

**Snohomish
School District**

2019 - 2020



**Guest Teaching
Handbook**

Dear Guest Employee,

Welcome to the Snohomish School District. We wish to take this opportunity to thank you for choosing to substitute in our school district. As a substitute, you play an important role in the educational process of our district.

We use an on-line scheduling system called Absence Management (formerly Aesop). Holli Fedewa staffs the Guest Teaching office and will be your first contact for any issues and questions.

This handbook contains general guidelines as well as specific information to assist you as you work in our schools. You are responsible for the information contained in this handbook, so please take time to read through it completely. We have designed this handbook to give you as much information as possible in an easy to read format. We hope that this handbook will become a part of your daily routine and that you will take advantage of the information and resources we have gathered for you. We hope each assignment that you accept will be a pleasant experience

Again, welcome to the Snohomish School District. We hope that your experience with us is a successful one.

Darryl Pernat
Executive Director of Human Services

Holli Fedewa
Guest Teaching Services



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Guest Teaching Services

Resource and Service Center

1601 Avenue D
Snohomish, WA 98290

Contact Information

Holli Fedewa
(360) 563-7247
holli.fedewa@sno.wednet.edu

Office Hours at RSC

6:00am – 3:00pm
Monday - Friday



Code of Professional Conduct

Our schools and teachers depend on you being at their building once you accept an assignment.

We appreciate your attention to the following:

- ❖ **Assignment Hours:** When accepting a job, please note the assignment hours. You must report to the school at the time indicated regardless of teacher's prep schedule, etc. and remain at the school until the end time. Please do not ask building administrators or office staff if you may leave early even if the teacher does not have a class for the last period of the day, or if your students are with a specialist, etc. Non-compliance may result in being rejected by a school or loss of access to Absence Management.
- ❖ **Accepting Other Assignments:** Once you have accepted a guest teaching position using Absence Management we fully expect you to follow through with the assignment. We realize that more desirable positions may become available in nearby districts. Once you have a confirmed assignment with our district it is unacceptable to cancel the job for a more desirable one elsewhere. If it becomes evident that you are canceling assignments with Snohomish School District to accept other assignments, you will be contacted to discuss the issue and it could result in loss of access to Absence Management for Snohomish School District.
- ❖ **Cancellations:** When you accept an assignment and are given a confirmation number, it is our expectation that you will be at that assignment. The only reason that you are permitted to cancel an assignment is for an emergency. In such an emergency, please cancel the job online. Not all absences will have the option to cancel. If a job is too close to its starts time, Absence Management may not allow you to cancel it and you will need to contact Substitute Services right away to do so.
- ❖ **Jobs Canceled by G.T.S.:** On occasion we will need to cancel or delete a job you have accepted and received a confirmation number for. Just as we ask you to call us, we will notify you by either phone or e-mail (e-mail only with more than 24 hours notice), when we have deleted a job from your calendar. Please call or e-mail us if you believe a job for which you received a confirmation has been deleted.
- ❖ **Automated E-mails:** Absence Management generates automated e-mails for guest teachers that are listed on teachers' request lists. Reminder: E-mails that do not include a confirmation number **are not confirmed** assignments, but only a notification that a job has been posted online. Please e-mail us directly at guest.teaching@sno.wednet.edu with any questions or concerns.
- ❖ **Confirmed Assignments:** Teachers have access to Absence Management to enter and book their own absences. If you are approached by a teacher or for an assignment please request a confirmation number or please check with their building secretary or call the Guest Teaching office for confirmation of assignments that do not appear in your calendar/accepted job list.

Accepting Substitute Assignments

The Absence Management system allows Snohomish School District employees to report absences at their convenience without waiting for Guest Teacher office hours. Absence Management collects the employee's absence information then attempts to find the most suitable substitute for that position. Employees can enter absences through the Absence Management web portal and substitutes can view and accept jobs on line as well.

Assignments you receive can happen in five different ways:

1. Pre-arranged Job: This means that the absent employee has personally spoken to you and assigned you to the job. You should already know the start and end times for the assignment as well as the location and the job title. You can call or log-in to Absence Management or Absence Management Web Center to find the job number for these assignments. Absence Management will not call you for pre-arranged jobs. As a new substitute in the district, pre-arranged jobs are a goal and will become a consequence of developing solid relationships and teaching performances.

1. Call-In: This means that you can call Absence Management or log-in to Absence Management Web Center to see which assignments are available for you to accept. You can review the assignments and accept or decline them as you wish. Check in as often as you like on this system, as employees enter absences throughout the day and evening.

2. Call-Out: This means that Absence Management will call you during the scheduled evening or morning call-out period to offer you an assignment. You may listen to the assignment and decide whether to accept or decline a job. These phone calls will come from 800-942-3767.

3. Personal Call from Substitute Services: Sometimes a substitute may be contacted directly for special assignments or to fill last minute requests. We make every attempt to only hand call those whose profile indicates they are available. We often hand call substitutes who are assigned half day jobs to work a second half either at their same location or at a different location.

4. Jobulator App: Jobulator gives you a graceful, easy-to-use system to get instant job notifications on the go so you have the flexibility to go about your daily business. Jobulator is the only official Absence Management® companion app, and is available for iPhone/iPad, Android, & Kindle for a fee of \$49/year.

Common Substitute Questions

How do I let the teachers know that I would like to return to their classroom?

Write your name and request number (the phone number, including area code, that Absence Management used to call you) on the bottom of the notes you leave for the day. Some substitutes choose to use computer templates to design and generate business cards with their contact information.

What happens if I need to cancel a job?

Sometimes it is necessary to cancel out of a job due to an illness of yourself or a child. **Please try to avoid canceling on the day of the assignment.** If you must cancel on the day of the assignment, it is essential you cancel in Absence Management first and then call the Guest Teaching at (360) 563-7247 to alert us of the late cancellation. Emergencies happen, and we understand this, but cancellations are recorded in your profile. A substitute who demonstrates a pattern of last minute cancellations may be removed from the substitute list. If you are canceling a job for the future, it is not necessary to contact the substitute office. If you must cancel a pre-arranged job, contact the employee to give them an opportunity to pre-arrange the job with another substitute. If it is a late cancellation, call the employee and then cancel the job through the Absence Management.

What do I do if I get a call for a job and the start time has already passed?

Absence Management may call you after a job has actually begun. This means we are still looking for someone to fill the job. Accept the job, and then call the school to let them know you can take the assignment. You are then expected to arrive within one hour from the time you accepted the assignment in the system.

Things Absence Management can do for you?

- Absence Management can call you at home, your mobile, or any other phone. You can change your phone number. Enter it exactly as you would dial it, including area code.

- Absence Management remembers your vacations. If you will be out of town or unavailable to work for a period of time, simply add Non-Work days to your calendar. You can block out a period of days during which you do not wish to be called. It is highly recommended you use the Non Work Days tool. This way we will have an accurate list of substitutes at any given time.



The screenshot shows a navigation bar with four tabs: 'Available Jobs', 'Scheduled Jobs', 'Past Jobs', and 'Non Work Days'. The 'Non Work Days' tab is highlighted in dark grey and has a red arrow pointing to it. Below the tabs, there is a text box that says 'This list shows non-work days for the past 30 days. View more by clicking the History tab' and a button with a plus sign and the text 'Add Non-Work Day'. Below this is a table with three columns: 'Date', 'Time', and 'Reason'. The table currently contains the text 'No data to display'.

- Absence Management remembers your days off. If you have certain days each week that you cannot work as a substitute, you can set or modify your daily availability as often as you wish. For example, if you tell Absence Management you cannot work on Fridays, you will not be called for jobs that include a Friday. It is your responsibility to modify your availability to allow employees to enter pre-arranged jobs that may fall on days you normally take off.

Fail to show for an assignment you have agreed to?

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

Expectations and Responsibilities

General Expectations

- **District policies and procedures** are to be followed at all times. A number of policies are included in this handbook. All board policies and procedures are available at any school location and on our website or at the Resource and Service Center.
- **Confidentiality** All school records and reports should be handled with care. Many records are of a confidential nature. They are maintained in order to provide information on child development for the professional staff as well as for a child's safety and protection. It is essential, as a teacher, you do not divulge any confidential information which has been received from contact with children and other people in the profession.
- **Professional behavior** is expected at all times while on Snohomish campuses. Guest teachers are expected to maintain the same professional and ethical standards of conduct and confidentiality held by our district employees. Any problems or accelerated circumstances should be immediately reported to a supervisor or building administrator. Do not attempt to handle sensitive situations alone or allow them to go unreported. Please always check with the building Principal prior to contacting a parent.
- **Corporal punishment** of any kind is strictly forbidden by Snohomish School District and could result in immediate removal from the guest teacher pool.
- **Touching** of any kind between guest teachers and students is discouraged. Students should not be physically restrained. Should a situation arise that requires student restraint, please call the school office for immediate assistance.
- **Supervision** of students is required at all times. Students should never be released from the classroom without written authorization from the school office. Any parent or visitor to a building must report to the office to obtain an appropriate pass before entering any classroom. No exceptions to this rule will be accepted.

When You Arrive

- **Report immediately** to the office and sign in every day of every assignment.
- Be on time! If by chance you might be late, call Holli Fedewa at the District Human services AND the building at which you are scheduled to work.
- **Pick up your substitute information** from the main office.
- **Follow classroom plans and building schedule** as closely as possible. Make yourself aware of any special events, assemblies, early releases, etc.
- **Multiple-day assignments** require additional responsibilities. You may be required to plan assignments, grade additional papers, keep records, attend faculty meetings or take over special duties of the absent employee. Check with a school administrator if you are not absolutely certain of your responsibilities.
- **Emergency exit maps** are located in each building and it is your responsibility to be familiar with the emergency exits in the building in which you are working.

Before leaving

- **Leave a report** detailing how your day went.
- Make sure you have signed the daily absence report each day you work before leaving the building.
- **Return** any keys and badges.
- Turn in any material that may have been given to you.
- **You may not leave early.** If your day with the students ends early, check in with the front office for continued assignment.

General Information/Emergencies

Wages:

Guest Teachers

Guest teachers are paid at a rate of \$160.00 per full day and \$80.00 per half -day. Assignments lasting 21 or more consecutive days in the same position are considered “long-term” and guest teachers are paid \$170.00 per full day and \$85.00 per half day. Assignments lasting 46 or more consecutive days in the same position are paid \$215.00 per full day and \$107.50 per half day.

Professional Growth Fridays (PGFs) will be a two-hour early release day each Friday for students, and 2 hours of professional development time each week for teachers and staff members. On Fridays a guest teacher’s day will consist of 5.5 hours and pay for Fridays will be \$117.32 and a half day will remain at 3.75 hours and \$80.00 per half -day.

Para Ed A \$19.29 per hour

Some of the paraprofessional duties in this setting include small group instruction in reading, math, writing, and organizational skills. Many resource room paraprofessionals also have basic education duties, which includes recess and lunchroom duties.

Para Ed B \$20.38 per hour

Some of the paraprofessional duties in this setting include DD self-contained, these students have cognitive abilities that range from low to low average and include medically fragile student. EBD self-contained students have emotional and/or behavioral challenges. One on One, occasionally there will be student in the general education setting who require a one-on-one paraprofessional. Connections, these students have high functioning Autism or Asperger’s and spend most of their day in the general education classroom.

Paychecks...

If you have any questions regarding your paycheck, please contact our Payroll Department at (360) 563-7235

Paychecks are mailed out, unless you make prior arrangements with the Payroll Dept. to have your paycheck held for pick up. You should receive your check the last working day of each month, starting with the month after your first hours worked. Therefore, it is important that you inform the Payroll Department in writing of any change of address to ensure prompt receipt of your check. **All substitutes are paid one month later than they work (i.e. hours worked during September are paid the end of October).**

If you receive a check that you think is incorrect, please contact the Payroll Department immediately. Direct deposit is available for guest teachers. Please visit the Payroll department to complete the necessary paper work if you haven’t done so already.

Remember, to receive a paycheck, you must sign the daily absence report each day that you work before leaving the building.

Assigned in Error...

Yes, it happens! Occasionally a guest teacher is assigned in error. When this does happen, the following shall apply:

1. You will be asked to remain at the location while the school calls the guest teaching office to see if another assignment is available.
2. If another assignment is available and you accept it, you will be paid according to the new assignment.
3. If you elect not to accept #2, you will not be paid and may leave.
4. If no other jobs are available in the District, you will remain at the school for 3 ¾ hours and will assist the school with duties as assigned. You will be paid for a ½ day.
5. For substitute para educators you will remain at the school and assist the building with duties as assigned for 2 hours and you will be paid for those 2 hours at the level of your original assignment.
6. If you elect not to accept #4 or #5, you will not be paid and may leave.

Emergencies

Area radio stations will announce any school cancellations, delay of starting time or early dismissal. Information will be broadcast on local radio station and TV stations:

KIRO 710, KOMO 1000, KMPS 1300, KRKO 1380, KOMO TV 4, KING TV 5, KIRO TV 7. You may also

check our website at www.sno.wednet.edu, our Facebook page, Absence Management or follow the school closure information link or visit the Public Schools Emergency Communications System website at www.psecs.wednet.edu. If there are no announcements and it is not on our website as being closed, schools are open!

Please do not call the schools, radio station or the weather bureau about school closures. Listen to the radio or television or visit the above noted websites. If schools are late, please report at the adjusted time (Example: schools are 2 hours late; your normal reporting time is 8:00 a.m.; you should report at 10:00 a.m.).

If Snohomish Schools are closed, you **may not** be contacted about the cancellation. You are responsible for obtaining information through the above noted resources regarding closures and delayed starts. You **will not** be paid if you report to work and school has been canceled. If schools are closed for emergency reasons for one day, they will be open the following day unless information to the contrary is announced through the media.

School Report Times

Snohomish School District, located east of Everett in the Snohomish River Valley, is 165 square miles, making it one of the larger districts in the county. The student population of approximately 10,000 attends ten elementary schools, two middle schools, two high schools and one alternative school. The District is committed to excellence of education in all areas. A very comprehensive program provides excellent academic and special needs programs, as well as superior athletic and activity opportunities. The “small town” community support and involvement together with a dedicated school staff contribute to making the educational experience of Snohomish students positive and productive as they prepare for their future.

Guest Teacher Day

Secondary	Student Day	G. T. Day
Snohomish High (360) 563-4019 1316 Fifth Street Snohomish, WA 98290 Eric Cahan, Principal	7:30 – 2:12	7:00 – 2:30
	½ Day	7:00 – 10:45 10:45 – 2:30
Glacier Peak High (360) 563-7501 7401 – 144 th Place SE Snohomish, WA 98296 Jeff Larson, Principal	7:30 – 2:12	7:00 – 2:30
	½ Day	7:00 – 10:45 10:45 – 2:30
Valley View Middle School (360) 563-4239 14308 Broadway Avenue SE Snohomish, WA 98296 Monica Bauer, Principal	7:30 – 2:10	7:00 – 2:30
	½ Day	7:00 – 10:45 10:45 – 2:30
Centennial Middle School (360) 563-4538 3000 Machias Road Snohomish, WA 98290 Josh Rosenbach, Principal	7:30 – 2:10	7:00 – 2:30
	½ Day	7:00 – 10:45 10:45 – 2:30
Alternative Schools June Shirey, Administrator		
Aim High (360) 563-3401 525 13 th St. Snohomish, WA 98290	8:00 – 11:00	Times Vary
	11:30 – 2:30	Times Vary
Parent Partnership Program (360) 563-3423 525 13 th St. Snohomish, WA 98290	9:00 – 2:30	Times Vary
		Times Vary
Elementary		
Cascade View Elementary (360) 563-7002 2401 Park Ave Snohomish, WA 98290 Kert Lenseigne, Principal	8:35 – 3:15	8:00 – 3:30
	½ Day	8:00 – 11:45 11:45 – 3:30
Cathcart Elementary (360) 563-7077 8201-188th St. S.E. Snohomish, WA 98296 Mike Anderson, Principal	8:35 – 3:15	8:00 – 3:30
	½ Day	8:00 – 11:45 11:45 – 3:30

Guest Teacher Day continued.....

Central Elementary (360) 563-4601 (Grades K-2) 221 Union Ave Snohomish, WA 98290 Heidi Rothgeb, Principal	8:20 – 3:00		07:45 – 3:15
		½ Day	07:45 – 11:30 11:30 – 3:15
	Prof Growth Fr 8:20 – 1:00		07:45– 1:15
Dutch Hill Elementary (360) 563-4451 8231-131st Ave. S.E Snohomish, WA 9829 Jack Tobin, Principal	8:35 – 3:15		8:00 – 3:30
		½ Day	8:00 – 11:45 11:45 – 3:30
	Prof Growth Fr 8:35 – 1:15		8:00 – 1:30
Emerson Elementary (360) 563-7151 (Grades 3-6) 1103 Pine St. Snohomish, WA 98290 Craig Church, Principal	8:35 – 3:15		8:00– 3:30
		½ Day	8:00 – 11:45 11:45 – 3:30
	Prof Growth Fr 8:35 – 1:15		8:00 – 1:30
Little Cedars Elementary (360) 563-2912 7408 144 th PI S.E. Snohomish, WA 98296 Lew Dickert, Principal	8:10 – 2:50		7:45– 3:15
		½ Day	7:45– 11:30 11:30 – 3:15
	Prof Growth Fr 8:10 – 12:50		7:45– 1:15
Machias Elementary (360) 563-4827 231 147 th Ave. SE Snohomish, WA 98290 Shawn Ryan, Principal	8:35 – 3:15		8:00 – 3:30
			8:00 – 11:45 11:45 – 3:30
	Prof Growth Fr 8:35 – 1:15		8:00 – 1:30
Riverview Elementary (360) 563-4377 7322 64 th St. SE Snohomish, WA 98290 Tamera Jones, Principal	8:35 – 3:15		8:00 – 3:30
		½ Day	8:00 – 11:45 11:45 – 3:30
	Prof Growth Fr 8:35 – 1:15		8:00 – 1:30
Seattle Hill Elementary (360) 563-4676 12711-51st Ave. S.E. Snohomish, WA 98290 Paula Jones-Nelson, Principal	8:35 – 3:15		8:00 – 3:30
		½ Day	8:00 – 11:45 11:45 – 3:30
	Prof Growth Fr 8:35 – 1:15		8:00 – 1:30
Totem Falls Elementary (360) 563-4752 14211 Snohomish Cascade Dr Snohomish, WA 98290 Hawk Cramer, Principal	8:35 – 3:15		8:00 – 3:30
		½ Day	8:00 – 11:45 11:45 – 3:30
	Prof Growth Fr 8:35 – 1:15		8:00 – 1:30

Substitute Para – Educator Day

Secondary	School Hours	Prof. Growth Friday
Snohomish High (360) 563-4000 1316 Fifth Street Snohomish, WA 98290 Eric Cahan, Principal	7:30 – 2:12	7:30 – 12:12
Glacier Peak High (360) 563-7500 7401 – 144 th Place SE Snohomish, WA 98296 Jeff Larson, Principal	7:30 – 2:12	7:30 – 12:12
Valley View Middle School (360) 563-4225 14308 Broadway Avenue SE Snohomish, WA 98296 Monica Bauer, Principal	7:30 – 2:10	7:30 – 12:10
Centennial Middle School (360) 563-4525 3000 Machias Road Snohomish, WA 98290 Josh Rosenbach, Principal	7:30 – 2:10	7:30 – 12:10
Alternative Schools	Student Day	Prof. Growth Friday
June Shirey, Administrator		
Aim High (360) 563-3400 525 13 th St. Snohomish, WA 98290	Morning 8:00 – 11:00 Afternoon 11:30 – 2:30 Re-entry 3:00 – 5:00	8:00 – Noon
Parent Partnership Program (360) 563-3423 525 13 th St. Snohomish, WA 98290	9:00 – 2:30	
Elementary	Student Day	Prof. Growth Friday
Cascade View Elementary (360) 563-7000 2401 Park Ave Snohomish, WA 98290 Kert Lenseigne, Principal	8:35 – 3:15	8:35 – 1:15

Substitute Para – Educator Day continued.....

<p>Cathcart Elementary (360) 563-7075 8201-188th St. S.E. Snohomish, WA 98296 Mike Anderson, Principal</p>	<p>8:35 – 3:15</p>	<p>8:35 – 1:15</p>
<p>Central Elementary (360) 563-4600 (Grades K-2) 221 Union Ave Snohomish, WA 98290 Heidi Rothgeb, Principal ECEAP -Tammy Reppert (360)563-4633</p>	<p>8:20 – 3:00</p>	<p>8:20 – 1:00</p>
<p>Dutch Hill Elementary (360) 563-4450 8231-131st Ave. S.E Snohomish, WA 9829 Jack Tobin, Principal</p>	<p>8:35 – 3:15</p>	<p>8:35 – 1:15</p>
<p>Emerson Elementary (360) 563-7150 (Grades 3-6) 1103 Pine St. Snohomish, WA 98290 Craig Church, Principal</p>	<p>8:35 – 3:15</p>	<p>8:35 – 1:15</p>
<p>Little Cedars Elementary (360) 563-2900 7408 144th Pl S.E. Snohomish, WA 98296 Lew Dickert, Principal</p>	<p>8:10 – 2:50</p>	<p>8:10 – 2:50</p>
<p>Machias Elementary (360) 563-4825 231 147th Ave. SE Snohomish, WA 98290 Shawn Ryan, Principal</p>	<p>8:35 – 3:15</p>	<p>8:35 – 1:15</p>
<p>Riverview Elementary (360) 563-4375 7322 64th St. SE Snohomish, WA 98290 Tamera Jones, Principal</p>	<p>8:35 – 3:15</p>	<p>8:35 – 1:15</p>
<p>Seattle Hill Elementary (360) 563-4675 12711-51st Ave. S.E. Snohomish, WA 98290 Paula Jones-Nelson, Principal</p>	<p>8:35 – 3:15</p>	<p>8:35 – 1:15</p>
<p>Totem Falls Elementary (360) 563-4750 14211 Snohomish Cascade Dr. Snohomish, WA 98290 Hawk Cramer, Principal</p>	<p>8:35 – 3:15</p>	<p>8:35 – 1:15</p>

Employee Paid Sick Leave Notification

You are entitled to accrue paid sick leave beginning January 1, 2018. This leave will accrue at the rate of one (1) hour of paid sick leave for every 40 hours you work. You may use accrued paid sick leave beginning 90 calendar days after the start of your employment.

You may use this accrued paid sick leave for the following purposes:

- To care for yourself or a family member
 - (family member is defined as a child (including biological, adopted, foster, step, in loco parentis, de facto, or legal guardian), parent (including biological, adoptive, de facto, or foster parent, stepparent or legal guardian of an employee or the employee's spouse or registered domestic partner), spouse, registered domestic partner, grandparent, grandchild, or sibling.
- In the event our organization or your child's school or place of care is closed by a public official for any health-related reason.
- When you are, or a family member is entitled to domestic violence leave in accordance with RCW Chapter 49.76.

Snohomish School District's accrual year is from September 1 to August 31. Accrued sick leave is subject to the following:

- A maximum of 40 hours of unused, accrued paid sick leave will be carried over to the following accrual year.
- Accrued, unused leave over 40 hours cannot be cashed out and will be forfeited.
- If an employee separates employment and is rehired within 12 months of separation, any accrued, unused sick leave, up to 40 hrs will be reinstated to the employee's sick leave balance.

Retaliation for using paid sick leave for authorized purposes is prohibited.

Please refer to Board Policy 5320 and 5320P for full details.

PERSONNEL**Sick Leave for Nonexempt Employees**

In accordance with RCW 49.46.200 and RCW 49.46.210 and RCW 296-128-600 through 770, the district will allow nonexempt employees who are not covered by board policy 5323 or provided sick leave benefits via a regular employment agreement to accrue paid sick leave at the rate of one hour for every forty hours worked as an employee.

Authorized uses, accrual, carryover, and notification requirements will be set forth in applicable state regulations and summarized in District Procedure 5320P.

Cross Reference Policy 5323 Leaves – Annual (twelve-month) Non-Represented Classified Employees

Legal References:	RCW 49.46.200	Paid Sick Leave
	RCW 49.46.210	Paid Sick Leave – Authorized purposes Limitations- “Family member” defined
	RCW 296-128-600 - 770	Paid Sick Leave and Minimum Wage Act Protections and Enforcement

Adoption Date: June 27, 2018

Sick Leave for Nonexempt Employees Procedures

Policy 5320 and this Procedure 5320P apply solely to those non-exempt employees who are not covered by board policy 5323, or who are not afforded paid sick leave under a collective bargaining agreement or other employee agreement will be provided paid sick leave in accordance with state law RCW 49.46.200 and RCW 49.46.210 and RCW 296-128-600 through 770 as summarized below. District employees who receive different sick leave benefits and are not covered by Policy 5320 and this procedure are called “regular contracted employees” below.

Authorized Uses

Paid sick leave may be used for the following purposes:

- The employee’s mental or physical illness, injury or health condition, including medical diagnosis, care or treatment, or the employee’s need for preventive medical care;
- To allow the employee to care for a family member with a mental or physical illness, injury or health condition, including medical diagnosis, care, or treatment, or to care for a family member who needs preventive medical care;
- Closure by order of a public official for any health-related reason of the employee’s work location or the employee’s child’s school/place of care; or
- If the employee is entitled to domestic violence leave in accordance with Chapter 49.76 RCW.

Family member is defined as a child (including biological, adopted, foster, step, in loco parentis, de facto, or legal guardian), parent (including biological, adoptive, de facto, or foster parent, stepparent or legal guardian of an employee or the employee’s spouse or registered domestic partner), spouse, registered domestic partner, grandparent, grandchild, or sibling.

Beginning on the 90th calendar day after commencement of the employee’s employment with the district, sick leave can be used when an employee needs to be absent for any of the above reasons. Classified employees are allowed to use paid sick leave in increments of 15 minutes, and certificated substitutes are allowed to use paid sick leave in either full or half day increments. Employees using sick leave will be compensated at the rate of pay associated with the assignment(s) from which the employee is absent. Paid sick leave hours will not count towards the calculation of overtime.

Accrual of Sick Leave

Sick leave begins to accrue at the start of employment. New employees will be provided with an Employee Sick Leave Notification at the start of employment containing information about authorized uses for sick leave, eligibility for use, the sick leave accrual year, carryover of sick leave, and information about retaliation.

Effective January 1, 2018, employees will accrue sick leave at a rate of one (1) hour for every 40 hours worked. At the end of the sick leave accrual year (September 1- August 31) any unused sick leave of 40 hours or less will carry over to the following year. The maximum amount of carryover from one school year to the next is 40 hours. Employees covered by Policy 5320 and this procedure will not be allowed to cash out any balance of sick leave either on an annual basis or upon separation from employment; however, if an employee leaves employment with the district and is rehired within 12 months of separation, any accrued, unused sick leave up to 40 hours will be reinstated to the employee's sick leave balance. Unused sick leave accrued under this policy will remain credited to the employee if the employee is hired into a regular contracted position within the district. Also, if an employee in a regular contracted position ends such employment and is hired into a different position covered by these procedures, any unused sick leave accrued by the employee in the previous position will remain available for use.

Notification

Employees will be notified of their accrued sick leave hours, sick leave hours used, and current sick leave hours available for use through Skyward Employee Access.

Prohibition of Retaliation

There will be no retaliation against an employee for lawful exercise of his/her paid sick leave rights. If an employee believes he/she believes is being retaliated against for such use, the employee should report the concern to the Human Resources Director.

Adopted: June 27, 2018

Acronyms

The following is a list of commonly used acronyms in the Snohomish School District. Many school districts use similar acronyms with vastly different definitions to describe school programs or special functions. Please be sure that you know the definitions specific to the Snohomish School District.

Support Buildings and Services

ACCT	Accounting Services
AP	Advanced Placements
BD	Behavioral Disorder
CPO	Capital Projects Office
DHH	Deaf and Hard of Hearing
DD	Developmentally Delayed
EBD	Emotional Behavior Disorder
ECEAP	Early Childhood Ed. Asst. Program
ELL	English Language Learners
ESD	Educational Service District
GT	Guest Teacher
GTS	Guest Teaching Services
HI	Health Impaired
HRS	Human Services
MAINT	Maintenance Department
OPS	Operations Building
OT	Occupational Therapist
PARA	Para-Educator
PPP	Parent Partnership Program
PT	Physical Therapist
PR	Public Relations
RSC	Resource Service Center
SEA	Snohomish Education Association
SLP	Speech/Language Pathologist
Sp Serv	Special Program Services
TA	Teacher's Assistant (student)
TLS	Teaching and Learning Services
TRANS	Transportation

Elementary Schools

CA	Cathcart Elementary
CE	Central Primary
CV	Cascade View Elementary
DH	Dutch Hill Elementary
EM	Emmerson Elementary
LC	Little Cedars Elementary
MA	Machias Elementary
RV	Riverview Elementary
SH	Seattle Hill Elementary
TF	Totem Falls Elementary

Secondary Schools

GPHS	Glacier Peak High School
SHS	Snohomish High School
CMS	Centennial Middle School
VVMS	Valley View Middle School
AIM	Alternative High School
PKWY	Parkway Campus - Alternative Learning Center

Driving Directions

To reach Highway 9:

From I-5:

Take exit 194 across the trestle and follow to the right onto Hwy 2. Take second exit to Hwy 9. For Machias Elementary & Centennial Middle school, turn left onto northbound Hwy9. Turn right onto southbound Hwy 9 for all other schools.

From I-405 :

Take exit 23 to Hwy 522 East. Take third exit to Hwy 9. Turn left off exit onto Northbound Hwy 9.

Resource and Service Center - 1601 Avenue D

Hwy 9 to Bickford Avenue Access Road. Turn east and follow just past Park-n-Ride lot and turn left into parking lot next to the fire station.

Secondary Schools

Glacier Peak High School - 7401 144th Place SE

Hwy 9 to Cathcart Wy, Turn west onto Cathcart Wy, follow to 144th PI SE turn right. Go 1 blk school is on the right. From I-5 take 128th St Exit, go east, road will become 132nd then Cathcart Wy follow to 144th PI SE turn left go 1 blk school is on the right.

Snohomish High School - 1316 5th St.

Hwy 9 to Snohomish exit (2nd St.) Turn east on 2nd St. and follow to Ave D. Turn left on Ave D and follow to 7th St. (first stoplight) Turn left on 7th and then immediate left into faculty parking lot.

Centennial Middle School - 3000 Machias Rd.

Hwy 9 to 20th St. Turn East on 20th St. Follow 20th St. to S. Machias Rd. Turn right on S. Machias Rd. to Machias Rd., (first Rd.) and Turn right, school is 1 mile up road on the right.

Valley View Middle School - 14308 Broadway Avenue SE

Hwy 9 to Broadway Ave. Turn East on Broadway and follow to school on right.

Parkway Building / AIM High School - 525 13th St.

From Highway 9, take the Snohomish Exit onto 2nd Street going East. Turn north onto Avenue D. Drive along Avenue D, and turn right (East) onto 13th Street. AIM High School is located in the former Parkway Nursing Home building, at 525 – 13th Street. The program is in the back portion of the building.

Parent Partnership Program - 525 13th St. Snohomish

(see instructions for AIM above) This program is in the front portion of the building.

Transition Center - 525 13th St. Snohomish

(see instructions for AIM above) This program is in the front portion of the building.

Elementary Schools

Cascade View Elementary - 2401 Park Ave

Hwy 9 to 56th St. Turn east onto 56th follow approx. ½ mile, 56th turns into Park Ave and school is on the left.

Cathcart Elementary - 8201 188th St. SE

Hwy 9 to 188th St. (Clearview) East on 188th follow 1 mile, school is on the left.

Central Primary Center - 221 Union Ave

Hwy 9 to Snohomish Exit. East on 2nd St., follow to Ave D., left on Ave D, 1 blk to third, right on third, follow to Union, left on Union to north end of school, turn right into parking lot.

Dutch Hill Elementary - 8231 131st St. SE

Wwy 9 to Snohomish Exit. Follow 2nd St. east through town and cross over Hwy 2 and continue to 131st St. Left on 131st St. to 84th St. SE, school is at the intersection of 131st & 84th St on the right.

Emerson Elementary - 1103 Pine St

Hwy 9 to Snohomish Exit. Follow 2nd St. east to Pine (3rd stoplight). Left on Pine & follow to 10th St., school is at the intersection of Pine & 10th on the right.

Machias Elementary - 231 147th Ave. SE

Hwy 9 to 20th St.: East on 20th St. to 2nd stop sign, Right on Machias Cut Off follow to OK Mill Rd, Right on OK Mill Rd, to 147th Ave. (Russell Rd.), left on 147th Ave. SE, school is one block down on the right.

Little Cedars Elementary - 7408 144th Pl. SE

Hwy 9 to Cathcart Wy. Turn west onto Cathcart Wy, follow to 144th Pl SE turn right. Go 1 blk school is on the right. * Coming from I-5 take 128th St Exit, go east, road will become 132nd then Cathcart Wy follow to 144th Pl SE turn left go 1 blk school is on the right.

Riverview Elementary - 7322 64th St. SE

Hwy 9 to 56th St. West on 56th St. to Bickford Ave. Cross Bickford Ave. onto Fobes Rd., and follow to 83rd Ave SE, Left on 83rd to 64th St. (at top of big hill). Right on 64th go 1 mile; school is on the left.

Seattle Hill Elementary - 12751 51st Ave. SE

Take Hwy 9 to Marsh Rd., West on Marsh Rd. to Seattle Hill Rd., Right on Seattle Hill Rd. & follow to 51st St., Right on 51st St. go 3 blks school is on the right.

Coming from I-5 - take 128th St. exit, go east & this becomes 132nd St., continue to Seattle Hill Rd. Left onto Seattle Hill Rd. to 51st St., left on 51st St., go 3 blks to school.

Totem Falls Elementary - 14211 Snohomish Cascade Dr

Hwy 9 to Cathcart Wy. Turn west onto Cathcart Wy and follow to Snohomish Cascade Dr. Turn left onto Snohomish Cascade Dr. Go 2 blks, school is on the left.

Coming from I-5 - take 128th St. exit, go east & this becomes 132nd St., follow to Snohomish Cascade Dr., turn right, go 2 blks, school is on left.

District at a Glance

Administration		Elementary Schools	
Business Services	360-563-7240	Cascade View	360-563-7000
Teaching and Learning	360-563-7257	Cathcart	360-563-7075
Fax Machine	360-563-7373	Central	360-563-4600
Guest Teaching Services	360-563-7247	Dutch Hill	360-563-4450
Human Services	360-563-7233	Emerson	360-563-7150
Operations/Maintenance	360-563-3532	Little Cedars	360-563-2900
Payroll	360-563-7235	Machias	360-563-4825
Communications	360-563-7263	Riverview	360-563-4375
Special Programs	360-563-7264	Seattle Hill	360-563-4675
Staff Development	360-563-7257	Totem Falls	360-563-4750
Superintendent	360-563-7280		
Transportation	360-563-3525		
Other		Secondary Schools	
PPP	360-563-3423	Centennial Middle	360-563-4525
ECEAP	360-563-4641	Valley View Middle	360-563-4225
Transition Center	360-563-3405	Glacier Peak High	360-563-7500
		Snohomish High	360-563-4000
Additional Resources		AIM	360-563-3401
Snohomish Education Assoc	360-568-4343		
ESD 189	800-567-7979		
OSPI (Certification Office)	360-753-6773		
WA State Retirement Systems	800-547-6657		



Policies

Please access board policies using the following link to the district website. <https://www.sno.wednet.edu/site/Default.aspx?PageID=2173>
 Select policy link by series number. Scroll to specific policy number to open pdf for viewing.

You are responsible for knowledge of policy content, so please take time to read through the policies thorouly.

Policy No. 2022	Electronic Resources and Internet Safety
Policy No. 2022P	Electronic Resources and Internet Safety Procedures
Policy No. 3205	Sexual Harassment of Student Prohibited
Policy N. 3205P	Sexual Harassment of Student Prohibited Procedures
Policy No. 3207	Prohibition of Harassment, Intimidation and Bullying
Policy No.3207P	HIB Procedures
Policy No. 3230	Student Privacy and Searches of Students and Personal Property
Policy No. 3231	Student Records
Policy No. 3421	Child Abuse and Neglect
Policy No. 3421P	Child Abuse and Neglect Procedures
Policy No. 3421F1	Report of Child Abuse or Neglect Form
Policy No. 5010	Non Discrimination and Affirmative Action (Staff)
Policy No. 5010P	Non Discrimination and Affirmative Action Procedures (Staff)
Policy No. 5010F1	Title IX Discrimination Inquiry Form for Staff
Policy No. 5011	Sexual Harassment of District Staff Prohibited
Policy No. 5011P	Sexual Harrassment for Staff Prohibited Procedures
Policy No. 5201	Employment Practices - Drug Free Schools and Workplace
Policy No. 5201	Employment Practices - Reporting Improper Governmental Action
Policy No. 5241P	Employment Practices - Reporting Improper Governmental Action Procedures
Policy No. 5259	Employment Practices - Alcohol and Controlled Substances Program
Policy No. 5259P	E mployment Practices - Alcohol and Controlled Substances Program Procedures
Policy No. 5336	Staff Benefits - Use of Tobacco on School Property
Policy No. 6512	Exposure Control Plan
Policy No. 6512P	Exposure Control Plan Procedures
Policy No. 6630	Driver Training and Responsibility - District Owned Vehicles
Policy No. 8361	Loans of School-Owned Equipment and Books

