SHORELINE
PUBLIC SCHOOLS

Shoreline School District Substitute Handbook

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Welcome!

Substitutes both in and out of the classroom have the very important job of providing our classes and students with a sense of continuity during a school employee's absence. The Shoreline School District believes it is important to have capable, caring substitutes to stand in for our absent teachers and paraprofessionals, and we value your contributions to our programs. While the substitute teacher is there to ensure the education of each student, the first responsibility is to maintain the care, welfare, and safety of students in the classroom.

Our mission at Shoreline School District is to provide a collaborative learning community which engages all students in learning the academic and work-life skills needed to achieve their individual potential and become responsible citizens. We count on you to keep the learning process flowing and hope that this reference book will offer some tips to make the experience a positive one for all.

On the following pages you will find information on assignment procedures, substitute expectations, applicable school district policies, and other pertinent material.

This manual is intended to align with applicable collective bargaining agreements (CBAs). In the event of a discrepancy, the language of the applicable CBA shall prevail.

This handbook is not a contract of employment. The Shoreline School District reserves the right to modify, revoke, suspend, terminate, or change any policies or procedures described in this handbook, in whole or in part, at any time, with or without notice.

Should you have any questions, the Substitute Coordinator is available by email and/or phone.

Thank you, and we look forward to working with you!

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Expectations and Requirements

Please read the expectations and requirements below and contact the Substitute Office prior to your assignment if you have questions or are unable to meet them as described.

1. Substitutes will abide by the policies and procedures of the Shoreline School District and of the school or department to which they are assigned.

2. Substitutes will learn the locations of all schools before assignment dates.

3. Substitutes will report to assignments on time. Absence Management will list the time to report. If circumstances prevent a substitute from arriving on time or there are questions about an assignment entry, substitutes will call the substitute office immediately. Certificated substitute teachers are scheduled for four or eight hour assignments and are expected to be on the job for the entire time they are scheduled. If a substitute arrives late or leaves early the school may adjust pay.

4. Substitutes will keep their Absence Management calendar of availability accurate. “Non Work Days” entered by a substitute must be deleted by the substitute if their availability changes before they will be able to accept a prearranged assignment.

5. Substitutes who have accepted a substitute job in Absence Management and need to cancel a same day or multiple-day job in the system **after 6:00 AM, must call the substitute coordinator immediately.** The district asks that guest teachers avoid **job shopping.** Please, don’t drop one job to accept another or accept jobs that are not at a preferred

6. Substitutes must always sign-in at the main office when they arrive at every assignment and checkout at the main office before they leave. Substitutes who will be traveling to multiple schools in one day must sign-in at every school.

7. Substitutes will dress appropriately at all times; weather and assignment duties should be taken into consideration.

8. Substitutes will communicate with the substitute office should they have any questions or concerns at any point throughout the year.

9. Substitute performance will be monitored for quality of work, punctuality, cooperation, dependability, and skills. Please be advised that substitutes who do not meet the district standards on a regular basis may be inactivated. Additional possibilities for being inactivated

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include:

a. Failure to complete our annual mandatory SafeSchools training by the deadline
b. Failure to return the letter of Reasonable Assurance and Disclosure Release form to remain as a substitute for the following year by the date indicated on the letter
c. Not having a working phone number
d. Failure to respond to phone messages or emails from the substitute office
e. Not working for three consecutive months (excluding the summer break) and without contacting the substitute office

f. For certificated substitute teachers only: Expiration of WA State Teaching Credential

Substitute Evaluations

Substitute evaluations are designed to ensure accurate and fair feedback on substitute performance while maintaining high standards across the district.

Purpose:
This process allows for both **positive** and **constructive feedback** regarding a substitute's effectiveness during an assignment.

Process:

- Evaluations may be submitted by **Building Administrators**, **Office Managers**, or other staff who directly observed the substitute's work.
- The **Building Administrator must communicate with the substitute**—either by phone or in person—**before submitting the evaluation form** to ensure transparency and provide context.
- The **Building Administrator must approve and submit the evaluation** to the **Substitute Office – Human Resources Department** within **two workdays** of the assignment.
- All evaluations are **reviewed by the Human Resources Director** and the **Substitute Coordinator (Isabel Maldonado)**.
- If the evaluation identifies an **area of concern**, and that concern is **verified and approved by the HR Director**, the substitute may be **restricted from accepting future assignments** in a specific classroom, with a particular teacher, or at a specific building.
- Substitutes may still be eligible for assignments in other buildings unless further issues arise.
- **All feedback—positive or developmental—is reviewed at the end of the school year** to determine whether the substitute will be **renewed for the following year**.

Note:
Positive evaluations strengthen a substitute's professional reputation and may increase their priority for future assignments.

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Classroom Expectations

1. **Be a professional –** Familiarize yourself with the lesson plans and materials. Maintain a professional barrier between you and your students.

2. **Use of humor and sarcasm –** Be cautious with the use of humor, as it can produce unintended consequences due to the age and/or cultural differences of students. The use of sarcasm can create a negative learning environment and any humor or sarcasm that singles out an individual or group should be avoided. Be direct with your request for positive behavior.

3. **Always follow the lesson plan –** Even if the assignments seem like busy work, it may be a crucial part of the teacher's future lesson plans.

4. **Confidentiality –** All district staff, including substitutes, may come in contact with confidential student information (e.g. identifiable student information, names, contact numbers, other school related information). Substitutes must be diligent in protecting the privacy rights of students and families and must never share confidential information with non-school district personnel.

5. **Computer/Laptop Use/Internet –** Use of district computers and access to the Internet should be avoided while in direct supervision or instructions of students, unless such use is necessary to complete the lesson plan provided. Do not use the district Internet for personal reasons or to access social media. You may use your own computer or phone on breaks and at lunchtime.

6. **Cell Phones –** Cell phones must be off or silenced and **WILL NOT** be used while in the classroom, on the playground, or while involved with students. This also included texting. Emergencies happen, so if you anticipate a problem, please check with the school before using your cell phone. The taking of photos or videos, unless specifically authorized, is inappropriate and not allowed.

7. **Use of Physical Force –** Do not touch a student in a disciplinary manner unless necessary to defend that student, yourself or others from imminent physical harm. If a discipline problem arises which cannot be calmly addressed, notify the principal immediately.

8. **Respecting Personal Property –** Teachers and staff have personal property in the classroom. Do not access, use, or remove any personal property from the classroom.

9. **Avoid political or controversial topics –** Your views on the world are no doubt interesting, but keep them out of the classroom to avoid unintentionally offending someone who may hold opposing views.

10. **Never leave students unattended –** Students require adult supervision at all times. Contact the office manager and wait for coverage if you need to leave the classroom.

11. **Leave the classroom in a good order** – Have the students help in any housekeeping that will provide an orderly classroom upon the regular teacher's return.

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Guest Teacher Daily Procedures

- **Starting The Day**
  - Report to the building office manager
  - Sign-in and obtain any keys, documents, and items that may be necessary for the day.
  - Ask about any student passes and discipline procedures.
  - Find the location of the restroom and teachers' lounge.
- **Before Class Begins**
  - Locate and review the lesson plans for the day. If you have any questions regarding these plans or if no lesson plans are found, see the office manager prior to the start of class.
  - Review any expectations and rules for the classroom.
  - Locate the school evacuation map and student seating chart. If you have any questions concerning the emergency procedures, contact the office manager prior to the start of class.
- **Teaching The Class**
  - **Introduce yourself**, take time before the beginning of the day's activities to tell the class a little about yourself. Be brief and professional.
  - **Take attendance**. This may need to be done at the start of each period depending on the grade level you are teaching.
  - **Begin teaching the class immediately**. As a guest teacher, you are expected to carry out the lesson plans and assigned duties to the best of your ability. Always follow the lesson plan. Even if the assignments seem like busy work, it may be a crucial part of the teacher's future lesson plans.
    - **Teaching controversial issues.** When the curriculum prescribes teaching about controversial issues in the classroom setting, you are responsible to make every effort to carry out the study in a manner in which the students:
      - Keep the objectives of the study clearly in mind;
      - Stick to lesson plan provide without bias;
      - Understand the issues involved, and their implications; and allow all students to reach their own conclusions regarding the issues.
- **Ending the Day**
  - **Leave the classroom in good order.** Have the students help in any housekeeping that will provide an orderly classroom upon the regular teacher's return.
  - **Take notes.** Keep a list of things that happen throughout the day. Note students who were particularly helpful or troublesome. Note any accidents or conflicts. Note anything you think may be out of the ordinary. Teachers' value receiving this type of information.
  - **Close classroom.** Close windows, turn off lights and equipment, and make sure the room is in good order before you lock the door.
  - **Check out with the office manager.** Return any notes, keys, or equipment. Share any questions or concerns that you may have encountered during your workday.

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Classroom Management

If a student becomes non-compliant, there are several techniques you should try that may prevent the situation from escalating to a need for disciplinary action.

Proximity – Standing near a disruptive student, while continuing to instruct, will often change their behavior.

Maintain a calm manner – It is better to make a request in a soft, firm voice rather than a loud voice. Making eye contact will help convey your message.

Don't take it personally – It is important to stay emotionally detached and remain professional.

Use a positive approach – Requests for a student to start appropriate behavior are better than negative requests to stop misbehavior.

Give students time to comply – After you make a clear request for positive behavior from a student, give them a brief moment to comply. Be sure to maintain eye contact and restate the request in a calm manner if necessary.

Avoid giving threats or ultimatums – Try a calm, matter-of-fact approach void of emotions or sarcasm. Reinforce the idea of consequences when a student makes the choice to misbehave.

Avoid touching the student: You should never touch a student while trying to enforce management procedures unless necessary to defend that student, yourself or others from imminent physical harm. Corporal punishment is strictly prohibited (WAC) 392-400-235.

If a student remains non-compliant after trying all the above-mentioned techniques, you will need to implement the specific building's discipline procedures. Please speak with the office manager prior to the beginning of class to learn the building's procedures.

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Frequently Asked Questions

1. **Do I need to stay at the school after the students are dismissed on early release days?** No, Early release Wednesdays are allocated as 6 hours for subs.
2. **What if school is canceled due to inclement weather?** When winter weather approaches, substitutes should check the district website and listen to the local radio station or television for announcements regarding school closure or delayed starts. It is your responsibility to keep up-to-date on any school changes due to inclement weather. Updates should be posted on both the district website as well as Absence Management.
3. **What if there is a late start?** Late start times are for students only; staff (including substitutes) are expected to report duty at their original scheduled time. Please give yourself enough time to travel safely. You must contact the school or the substitute coordinator if you are delayed or unable to get to work.
4. **Are there a minimum number of days I need to work to remain active on the substitute list?** The Shoreline School District wants its substitute workforce to be active throughout the year. Therefore, substitutes are expected to work a minimum of ten (10) assignments (half day or full day; classified or certificated) in each semester. The district reserves the right to inactivate substitutes who fail to work the minimum number of days required.
5. **May I accept an assignment that has already started or will start soon? How much time is allowed to arrive "on time"?** Prior to accepting the assignment in Absence Management, call the school to confirm the assignment details and give an estimated time of arrival. You are expected to arrive as quickly as possible, but not longer than one hour from the time the assignment was accepted.
6. **If I need to cancel on the same day of my assignment, how many hours prior to the start time should I cancel?** Always cancel as soon as possible. If you must cancel a job on the day of your assignment, simply login into Frontline and cancel the job up until the start time of the absence, if it is after the start time, call or email the sub coordinator. Jobs left unfilled less than 5 hours before the start time typically remain unfilled, causing staffing hardship at the school.
7. **Could my substitute assignment change once I arrive at the school site?** Yes, a school administrator may change or cancel the assignment of the substitute to better fill the need within their building. Certificated Substitutes, In the event your assignment is canceled the same day the following will happen:
    a. If available you will be reassigned to a Certificated assignment of equal hours (8 or 4) either within the same school or within the district.
    b. In the event there are no unfilled Certificated assignments available you will be offered the option to take a Classified assignment at the Certificated rate. *Any daily bonuses will still be honored
    c. You can take a half-day (4hrs at the Cert rate) at the school of the canceled assignment to fill in as needed at the school. This could include but not limited to office work, lunch/recess coverage, and classroom support.

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School District Vocabulary

Cert: Certificated, staff member or substitute that has a teaching certificate

Class: Classified, staff member or substitute that has no teaching certificate

GenEd: General Education

SPED: Special Education

LAP: Learning Assistance Program

MLL: Multiple Language Learners

Self Contained: Special Education classroom where students are in the same classroom for all or part of the day.

1:1 Para: Assigned to one student with special needs, could be mobility or behavioral issues.

Behavior Tech: Behavioral intervention with students.

High Impact: Students, classrooms in need of additional assistance.

Transitional 1:1 Para: One-on-One Para with incoming/new students.

Student Supervisor: Playground or Lunchroom Supervision

Extended Care Assistant: Before & After School Child Care

Preschool Aid: Classroom Aide for Preschool/Head Start

Preschool Assistant: Classroom Assistant in Preschool/Head Start

Long Term: Assignment for less than 30 days, but more than 3

Leave Replacement: A non-continuing contract certificated assignment for a certificated staff member on leave.

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Payroll Information

Shoreline's pay period is from the **first to the last day of the month, for the PREVIOUS month**. There is a one-month lag time. For example, if you worked between October 1 and 31, you will be paid for those days on November 30. Pay is deposited on the last business day of the month.

Employee Access Pay Stubs: Payroll in Shoreline is now paperless. To view your paystubs, you must login to Employee Access. In your hire documents, you will enroll in Employee Access. You will be emailed a link with instructions on how to login shortly after your hire paperwork is processed in HR. Please call Payroll with any questions regarding Employee Access.

The Substitute Sign-in Sheet is your Timesheet: All substitutes are required to sign in each working day at the main office of the assigned school. This sheet functions as your timesheet. Without your signature, we will not be able to process your compensation. You must sign the sheet in pen at the start of your shift.

Direct Deposit: Substitutes are required to enroll in direct deposit. After payroll has successfully verified your account information with your bank, earnings will be deposited into your bank account following the pay date schedule. *Please login to Employee Access to view all pay dates on your personal calendar.*

For payroll questions, please contact
Payroll Specialist, at 206.393.4405

Retirement Information

Substitute Service Credit Purchase Opportunity

As a substitute in Washington Public Schools, your membership in the School Employees' Retirement System (SERS) or Teachers' Retirement System (TRS) is optional. Each employer you work for during the year reports your hours and earnings to the Department of Retirement Systems (DRS); however, contributions are not deducted from your paycheck. If you are already an established member, or if you meet eligibility requirements and would like to receive SERS/TRS service credit, you may apply with DRS and pay the appropriate contributions by requesting a Substitute Bill. Please go online to www.drs.wa.gov and download the publication called Substitute Guide. For questions and/or to request a Substitute Bill, call DRS at 1.800.547.6657.

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Sick Leave

Substitutes accrue paid sick leave at the rate of one (1) hour for every 40 hours worked. 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 treatments;
- Care of a family member with an illness, injury, health condition or for preventative 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 reason;
- If the employee or employee's family member is a victim of domestic violence, sexual assault or stalking

Guidelines:

- You must have a sick leave balance in order to be eligible to take sick leave.
- You don't need to be scheduled for an assignment during the time you are requesting sick leave.
- Certificated substitutes requests must be requested in 4 hour or 8 hour increments, except for if you are requesting on a Wednesday in which case it can be 6 hours.
- Sick leave pay will be paid out in the following months paycheck

How to Claim Your Sick Leave Time:

1. Log into Absence Management and cancel the existing assignment (if there is one) and select the reason code "Sick Leave Using Paid Leave".
2. Fill out the Paid Sick Leave Form (scroll down to documents section). This form can also be found on the Substitute page on the District Human Resources website.
3. Email or deliver completed forms to payroll at: slc.payroll@ssd412.org Incomplete forms will not be processed and will be returned.

Benefits Information

All school employee benefits are administered by the WA HCA, through the School Employees Benefits Board (SEBB) Program, in accordance with the rules in WAC 182-30 and 182-31.

The District determination of SEBB benefit eligibility is based on an employee's specific employment circumstances. Information on how a school employee establishes eligibility for SEBB benefits and when SEBB benefits begin may be found in the "Am I eligible?" section of the WA HCA website, or in WAC 182-31-040. Employee's determined by the District to be SEBB benefit eligible will receive an email notification (from hr.benefits@ssd412.org) with enrollment directions.

For general information about SEBB benefit plans and/or costs, please visit the "School employees" section of the WA HCA website.

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Certificated Substitute Teacher

Substitute Teachers are required to fulfill the following responsibilities:

1. Substitutes perform the teacher duties/responsibilities that occur during the assigned workday. They do not work beyond the contracted duty day (e.g. attending Open House Night; after school field trips; etc.) without prior notice and approval from the building principal and Director of Human Resources.
2. Implement the teacher's written lesson plans. Consult with site administration and/or staff to resolve questions and/or concerns.
3. Teach scheduled classes.
    a. Prepare a written summary of work completed.
    b. Make the teacher and/or site administration aware of special situations or problems encountered.
4. Maintain appropriate student behavior both inside and outside the classroom in a positive manner by establishing good, wholesome rapport through healthy relationships between individuals involved in the learning process and in accordance with district policy and procedures.
    a. Maintain high standards and uphold the student conduct code.
    b. Properly report misconduct to site administration.
    c. Maintain supervisory control of students including, but not limited to, before and after school, as well as classroom transitions.
5. Perform basic attendance accounting and business services as required.
6. Comply with all building procedures and schedules you are made aware of. Promote the proper care and use of school property.
7. Uphold board policies and follow administrative procedures
8. Cooperate with other professional staff members in assessing and helping pupils solve health, attitude and learning problems.
9. Work cooperatively with site administration, including but not limited to substituting in another classroom during a preparation period, performing administrative tasks and performing other related duties as assigned.
10. Substitute teachers accepting long term leave replacement contract assignments are responsible for performing all responsibilities identified in the absent teacher's job description.

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Classified Positions

Secretarial/Technician
Includes:
- Library Technician
- Computer Technician
- Secretarial Assignments (Office Secretary, Office Manager, Attendance Secretary)

General Education ParaEducator (Teacher's Assistant)
Includes:
- Overload ParaEducator (classes with high volume of students)
- Kindergarten ParaEducator (ADK= All Day Kindergarten)
- Testing Proctor
- Science ParaEducator Assignments

Special Education ParaEducator (Teacher's Assistant)
Includes:
- 1:1 ParaEducator (one student to one ParaEducator)
- Self-Contained ParaEducator (in small classroom)
- High Impact ParaEducator (with small, focused group of students)
- Title 1/LAP ParaEducator (reading and math)
- Head Start ParaEducator (with children ages 3-5)

Student Supervisors
Includes:
- Playground Monitor
- Lunchroom Monitor
- Crossing Guard Supervisors

Behavior Technician
- Involves working with students who have severe behavioral problems

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Nurse Substitute (RN) – On-Call

The Shoreline School District is currently accepting applications from individuals who are interested in being considered for a position as a Nurse Substitute.

- Substitutes work on an on-call basis during the school year.
- Work hours will vary based on the assignment.
- Location varies.

Duties and Responsibilities:

- Can include, but will not be limited to the following:
- Maintain the student health center.
- Record pertinent health data and screen/survey information on student health and safety, report them to the building principal.
- Interview students reporting to the health and safety, report them to the building principal.
- Interview students reporting to the health center and refer to parents or guardians for review and treatment when indicated.
- Occasionally assist/supervise disabled students with toileting or self catheterization as part of preplanned nursing care.

Qualifications::

- Possess Washington State licensing as a registered nurse.
- Hold a current Red Cross First Aid certificate and recent CPR training/qualification. Demonstrate ability to communicate effectively as a member of the school professional staff.
- Possess broad knowledge of growth and development, current health information, community health care delivery systems.
- Satisfactory completion of designated SafeSchools courses within fifteen (15) days of hire/start date.

Selection Process:

- Applications will be screened monthly, matching interests, experience, and qualifications with the current needs of the Nurse Substitute Pool.
- Applicants selected to move forward will be contacted by the Substitute Coordinator This is an application process rather than a registration process, applying to this pool does not guarantee placement as a Nurse Substitute.
- If selected to move forward and after the Substitute Orientation training has been completed, you will be placed into a general pool of on-call Nurse Substitutes that will be assigned to various school sites as needed.

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Miscellaneous

Our District

Calendar
District Map
School District Directory
School Start, Release and Report Times
Pay Rates

Absence Management

Getting Started

Manage Preferences
Changing Phone Pin
Opting out of Phone Calls

Emergency Information and Procedures

(document includes all listed below)

Fire and General Evacuation
Medical Accident
Earthquake
Hazardous Material Spill
LockOut and LockDown

District Policies

Nondiscrimination (Policy 5010)
Sexual Harassment (Policy 5013)
Maintaining Professional Staff/Student Conduct (Policy 5014)
Maintaining Professional Staff/Student Conduct (Procedure 5014P)
Harassment, Intimidation and Bullying/Cyberbullying (Policy 3308)

Workers' Compensation

Procedure for Filing a Workers' Comp Claim (If You Are Hurt at Work)

1. **Report the injury immediately** to the **Building Administrator** you were assigned to when the incident occurred and the **Substitute Coordinator, Isabel Maldonado.** **substitute.coordinator@ssd412.org**
2. **Submit your incident report:**

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- **CLICK HERE** to report a work-related employee incident/injury or to file a claim online.
- If you are unable to submit an electronic claim, **call the Nurse Triage Helpline at 1-833-928-6877.**

Other Helpful Resources

Elementary Certificated Substitute Report Template
Secondary Certificated Substitute Report Template
Classified Substitute Report Template
Substitute Assignment Experience Feedback Form

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