the validity of the report, instructions for responding in writing are included in the letter of explanation. Substitutes are not to respond to the initiating employee or building administrator.

Results of receiving a Substitute Report Form: A substitute who has received a report will no longer be eligible to work for that particular building. Upon receipt of subsequent Substitute Report Forms, the Sub Office will determine whether a meeting with the Director of Human Resources is indicated. All substitutes have the option of union representation at the meeting even if they are not union members. At this meeting, the Director of Human Resources may make special arrangements for the substitute to continue working, or may terminate employment of the substitute. If, after a thorough investigation, any incident involving a substitute is determined to be extreme in nature, the Director of Human Resources has the right to terminate the substitute's employment.

Classroom block: In the event that an employee wishes to request that a substitute not return to their position on future dates, but does not think that the circumstances warrant a substitute report form, the employee may verbally request that a substitute not return. This will prevent a particular substitute from returning to the reporting employee's position. Nothing will be placed in the substitute's permanent file, nor will any negative consequences result from multiple requests. Substitutes may review their list of blocked teachers at any time by calling Substitute Services.

Assignment Qualifications

Classified Assignments

All classified assignments may require additional duties. There are four main areas of classified assignments.

Paraeducator

These positions will place you in a classroom setting providing assistance to one or more teachers. Since these jobs will vary greatly from one location to another, it is difficult to list specific responsibilities. All paraeducator positions will include a close working relationship with a classroom teacher and one or more students. Paraeducator positions commonly require assisting students with varying degrees of physical, mental, or developmental disabilities.

Qualifications

- ★ Ability to interact with children in a warm, confident manner
- ★ Ability to work cooperatively with teachers
- ★ Ability to maintain effective working relationships with staff, students, parents, and the community
- ★ Ability to communicate effectively both orally and in writing
- ★ Ability to provide basic clerical support
- ★ Ability to maintain confidential information

School Assistant

These positions help to support our faculty and staff in areas such as playground supervision, assisting in the school office or library, or helping in the classroom. Any assignment may cover more than one area of responsibility.

Qualifications

- ★ Ability to interact with children in a warm, confident manner
- ★ Ability to work cooperatively with teachers
- ★ Ability to maintain effective working relationships with staff, students, parents, and the community
- ★ Ability to communicate effectively both orally and in writing
- ★ Ability to provide basic clerical support
- ★ Ability to maintain confidential information

Office Support

These positions may work at school building site during the school year or at other district offices during a 12-month work year. Work hours will vary based on the assignment. Office personnel substitutes may be assigned to a variety of office clerical duties, including answering phones, taking messages or directing callers to others for assistance; copying, assembling, and distributing information packets; sorting and distributing mail; using a computer and standard office support software; and other related duties as assigned.

Qualifications

- ★ Ability to communicate effectively with staff, students, and the public using tact, courtesy, and good judgment
- ★ Ability to understand and execute verbal and written instructions, policies, and procedures
- ★ Ability to demonstrate skills in reading, writing, spelling, and math computation
- ★ Ability to operate standard office equipment such as a computer, photocopier, and fax machine
- ★ Ability to operate various office software applications and to quickly learn other applications
- ★ Ability to report to work on an on-call basis at a variety of work locations with short notice
- ★ Ability to multitask in a fast paced, rapidly changing environment

Assignment Qualifications Continued

Classified Assignments Continued

Registered Nurse
Substitute Nurses will be asked to take over the functions of the school nurse and the district's health program by rendering nursing services to sick and/or injured students and staff; providing emergency first aid to students and staff; administering prescribed medication to students upon written parent/guardian and physician requests and other duties consistent with the scope and intent of the assignment.

Qualifications

- ★ Current Washington State Registered Nurse License
- ★ Valid First Aid Certificate and CPR Certificate
- ★ Ability to demonstrate interest in working with students
- ★ Ability to work effectively with others
- ★ Ability to read, write, speak, communicate, and compute effectively • Ability to exercise independent judgment
- ★ Ability to maintain the confidentiality of student information

Certificated Assignments

Substitute Teacher and Emergency Substitute Teacher
Certificated assignments cover all areas of endorsement. A substitute teacher or emergency certificated substitute may accept assignments outside of their area of endorsement for periods of less than 20 consecutive days.

Qualifications:

- ★ WA State Teaching Certificate (including eCert)
- ★ Ability to manage a safe, positive learning environment for all students
- ★ Ability to supervises student behavior and enforces rules and regulations of the school and District
- ★ Ability to maintain appropriate student discipline consistent with District policies and procedures
- ★ Ability to implement lesson plans following directions left by the classroom teacher
- ★ Ability to maintain cooperative working relationships with students, parents, district staff, and the community

Paraeducator Job Descriptions

Substitute paraeducators work under the supervision of a certificated teacher. Para subs assist with general classroom activities relating to the instruction. Para subs may work one-on-one with students or with small groups of students.

Adult Transition Program Paraeducator (ATI/ATP): Adults Transitioning to Independence or Adult Transition Program encompasses students, ages 18-21, with significant disabilities receive specially designed instruction in the areas of community living and work training.

Aspire: This position assists students in need of support throughout their entire school day in order to help them be successful including support during transitions, during unstructured times such as lunch and extra-curricular activities, and within general education classes. Students require a therapeutic program that can address their social-emotional and mental health needs while providing academic instruction. They may also need sensory supports and the ability to take self- initiated breaks in a quiet space. They often require small group or individual instruction. Finally, all students will have behavior intervention plans developed to help them in obtaining their goals.

Behavior Technician (BT): The Behavior Technician (BT) provides clinical skills instruction and behavior reduction protocols based on the principles of Applied Behavior Analysis to assigned student(s) in the classroom setting. The BT will collect data, implement the behavior plan, and other duties in coordination with the Board-Certified Behavior Analyst (BCBA).

English Language Development (ELD): ELD paraeducators provide students (K-12) with linguistic development accessing grade level academic content as they acquire English language proficiency. Multilingual students who qualify for ELD services receive appropriately differentiated levels of direct services based on their language proficiency and grade level.

Paraeducator Job Descriptions Continued

Functional Skills and Academics Paraeducator (FSA): This position assists students in need of support throughout their entire school day in order to be successful. Success includes support within their special education classes, during transitions, lunch, specialists and recess. Students also require support when they are included in the general classroom. Students gain skills through specially designed instruction in whole class, small group or individual-based instruction. Students often need sensory support and the ability to take self-initiated breaks in a quiet space. Students may require speech/language therapy, motor skill development and/or nurse support. Students often need assistance with activities of daily living.

Learning Assistance Program Paraeducator (LAP): This position assists students in need of remedial assistance in reading, language arts, and mathematics. This position provides instructional support for the in-class model or supplements general education math and reading programs in a pull-out setting.

Learning Center Paraeducator (LC): LC classes are exclusively for students in special education and replace general education core content classes in Math and Language Arts. These classes access the general education curriculum and supplemental curriculums to support student learning. Classes are designed to provide specially designed instruction; potentially altering content, methodology or delivery of instruction.

Mid-Level Paraeducator (ML): This position assists students in need of support throughout their entire school day in order to help them be successful including support during transitions, during unstructured times such as lunch and extra-curricular activities, and within general education classes. Students often need small group or individual instruction in order to gain academic skills. They may also need sensory support and the ability to take self-initiated breaks in a quiet space.

Ready Start Teacher (Para): This paraeducator position assists in supervising and providing developmentally appropriate instruction to three- and four-year olds enrolled in the District's pre-school and pre-kindergarten program. The Ready Start program will include children who have Individualized Education Plans as well as typically developing children.

Preparing to Sub in SpEd

Overview of Special Education

Read about Categories of Disability here.

Every school district must provide every student, including special education students, a free, appropriate public education (FAPE). Every public school student who receives special education and related services must have an Individualized Education Program (IEP). The IEP guides the delivery of special education supports and services for students with disabilities.

Legal Requirements, reporting of information, etc.

- ★ The IEP is a legal document. It is required that plans, teaching strategies, documentation, etc., be followed as written, even if it is not the way you would do it in your own classroom.
- ★ Sometimes due to a specific disability/need, you may be asked to implement/teach something that looks different than it would on a typical day due to the level of experience/training you have.

Where to find information on the student's needs?

- ★ Paraeducator/staff in the classroom
- ★ Substitute plans/substitute folder
- ★ Principal/psychologist

What to Report

- ★ CPS mandatory reporting guidelines for injuries, neglect and abuse
- ★ Anytime a student or staff becomes injured
- ★ Significant behavioral problems, i.e., screaming, spitting, attacking others
- ★ Written reports to both teacher and principal

How to prepare to work in a Special Education Classroom

- ★ Wear comfortable clothing
- ★ Avoid wearing fragrances
- ★ Keep in mind age appropriate interests
- ★ Do not eat/bring peanuts or peanut products before going to a special education classroom
- ★ Don't talk about the students in front of them or others. Respect confidentiality
- ★ If unsure of what to do – ASK! Take initiative, but be sensitive to varied student needs, e.g., some students don't like to be touched.
- ★ One to one Paraeducators – Ask for specific information about the student you are assigned to, i.e., unique health or safety issues, strengths, challenges, best ways to redirect, any specific language to use, motivators, data keeping charts

General Expectations

District Rules and Policies
School board policies and rules are to be followed at all times. You can review the district rules and policies here: https://www.nsd.org/our-district/leadership/policies-procedures

Professional Behavior
As district employees, substitutes are expected to maintain professional and ethical standards of conduct and confidentiality. Any student behaviors that could potentially result in discipline, such as pushing, shoving, fighting, or other violations of the student code of conduct must be immediately reported to a building administrator. Do not attempt to handle sensitive situations alone or allow them to go unreported. In general, substitute teachers are expected to correct or redirect students with dignity and respect. Displaying qualities of leadership provides students with positive adult role models

Classroom Exclusion
A classroom exclusion occurs when a teacher or other school personnel excludes a student from a classroom or instructional or activity area in response to a behavioral violation. A classroom exclusion is within school.
You can read about Classroom Exclusion tips here:
https://ospi.k12.wa.us/sites/default/files/2023-08/discipline-data-tips-classroom-exclusion-2020.pdf
You can find the Classroom Exclusion Procedure here: https://apps.leg.wa.gov/rcw/default.aspx?cite=28A.600.020

Corporal Punishment
Hitting, spanking or striking any student is strictly forbidden by Northshore School District and could result in your immediate termination.

Physical Contact
Touching of any kind between substitutes and students requires strict judgment and is discouraged in most cases. Students should not be physically restrained or removed from the classroom or office. Contact the school office immediately for assistance in these matters.

Supervision
Substitutes are expected to monitor and attend to student behavior and in general avoid putting student safety at risk. Students should never be released from the classroom without written authorization from the school office. Any parent or visitor to a building must report to the office to obtain an appropriate pass before entering any classroom; no exceptions to this rule will be accepted. Students should never be released early from the classroom. Please also remember that all district employees, including substitutes are legally required to report abuse or misconduct of a student by another district employee to an administrator.

General Expectations Continued

Punctuality
Reporting to assignments on or before the scheduled start time is always expected. If unforeseen events occur to create tardiness, a phone call must be placed to the assignment location. Failure to do so may result in the cancellation of your assignment.

Personal Schedule
We recognize that substitutes often have busy schedules outside of work. If you anticipate needing to leave an assignment early, please reach out to the school office before accepting the assignment to check if they can accommodate your needs. This is particularly important for elementary paraeducator positions due to bus schedules.

Email Expectations
All substitutes have been issued a district email. All district communication will be through your @nsd.org email. It is expected that you frequently check your district email and use the utmost professionalism when communicating. Remember that all electronic communication is public record!

Active Sub
Substitutes must work at least one assignment every three months to remain on the active sub list. If you will be gone for an extended period of time, please contact the Sub Office. In most cases, if you have not subbed within six months, you will need to complete rehire paperwork with HR.

Personal Business
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/texting
- ★ Using social media
- ★ Reading a book, magazine, etc.
- ★ Sleeping

Tips on Correct Pronunciation of Names

Students feel they are respected when their name is pronounced correctly

- "Our name helps to shape our identity. Being called by our name is powerful, and allows us to feel seen and respected."
- "Names matter, and the way we treat them has impact. Research shows that our brains 'light up" when we hear our name, while mispronunciation can lead to feelings of isolation and alienation.The first step in creating an inclusive workplace culture is learning your colleagues' names."
- "According to Race Equality Matters, 73% of people have had their name mispronounced, and 43% said it made them feel disrespected, 30% found it upsetting and 21% said it made them feel they didn't belong."
  Say my name: The importance of name pronunciation | Department of Medicine News (uw.edu)

Respect
It is important not to make a joke or try to shorten or change a person's name.

Do not assume
Don't make assumptions about the origin of a name or about the pronunciation.

Listen
Listen closely to how people pronounce their name. Ask them to repeat it if necessary, and say their name out loud to show your intention to pronounce it correctly.

Care
Normalize using names in daily interactions and caring about the correct pronunciation.

Lead by example
If you are a leader in a position of power, it is crucial that you correctly pronounce names, as others will follow your lead, and may not feel empowered to correct you if you mispronounce a name.

Practice/prepare
If possible, you can attempt to learn the correct pronunciation of a name using online tools, asking the person directly, or asking someone else who you think may know the correct name pronunciation.

Help others
If you overhear someone pronounce a name incorrectly, gently let them know the correct pronunciation.

Racial and Educational Justice

Policy and/or Procedure
● Board Policy 0001: Racial and Educational Justice
● Board Policy 3207: Prohibition of Harassment, Intimidation or Bullying ● Board Procedure 3207P: Prohibition of Harassment, Intimidation or Bullying ● Board Form 3207F: HIB Flow Chart
● Board Policy 3210: Nondiscrimination
● Board Policy: 3211 Gender Inclusive Schools ● Board Procedure: 3211 Gender Inclusive Schools
● Board Policy 3200: Students' Rights and Responsibilities ● Board Procedure 3200P: Students' Rights and Responsibilities Handbook
● Board Policy 3220: Freedom of Expression ● Board Procedure 3220P: Freedom of Expression

Advice and Responsibilities

Dress code
Dress in a manner that is appropriate to your assignment. Avoid perfumes and scented products. Be prepared for indoor and outdoor settings with appropriate shoes and outerwear.

Avoid political or controversial topics in class
Your views on the world are no doubt interesting, but keep them out of the classroom to avoid unintentionally offending someone else who may hold opposing views. Take special care in elementary classrooms. While the children may have yet to form their views, they are faithful reporters of what was said and done at school. Parents are particularly sensitive about what is talked about in the classroom.

Be nice
This may seem to go without saying, but sometimes it is easy to get upset or disrespectful in some situations. Just as staff members share information about great substitutes, they also share information about rude or improper behavior.

When You Arrive

Report to the school office and sign in for each day and assignment. The office will have any items you need for the assignment. These may include: sub binder/folder, keys, laptop, etc.

Always check in
Even if you have been working the same job for several days or even weeks, it will help the office staff to know that you have arrived. Certificated subs need to sign in daily to insure proper pay, but it is also helpful for classified subs to check in as well.

Be flexible!
Expect the unexpected. You may have accepted an assignment for one subject matter or grade, but the school may ask you to a more critical area. Shifts in assignments happen often. Both substitutes and contracted employees take on these responsibilities. Please be flexible and helpful in these challenging moments! We understand if you turn down an assignment change if you do not feel you are ready to teach that subject or grade.

Before leaving

Leave Notes
It is important for the absent employee to know all that happened while they were gone no matter how trivial. Explain the steps you followed in executing the lesson plan or requested tasks. If a step could not be completed, explain why. Report any unusual behavior or classroom incidents to the teacher, even if you have already reported it to a building administrator.

Leave Contact Info
Always leave the teacher your name and phone number. Northshore employees often like to have the same substitute return to their job for future assignments. If you leave your phone number, they can request that you come back.

Check Out with the Office
Be sure to return any keys and/or materials you were issued at the start of your assignment.

Substitute Pay and Benefit Information

Substitutes are paid on the last weekday of the month for the days they worked between the 6th to the 5th of the previous month. You can find the detailed Pay Period/Pay Date list on the Payroll webpage.

If you have questions regarding your paystub, please contact the Payroll Department: NSDPayroll@nsd.org

You can view your paystub by logging in to Employee Online. You will need to know your NSD email credentials to login.

Substitute Paid Sick Leave

Substitutes accrue one hour of sick leave for every 40 hours worked. Substitutes can start using accrued sick leave beginning 90 days after the start of their employment. A maximum of 40 hours of unused, accrued leave will be carried over to the following accrual year. Accrued, unused leave over 40 hours cannot be cashed out and will be forfeited. If an employee separates employment and is rehired within 12 months of separation, any accrued, unused sick leave, up to 40 hours will be reinstated to the employee's sick leave balance.

You may use your accrued sick leave for the following purposes:

- ★ To care for yourself or a family member
- ★ In the event of an emergency
- ★ In the event our organization or your child's school or place of care is closed

You must complete the Paid Leave Request Form to utilize your 1433 sick leave. On the form, you must select **one** option for the budget: elementary or secondary for the budget. We Recommend you select the box for the schools you sub at most, elementary or secondary.

You will need to know your sick leave balance to complete the form. You can check this through Employee Online.

To utilize your sick leave balance, please email suboffice@nsd.org.

Benefits

Substitutes are eligible for benefits when they reach 630 hours of working during one school year. Once that number is met, the Benefits team will notify you via email. This is the process for two consecutive years. By the third year, your benefits will automatically kick in on September 1.

Office Manager Phone Numbers

Building	Phone Line 1
Arrowhead	425-408-4001
Canyon Creek	425-408-5701
Cottage Lake	425-408-4201
Crystal Springs	425-408-4301
East Ridge	425-408-4401
Fernwood	425-408-4501
Frank Love	425-408-4601
Hollywood Hill	425-408-4701
Kenmore EL	425-408-4801
Kokanee	425-408-4901
Lockwood	425-408-5801
Maywood Hills	425-408-5001
Moorlands	425-408-5101
Shelton View	425-408-5201
Sorenson ECC	425-408-5571
Sunrise	425-408-5301
Wellington	425-408-5901
Westhill	425-408-5501
Woodin	425-408-5401
Woodmoor	425-408-5601
NS Learning Options	425-408-4101
Canyon Park MS	425-408-6301
Kenmore MS	425-408-6401
Leota MS	425-408-6501
Northshore MS	425-408-6701
Skyview MS	425-408-6801
Timbercrest MS	425-408-6901
Bothell HS	425-408-7001
Inglemoor HS	425-408-7201
Innovation Lab HS	425-408-6201
North Creek HS	425-408-8801
Secondary Academy for Success	425-408-6601
Woodinville High School	425-408-7401

Call the office directly for job information or questions about an assignment.

Building Information

Please check individual school's webpages for the most up to date information including schedules, address, and parking:

Elementary:
Arrowhead Elementary: https://www.nsd.org/fs/pages/718
Canyon Creek Elementary: https://www.nsd.org/fs/pages/724
Cottage Lake Elementary: https://www.nsd.org/fs/pages/730
Crystal Springs Elementary: https://www.nsd.org/fs/pages/736
East Ridge Elementary: https://www.nsd.org/fs/pages/742
Fernwood Elementary: https://www.nsd.org/fs/pages/748
Frank Love Elementary: https://www.nsd.org/fs/pages/754
Hollywood Hill Elementary: https://www.nsd.org/fs/pages/760
Kenmore Elementary: https://www.nsd.org/fs/pages/766
Kokanee Elementary: https://www.nsd.org/fs/pages/772
Lockwood Elementary: https://www.nsd.org/fs/pages/778
Maywood Hills Elementary: https://www.nsd.org/fs/pages/784
Moorlands Elementary: https://www.nsd.org/fs/pages/790
Ruby Bridges Elementary: https://www.nsd.org/fs/pages/10461
Shelton View Elementary: https://www.nsd.org/fs/pages/796
Sunrise Elementary: https://www.nsd.org/fs/pages/802
Wellington Elementary: https://www.nsd.org/fs/pages/808
Westhill Elementary: https://www.nsd.org/fs/pages/814
Woodin Elementary: https://www.nsd.org/fs/pages/820
Woodmoor Elementary: https://www.nsd.org/fs/pages/826

Middle School:
Canyon Park Middle School: https://www.nsd.org/fs/pages/849
Kenmore Middle School: https://www.nsd.org/fs/pages/674
Leota Middle School: https://www.nsd.org/fs/pages/856
Northshore Middle School: https://www.nsd.org/fs/pages/863
Skyview Middle School: https://www.nsd.org/fs/pages/870
Timbercrest Middle School: https://www.nsd.org/fs/pages/877

High School:
Bothell High School: https://www.nsd.org/fs/pages/884
Inglemoor High School: https://www.nsd.org/fs/pages/892
North Creek High School: https://www.nsd.org/fs/pages/684
Woodinville High School: https://www.nsd.org/fs/pages/900

Choice Schools:
Innovation Lab High School: https://www.nsd.org/fs/pages/11168
Northshore Family Partnership: https://www.nsd.org/fs/pages/12130
Northshore Networks: https://www.nsd.org/fs/pages/922
Northshore Online Academy: https://www.nsd.org/fs/pages/12851
Secondary Academy for Success (SAS): https://www.nsd.org/fs/pages/908
Sorenson Early Childhood Center (SECC): https://www.nsd.org/fs/pages/916

School Calendar

Northshore Schools
2024 - 2025 School Calendar

Significant Dates

August 27, 28, 29	Non-Student Days
September 2	Labor Day
September 3	First Day of school
November 11	Veterans Day (Observed)
November 28	Thanksgiving Day
November 29	Native American Heritage Day
December 23 - Jan. 3	Winter Break
January 20	Martin Luther King Day
January 27	Non-Student Day
February 17	President's Day
February 18 - 21	Mid-Winter Break
April 7 - 11	Spring Break
May 26	Memorial Day
June 19	Juneteenth
June 17	Last Day of School
June 18	Non-Student Day

Grading Days Elementary and Secondary

January 27, June 18

Calendar Keys

	First Day of School
	Holidays
	Vacation Breaks
	Non-Student Days
	Half Day
	Last Day of School June 17
e	Elementary Early Dismissal
*	Emergency Make-up Days
	Early Release Wednesdays

Commencement dates:

June 9, ATI
June 10, ATP and SAS
June 11, IHS and BHS
June 12, NCHS and WHS
June 13, NLO
June 16, ILHS

JULY				
MON	TUE	WED	THU	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

AUGUST				
MON	TUE	WED	THU	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

SEPTEMBER				
MON	TUE	WED	THU	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER				
MON	TUE	WED	THU	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER				
MON	TUE	WED	THU	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19 e	20	21 e	22 e
25 e	26 e	27	28	29

DECEMBER				
MON	TUE	WED	THU	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JANUARY				
MON	TUE	WED	THU	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

FEBRUARY				
MON	TUE	WED	THU	FRI
3	4	5	6	7 e
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MARCH				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

APRIL				
MON	TUE	WED	THU	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

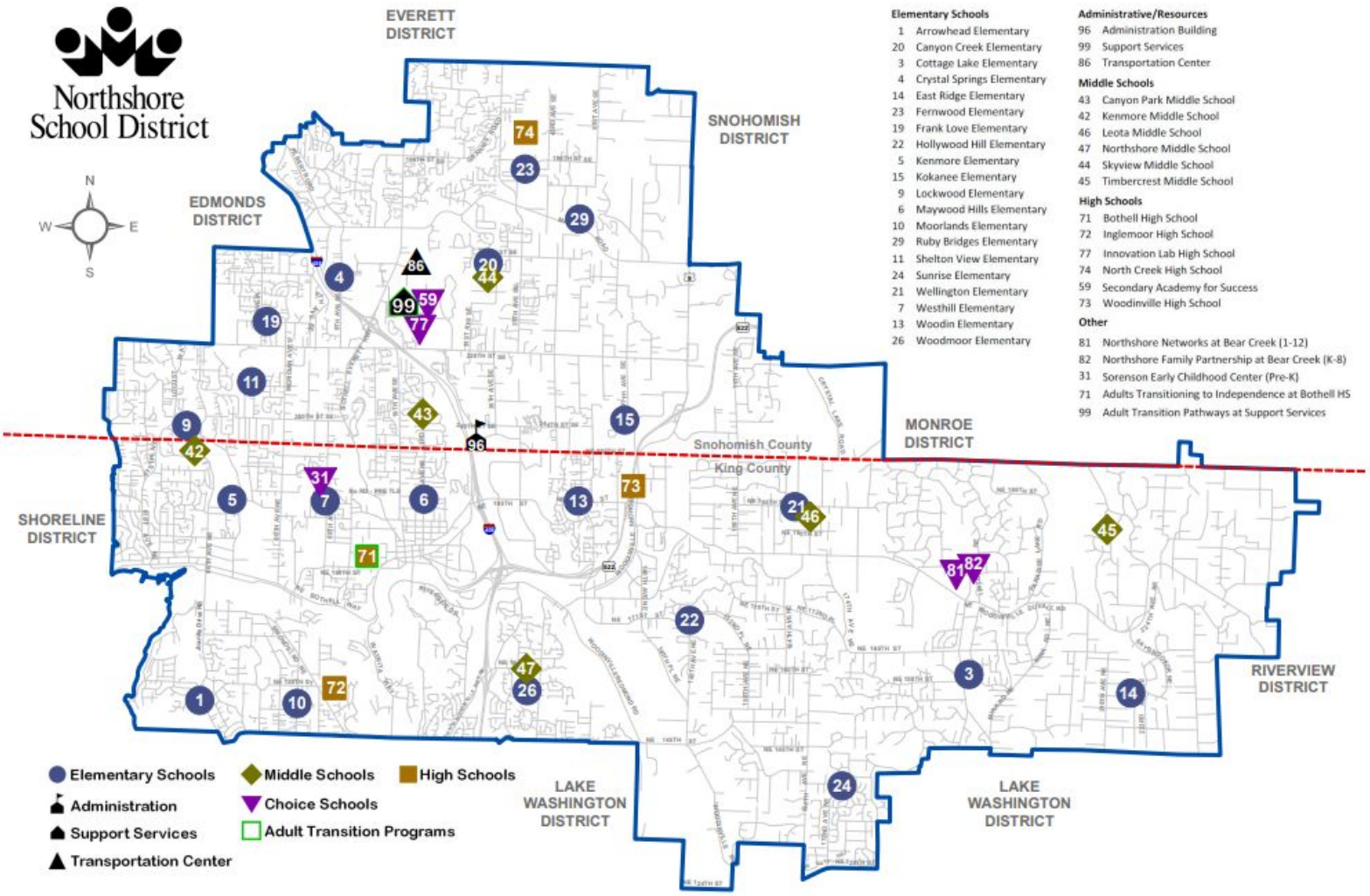
MAY				
MON	TUE	WED	THU	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JUNE				
MON	TUE	WED	THU	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18 *	19	20 *
23 *	24	25	26	27
30				

* Emergency make-up days will be added to the end of the school year.

Revised: 12/28/20,12/1/21,10/2/23,11/14/23,11/16/23,11/21/23,11/27/23

District Map



Northshore School District Acronyms

AP	Advanced Placement
ATP	Adult Transition Program
CLC	Contained Learning Center
EAP	Elementary Advanced Program
ELL	English Language Learner
FSA	Functional Skills and Academics
IB	International Baccalaureate
IEP	Individualized Education Program
LAP	Learning Assistance Program
LC	Learning Center
NEOPA	Northshore Educational Office Professionals Association
NESPA	Northshore Educational Support Personnel Association
NSEA	Northshore Education Association
OIS	Occupational Information Specialist
OSPI	Office of the Superintendent of Public Instruction
OT/PT	Occupational Therapist/Physical Therapist
PACE	Parents Active in Cooperative Education
PARA	Paraeducator
PBS	Positive Behavior Support
PSY	Psychologist
SA	School Assistant
SAS	Secondary Academy for Success
STS	School Technology Specialist
TRT	Technology Resource Technician
SLP	Speech Language Pathologist
WEA	Washington Education Association

Useful Links and How To Log into District Services

District Website Staff Portal ★ Select the Staff Tab ★ Sign in with district username/password	https://nsd.org/
Records (TalentEd) ★ Sign in with district email ★ Password is unique to you and independent of other district systems	https://records.nsd.org
Google Drive ★ Enter your google email address (@apps.nsd.org) ★ Password: user your district primary password	https://gapps.nsd.org
Clever Staff & Students ★ Sign in with district email/password **Clever Families**	https://my.nsd.org https://family.nsd.org
Technology Knowledge Base	https://kb.nsd.org
Employee Online ★ Sign in with district email/password	https://eo.nsd.org
Performance Matters Professional development ★ Sign in with your district email/password	https://pd.nsd.org
District email ★ Sign in with district email/password	https://outlook.nsd.org
Schoology ★ Log in to Clever (https://my.nsd.org) ★ Click on the Schoology tile ★ Enter your google email address (username@apps.nsd.org) ★ Password: use your district primary password	Direct Link to Schoology: https://nsd.schoology.com
Synergy (student information system) ★ Sign in with your district username/password	https://sis.nsd.org

Technology Support

Technology Support Desk
7AM-4:30 PM
425.408.6688
OR
dial 6688
from any district phone

Online Help Desk
Submit a support ticket to
Helpdesk.nsd.org
Requires login with your district email address and password

When working at a school, always contact the STS first, before contacting Tech Support

School Technology Specialist (STS)
Tech Support on Campus
Each campus has an STS on site to support you with immediate technology troubleshooting needs.
You can talk to the Office Manager to find that school's STS contact information.

Tips for New Substitutes

- ★ Confirm you can login to https://my.nsd.org (Clever) and Zoom (https://zoom.us) with <yourusername>@nsd.org and your primary district (email) password.
- ★ Confirm you can login to NSD Google Drive (https://gapps.nsd.org) and Schoology (https://nsd.schoology.com, or by using the Schoology tile in Clever) with <yourusername>@apps.nsd.org and your primary district (email) password.
- ★ Join the New Employee Technology Training course in Schoology, access code: HFSQ-6VNG-GTTZT
- ★ IIQ Knowledge base articles, https://helpdesk.nsd.org log in with your district username email and password. Knowledge Base is on the left navigation pane.

Substitute Resources

The following is a list of places to go for more information. Use them as a starting point for your own investigation into the resources available for substitute educators.

Subs can attend any trainings offered through Performance Matters. However, if the course is in heavy demand, subs will get waitlisted.

You can find courses through the NSD Site.

1. Go to NSD.org
2. Click Staff in the top right corner
3. Select Professional Development
4. Select Course

Synergy Resources:

Subs can also view any of the Synergy Basics Courses available: NSD Staff Toolbox - Synergy Basics training videos (google.com)
You will need to be logged into your Google account for this. If you cannot login to your Google account using @apps.nsd.org, please contact the Tech Help Desk at 425.408.6688.

Sub Teacher Resources:

NEA-Substitute Education Resources

Here are types of resources on substitute teaching: Articles, Books, Courses, Lesson Ideas & Tips, Handbook, Research, and NEA Web Content.

Education World

This site provides a lot of resources for teachers, contracted and substitute alike.

ProTeacher!

Substitute teacher's advice and tips for teaching in elementary classrooms.

Substitute Teaching Institute

The Substitute Teaching Institute at Utah State University has a mission to revolutionize the role of substitute teachers into an opportunity for educational excellence. STI researches substitute teaching issues, including training and managing of substitute teachers.

Late Start/Closed School Day and Alerts

When NSD is operating on a two-hour late schedule or when NSD schools are closed, subs will be notified via email and through a web alert in Frontline.

Substitutes can also sign up for Flash Alerts to be notified about changes:

Welcome to FlashAlert Newswire - Messenger - Monitor - FlashAlert Newswire & Messenger

When NSD is operating on a two-hour late start: If you have accepted a morning or full-day substitute assignment for today, please report to the building two hours later than your original start time.

When NSD schools are closed: All sub assignments will be cancelled and subs will not receive pay that day.