



# Substitute Teacher Handbook

South Whidbey School District  
5520 Maxwellton Road  
Langley, WA 98260  
360-221-6100

*The South Whidbey School District #206 does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, marital status, honorably discharged veteran or military status, sexual orientation including gender expression or identity, 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 in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.*

*The following employees have been designated to handle questions and complaints of alleged discrimination: Affirmative Action/Title IX/ RCW 28A.640 /RCW 28A.642 compliance officer, Dan Poolman, [dpoolman@sw.wednet.edu](mailto:dpoolman@sw.wednet.edu), or Section 504/ADA coordinator, Dr. Jeff Fankhauser, [jfankhauser@sw.wednet.edu](mailto:jfankhauser@sw.wednet.edu), 5520 Maxwellton Road, Langley, WA 98260, 360-221-6100*

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## PURPOSE

Welcome to the South Whidbey School District. Thank you for providing substitute teaching service to our students. Your professional service is welcomed and appreciated. You are an important member of our educational team. Your teaching allows us to provide continuous service of the highest quality to our students. On behalf of our school board it is my pleasure to welcome you. We hope you find your experience with us to be rewarding.

This handbook is designed to provide you with helpful information as you prepare to teach for the district. Should you desire additional information, please don't hesitate to contact our office and/or any of our principals or directors.

Sincerely,

Josephine P. Moccia, Ed.D  
Superintendent

This handbook is neither a contract nor a substitute for the official district board policy manual. Nor is it intended to alter the at-will status of non-contracted employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the board policies that are associated with handbook topics, confer with their supervisor, or call the appropriate district office department. Copies of School Board Policies and Procedures are available in each administrative office to all personnel and are on the SWSD website at <http://www.sw.wednet.edu/domain/347>  
Our primary business is the education of our youth, and everything we do should be directed toward providing students with the best possible learning environment.

## OUR VISION STATEMENT

Every student is a successful independent learner, empowered for life in the global society of the 21st century.

## OUR MISSION STATEMENT

In partnership with our community, we are deeply committed to provide our students with the best educational experience, preparing them to become capable, creative, caring, and responsible citizens.

## OUR GOALS

**Goal #1. By 2020 100% of our graduates will leave the district Career, College and Culturally ready.**

1. 85% or more of our graduates will successfully complete algebra II
2. 100% of grade 8 students will achieve a 3.2 or higher on the district writing assessment
3. 100% students will leave grade three reading at or above grade level
4. Culturally Ready benchmark is "under construction"

**Goal #2. Use a uniform evaluation system for ALL staff. All employee efforts should be focused upon demonstrating and promoting student outcomes directly related to Career, College and Cultural readiness, as demonstrated by the use of 21st Century Skills.**

1. Continue TPEP Training with certificated staff.
2. Utilize the revised evaluation system with classified staff.

## OUR PHILOSOPHY

Substitute Teachers provide an extraordinary - and many times undervalued - service to the children and staff of the South Whidbey School District. Their primary role is to provide continuity in **teaching** during the absence of regular teaching staff. It is the intent of the school district to support these teachers in this challenging role.

## REQUIREMENTS FOR SUBSTITUTE TEACHERS

### Background Check and Fingerprint Requirements

In June of 1992 a Washington State law was passed that requires any person hired by a school district who has regularly scheduled unsupervised access to children to be fingerprinted for a State and National background check. Since all school district employees, substitutes and coaches have the potential to have access to children, all new employees must be fingerprinted. An employee may be exempt from this requirement only if they have been fingerprinted for a Washington State school district within the last two years and those prints are accessible from OSPI. A Washington State Patrol check will also be conducted. *Board Policy 5005*

### Certification & Licensure

Washington requires that all substitute teachers hold valid Certificated employees are expected to know the expiration date of their certification and are responsible for meeting the requirements for re-certification in a timely manner. Each employee who is required to be licensed must provide the District with a copy of the current license to be maintained in their personnel file. *Board Policy 5005*

For questions regarding certification issues contact: *OSPI Certification*  
[www.k12.wa.us/certification/e\\_cert](http://www.k12.wa.us/certification/e_cert) 360-725-6400

### At-Will Status

As at-will temporary employees of the district, whose services are utilized on an as-needed basis, substitutes may be removed or may resign from this position and the substitute list with or without cause at any time. Substitutes may be removed, blocked from working in specific locations or may resign from this position and the substitute list with or without cause at any time with or without notice.

### Required District Application Process and Procedure

- Submit an "Application for Certificated Employment", available on district website at [Application Information](#), current resume, copies of all transcripts, copy of teaching certificate, and three letters of recommendation;
- Interview with the Superintendent or designee;
- Clear both background checks, including the fingerprint check;
- Complete **all** required **SafeSchools** Online assignments;
- Complete the necessary employment forms with Human Resources and Payroll.

### Sexual Misconduct Disclosure

The Legislature has determined that additional safeguards are necessary in the hiring of school district employees/substitutes to ensure the safety of Washington's school children. All new employees are required to sign a release authorizing former employers to disclose all information related to any acts of sexual misconduct committed by the employee as defined by the State Board of Education. Additionally, all substitutes are required to sign the release on an annual basis. Sexual misconduct definitions are found in [WAC 181-87-080](#).

### Mandatory Trainings

The South Whidbey School District requires all staff and substitutes to complete mandatory courses on an annual basis in the effort to keep our staff, students and school environment safe and conducive to learning and for compliance with state and/or federal laws. The District utilizes the **SafeSchools** web-based program to deliver the mandatory trainings. The district will pay for the training time not to exceed the SafeSchools estimated time for the assignments. Substitutes submit a timesheet to Human Resources for the time spent and after their first day worked in the new year they will receive payment.

<http://sw.wa.safeschools.com/Logon Page>.

## **SALARY & BENEFITS INFORMATION**

The South Whidbey School District maintains the following two classifications of substitute teachers. The daily rate of pay for all classifications is established by the superintendent or designee (**see Appendix A**).

1. **Short-term Substitutes**

Short term substitutes are assigned on a day to day basis by requesting the job through our web-based ***Frontline*** program and do not exceed thirty days in any one assignment.

The short-term substitute receives no health insurance or other benefits, except mandatory state and federal coverage including social security and Medicare.

2. **Long-term Substitutes**

Long term substitutes are selected by the building principals and from the specific applicant pool as replacements for regular staff for whom long term leave has been granted for a period of up to one year. The term of the leave replacement employment is defined in advance.

The rate of pay for long-term substitutes shall be equivalent to the daily rate for a continuing teacher, dependent upon experience and education. Placement on the salary schedule may require additional documentation such as original transcripts.

### **Salary**

Attached to this document as **Appendix A** is the salary schedule for certificated substitute personnel as approved by the superintendent or designee for the current year.

### **Direct Deposit**

Direct deposit is required for all District employees, substitutes and coaches. The form is included in your new hire paperwork and is submitted to Payroll.

### **Pay Periods**

Reporting of substitute teaching is completed on a daily basis using our web-based ***Frontline*** program. An Absence and Substitute Log will be ready for you to sign when you check and at the completion of your work day in the Main Office. You are encouraged to track your days and hours worked to ensure accuracy. The ***Frontline Work*** Summary report on the Review/Cancel page provides you the full report. Please check it on a monthly basis. Contact the Payroll office for any corrections.

Payment is normally made to substitute teachers on the last day of the next month. For example, all hours worked in September will be paid on October 31st; hours worked in October will be paid on November 30th, and so on. All pay days are the last working day of the month. The Payroll Schedule is available on our website at [Employee Resources](#).

### **Payroll Deductions**

Mandatory deductions from gross earnings are made in accordance with federal and state requirements. These deductions include federal income taxes, Federal Insurance Contributions Act (FICA), Medicare, state labor and industry rates, and retirement deductions if applicable. Any changes or questions regarding your deductions should be directed to Payroll.

### **Labor & Industries**

South Whidbey School District employees/substitutes are covered for work related injuries through the Washington State Department of Labor and Industries. Employees/substitutes injured on the job are expected to immediately complete and submit an accident report to their principal/supervisor then forward the report to Payroll for processing. If medical attention is needed, a *Physician Initiated Report* must be completed by the physician in order for medical bills to be paid.

Each employee pays a small portion of the cost for State Labor and Industry Insurance. The District pays a higher portion in order to insure all employees.

### **Retirement Information**

State law permits retired teachers to serve as substitutes. There may be limitations on the number of hours you may work without your retirement benefits being affected. To get the latest information please check the Department of Retirement Systems (DRS) website. The district website has a link to the DRS website at [Retirement Information](#).

### **Benefits**

See information provided above in "Classification of Substitutes".

## ASSIGNMENT OF SUBSTITUTE TEACHERS

Because we are a relatively small district, it is virtually impossible to predict the frequency of substitute use. Such use is dependent upon the absence rate, the number of professional development opportunities and the amount of district committee work for regular staff versus the number of available substitutes.

Assignments of Substitute teachers are primarily done through our web-based **Frontline** program. The opportunities for jobs are posted by staff as they occur. **It is your responsibility to check the available jobs on Frontline on a regular basis.** You will also want to check your email for any messages from staff of job opportunities. ***Don't forget to keep your calendar, phone number, and email address current in Frontline or you will miss job opportunities!***

There may be times when a job that has previously been filled will need to be changed to fill the districts needs or requirements. The Head Secretary or Human Resources (see **Accepting Assignment** page 11) will contact you via phone or email when this occurs. Generally, assignments will be made as soon as the need is identified and will be made in accordance with training and experience, whenever appropriate. The cooperation of substitutes willing to accept assignments outside major and minor fields is appreciated.

The District will attempt to accommodate Substitute teachers with restricted schedules. If your availability is limited to certain days or hours enter that information on **Frontline** in the **Personal Info** area. Additionally, you have the ability to block out full or half days on your calendar if you know you are not available. It is your responsibility to keep all your personal information current.

If you need additional assistance, such as your password or training on the web-based **Frontline** program, contact Amanda Fisher in HR.

### Accepting Assignments

There are two ways to accept a work assignment— through the **Frontline** program or from an appropriate school official; the staff person can prearrange with you or you may be contacted by the Head Secretary or HR. The Head Secretary (also the Site Administrator for **Frontline**) at each building will arrange for emergency substitutes. When you are assigned a job you should be provided a confirmation number and the job should show up on your calendar. If your assignment is unclear please contact the Head Secretary of the appropriate building.

### Canceling Assignments

Unfortunately, situations do arise when you may need to cancel an assignment. All cancellations should be made through **Frontline**. **Whenever possible, if the job was prearranged with the staff member, please contact them prior to canceling the job to give them the opportunity of prearranging with another substitute. Please give at least 48 hours advance notice whenever possible.** If you must cancel the morning of the assignment please contact the Head Secretary of the building as listed below. Leave a complete message on their voice mail.

## SCHEDULE OF MAIN OFFICE OPENING & CLOSING TIMES

### South Whidbey Elementary School – North Campus, Grades K-4

8:30 AM - 4:00 PM  
Mary Thompson, Principal  
360-221-6808 ext. 4604  
**Kimberly Glandon, Head Secretary**  
360-221-6808 ext. 4500  
Jennie Franks, Attendance Secretary  
360-221-6808 ext. 4502

### South Whidbey Elementary School – South Campus, Grades 5-6 & SWA K-6

8:30 AM – 4:00 PM  
Mary Thompson, Principal  
Susie Richards, Vice Principal  
360-221-6808 ext. 4625  
**Megan Robinson, Head Secretary**  
360-221-6808 ext. 4660

### High School Campus, Grades 7-12 and SWA 9-12

7:10 AM - 2:40 PM  
John Patton, Principal, grades 9-12 and SWA 9-12  
360-221-4300  
James Swanson, Principal, grades 7/8  
360-221-6808 ext. 4625  
**Mary Eaton, Head Secretary**  
360-221-6808 ext. 5405  
**South Whidbey Academy (9-12)**  
Christine Amundson, Head Secretary  
360-221-6808 ext. 5136

## ARRIVAL & DEPARTURE PROCEDURES

Upon arrival in the school to which he/she is assigned, substitutes must report to the administrative office. Substitutes should arrive at school fifteen (15) minutes before the beginning of the school day. Specific information given to substitutes will vary from school to school but typical materials include keys, daily schedules, substitute folders, seating charts, report forms, and emergency procedures.

Before leaving, substitutes are requested to again report to the administrative office to verify the status for the next day, to return keys and materials, to sign the Absence and Substitute Log and to complete any necessary reports. The office must be notified of unusual happenings or problems.

Substitutes reporting for work at South Whidbey Academy (SWA) grades K-6 report to the main office at South Whidbey Elementary South Campus to check in. SWA grades 9-12 are located on the South Whidbey High School campus. Please check in at the main office.



## EXPECTED ARRIVAL & DEPARTURE TIMES

### Elementary School North Campus, Grades K-4: School Day 9:00 a.m. – 3:30 p.m.

All Day:	8:30 a.m. - 4:00 p.m.	(7 hrs)
Morning:	8:30 a.m. - 12:00 p.m.	(3.5 hrs)
Afternoon:	12:15 p.m. - 3:45 p.m.	(3.5 hrs)
<b>Wednesdays:</b>	8:45 a.m. - 2:15 p.m.	(5.5 hrs)
<b>Early Release:</b>	8:45 a.m. - 12:45 p.m.	(4.0 hrs)

### Elementary School South Campus, Grades 5&6: School Day 9:00 a.m. – 3:30 p.m.

All Day:	8:30 a.m. - 4:00 p.m.	(7 hrs)
Morning:	8:30 a.m. - 12:00 p.m.	(3.5 hrs)
Afternoon:	12:15 p.m. - 3:45 p.m.	(3.5 hrs)
<b>Wednesdays:</b>	8:45 a.m. - 2:15 p.m.	(5.5 hrs)
<b>Early Release:</b>	8:45 a.m. - 12:45 p.m.	(4.0 hrs)

### South Whidbey Academy, Grades K-6, Elementary South Campus: School Day 9:00 a.m. – 2:20 p.m.

#### Monday through Thursday:

All Day:	8:30 a.m. - 3:00 p.m.	(7.0 hrs)
Morning:	8:30 a.m. - 12:00 p.m.	(3.5 hrs)
Afternoon:	11:30 a.m. - 3:00 p.m.	(3.5 hrs)
<u>Fridays, Grades 3-6:</u>	8:45 a.m. - 12:45 p.m.	(4.0 hrs)
<b>Wednesdays:</b>	8:45 a.m. - 2:15 p.m.	(5.5 hrs)
<b>Early Release:</b>	8:45 a.m. - 12:45 p.m.	(4.0 hrs)

### High School Campus, Grades 7-12, Includes SWA 9-12: School Day 7:45 a.m. – 2:30 p.m.

All Day:	7:15 a.m. - 2:45 p.m.	(7.0 hrs)
Morning:	7:35 a.m. - 11:35 a.m. grades 7&8	(4.0 hrs)
	7:30 a.m. - 11:00 a.m. grades 9-12	(3.5 hrs)
Afternoon:	11:30 a.m. - 2:45 p.m. grades 7&8	(3.5 hrs)
	11:10 a.m. - 2:40 p.m. grades 9-12	(3.5 hrs)
<b>Wednesdays:</b>	7:30 a.m. - 1:15 p.m.	(5.75 hrs)
<b>Early Release:</b>	7:30 a.m. - 11:30 a.m.	(4.0 hrs)

## PROCEDURES FOR CLOSURES & LATE START DAYS

When it looks like the weather may affect the school schedule please stay tuned to the local radio and/or television stations. [SWSD Emergency Information](#) and the local news stations are the best sources for accurate and up-to-the-minute information. Staff will receive a ROBO call and/or email message at around 5:30 or 6:00 a.m. for closures and delays to their primary phone number and district email address.

In addition, late starts and closures will be announced on the district website at [www.sw.wednet.edu](http://www.sw.wednet.edu).

**On snow days** - if school is cancelled:

- **For ALL subs** - Do not report to work.

**For Late Start Day:**

- **Custodial Subs** - report to work at the usual time.
- **Certificated** and Classified subs - report to work late based on the late start (i.e., if 1 hour late report 1 hour later than scheduled, etc.)



## ROLES & RESPONSIBILITIES

Students attend school only 180 days in any school year. Therefore, it is appropriate that every day be one in which students have an opportunity to learn and teachers be given the opportunity to teach. Given this expectation, the following are the usual responsibilities for:

**Regular Staff**- It is the responsibility of the regular staff to provide a readily accessible substitute folder in which necessary information is maintained. This should include specific information pertinent to the orderly operation of that classroom such as seating charts, current lesson plans, special requests, and reporting standards. The folder should also include names and locations of other staff members who can be of assistance to the substitute. Regular staff should be prepared to assist Substitute teachers in the building.

**Administrative Staff**-It is the responsibility of the principal and assistant principal/director to support the Substitute teacher in the proper conduct of his/her teaching duties. Student discipline referrals made to the administrator will be handled as expeditiously as possible in order to promote student understanding of the authority of the Substitute teacher.

**Substitute Teachers** - It is the responsibility of the Substitute teacher to follow the assigned lesson plans to every extent possible. The Substitute teacher is expected to maintain proper order and discipline in the classroom, accurately report events and information, and to uphold the rules of the school. In the event that a Substitute teacher requires assistance to maintain proper order, he/she is expected to solicit necessary support immediately from an administrator or regular teacher.

## SUBSTITUTE TEACHERS' COMMUNICATIONS, COMPLAINTS & RESOLUTION OF PROBLEMS

Substitute teachers are in a unique position to observe and interact with a wide variety of students, teachers, teaching methods and practices. On a day-to-day basis the substitute teacher not only may become acutely aware of differences but also may find himself/herself critical of a person, classroom or practice. It is extremely important that suggestions for improvement are professionally communicated to the principal and/or the affected teacher, and not be transmitted in the "faculty room down the road" or "on the street". Failure to handle such issues properly can negate the positive relationship between regular and substitute staff.

It is recognized that although a substitute teacher has no regular supervisor, he/she may have need to discuss issues or problems encountered in substitute teaching. To be effectively resolved, such issues should be brought to the attention of the administrator directly involved, whenever possible. If the issue is not resolved at the building level, the substitute should arrange a meeting with the Human Resource Director to review the concern. If the concern is not resolved at that level, the next step would be for the substitute to arrange a meeting with the Superintendent. If the concern is not resolved at that level, the substitute should submit a written statement of the concern to the Board of Directors. Use of this complaint procedure by a substitute teacher shall not adversely affect that teacher.

### WHO TO CALL

Amanda Fisher, Human Resources, 360-221-6808 ext. 2222, for information/questions regarding:

- Change of address or phone number
- Expiration date of required certificate
- Employee Access
- Fingerprints
- First Aid/CPR certifications
- Safe Schools
- Frontline Issues
- Applications
- Verification of employment
- Recruitment & Job Opportunities
- Skyward /EDS Permissions & Access
- Training

Paula Simmons, Payroll & Benefits Specialist 360-221-6808 ext 2209 for information/questions regarding:

- Direct Deposit
- Assistance to understand your pay warrant
- W4 changes
- Monthly payroll deductions
- Workmen Compensation Claims
- Time Sheets
- W2 (Year End)

## **GENERAL EMPLOYMENT PRACTICES & EXPECTATIONS**

The District expects its employees and substitutes to produce quality work, maintain confidentiality, work efficiently, and exhibit a professional and courteous attitude toward other employees, parents, and students. The District expects employees and substitutes to comply with all applicable Board policies, work rules, job descriptions, terms of this Handbook, legal obligations, and [State of Washington Code of Professional Conduct Chapter 181-87 WAC](#).

### **Accident/Incident Reports**

All accidents/incidents occurring on District property, school buses or during the course of school sponsored activities, including field trips and other away events, are to be reported to the building principal or supervisor immediately. Reports should cover property damage as well as personal injury. There is an accident form for student incidents and an accident form for employee incidents.

A completed accident report form must be submitted within twenty-four (24) hours or the next scheduled District workday. Forms are available in the school office.

### **Alert by SafeSchools Tip Reporting**

Safety is one of our district's top priorities and to help safeguard our school community we use SafeSchools Alert, a tip reporting service that allows students, staff and parents to submit safety concerns to our administration in four (4) different ways: phone, text, email or via the web. SafeSchools Alert allows anyone to easily report tips on bullying, harassment, drugs, vandalism or any safety issue of concern.

Every tip SafeSchools Alert receives about our district is immediately logged in the system and our administration is notified so they can investigate and take appropriate action. Tips may also be submitted anonymously if you prefer.

The links to SafeSchools Alert are on our website at [www.sw.wednet.edu](http://www.sw.wednet.edu) – [Communication – SafeSchools Alert System](#)

### **Change in Personal Information**

Please notify Human Resources if any of the following information changes: name, address or telephone number, personal email address or person to be contacted in case of emergency. Keep your contact information up to date in **Frontline** under Personal Info.

### **Child Abuse Reporting**

A. Except as provided under Washington Statute any of the following persons who has reasonable cause to suspect that a child, seen by the person in the course of professional duties, has been abused or neglected or who has reason to believe that a child, seen by the person in the course of professional duties, has been threatened with abuse or neglect, and that abuse or neglect of the child will occur, shall report as provided for below: school nurse, social worker, professional counselor, school teacher, school administrator, school counselor, child care worker in a child care center, or residential care center for children and youth a child care provider, an alcohol or other drug abuse counselor, a physical therapist, a physical therapist assistant, an occupational therapist, a dietitian, a speech-language pathologist, an audiologist, an emergency medical technician, a first responder and a police or law enforcement officer, including a police liaison officer. *RCW 26.44.030*

B. All staff, including substitutes, will immediately inform, by telephone or personally, the applicable District administrative personnel.

C. Employees who are not mandatory reporters as set forth in paragraph A, above, and who in connection with their job responsibilities have reasonable cause to suspect that a child has been abused or neglected or who have reason to believe that a child has been threatened with abuse or neglect and that abuse or neglect of the child will occur shall notify their principal or supervisor or other administrative personnel of such alleged abuse. *Board Policy 3421, [DSHS Child Abuse & Neglect Reporting](#)*

## **Confidentiality**

Student information employees, substitutes and coaches obtain as the result of their employment with the District, is confidential and protected by the Family Educational Rights and Privacy Act (FERPA) unless such information has been designated as student directory data as set forth in Board policy. The law and respect for our students require that student issues are only discussed with employees and parents who need to know the information. In addition to student information, confidentiality is expected in other areas, including employee or District business information. Any requests for District records shall be referred to the appropriate administrator. *Board Policy 4020, 4020P, 4040, 3231*

## **Employee Access**

Substitutes have electronic access, through ***Skyward-Employee Access***, to their information such as payroll, check history, W2 information, etc. Skyward is a single login system, if you have Family Access your Employee Access will have the same login.

Contact Human Resources, ext. 2222, to gain access or confirm your login and/or password.

There are a number of forms available on our website at <http://www.sw.wednet.edu/Forms> under Staff Resources. The majority of forms are in a pdf format and are fillable. New forms are being added regularly. Building offices have hard copies of all required forms.

## **Fire Safety**

Fire safety is an essential element of having a safe working environment. Employees /substitutes should know the following:

1. Location of fire alarms;
2. Location of fire extinguishers;
3. Evacuation routes; and
4. Whom to notify in case of fire

Employees /substitutes need to take precautions to prevent fires from occurring. In the event of a fire, the most important task is to sound the alarm and clear the building. Employees /substitutes should not risk their safety in fighting fires.

All employees /substitutes must adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

## **Harassment, Intimidation, Bullying (HIB)**

The District is committed to a safe and civil educational environment for all students, employees, substitutes, volunteers and patrons free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3) (race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability) or other distinguishing characteristics such as but not limited to physical appearance, clothing or other apparel, socioeconomic status or weight.

Any staff member, substitutes or volunteer who has witnessed, or has reliable information that a student has been subjected to, harassment, intimidation, or bullying, whether electronically, written, verbal or physical, should report such incident to an appropriate school official. The [SafeSchools Alert](#) tip reporting system is one method to report HIB. No school employee, substitutes, student, or volunteer may engage in reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information about an act of harassment, intimidation, or bullying. Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. If you believe you've been bullied, contact your principal or supervisor. More information is available on our website at [Incident Reporting](#)

*Board Policy 3207 and 3207P, 6590 and 6590P*

## **Honesty**

Honesty is a core value in the District. Employees / substitutes shall not create any intentional inaccuracies verbally or on official District documents such as time sheets, job applications, student records, etc.

## **Personal Appearance/Staff Dress Code**

District employees /substitutes are judged not only by their service but also by their appearance. It is the District's expectation that every employee's/substitute's appearance is consistent with the high standards we set for ourselves as a District. Employees/substitutes are expected to present a well-groomed, professional appearance and to practice good personal hygiene. The District expects that all employees/substitutes are neat, clean, and wear appropriate dress for work that is in good taste and suitable for the job at hand. At a minimum staff/substitutes are expected to adhere to the student dress code in that building. Contact your principal/supervisor with specific questions.

## **Personal Property**

The district shall not assume responsibility for the maintenance, repair or replacement of any privately-owned property brought to a school or district function unless the use or presence of such property has been specifically requested in writing by the administration. The District is not liable for vandalism, theft or any damage to cars parked on school property.

*Board Policy 6540*

## **Personnel - Student Relations - Maintaining Professional Staff/Student Boundaries**

All District personnel/substitutes will recognize and respect the rights of students, as established by local, state, and federal law. Employees/ substitutes will, at all times, maintain a professional relationship and exhibit a professional demeanor in their interactions with students. Further, employees /substitutes will refrain from engaging in any actions or conduct of a sexual nature (verbal or physical) directed toward a student, including, but not limited to, sexual advances, activities involving sexual innuendo, or requests for sexual favors or sexually explicit language or conversation. The interactions and relationships between staff members /substitutes and students should be based upon mutual respect and trust, an understanding of the appropriate boundaries between adults and students in and outside of the educational setting, and consistency with the educational mission of the schools. Employees/substitutes will not form inappropriate social or romantic relationships with students, regardless of whether or not the student is 18 years old. Employees/substitutes will not use profane or obscene language or gestures in the workplace. While the District supports the use of technology to communicate for educational purposes, district employees /substitutes are prohibited from inappropriate online socializing or from engaging in any conduct on social networking Web sites that violates the law, district policies or other generally recognized professional standards. *Board Policy 5253*

## **Tobacco-Free Workplace**

In order to protect students from exposure to the addictive substance of nicotine, the use of tobacco and nicotine substances are prohibited on school district property. This shall include all district buildings, grounds and district-owned vehicles. Tobacco includes, but is not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, nicotine delivery devices, chemicals or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco innovation.

*Board Policy 4215*

## **Weapons Prohibition**

Firearms and dangerous weapons are prohibited in our facilities. "Gun-Free Zone" signs are posted at all campuses to support this policy. Licensed police officers who are serving in their official capacities are the only persons excepted from this prohibition. Firearms and dangerous weapons have the definitions set forth in the following statutory provisions: [RCW 9.41](#) *Board Policy 4210*

## **Work Spaces, Including Desks, Lockers, etc.**

Employees/substitutes shall have no expectation of privacy with respect to any item or document (including email and electronic records) stored in or on District-owned property, which includes, but is not limited to, desks, filing cabinets, mailboxes, lockers, tables, shelves, and other storage spaces in or out of the classroom.

## Certificated Substitute Salary Schedule

### Short-Term and Long-Term

A.	<p><b>Short-Term Substitute Teacher:</b></p> <p>Varying assignments and days.</p> <p>Less than 31 consecutive days substituting for the same staff member.</p>	<p><b>\$154.00 per day</b> (based on seven (7) hours per day)</p> <p><b>\$77.00 per half day</b> (3.5 hours)</p> <p><b>\$22.00 per hour</b></p>
B.	<p><b>Long-Term Substitute Teacher:</b></p> <p>Pre-arranged leave replacement of 31 consecutive days or more for the same staff member.</p> <p>Changes from Short-term to Long-term on the 31st day of consecutive workdays for the same staff member.</p> <p>When this long-term job is complete the rate of pay will return to the base rate in section A.</p>	<p>Per diem based on placement on the certificated salary schedule starting the 31st day in the position. *</p>
C.	<p><b>Home/Hospital Instructors</b> (certificated)</p>	<p><b>\$22.00</b> per hour</p>

\* **Note:** Long-Term substitutes must provide verification of teaching experience from previous districts and official transcripts showing credit earned to be placed on the certificated salary schedule.

## **NONDISCRIMINATION**

*The South Whidbey School District #206 does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, marital status, honorably discharged veteran or military status, sexual orientation including gender expression or identity, 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 in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.*

*The following employees have been designated to handle questions and complaints of alleged discrimination: Affirmative Action/Title IX/ RCW 28A.640 /RCW 28A.642 compliance officer, Dan Poolman, [dpoolman@sw.wednet.edu](mailto:dpoolman@sw.wednet.edu), or Section 504/ADA coordinator, Dr. Jeff Fankhauser, [jfankhauser@sw.wednet.edu](mailto:jfankhauser@sw.wednet.edu), 5520 Maxwellton Road, Langley, WA 98260, 360-221-6100*

**You can report discrimination and discriminatory harassment** to any school staff member or to the district's Civil Rights Coordinator listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: [www.sw.wednet.edu](http://www.sw.wednet.edu)

## **SEXUAL HARASSMENT**

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

**Sexual harassment is unwelcome behavior or communication that is sexual in nature when:**

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

**Examples of Sexual Harassment:**

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

**You can report sexual harassment** to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: [www.sw.wednet.edu](http://www.sw.wednet.edu)

## **COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT**

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to revolve your concerns.



## **Complaint to the School District**

### ***Step 1. Write Our Your Complaint***

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

### ***Step 2: School District Investigates Your Complaint***

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

### ***Step 3: School District Responds to Your Complaint***

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

## **Appeal to the School District**

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

## **Complaint to OSPI**

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

**Email:** [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | **Fax:** 360-664-2967

**Mail or hand deliver:** PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit [www.k12.wa.us/Equity/Complaints.aspx](http://www.k12.wa.us/Equity/Complaints.aspx), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at [equity@k12.wa.us](mailto:equity@k12.wa.us).

## **Other Discrimination Complaint Options**

*Office for Civil Rights, U.S. Department of Education*

206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [www.ed.gov/ocr](http://www.ed.gov/ocr)

*Washington State Human Rights Commission*

1-800-233-3247 | TTY: 1-800-300-7525 | [www.hum.wa.gov](http://www.hum.wa.gov)



# **Staff User Informed Consent Form for Network Services/ Public Records**

**PLEASE READ THIS DOCUMENT (FRONT AND BACK) CAREFULLY BEFORE SIGNING**

The South Whidbey School District (the "District") is pleased to be able to provide access to the Internet to students and staff. It is the District's belief that the Internet offers vast, diverse, and unique resources for education and research. Our goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

Internet access is coordinated through a complex association of government and private agencies, and regional and state networks. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to assume. **By signing this document, you are indicating that you have carefully read the attached terms and conditions and understand their significance.**

**ONLY SOUTH WHIDBEY SCHOOL DISTRICT EMAIL MAY BE USED FOR COMMUNICATION OF SOUTH WHIDBEY SCHOOL DISTRICT BUSINESS. UNDER THE PUBLIC RECORDS ACT (RCW 42.17), ALL RECORDS AND COMMUNICATION (INCLUDING EMAIL, VOICEMAIL, FACEBOOK POSTS, PHOTOS, CALENDARS, AUDIO AND VIDEO RECORDING, DATABASES, TEXT MESSAGES AND PAPER DOCUMENTS) CREATED OR MAINTAINED FOR SOUTH WHIDBEY SCHOOL DISTRICT BUSINESS ARE SUBJECT TO PUBLIC DISCLOSURE.**

### **NETWORK/INTERNET USE TERMS AND CONDITIONS**

- 1) **Acceptable Use** - The use of your account must be in support of education and research, and consistent with the educational objectives of the District. **All use must be in accordance with the District's Acceptable Internet Use Procedures and Guidelines (on the reverse) and which you acknowledge having read and understood.**
- 2) **Privileges** - The use of the District's computers, network, and the Internet is a privilege, not a right. Inappropriate use may result in a cancellation of those privileges and other penalties. The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The District reserves the right to monitor and review all data stored on or distributed through its computers to ensure that the District's computer system is being appropriately used.
- 3) **No Warranties** - The District makes no warranties of any kind, whether express or implied, for the service it is providing. The District will not be responsible for any damages you suffer, including, without limitation, damages resulting from loss of data due to corruption, delays, non-deliveries, mis-deliveries, service interruptions or any other reason. Use of any information obtained via the Internet is at your own risk, and the District specifically disclaims any responsibility for the accuracy or quality of information obtained through its services.
- 4) **Penalties for Misuse - Violation of any of the District's conditions of Internet use is cause for disciplinary action, which may include any or all of the following, depending on the seriousness and/or recurring nature of any violations, as determined in the District's sole discretion and subject to collective bargaining agreements where applicable:**
  - (1) Verbal or written warnings;
  - (2) Suspension or revocation of network services;
  - (3) Other disciplinary and/or legal action.

### **USER**

I understand and will abide by the District's Internet Use Terms and Conditions (including the Acceptable Internet Use Procedures and Guidelines on the reverse, as they may be revised from time to time). I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and appropriate school disciplinary and/or legal action may be taken.

User Name (print): \_\_\_\_\_ Phone or Extension: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ACCEPTABLE INTERNET USE PROCEDURES AND GUIDELINES

### 1.0 Network

- 1.1 All use of the District's computer network (the "System") must be in support of education and research and consistent with the mission of the South Whidbey School District (the "District"). The District reserves the right to prioritize use and access to the System.
- 1.2 All use of the System must be in conformity to state and federal law, network provider policies and licenses and District policy. Use of another organization's network or computing resources must additionally comply with the rules appropriate for that network. Use of the System for commercial solicitation or other commercial purposes is prohibited. Use of the System for charitable purposes must be approved in advance by the Superintendent or designee.
- 1.3 The System constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
- 1.4 No use of the System shall serve to disrupt the operation of the System by others; System components including hardware or software shall not be destroyed, modified or abused in any way (including, without limitation, by the creation or uploading of viruses or other harmful code or intentional destruction of others' data).
- 1.5 Malicious use of the System to harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system is prohibited.
- 1.6 Users are responsible for the appropriateness and content of material they store, transmit, or publish using the System. Abusive, libelous or defamatory statements, hate mail, harassment, discriminatory remarks, and other antisocial or illegal behaviors are prohibited.
- 1.7 Use of the System to access, store or distribute obscene or pornographic material is prohibited.
- 1.8 Connecting any hardware and/or cabling components to the System and/or entering site communications closets by anyone other than a network technician or other individual expressly authorized by the District is strictly prohibited.

### 2.0 Electronic Mail

- 2.1 Electronic mail ("e-mail") is intended to be used for educational and research purposes. E-mail messages sent or received for personal or other purposes are allowed and will be treated no differently from other messages. Consequently, e-mail should not be used for any information that the user desires to keep personal or private. Excessive use of the District's System for personal e-mail is not allowed.
- 2.2 Despite the password and other security provisions, e-mail is not necessarily secure, private, or confidential. For example, it is possible for any message sent by a user to be forwarded on to anyone else on the Internet, with or without the knowledge of the original sender. Even after an e-mail has been deleted, it can still be possible to retrieve it and read it. Therefore, users should avoid sending anything in e-mail that might cause harm to themselves or others if revealed to persons other than the intended recipient.
- 2.3 The security provisions of the e-mail system must be honored at all times. For example, one should not attempt to gain access to other people's messages and you should not share your password with others. Using the auto-login feature is not recommended.
- 2.4 Good judgment should always be employed in using e-mail. In addition to the general guidelines above, the following practices are specifically forbidden: Intentional impersonation and/or misrepresentation as to the identity of a sender or receiver of e-mail; modifying a message and forwarding without noting the changes (i.e. additions, deletions, modifications to the content, etc.); bypassing the user-security mechanisms of the e-mail system in a malicious manner (such as creating bogus accounts or "snooping" through mail addressed to other people); sending or forwarding "chain letters"; subscribing to listservs (unless specifically approved); and placing information on the e-mail system that would defame, or portray in a false light, the sender or recipient of an e-mail message.
- 2.5 Email messages are not kept on the mail server indefinitely (generally about 45 days). Messages you wish to keep should be saved to your hard drive or some other storage device or printed and filed.
- 2.6 Listservs should not be subscribed to without permission of the network administrator.
- 2.7 Under the Public Records Act (RCW 42.17) all e-mail as well as other documents on the district's System are subject to public disclosure.

### 3.0 Security

- 3.1 System accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
- 3.2 Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the System, or attempt to gain unauthorized access to the System or accounts.
- 3.3 If any user becomes aware of a security problem on the Internet, they should notify the System administrator and refrain from demonstrating the problem to other users.

### 4.0 Personal Security

- 4.1 Personal information such as addresses and telephone numbers should remain confidential when communicating through the System.
- 4.2 Students should not make appointments to meet people in person that they have contacted through the System without parental permission.
- 4.3 Users should notify the network administrator or other responsible adult whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.

### 5.0 Copyright

- 5.1 The unauthorized installation, use, storage or distribution of copyrighted software/materials using the System or on District computers is prohibited.

### 6.0 General Use

- 6.1 Efforts must be made to conserve System resources. For example, users should frequently delete e-mail and unused files.
- 6.2 No person shall have access to the System without having received appropriate training. A signed User Informed Consent Form must be on file with the District. Students under the age of 18 must have the approval of a parent or guardian.
- 6.3 Nothing in these regulations is intended to preclude the supervised use of the System while under the direction of a teacher or other approved user acting in conformity with District policy and procedure.
- 6.4 From time to time, the District will make a determination on whether specific uses of the System are consistent with the regulations stated above. The District reserves the right to modify or revise these regulations at any time. Under prescribed circumstances non-student or staff use may be permitted, provided such individuals demonstrate that their use furthers the purpose and goals of the District. **For security and administrative purposes, the District reserves the right for authorized personnel to review System use and file content, including, without limitation, the contents of e-mail messages.** The District reserves the right to remove a user account on the System to prevent unauthorized activity. **Violation of any of the conditions of use is cause for disciplinary action.**