

2026-2027
Edmonds School District
Custodian Substitute Handbook



Substitute Services

Phone: 425-431-7072

Email: HagenK690@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

Vice President

Director District 1 *Term expires: 12/27*

Keith Smith

Director District 2 *Term expires: 12/29*

Hawk Cramer

Director District 3 *Term expires: 12/27*

Thom Garrard

Legislative Rep

Director District 4 *Term expires: 12/29*

Nancy Katims

Board President

Director District 5 *Term expires: 12/27*

Rebecca Miner

Superintendent of the Edmonds
School District and 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:
frontlineeducation.com

WELCOME SUBSTITUTES!

Dear Colleagues,

Welcome to the Edmonds School District! I am so grateful to you for your service to our students. The job you do to support our students on their learning journeys 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

Superintendent - **Rebecca Miner**

Executive Assistant - **Meghan Guillen**

Assistant Superintendent - **Helen Joung**

Assistant Superintendent - **Greg Schwab**

Student Services Executive Director - **Jon Bell**

Student Learning Executive Director - **Jason Aillaud**

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

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



ABSENCE MANAGEMENT SYSTEM

FRONTLINE

Edmonds School District uses the Absent Management System Frontline for all school employees. Frontline can be accessed online 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

Frontline 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 may call you directly!

Quick Reference Guide

Access your account at
<https://login.frontlineeducation.com/login?signin=e6818af06b19a5a1bbf792fcbc3c0522&productId=ABSMGMT&clientId=ABSMGMT#/login>

You have received an email with how to set up your account.

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.

The app also has PUSH NOTIFICATIONS.

Find instructions here:

Android – <https://mobile-help.frontlineeducation.com/hc/en-us/articles/360055286613-Important-Android-Settings>

iOS - <https://mobile-help.frontlineeducation.com/hc/en-us/articles/360055284893-Important-iOS-Settings>

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 Frontline and remove yourself. This will release the assignment for another sub to pick up. Then call your department to let them know! They will need to come up with a coverage plan.

REASONABLE ASSURANCE

Edmonds School District will continue to offer you substitute employment for the 2026-27 school year. It is expected that the District will have as much [or more] work available for you in 2026-27 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 2026-27 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 SUB LIST

Substitutes may be deactivated for the following reasons:

- Inactivity
- Excessive last minute cancelations
- Failure to report to an accepted assignment
- Multiple late arrivals or leaving early

CONTACT YOUR SUPERVISOR

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

PICKING UP KEYS FOR DAY SHIFT

When you are called to work a morning shift, that is typically 6am to 2:30pm. 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 6am 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 6am to give you the keys.

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

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.

If you need assistance accessing your district email please contact technology at 425-431-7333.



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

Conducting 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 non-school-related purposes
- Reading a book, newspaper, etc.
- Sleeping
- Watching Netflix, etc.

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.

TECHNOLOGY

Email & Skyward Qmlativ Help:
(425) 431-7333
Help Desk Ticket:
edmonds.incidentiq.com

TECHNOLOGY TIPS:

Call if you need help! Or create a Help Desk Ticket! 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/Qmlative 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.

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.
2. Log in with the provided Username and Password. You will be prompted to change your password.
3. Click OK – create a password that is a minimum of 12 characters long. Type in a 2nd time to confirm.
4. You will need to sign up for multi-factor authentication (MFA). Instructions can be found here:

Instructions can be found here:

a. https://docs.google.com/document/d/1UIT0Hy_vESySl6lcUuiqJTWDogtuJ0vrXd_nV3uUV2k/edit?usp=sharing

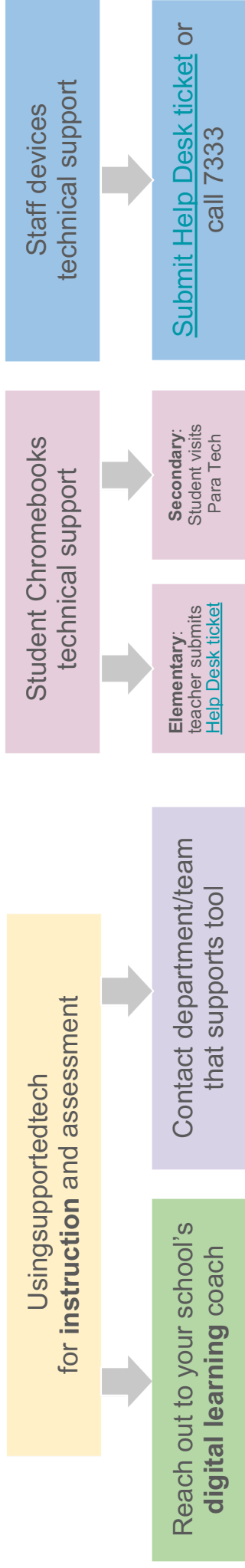
5. Open gmail.com. Choose Sign In. Enter your District email and password you created. Click ACCEPT.

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 be emailed to your DISTRICT email.

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.
2. You will need to sign up for multi-factor authentication (MFA). Instructions can be found here:
a. <https://staff.edmonds.wednet.edu/support/technology/qmlativ-migration-center/mfa-qmlativ>
3. Once logged in click EMPLOYEE INFORMATION to access your Personal Information, Check History, Direct Deposit, Tax Forms, etc.

I have a need or question related to....



Examples

Desire to use tech for:

- Engaging instruction
- Formative assessment
- Summative assessment / projects
- Differentiation

Tool Learning related to:

- Seesaw and Canvas
- Other supported tools: Peardeck, Edpuzzle, Kami, WeVideo, BookCreator, Canva, MagicSchool, Google tools basic functions, GoGuardian

Examples

- Skyward Qmlativ: Contact Info Systems team (x7040)
- Skyward Family Access: Contact school office manager
- iReady or Student Survey: Email Vickie Coury
- Student Services-supported tool: Contact appropriate SS staff (e.g., IEP Online: Connie Blevins)
- Digital access to curricular tools: Contact appropriate department (Student Learning, Student Services, CTE, ML, etc.)

Examples

Student has a problem with:

- Chromebook (login, damage, Clever badge)
- Charging
- Student account - password reset not working
- Students' general **access** to online learning platforms (Canvas, Clever, Seesaw, etc.)

Examples

I have a need or question related to:

- Teacher laptop
- Doc cam
- Projector or LFD
- Chromebox
- Audio
- Printing/printers
- Building/classroom wifi
- District account
- Software installation
- Phone
- Staff Zoom support
- Any other non-instructional staff tech need

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 Frontline and the Edmonds School District website.

If you do not see or hear a broadcast announcement about the 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 30 minutes prior to the student start time.** 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 you to 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, MaintainX, 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 Operation Hero, 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 number, 431-6898, someone will answer number this 24/7.

RECORDING HOURS



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.
- Operation Hero: Facility usage scheduling calendar/program. A reference for all custodians in regard to after-hours coverage/scheduling.
- Electronic Timesheet Application: is the official timesheet for employees to record overtime/differential and claim payment for hours worked
- FRONTLINE: to identify/document custodial absences and substitute work schedule.

PAYROLL INFORMATION

PAY RATES

All Substitute pay rates can be found here:
<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 > Office Space > District Forms > Business Services > [B-105 Employee Reimbursement Voucher AKA MILEAGE CLAIM FORM Ver 2](#)

PAYCHECKS AND PAY STUBS

Paychecks are directly deposited into your bank account. To review your bank account information and see your pay stub, log into your Qmlativ 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	8/11-9/09	9/30/26
OCT	9/10-10/09	10/30/26
NOV	10/10-11/09	11/30/26
DEC	11/10-12/08	12/30/26
JAN	12/09-1/10	1/29/27
FEB	1/11-2/09	2/26/27
MAR	2/10-3/09	3/31/27
APR	3/10-4/09	4/30/27
MAY	4/10-5/10	5/28/27
JUN	5/11-6/09	6/30/27
JUL	6/10-7/10	7/30/27
AUG	7/11-8/10	8/31/27

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/Qmlativ Account.
- Submit your Sick Form promptly. They should be submitted in the same pay period.
- [Link to Sick Leave Form](#)

How to Claim Your Sick Time:

1. Log in to Absence Management System and cancel the existing assignment with the reason code "Sick-Using Paid Leave."
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.
3. 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.



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)

REASON CODES: S = Self SF = Family I = Injury (Job related – Workers Comp) O = Other

CLASSIFIED SUBSTITUTES, COACHES & VARIABLE HOURLY EMPLOYEES				PAYROLL USE ONLY
Classified Work Account Code: 9700 14 3300 0970 5019 0000				
DATES OF ABSENCE	# OF SICK LEAVE HOURS TAKEN (Full hour increments only)	REASON CODES (S, SF, I or O)	Assignment Confirmation # or HRTE #	ASSIGNMENT PAY RATE
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.

Classified Employee Signature	Date	Supervisor/Sub Coordinator Signature	Date
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CERTIFICATED SUBSTITUTES			PAYROLL USE ONLY
Certificated Work Account Code: 9700 14 2300 0970 5019 0000			
DATES OF ABSENCE	# OF SICK LEAVE HOURS TAKEN (circle one)	REASON CODES (S, SF, I or O)	Certificated Employee Signature & Date
	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			

FOR PAYROLL USE ONLY:	Verify Leave Balance: _____	Date: _____
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IMPORTANT LINKS



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>

Start and Dismissal Time for Students:

<https://www.edmonds.wednet.edu/academics/start-dismissal-times>

Staff Portal:

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

Salary Schedules:

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

Edmonds Education Association Employee Agreements:

<https://www.edmonds.wednet.edu/our-district/departments/human-resources-payroll-benefits/employee-agreements/edmonds-education-association>

Edmonds School District Policies and Procedures

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

https://go.boarddocs.com/wa/edmonds/Board.nsf/Public?open&id=policieshttps://wwnds.wednet.edu/about/school_board_policies__l_board_policies_procedures

- 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=CC3U2978C201>
- Title: 3205 Sexual Harassment of Students Prohibited -
 - <http://go.boarddocs.com/wa/edmonds/Board.nsf/goto?open&id=CC3TWJ78A7FE>
- 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>

Emergency Preparedness for Substitute Custodians

Lockdown/Intruder:

As a substitute custodian, you may have to participate in a variety of lockdown activities. Prior to starting your day you should familiarize yourself with the school emergency plans, evacuation routes, campus layout, PA system uses, and emergency attendance procedures.

A lockdown is used to secure students and staff from potential threats and hazards. There are primarily two types of lockdowns but several ways that you may be asked to go into lockdown. Lockdowns should begin with some kind of PA or vocal announcement, "This is a lockdown, or this is a lockdown emergency." A **full lockdown** is always assumed and always initiated first unless specific directions are given otherwise.

- A **full lockdown** occurs when there is a direct threat on campus. It could be a violent intruder, suspicious person on campus, or other emergency condition where students and staff need to be secure.
- Sometimes you will be asked to go from a full lockdown to a **modified lockdown**. A modified lockdown occurs when there is a threat nearby but not on campus. This usually occurs when there is police activity near the school.

If students are outside the building such as morning arrival, recess or on a lunch break, you may have to initiate or participate in what is often called a **reverse lockdown**. In a reverse lockdown we focus on getting the kids into the closest building as soon as possible. This means students may be taken into a gym, hallway, or classroom that are not with their teacher. The critical aspect is getting students into a protected area quickly, so open doors that lead to the outside and usher as many children in as possible. Then continue into a lockdown as you normally would.

In a full lockdown, custodians should do the following as quickly as possible:

- Enter the closest room or office, close the door, and ensure it is locked
- Turn off the lights
- Close any blinds
- Have everyone turn down or turn off all electronic devices in your location
- Remain out of sight from windows if at all possible.
- Be prepared to change plans as you receive additional information.
- Custodians may be asked to lock a door if it is in the immediate vicinity, however, custodians should not roam campus during the initial full lock down. They should secure quickly just as students and staff do.

Refer to OSPI's ["School Drills"](#) webpage for more information.

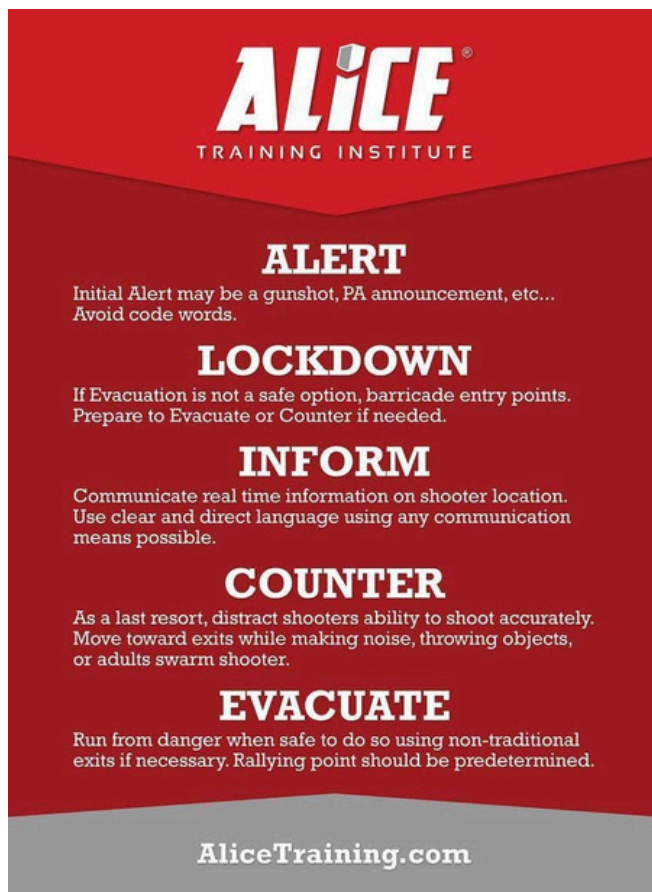
Emergency Preparedness for Substitute Teachers

In a modified lockdown, schools may lock down buildings/hallways and will inform you that you may continue your educational process. In a modified lockdown custodians should:

- Turn on lights
- Keep doors locked and blinds closed
- Continue the educational process
- Stay alert to potential changes in the safety status.
- Work with staff to keep children in secured areas (either classrooms or buildings).
There should be no movement outside and classroom transfers should not be occurring unless it can be done internally within a secured facility.

Wait for the "All Clear" notification before you open doors, then allow student movement or allow others into your secured area.

In the event of a violent intruder situation, the Edmonds School District has adopted the **A.L.I.C.E. program**. It is based on the federally recommended foundation of Run, Hide, Fight. A.L.I.C.E. stands for Alert, Lockdown, Inform, Counter and Evacuate. These steps are not sequential. Staff should make quick decisions about the safest action depending on their location, age of students, personal capabilities, and knowledge of safe alternatives.



Scan the QR Code below to access detailed emergency procedures. Login is required with your District email to access the Staff Workspace.



Emergency Preparedness for Substitute Teachers

During a violent intruder event substitute custodians should:

- Immediately evacuate students and staff from the threat area.
- Yell lockdown, emergency, shooter, gun, or other language that informs others of the threat. When possible, use the PA system or mass alert systems to communicate details to everyone in the school.
- If safe, lockdown in the nearest securable room by following full lockdown procedures, be prepared to evacuate (or counter – see below) if the situation in your classroom changes.
- Custodians may assist in barricading the room they are in for additional protection using furniture and other available objects from within the secured room.
- If lockdown is not immediately available, flee the campus and do not return until public and district authorization is received. Flee in the opposite direction of the threat, do not re-enter a threat area once you are out. Do not return to vehicles or other campus areas until police have cleared them for safety.
- Schools may have identified checkpoints or other safe harbors in their immediate neighborhoods. These should be found in your school's emergency plans and may be used if self-evacuation was utilized.
- If faced with an immediate threat and evacuation or lockdown are not available options, staff may consider countering the violent intruder. **Countering** is any action taken to save your life and/or prevent the intruder from causing additional casualties. It can be a distraction, for example, making lots of noise or throwing items at the intruder while you and others escape. It can also be attacking the intruder in an attempt to control or disarm them. The District does not demand or expect anyone to counter. Countering is a decision each individual must make based upon their ability, the situation, and having given consideration to other safety options like evacuation. **Elementary students will not be aware of the counter component and should not be expected to react or participate in counter actions.**
- Use PA or mass alert systems to make decisions about the safest course of action based on your location. PA or mass alert systems keep the school informed about changes in the threat, movement of the intruder, and other important information.

A.L.I.C.E. is only used in violent intruder situations. It is not intended to replace lockdown or other emergency procedures that may occur within a school facility given other circumstances.



Emergency Notification Cone:

During an emergency such as a lockdown, "Emergency Notification" cones may be placed near the front entrance and the service entrance as soon as it is safe to do so. The cones are clearly marked "Edmonds School District". If you arrive and see the "Emergency Notification" cones, you are to immediately leave. Do not attempt to enter the building. Cones will only be placed when it is safe for staff to do so. If you do not see a cone, but notice locked doors, blinds closed and lights turned off throughout the school, return to your vehicle and leave the parking lot of the school. As soon as you are clear from the building, contact the Main ESC District phone line: 425-431-7000.

Emergency Preparedness for Substitute Teachers

Washington is earthquake country. When the ground starts to shake, "Drop, Cover and Hold."

1. **DROP** to the ground (before the earthquake drops you!),
2. Take **COVER** by getting under a sturdy desk or table, and
3. **HOLD** on to the object until the shaking stops.



Aftershocks often follow an initial earthquake event. After the earthquake stops, make a quick assessment of the room and evacuate to the pre-designated evacuation area.

Custodians may determine the need to shut off water, gas, or electricity utilities. Ensure that you know their location and can respond quickly if needed. Boilers should also quickly be examined for damage and shut down if necessary.



Abduction/Missing Student:

If a student is missing from a classroom, custodians may be asked to assist in a sweep of the building, particularly in closets, restrooms, and common areas like the gym or cafeteria. Custodians should be alert to people entering or exiting the campus at unexpected times throughout the day.

Bomb Threat:

If you witness a suspicious device or package, evacuate students from the area. Contact administration and report a potential explosive device. State your concerns clearly and be ready to describe the suspicious item. **Do not use cellular or radio communications near the object. Do not touch the object.**

In the Event of an Accident or Injury:

The Edmonds School District utilizes QMLATIV to report student accidents. Staff accidents will be reported on an Employee Accident/Incident Report (A-131). Please refer to the staff compliance posters bulletin for more information on L&I Claims.

Edmonds
School District

***Snow Make-Up Days, if needed, will be in this order: May 28, June 23, June 24, June 25, June 28**

LEGEND	
	First Day of School
	First Day of Kindergarten
	Kindergarten Family Connection Meetings
	First Day of Edmonds Preschool
	Elementary Conferences, Half Day
	75-Minute Early Release
	Non-Student Day, No School
	Holiday No School
	Half day early release districtwide
	End of Term

Located in south Snohomish County, our 34 schools cover approximately 36 square miles.

