

The top of the page features a banner with a light blue background and a photograph of a mountain range with snow-capped peaks and green trees in the foreground. The word "ARLINGTON" is written in a large, dark blue, serif font, underlined with a thin orange line. Below it, "Public Schools" is written in a smaller, green, sans-serif font. To the right of the logo, the school's motto is written in a dark blue, italicized, serif font.

ARLINGTON

Public Schools

*Educating all students, preparing & inspiring  
them to achieve their full potential*

# Certified Substitute Handbook

## Handbook for Substitutes

This handbook is designed by the Human Resources Office for the purpose of providing information for Arlington Public Schools certificated substitutes.

### Non-Discrimination Notice

Arlington Public Schools 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. The District provides equal access to designated youth groups. Arlington Public Schools will also take steps to assure that national origin persons who lack English language skills can participate in all educational programs, services, and activities. For information regarding translation services or transitional bilingual education programs, contact the Teaching and Learning Department at (360) 618-6207.

The following employees have been designated to handle questions and complaints of alleged discrimination:

#### COMPLIANCE OFFICER

Mr. Mike Johnson, Executive Director of Human Resources  
315 N French Ave, Arlington, WA 98223  
(360) 618-6212  
[mjohnson@asd.wednet.edu](mailto:mjohnson@asd.wednet.edu)

#### COMPLIANCE OFFICER (SECTION 504/ADA)

Ms. Diane Kirchner-Scott, Assistant Superintendent, Teaching & Learning  
315 N French Ave, Arlington, WA 98223  
(360) 618-6217  
[dkirchner-scott@asd.wednet.edu](mailto:dkirchner-scott@asd.wednet.edu)



# ARLINGTON

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## Public Schools

*Educating all students, preparing & inspiring them to achieve their full potential*

## **Mission**

**Arlington Public Schools educates all students, preparing and inspiring them to achieve their full potential.**

## **Vision**

### **Student Achievement**

Every Arlington student graduates well prepared and motivated for future education and employment.

Staff delivers a research-based, challenging, and aligned curriculum in every classroom, using assessment data to improve instruction.

Students and families are active and integral participants in the learning process.

### **Safe and Caring Environment**

Everyone shares responsibility for a positive school culture/environment.

Safe/efficient facilities and equipment are provided.

Respectful conduct and civility are universally expected.

Diversity is valued and respected.

### **Stewardship**

Everyone shares responsibility for the care of Arlington Public Schools equipment and facilities.

Prudent management of taxpayer investment is expected.

### **Continuous Improvement**

Continuous improvement of all programs is expected and supported (based on research and data).

Administrators are accountable for measurable cycles of improvement.

Clear, consistent, and transparent communication is practiced.

## **Welcome to Arlington Public Schools!**

It takes the talents of many people to provide the children of Arlington Public Schools with a strong educational program each day. Our residents have established high standards for all staff. You are recognized as an essential member of that team. We fully realize that your skills, availability and willingness to serve enable quality learning opportunities to continue. We welcome you as a professional ready to accept the responsibility of providing an optimum learning environment for our students.

This handbook has been designed to orient you to our district as well as provide the guidance necessary for program continuity and coordination with our regular personnel.

## **Application Procedures**

All applicants for substitute service must complete our regular on-line application form, including all attachments. The District may interview persons for substitute work by appointment. Successful candidates will be asked to attend a brief employment orientation. Per RCW 28A.400, offers of employment are contingent upon satisfactory outcomes of a state/national criminal history record check. The background check is conducted at the applicant's expense and must be cleared prior to employment.

## **Certification**

All substitute teachers must hold a valid Washington State Teaching Certificate. A Substitute Certificate enables the holder to substitute for three (3) years from the date of issuance but limits the length of service in any one assignment to no more than thirty (30) consecutive days. Information regarding the certification process may be obtained by contacting:

Supervisor for Certification - Northwest Educational Service, District 189,  
FG-11, 1601 R Avenue, Anacortes, WA, 98221. 360-299-4000  
State Superintendent of Public Instruction  
-or- Certification Officer  
Old Capitol Building, PO Box 47200, Olympia, WA 98504

## **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 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**

Each employee who is required to be licensed or certified by law must provide the District with a copy of the current license or certificate to be maintained in his or her personnel file. Employees are expected to know the expiration date of their license/certification and are responsible for meeting the requirements for re-licensure or certification in a timely manner. A teaching contract with any person not legally authorized to teach the named subject or at the named school shall be void. All teaching contracts shall terminate if, and when, the authority to teach terminates. If a valid current teaching license for their teaching position is not on file with the district before the first day of school requiring student contact, the teacher may be released from employment by the School Board.

*Board Policy 5005*

## **Compensation and Deductions**

Classified substitute personnel are paid for the actual hours worked. Certificated substitute personnel are paid for the actual number of days worked. All substitutes are paid one month late (e.g. time worked in September is turned into the payroll department on October 1, and the pay warrant is issued on October 31). Payroll deductions include the standard federal government income and social security taxes and state industrial insurance. Payday is the last working day of each month. Pay is made through direct deposit unless prior arrangements are made with the payroll office. If you have any questions regarding your check, please call our payroll department at 360-618-6225.

## **Substitute Online – [www.substituteonline.com](http://www.substituteonline.com)**

Regular staff members input their absences into Substitute Online and/or call the Substitute Coordinator to report the need for a substitute. All substitute assignments are available online and/or are arranged by the Building Secretary and/or Principal and/or the Substitute Coordinator. Work assignments made through informal arrangements between regular and substitute personnel will not be recognized unless they have gone through Substitute Online.

Please call the Substitute Coordinator (360-618-6206) if you have any questions. Office hours are 6:30am to 10:30am

## **Change of Address / Phone Number**

Each substitute must assume responsibility for notifying the Substitute Coordinator, in writing (email), if his/her address, email address or phone numbers change, or if she/he is no longer available for substitute work.

## **ID Badge**

The District provides substitutes with a District identification badge. Substitutes must wear their District identification badges in a visible spot during their contracted work time. District identification badges are an important part of substitute work attire. They allow students, parents, coworkers, vendors and the public to know who substitutes are. They are an important part of providing a secure environment for our students. In any event that there is a lost or misplaced id badge, please notify the Substitute Coordinator immediately at 360-618-6206.

## **Arrival**

Upon arrival at your assignment, please check in with the office. State your name and the name of the person for whom you are substituting. (The buildings will not always be aware of an absence prior to your arrival.) The secretary, or other designated person, will provide you with the necessary paperwork, instructions and directions to your assignment. Introduce yourself to the building principal or supervisor. Arrive at least 20 minutes before start times.

Arlington HS, Weston HS, Haller MS and Post MS Start 8:00am End 2:30pm  
Eagle Creek, Kent Prairie, Pioneer and President Elem Start 9:10am End 3:40pm

## **Classroom Management**

Here are some suggestions to help you and the students enjoy your substitute teaching experience: Discipline is based upon mutual understanding through honest, open communication. Be fair and consistent. Your success in classroom control will depend to a great extent on your degree of fairness and consistent treatment. Students must know what to expect of you and what you expect of them.

1. Problems do not usually develop if the content of instruction is worthwhile and is presented in an interesting manner.

2. As a substitute you can help set the stage for a successful experience by dressing professionally, being prompt, patient, honest, flexible, enthusiastic and accepting. Expect good behavior – Students tend to respond to whatever is expected of them. A positive approach is worth a hundred negative rules.
3. Use your common sense – all the rules, regulations, guidelines and directives are not a substitute for common sense. Let your sense of humor show!!

## **Discipline**

As the interim teacher, you are responsible for the social organization of the class. If student behavior becomes a problem and your efforts at correction are unsuccessful, the principal is to be consulted. Any form of corporal punishment, defined as the willful infliction of physical pain on a pupil, is inappropriate and expressly forbidden. If a person not connected with the schools seeks information about a child, or permission to take a child from the room, the substitute shall refer the person to the principal. The principal will review the circumstances and make a decision on the basis of school district policy. You will be notified of the decision. Under no circumstances should a child be released to anyone without permission from the principal.

## **Controversial Issues**

When the curriculum prescribes teaching about controversial issues in the classroom setting, the substitute teacher is responsible to make every effort to carry out the study in a manner in which the students 1) keep the objectives of the study clearly in mind; 2) are provided a balanced perspective of the topics; 3) understand the issues involved and their implications, and; 4) reach their own conclusions regarding the issue. When in doubt, consult the principal.

## **Confidentiality**

Student information, employees 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*

## **Accidents and Injuries Safety First.....**

A substitute working in an assignment that requires extreme safety standards such as Industrial Arts, Art, etc., should request guidelines from the building administrator or department coordinator. General safety standards are available at all locations. Particular attention to preventing accidents or injuries must always be given.

## **Student Illness / Injury**

Always use common sense when an accident or injury occurs. Attend to the injury and send for help. A student who becomes ill either in the classroom or on the playground is not to be sent to the office or restroom alone. Either send a reliable classmate with the ill student or get help from another staff person. If any student under your supervision is injured while engaged in a school

activity, you must complete a student accident report and turn it in to the building principal.

## **Personal Injury**

If you are injured on the job, you must report it immediately to your building principal or supervisor and complete an accident report form.

## **Departure**

At the conclusion of your day, be sure you leave the classroom or work area in order. It will be most appreciated by the returning staff member. You were provided with a Substitute Summary when you arrived, and this summary must be completed prior to your departure. It should define what was accomplished during the teacher's absence, suggestions and problems or good experiences you had. The returning staff member will evaluate your performance in the space provided at the bottom of the summary. (This completed summary will be placed in your personnel file and is open for your review.) Return all necessary items to the office (e.g. keys, schedules, equipment, etc.) and check out with the office staff. All of our buildings are equipped with a security system (Sonitrol). Be sure that you are not the last person to leave the building, as substitutes are not issued a security code.

## **Cell Phones**

Please turn off your cell phone during the student instructional day (please avoid texting during the student instructional day).

## **Perfume/Cologne/Aftershave**

Please avoid using heavy fragrances at work due to the increasing allergies of students and adults

## **Mandatory Trainings**

The Arlington Public Schools has several mandatory trainings such as Bloodborne Pathogens, Bullying Recognition & Response, Boundary Invasions, Harassment, and General Safety.

The district utilizes the SafeSchools on-line program as a tool for mandatory trainings.

During your initial meeting with Human Resources Department, you will be informed of the trainings required for your position. Substitutes have thirty (30) days to complete the required SafeSchools Training. If training has not been completed within 30 days, you will become inactive in Substitute Online.

## **Required Trainings-All NEW Substitutes**

- Bloodborne Pathogens (26 minutes)
- General Safety (20 minutes)
- HIV/AIDS Awareness (15 minutes)
- Sexual Harassment: Policy and Prevention (120 minutes)
- Boundary Invasions (25 minutes)
- Sexual Harassment: Staff to Staff (20 minutes)
- Sexual Harassment: Student Issues & Response (35 minutes)
- Child Abuse: Identification and Intervention (60 minutes)
- Bullying: Recognition and Response (60 minutes)

## **Policy Notifications**

- Prohibition of Harassment, Intimidation and Bullying #3207
- Regulation of Dangerous Weapons on School Campus #4210
- Use of Tobacco on School Property #4215
- Staff Safety #6511
- Infection Control Program #6512
- Sexual Harassment Policy #6590
- Maintaining Professional Staff/Student Boundaries #5253

## **Harassment, Intimidation, Bullying**

The District is committed to a safe and civil educational environment for all students, employees, 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 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. No school employee, 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.

*Board Policy 3207 and 3207P*

## **Drug-Free Schools, Community and Workplace**

The District seeks to provide a safe drug-free workplace for all of its employees.

"Workplace" is defined to mean the site for the performance of work done, which includes work done in connection with a federal grant. That includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district which could also include work on a federal grant.

For these purposes, the following behaviors will not be tolerated:

- A. Reporting to work under the influence of alcohol, marijuana, illegal chemical substances, or opiates.
- B. Using, possessing, or transmitting alcohol, marijuana, illegal chemical substances



(including anabolic steroids), or opiates in any amount or in any manner on District property at any time or when involved in a school district activity on or off school district property. Any staff member convicted of a felony attributable to the use, possession, or sale of illegal chemical substances or opiates will be subject to disciplinary action, including immediate termination.

C. Using District property or the staff member's position within the District to make or traffic alcohol, marijuana, illegal chemical substances, or opiates.

D. Using, possessing or transmitting alcohol, marijuana, illegal chemical substances, and opiates in a manner which is detrimental to the interest of the District.

Any staff member who is taking a drug or medication, whether or not prescribed by the staff member's physician, which may adversely affect that staff member's ability to perform work in a safe or productive manner, is required to report such use of medication to his or her supervisor. This includes drugs which are known or advertised as possibly affecting judgment, coordination, or any of the senses, including those which may cause drowsiness or dizziness. The supervisor in conjunction with the District Office then will determine whether the staff member can remain at work and whether any work restrictions will be necessary.

As a condition of employment, each employee will notify his or her supervisor of a conviction under any criminal drug statute violation occurring in the workplace as defined above. Such notification will be provided no later than 5 days after such conviction. The District will inform the federal government within ten (10) days of such conviction, regardless of the source of the information.

Each employee will be notified of the District's policy and procedures regarding employee drug activity at work. Any staff member who violates any aspect of this policy may be subject to disciplinary action, which may include immediate discharge.

*Board Policy 5201*

### **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 on all property of the District. The prohibition includes firearms in vehicles on school property. 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:

*Board Policy 4210*

### **Evaluation**

The evaluation of a substitute teacher is a continuous, cooperative, and constructive process which may involve the substitute, the classroom teacher, and the school administrator.

School administrators communicate substitute performance to the Human Resources Department, whenever a substitute teacher's performance is ineffective or is of questionable value to the school system. Substitute teachers whose performance is unacceptable, or their contributions to the school system are questionable shall be notified and removed from the approved substitute list.

An occurrence of the following behaviors may result in immediate removal from the Active Substitute List:

- Using profanity in the presence of students;
- Endangering students by leaving them unattended for inappropriate amounts of time or by falling asleep in the classroom;
- Making sexually or racially inappropriate oral/written comments or displaying inappropriate graphic or physical conduct, or subjecting students to racial or sexual harassment;
- Using alcohol or unlawful drugs on school premises;
- Insubordination;
- Willful violation of school rules/regulations;
- Willful refusal to follow instructions and or lesson plans left by the classroom teacher; or any other inappropriate behavior.

### **Complaints Regarding Substitutes**

If a significant complaint in regard to a substitute teacher's performance or behavior is received, the substitute will be contacted by the Principal or Human Resources Department either by phone or by mail. If the behavior reported amounts to a serious breach of duties, the substitute will be removed or suspended from the Active Substitute List. The substitute will be notified by phone or by mail of the action taken and the reason for the action. If the complaint/concern is less serious, the substitute will be asked to come in for a conference. At this conference, the nature of the complaint will be discussed and appropriate actions to address the problem will be decided upon. If continued complaints are received, the substitute teacher will be removed from the Active Substitute List. Reinstatement to the Active Substitute List will be made only upon the recommendation of the Human Resources Director.

An individual school can request that a substitute teacher be restricted from substituting at that school. Such requests will be honored if the school has a reasonable basis for the request. Depending on the circumstances and the nature of the reason for the restriction, the substitute may or may not be notified of the restriction. If several schools request restriction of the same substitute, the substitute is subject to being removed from the Active Substitute List. The substitute will be notified, either by phone or by mail that such removal has occurred.

### **How To Sub More Days Than You Can Imagine!**

Substitute Coordinator: 360.618.6206

Check in with SUBONLINE each day

- Automated calls start at 6:15a.m.
- Please let the Substitute Coordinator know if you want off the Automatic Calling.
- Please contact the Substitute Coordinator if you have questions or concerns (360.618.6206).
- Accept jobs as often as possible
- Be on time in the morning and for each class period.
- Always "check in" at school office with secretary/personnel in charge of substitutes.
- Be cheerful, pleasant and ready to assist in any way you are needed.
- Follow through with all instructions left by classroom teacher. The teacher depends on you to

- carry through as if he/she were present.
- Follow lesson plans left by the teacher (not following lesson plans is the #1 complaint of the classroom teacher).
- Start students working promptly and let them know you are in charge.
- Follow class schedule.
- Leave clear, complete notes for teacher.
- Compile information/papers submitted by students for teacher.
- Don't try to be the students' friend; you are the teacher of the day.
- If you had a particular problem, inform the principal or secretary before you leave.

### **Continuing with Arlington Public Schools**

Once you are on the substitute list, your name will remain on the list as long as you work at least 10 days per year and a Reasonable Assurance letter has been returned. Each spring, you will be notified of Reasonable Assurance to return to substitute the following school year. This notification will be posted electronically as an announcement on Substitute Online. This announcement will give instructions as to how to confirm your Reasonable Assurance. Failure to submit the Reasonable Assurance by the deadline will be regarded as your resignation of substitute employment with us. You understand that there is no guarantee of work and that there are no substitute jobs available in the period between the last day of instruction of the 2013/2014 school year and the first day of instruction for the 2014/2015 school year, as our schools will be closed. The District will also be closed on Labor Day Sept 2, Veteran's Day Nov 11, Thanksgiving Break Nov 28-29, Winter Break Dec 23-Jan 3, MLK Jr. Day Jan 20, President's Day Feb 17, Spring Break March 31 – April 4, and Memorial Day May 26.

### **“At Will” Employee**

All substitute employees are “At Will” employees. This means either party can end employment relationship at any time with or without notice and with or without cause. Nothing in the offer of employment, employee manual, personnel policy manual, other employment documents, or other oral communication shall be deemed to create an employment contract or to modify the At-Will relationship. No person other than the Superintendent of the District has the authority to bind the District to an employment or establish an agreement to modify the at-will relationship.

If you are removed from the substitute list and desire to be re-instated to the list, you will need to go through the entire application process (when the job is posted) including updating references and fingerprints, at your expense.

**ARLINGTON PUBLIC SCHOOLS**

**1. District Administration Office**

315 N. French Ave.  
Arlington, WA 98223  
360-618-6200

**2. Arlington High School (9<sup>th</sup>-12<sup>th</sup>)**

18821 Crown Ridge Blvd.  
360-618-6300

**3. Weston High School**

4407 172<sup>nd</sup> St  
360-618-6340

**4. Post Middle School**

1220 E 5<sup>th</sup> St  
360-618-6450

**5. Haller Middle School**

600 E. 1<sup>st</sup> St  
360-618-6400

**6. Eagle Creek Elementary (K-5)**

1216 E 5<sup>th</sup> St  
360-618-6270

**7. APPLE Preschool**

1216 E 5<sup>th</sup> St  
360-618-6434

**8. Kent Prairie Elementary (K-5)**

8110 207<sup>th</sup> St NE  
360-618-6260

**9. Presidents Elementary (K-5)**

505 E. 3<sup>rd</sup> St  
360-618-6240

**10. Stillaguamish Valley School**

1215 E. 5<sup>th</sup> St  
360-618-6440

**11. Pioneer Elementary (K-5)**

8213 Eaglefield Dr.  
360-618-6230

**12. Transportation Dept.**

19124 63<sup>rd</sup> Ave NE  
360-435-3307

**13. Support Services**

410 N. Gifford  
360-618-6430