



...Making A Difference

PO Box 698
6041 Vista Drive
Ferndale, WA 98248

Substitute Handbook

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THE MISSION OF THE FERNDALE SCHOOL DISTRICT

Ferndale School District, in partnership with families and the larger community, will educate each student to develop the knowledge, skills and character necessary to lead a self-reliant, socially responsible life.

The District is committed to having community members; staff and students work together to accomplish this mission.

INTRODUCTION

This handbook will help to familiarize you with the Ferndale School District. We hope it will serve to answer the questions you are likely to have as you perform your duties as a substitute teacher.

Ferndale School District serves 4,600 students in grades kindergarten through twelve. The district has six elementary schools, two middle schools, and two high schools. One of the district's elementary schools is located on Lummi Island.

FERNDALE SCHOOL DISTRICT INFORMATION SHEET

Administrative Offices
6041 Vista Drive • P.O. Box 698, Ferndale, WA 98248-0698

(360)383-9200 (Fax 383-9201)
Hours: 8:00 a.m. to 4:30 p.m.

Superintendent	Krisit Dominguez.....	383-9203
Assistant Superintendent <i>for</i> Business & Support Services ..	Mark Deebach	383-9203
Executive Director <i>for</i> Human Resources.....	John Fairbairn.....	383-9206
Executive Director <i>for</i> Teaching & Learning.....	Faye Britt.....	383-9215
Executive Director <i>for</i> Teaching & Learning.....	Kellie Larrabee.....	383-9211
Executive Director <i>for</i> Special Education.....	Trina Hall.....	383-9231
Director of Communications.....	Celina Rodriguez.....	383-9213
Director of Athletics/ Activities	Eric Tripp.....	383-9249
Director of Maintenance and Facilities	Jamie Plenkovich.....	383-9239
Director of Career & Technical Education.....	Ben Goodwin.....	383-9316
Director of Accounting & Child Nutrition.....	Holly Graham.....	383-9209
Director of Transportation.....	Lewann Eggert.....	383-9239
Director of Technology	Martina Chang Su.....	383-9228
Certificated Human Resources	Lisa Taylor.....	383-9232
Classified Human Resources	Heidi Lindsay.....	383-9202
Substitute Coordinator	Nicole Smith.....	383-9206
School Closure/Inclement Weather Line.....		383-9888



Welcome to the Ferndale School District!

You are an important member of our Ferndale school community. Substitutes in all positions are crucial members of our team whom we count on to maintain services when called upon. Without you, we would not be able to continue the quality of education for which our students and district are recognized.

We encourage you connect with a building administrator or other district administrative staff for any questions you may have related to your position. If you are needing additional direction or have any concerns, contact Substitute Coordinator, Nicole Smith in our Human Resources department at (360) 383.9206

We appreciate you and trust your experience will be a rewarding one.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kristi Dominguez', with a stylized, flowing script.

Dr. Kristi Dominguez

Superintendent

School Sites

BEACH ELEMENTARY SCHOOL – Grades K-5

3786 Centerview Road
Lummi Island, Washington 98262-8665
Main Office – 383-9440, Fax – 383-9442, Msg-383-9441
Student Day – 8:10 am - 2:10 pm
Joel Francik, Principal; Tammy Immer, Admin. Asst.

CASCADIA ELEMENTARY SCHOOL – Grades K-5

6175 Church Road – P.O. Box 2009
Ferndale, Washington 98248
Main Office – 383-2300, Fax – 383-2302
Student Day – 9:25 am - 3:30 pm
Dawn Christiana, Principal; Jane Hoffman, Admin. Asst.

CENTRAL ELEMENTARY SCHOOL – Grades K-5

5610 Second Avenue – P.O. Box 187
Ferndale, Washington 98248-0187
Main Office – 383-9600, Fax – 383-9602, Msg – 383-9601
Student Day – 9:25 am - 3:30 pm
Joel Francik, Principal; Kathy Jeffries, Admin. Asst.

CUSTER ELEMENTARY SCHOOL – Grades K-5 7660

Custer School Road
Custer, Washington 98240-9514
Main Office -383-9500, Fax – 383-9502, Msg – 383-9501
Student Day – 9:25 am - 3:30 pm
Kim, Hawes, Principal; Carol Taxdahl, Admin. Asst.

EAGLERIDGE ELEMENTARY SCHOOL – Grades K-5

2651 Thornton Road – P.O. Box 1127
Ferndale, Washington 98248-1127
Main Office – 383-9700, Fax – 383-9702, Msg – 383-9701
Student Day – 9:25 am - 3:30 pm
Mischa Burnett, Principal; Tanya Pazaski, Admin. Asst.

SKYLINE ELEMENTARY SCHOOL – Grades K-5 2225

Thornton Road – P.O. Box 905
Ferndale, Washington 98248-0905
Main Office – 383-9450, Fax – 383-9452
Student Day – 9:25 am - 3:30 pm
Obadiah DeWeber, Principal;
Sarah Lagerway, Admin. Asst

HORIZON MIDDLE SCHOOL – Grades 6-8

2671 Thornton Road – P.O. Box 1769
Ferndale, Washington 98248-1769
Main Office – 383-9850, Fax – 383-9852, Msg – 383-9851
Student Day – 8:02 am - 2:30 pm
Christine McDaniel Principal; Tim Keigley, Asst.
Principal; Kathy Leamer, Admin. Asst.

VISTA MIDDLE SCHOOL – Grades 6-8

6051 Vista Drive – P.O. Box 1328
Ferndale, Washington 98248-1328
Main Office – 383-9370, Fax – 383-9372
Student Day – 7:59 am - 2:27 pm
Heather Leighton, Principal; Julia Besola, Asst.
Principal; Erin Gunter, Admin. Asst.

FERNDAL HIGH SCHOOL – Grades 9-12

5830 Golden Eagle Drive -P.O. Box 428
Ferndale, Washington 98248-0428
Main Office – 383-9240
Attendance – 383-9250, Fax – 383-9242
Student Day – 7:40 am - 2:16 pm
Ravinder Dhillon, Principal; Eric Tripp, Ben Goodwin,
John Jensen and Karli Koning, Asst. Principals ; Brandi
Tilton, Admin Asst.

NORTH BELLINGHAM LEARNING CENTER –

Pre-K/Ferndale Family Connections, Developmental
preschool and Jumpstart
5275 Northwest Ave
Bellingham, Washington 98226
Main Office – 383-9289, Fax – 383-9152
Student Day – 9:30 am - 3:30 pm
Ashley Hill, Principal; Jennifer Hawkins, Admin. Asst.

Board of Directors 360-383-9207

Dr Kevin Erickson, President
Melinda Cool, Vice President
Lee Anne Riddle
Steve Childs
Peggy Uppiano

HOW SUBSTITUTE ASSIGNMENTS ARE MADE

Substitute Online System

Ferndale utilizes an electronic Substitute program called **Substitute Online**. To access the Substitute Online System log on to SUBSTITUTEONLINE.COM or from the district home page link to Substitute Online. Your **User Name** and **Password** (PIN) Number is given to you by the district. When you **Select District**, go to the bottom of the list (or type "W") and choose **WA Ferndale SD (WA)**. There is a Ferndale, Michigan school district and you don't want to choose that in error. Finally, click the **Logon** button, and you are in.

If this is your first time using the system, you may wish to click on the **Demo** button located on the login screen. The demo works like a slide show to walk you through the steps of a sample substitute.

Personal Information

Once you have logged on to the system, please go to the **Personal Info** screen and check that your **Preferences, Notes and Contact Information** are correct. If not, click on each box to change/update and KEY IN THE INFORMATION. You may also enter phone, pager and e-mail information if you wish to be contacted immediately when requested by a teacher. Teachers may have the option to contact AND book you directly.

You may also click to mark yourself unavailable on specific days. For example, you may mark yourself as unavailable **every** Wednesday by checking the box marked WED. If you are unavailable on a specific day or for a specific shift, click the CALENDAR button on the lower left hand corner of your screen and toggle that specific day. When your status changes, it is your responsibility to mark yourself unavailable/available for contact. You will still be able to view all available jobs. There is also an option for you to set **Excluded Sites**. You will not see those jobs, e.g. *no elementary*. When all of the information is correct, click on **UPDATE PERSONAL INFO** and wait for confirmation.

Open Jobs

Clicking on **Open Jobs** will give you the most current chronological list of jobs to be filled and will refresh the list. Please note that with your initial login to the system it will automatically default you to this screen every time. You will not see any assignments that conflict with any position that you currently have. If you are specifically requested for an assignment by a particular teacher, the system will e-mail you to let you know that the job is available. The assignment will be held for **you and other requested subs only, for 48 hours** from the time that it is entered or until 6:00 pm the night before the assignment is to begin. If you have not accepted the assignment in that time frame, the system will release it to all other available substitutes. The first substitute to click the Submit button will receive the confirmation message and the confirmation number.

If you see an assignment that is of interest to you, the procedure is to first click on the **Detail** box to the left of the teacher's name. If the teacher has left specific plans or comments, you will be prompted to click the **Comments/Lessons** button to view and/or print the plans.

Once you decide to request an assignment, click on the **SUBMIT JOB REQUEST** button at the bottom of the screen. If you do not receive a confirmation number, it may be that another substitute has been assigned to the job. You may then submit another request until you are confirmed. When requesting an assignment it is strongly suggested that whether you receive the confirmation message or not you *always double check your Calendar or the Review/Cancel screen* to make sure that it was submitted correctly.

Review Cancel

The **Review/Cancel** button gives you a chronological history of each assignment that you have been confirmed for during this school year. It shows the assignment, details, and the confirmation number for pay purposes. You may also review and/or print out a work summary at any time.

You may also use this option to cancel an assignment or specific days of a multi-day assignment after you have accepted it. This is especially valuable for long-term assignments where you may be absent one or more days, but still wish to work the remaining days of the absence. To cancel an **entire assignment**, click the **Cancel** box within the row for the appropriate confirmation number and name of the teacher that you were to substitute for. A warning screen will pop-up asking you to confirm that you do want to cancel this assignment. If so then click Yes and *contact the Substitute Coordinator immediately*. To cancel only part of an absence, you must first click on the **Detail** box, and then choose the days that you wish to cancel and click the red **Submit Cancellations** button at the bottom of the screen. Once an assignment has been canceled, the system will send that assignment to all other available subs for their consideration. Please *immediately notify the Substitute Office (Nicole Smith) of your cancellation at: 360/383-9206 any time, 24/7.*

Emergency Substitutes

We value the service of our Emergency Substitutes very much; however, it is the policy of the Ferndale School District to fill every classroom with a certificated teacher. Given the sub shortage we have now extended access for Emergency substitutes to have the ability to pick up work in advance however no more than 2 consecutive days in a row.

Help with Online System

You can refer to the **Demo** tutorial, which can be accessed from the login screen. The demo works like a slide show to walk you through the steps of a sample substitute.

If you need assistance, or have any questions regarding the Substitute Online system, you can contact **Nicole Smith at 383-9206 or nicole.smith@ferndalesd.org**

Substitute Coordinator Calling

If you do not have access to a computer, it will be difficult to accept jobs. However, we will try to work with you to individually book assignments. Please call Nicole Smith at **383-9206** to set up a specialized plan.

Actions You Should Not Take

We understand that some substitutes have had their roommates, spouses and even their children, monitor the Substitute Online system for them. In some cases they have allowed another individual to accept assignments on their behalf. We suggest that you do not do this. We have found that some substitutes have missed their assignments because the other individual did not inform them that they had accepted the assignment on their behalf. **WARNING:** If you miss a job, for any reason, that you (or another person) has accepted, we may remove you from our substitute list for a period of time.

If you accept a position and later decide that you would prefer not to take the job and return it to the pool that is acceptable. However, you **CANNOT** do this within **3 hours** of the start of the position. If you need to cancel within the 3 hours, you must call the school for which you were going to work. Please see page 3 for the contact information for individual schools. This will help ensure that we will be able to fill the position on short notice. If you fail to contact the school regarding your late cancellation more than once, we may remove you from our substitute list.

WHAT THE SCHOOL EXPECTS OF THE SUBSTITUTE

We are interested in maintaining the highest possible teaching standards at our schools. To help accomplish this we ask that substitute teachers follow regular procedures, including:

Arrival at school:

As soon as you arrive at school, report to the Administrative Assistant or Principal who will be expecting you. You will be familiarized with the assignment(s) for the day and informed of school schedule(s) and routine(s). If you have questions, don't hesitate to ask. Doing so may save time and headaches later.

School Hours: **Beach Elementary 7:30am - 3:00pm**

For FULL-DAY assignments, please use the following schedule:

	<u>Arrive</u>	<u>Leave</u>
Elementary	8:30	4:00
MiddleSchool	7:30	3:00
High School	7:30	3:00

For MORNING assignments, please use the following schedule: **Beach Elementary 7:30am-11:15am**

	<u>Arrive</u>	<u>Leave</u>
Elementary	8:30	12:15
Middle School	7:30	11:15
High School	7:30	11:15

AFTERNOON assignments, please use the following schedule: **Beach Elementary 11:15am - 2:45pm**

	<u>Arrive</u>	<u>Leave</u>
Elementary	12:15	4:00
Middle School	11:00	2:45
High School	11:00	2:45

For EARLY DISMISSAL assignments, please use the following schedule:

	<u>Arrive</u>	<u>Leave</u>
Elementary	9:15	1:00
Middle School	7:30	11:15
High School	7:30	11:15

- Maintain the same arrival and departure hours as a regular teacher even on Late Arrival and Early Dismissal days.
- Call the building if you need to be late so that he/she may plan accordingly. If you were called too late to arrive at the specified time, the Substitute Coordinator will notify the building.

Daily Routine:

- Stop by the school office, check in with the school secretary and let her know that you have arrived. Request a Substitute Report Form (See APPENDIX A). Ask for directions to your room if needed.
- Check your room for proper heating, ventilation and lighting.
- Familiarize yourself with emergency procedures.
- Follow as nearly as possible the lesson plans left by the classroom teacher(s). **Report to principal if no lesson plans are left.**
- Assume the duties of the regular teacher which may include bus duty; correcting pupils' papers and other work, including workbooks; securing supplies and preventing waste; and taking attendance and lunch count.

- Be responsible for every child in the room during a fire drill, earthquake drill, lockdown, etc.
- Talk with the principal if something has been planned for the class such as a field trip. It might be decided that it would be better to wait on this particular assignment until the regular teacher returns.
- Obtain permission from the principal when considering:
 - Sending pupils on errands outside the building.
 - Detaining pupils after school.
 - Collecting money.
 - Safeguarding objects of value.
 - Disciplining Pupils: No teacher is authorized to administer corporal punishment. Use Positive Behavior Interventions Support.
 - Communicating with parents.
 - Taking field trips.
 - **DO NOT hold classroom parties.**
 - **DO NOT photograph students.**
- Establish and maintain a positive classroom climate by:
 - Establishing rapport with students, taking time to chat with them as they arrive.
 - Following the established routine of the day as closely as possible.
 - Posting learning targets and plan for the day.
 - Putting the daily schedule on the board so the class will know what to expect -- include times and names of students to leave the room for special help such as speech and reading.
 - Reporting serious disturbances to the principal immediately.
 - Avoiding threats or punishments. Isolation to the hall removes the pupils from your control and is NOT allowed.
 - Being fair, impartial, just, and decisive.
 - Using a sense of humor. It will help in many difficult situations.
 - Letting students know you are the teacher for the day.
 - Reinforcing positive student behavior.
- Follow the Code of Professional Ethics which includes:
 - Keeping in confidence information obtained in the course of professional service.
 - Refraining from engaging in discussions or comparisons of other schools and/or teachers.

- Avoiding use of school contacts for financial gain.
- Serving as a substitute is an opportunity to do your part to promote the education of our youth, but there are limitations since assignments tend to be short-term. **Only in long term assignments, under direction of the building principal, shall the substitute:**
 - Introduce new or major units of work.
 - Administer or correct standardized tests.
 - Report pupil progress, e.g., report cards, informal parent conferences.

Before you leave the building:

- Stop at the school office and complete and/or verify your payroll form with the school administrative assistant. **Be sure your payroll advice form has your Social Security number and signature, or payment could be delayed.**
- Leave a copy of your completed Substitute Report Form (See APPENDIX A) with the building secretary. Also leave this report for the regular teacher including a brief statement summarizing the day. You can leave this report in his/her mailbox. When the regular classroom teacher returns, he/she may complete the "Feedback Form on Substitute Teacher" (See APPENDIX B).
- **Check with the principal or secretary so you know the circumstances for the following day.**
- Leave with the business of the day completed and the classroom and instructional program ready for the return of the regular teacher. This includes leaving the classroom better than you found it.
- If you deem it necessary, please provide suggestions on how the substitute's function can be improved. We do try to make it as easy as possible for you to step in, be comfortable, be prepared and feel welcomed to our district and to our schools. If your tips can help you and future substitutes, please take a moment to write those down for the building principal.

WHAT THE SUBSTITUTE MAY EXPECT OF THE SCHOOL

The substitute can expect information, support and assistance from the principal and teacher(s).

The principal will be responsible to:

- Provide a schedule of building routines and regulations.
- Provide information on specific play areas, routes, restricted areas and special assignments.
- Help in becoming acquainted with staff and pupils.
- Assist with discipline and other problems.

- Express appreciation for cooperation and achievements.

The regular teacher will be responsible to:

- Be available by phone, when possible, to answer questions and help as needed.
- Provide schedules, lists and procedures needed, e.g., attendance record sheet; plan book with daily plans to include learning targets, core standard, and formative assessments made out for several days in advance; weekly time schedule of classes; lists of pupils' names and seating chart; list of pupils in various reading groups, indicating present reading levels (elementary); list of supervisory responsibilities such as days on duty for noon recess, etc.; fire and disaster drill plans; bus schedules; and copies of textbooks and workbooks in present use.

IMPORTANT POLICIES

Drug-Free Schools, Community and Workplace (Board Policy No. 5201):

The board has an obligation to staff, students and citizens to take reasonable steps to assure safety in the workplace and to provide safety and high quality performance for the students that the staff serves.

“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 board declares that the following behaviors will not be tolerated:

- A. Reporting to work under the influence of alcohol, illegal and/or controlled substances, including marijuana (cannabis).
- B. Using, possessing, transmitting alcohol, illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids 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, which could include immediate termination.
- C. Using district property or the staff member's position within the district to make or traffic alcohol, illegal and/or controlled substances, including marijuana (cannabis).
- D. Using, possessing or transmitting illegal and/or controlled substances.

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. 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.

The district may notify law enforcement agencies regarding a staff member's violation of this policy at the district's discretion or take other actions as it the district deems appropriate.

Use of Tobacco and Nicotine Substances (Board Policy No. 4215):

The board of directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district, and all members of the community, have an obligation as role models to refrain from tobacco use on school property at all times. Tobacco includes, but is not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, nicotine delivering devices, chemicals or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco innovation.

Any use of such products by staff, students, visitors, and community members will be prohibited on school district property. Possession or distribution by minors is prohibited. This will include all district buildings, grounds and district-owned vehicles.

Dangerous Weapons on School Premises (Board Policy No. 4210):

The district seeks to provide all students and staff with a safe environment in which to learn and work. It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities.

Sexual Harassment (Board Policy No. 5011):

The district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees, and others involved in school district activities.

Sexual harassment occurs when:

- A. Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
- B. Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or
- C. Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.

Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male, and female to female.

The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment will be reviewed and remedied, as appropriate.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Prohibition of Harassment, Intimidation and Bullying (Board Policy No. 3207):

The board is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and community members that is free from harassment, intimidation or bullying. "Harassment, intimidation, or bullying" means any intentionally written message or image – including those that are electronically transmitted – verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

1. Physically harms a student or damages the student's property;
2. Has the effect of substantially interfering with a student's education;
3. Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or
4. Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying.

"Other distinguishing characteristics" can include but are not limited to physical appearance, clothing or other apparel, socioeconomic status and weight.

“Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

Behaviors/Expressions

Harassment, intimidation, or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom or program rules.

Retaliation/False Allegation

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying.

It is also a violation of district policy to knowingly report false allegations of harassment intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

SCHOOL CALENDAR/SNOW DAYS

The school calendar consists of 180 student days. Information on school closures/delays is announced on the Ferndale School District Website, FSD Facebook page at facebook.com/ferndaleschools and FSD Instagram page at instagram.com/ferndaleschools) during the winter months. If a school opening has been delayed, the substitute is to report at the delayed reporting time for the remainder of the shift/day. When schools are closed early due to inclement weather, substitutes who are assigned a full day will receive pay accordingly. On days when schools are closed for a full snow day, substitute assignments are cancelled without pay.

PAYROLL INFORMATION

Time worked each month is to be paid at the end of the following month. (Example: time worked in September will be paid the last working day in October.) Paychecks will be electronically deposited on the last working day of the month. Ferndale School district uses a paperless system. All staff is required to sign up for direct deposit. Paystubs are not provided. Please sign up for Employee Access in order to see payroll information. Upon reviewing your payroll, should you have questions about the days for which you have been paid, please review Subs-Online. If you have further questions, check with the secretary where you substituted. It is also a good idea to keep a record on your home calendar.

Substitutes who work in the same class for 20 consecutive days or more are considered Long-Term Substitutes. Long-Term Substitutes do receive an increase in their daily rate of pay, beginning on the 21st day. That rate is based on a beginning teacher's rate of pay with no experience and no additional education credits beyond their original Bachelors Degree. If you believe that you fall into this category, please contact the Certificated Human Resources Department at 383-9206.

Be sure each payroll advice form(s) you sign has your Social Security number and signature, or payment could be delayed.

BENEFIT INFORMATION

Retirement Plan:

As a substitute teacher in a Washington State Public School, you may be eligible to apply for service credit in the Teachers' Retirement System (TRS). Please see Appendix C for more information.

403(b) Elective Deferral Program:

As a substitute teacher in a Washington State Public School, you may be able to take advantage of a 403(b) elective deferral program. This allows you to have a percentage of your pay be set aside for retirement purposes. Generally – if you were/are working consistently 20 or more hours a week you would be eligible. Our payroll office is available to answer questions regarding this program. Please call Shelley Carpenter at 383-9227.

Insurance:

District employees, including substitutes on assignment, are insured by the district's liability policy while performing their duties.

Federal Withholding:

Federal withholding tax deductions are required by law. Substitutes will be asked to fill out a W-4, listing the number of dependents they wish to claim.

Social Security:

Social security membership is required by law; thus the district is compelled to deduct the prescribed amount of your earnings, established by law, which is matched by the school district and sent to the Employment Security Department.

If you have questions regarding payroll matters, please contact our payroll department at 383-9204.

Equal Opportunity:

The Ferndale School District is an equal opportunity employer. We do not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or

military status, sexual orientation, gender expression or identity, disability, or the use of a trained guide dog or service animal and provides equal access to the Boy Scouts and other designated youth groups. This hold true for all district employment opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 Officer, John Fairbairn, Executive Director of Human Resources, 383-9206. Section 504 and ADA inquiries may be directed to Kellie Larrabee, Executive Director of Teaching and Learning, 383-9211.

The Ferndale School District supports the spirit, policies, and practices of affirmative action, and has implemented programs to address the diversity of the work force.

WITHDRAWAL FROM SUBSTITUTING

Please contact the Substitute Coordinator at 383-9206 or email Nicole Smith @ nicole.smith@ferndalesd.org if you would like to be removed from the substitute list.

NEW ADDRESS OR PHONE NUMBER?

If you move or change your telephone number, it is your responsibility to update your details through Skyward under Employee Access.

If you do not do this, your end of year W2 may be sent to the wrong address.

INDIVIDUAL SCHOOL DRIVING INSTRUCTIONS

Beach Elementary School – On Lummi Island

3786 Centerview Road
Lummi Island, WA 98262

Phone: 360/383-9440

Directions:

From I-5 take Slater Road/Lummi Reservation Exit, go west on Slater Road to Haxton Way, turn left on to Haxton Way, continue on Haxton until you reach the ferry landing, cross on the ferry to Lummi Island, after departing the ferry at the stop sign take a right on to Nugent Road, follow Nugent Road to Centerview Road, turn left on to Centerview Road. The school is located on your immediate right. Please park in front of the school.

Cascadia Elementary School

6175 Church Road
Ferndale, WA 98248-0068

Phone: 360/383-2300

Directions:

From I-5 take Ferndale City Exit (#262), turn right on to Main Street, continue on Main Street to Church Road (approximately one mile past the last stop light when departing the city center), turn right on to Church Road, continue on Church Road past Thornton Road. Go approximately two blocks, the school is located on the left-hand side of Church Road.

Central Elementary School

5610 Second Avenue
Ferndale, WA 98248-0068

Phone: 360/383-9600

Directions:

From I-5 take Ferndale City Exit (#262), turn right on to Main Street, continue on Main Street to Second Avenue, turn left on to Second Avenue, go two blocks, the school will be on the left-hand side of Second Avenue. You may park on Second Avenue in front of the school or on Alder Street on the north side of the school.

Custer Elementary School

7660 Custer School Road
Custer, WA 98240-0125

Phone: 360/383-9500

Directions:

From I-5 take Grandview Road Exit, turn left on Grandview Road to the first stop sign at Portal Way,

turn right onto Portal Way and continue for approximately 2.4 miles. Turn right on to Custer School Road, go approximately two blocks, the school is located on the right-hand side of Custer School Road. Park anywhere parking is available in the lot.

Eagleridge Elementary School

2651 Thornton Road
Ferndale, WA 98248

Phone: 360/383-9700

Directions:

From I-5 take Ferndale City Exit (#262), turn right on to Main Street, continue on Main Street to Church Road (approximately one mile past the last stop light when departing the city center), turn right on to Church Road, continue on Church Road to Thornton Road, turn left on to Thornton Road, go approximately three blocks, the school is located on the left-hand side of Thornton Road. Eagleridge Elementary School and Horizon Middle School share the same parking lot entrance off of Thornton. Turn left off of Thornton to enter shared parking lot. Turn left again to enter Eagleridge parking lot. Please park in any empty space.

Skyline Elementary School

2225 Thornton Street
Ferndale, WA 98248-0068

Phone: 360/383-9450

Directions:

From I-5 take Ferndale City Exit (#262), turn right on to Main Street, continue on Main Street to Fourth Avenue, turn right on to Fourth Avenue, continue on Fourth Avenue to Vista Drive, turn left on to Vista Drive, continue on Vista Drive to Thornton Road, turn left on to Thornton Road, the school is located on the immediate left-hand side of Thornton Road. Turn left into the 2nd parking lot. Park in any space not designated "reserved" or "disabled".

Horizon Middle School

2671 Thornton Road
Ferndale, WA 98248-1769

Phone: 360/383-9850

Directions:

From I-5 take Ferndale City Exit (#262), turn right on to Main Street, and follow Main Street through town. Approximately one mile past the last stop light when departing the city center, turn right onto Church Road. Continue on Church Road to Thornton Road, turn left onto Thornton Road, go approximately three block, the school is located on the left-hand side of Thornton Road adjacent to Eagleridge Elementary School. Horizon Middle School and Eagleridge Elementary School share the same parking lot entrance off of Thornton. When turning left off of Thornton, make sure to stay to the right for Horizon's parking lot.

Vista Middle School

6051 Vista Drive
Ferndale, WA 98248-1328

Phone: 360/383-9370

Directions:

From I-5 take Ferndale City Exit (#262), turn right on to Main Street, follow Main Street to Fourth Avenue, turn right on to Fourth Avenue, continue to Vista Drive, turn left on to Vista Drive, and continue on Vista Drive through a residential area, the school is located on the left-hand side of Vista Drive. Vista Middle School and the District Office share the same parking lot. Any parking space that is not labeled "disabled" is okay to park in. However, please try to park further away from the District office. We try to keep those areas available throughout the day for visitors and meeting attendees coming and going throughout the day.

Ferndale High School

5830 Golden Eagle Drive
Ferndale, WA 98248-0428

Phone: 360/383-9240

Directions:

From I-5 take Ferndale City Exit (#262), turn right on to Main Street, continue on Main Street to Fourth Avenue, turn right on to Fourth Avenue, continue on Fourth Avenue to Vista Drive, turn left on to Vista Drive, continue on Vista Drive to Shuksan Road, turn right on to Shuksan Road, the school is located on the left-hand side of Shuksan Road. Please park in the large parking lot – do not park in parking spots marked for staff. All other spots in this lot are open parking.

North Bellingham Learning Center

5275 Northwest Road
Bellingham, WA 98226-9095

Phone: 360/383-9289

Directions: From I-5 take Slater Road/Lummi Reservation Exit, turn right on Slater Road toward Northwest Road, turn left on to Northwest Road, the school is located on the left-hand side of Northwest Road at the intersection of Northwest and Smith Roads. You may park in the large parking lot on the north side of the building parallel to Smith Road.

FERNDALDE SCHOOL DISTRICT NO. 502

PO Box 698 - Ferndale, WA 98248
(360) 383-9200

SUBSTITUTE REPORT

DATE: _____

NAME: _____ SUBSTITUTED FOR: _____

Were lesson plans adequate? Yes _____ No _____

Comments:

Were you able to carry out the teacher's lesson plans?

Not at all _____ Completely _____

Partially _____

NOTE: Please attach a written summary of the day's activities for the teacher.

Were the students cooperative and well behaved? Yes _____ No _____

Names of disruptive students

What they did

Did you get enough help from the office or other teachers getting oriented to the class routine? Yes _____ No _____

Comments:

Could anything more have been done to make your job go more smoothly?

FERNDAL SCHOOL DISTRICT NO. 502
FEEDBACK FORM ON SUBSTITUTE TEACHER

Printed Name of Substitute Name of Teacher Date

1. Were your lesson plans carried out? _____

Comments: _____

2. Was a written summary of the day's activities left for you? _____

Comments: _____

3. Was your room left in good order? _____

Comments: _____

4. Did you get any indication about the substitute's classroom management and control? _____

Comments: _____

5. How would you rate this substitute? Excellent Average Good Poor

Additional Comments:

Teacher Printed Name and Signature Date

(Please return form to school principal as soon as possible.)

Principal Signature Date

(Review Form and send original to Dr. Paul Douglas Office.)

The Substitute Teacher's Guide to Obtaining Service Credit

TRS Plan 1

As a substitute teacher in one of Washington's public schools, you may qualify to participate in the Teachers' Retirement System (TRS). Membership in TRS is optional for substitutes.

HOW DO I ESTABLISH OR REESTABLISH MEMBERSHIP?

If you previously established membership in TRS Plan 1 and withdrew your contributions, you can reestablish Plan 1 membership. To do so you must:

- Work for the equivalent of 90 full-time days during a school year; and
- Complete the attached *Substitute Teacher's Application for Service Credit* and purchase service credit for that year.

To learn more about TRS Plan 1, refer to the *TRS Plan 1 Member Handbook* available on the Department of Retirement Systems (DRS) Web site at www.drs.wa.gov.

Note: If you have no previous membership in TRS, you will have the opportunity to choose between membership in TRS Plan 2 or Plan 3 when you purchase service credit for substitute teaching. Please ask your employer for a copy of the *TRS Plan 2 and 3 Substitute's Guide*.

WHAT IF I'M ALREADY A MEMBER?

If you are already a member of TRS Plan 1, complete the *Substitute Teacher's Application for Service Credit* on page 3.

WHAT IF I HAVE WITHDRAWN CONTRIBUTIONS?

If you have withdrawn contributions, you must meet the eligibility requirements described above and purchase service credit to reestablish membership. Once you have reestablished membership, you can recover service credit for any withdrawn periods. For more information, refer to the publication *Plan 1 Recovery of Withdrawn or Optional Service Credit* on the DRS Web site.

HOW DO I EARN SERVICE CREDIT?

For TRS Plan 1, the school year is from July 1 through June 30. As a Plan 1 member you earn one full year of service credit if you receive compensation for the equivalent of 144 full-time days within the school year. If you earn compensation for fewer than 144 days but at least 20 days in a school year, you can earn a partial year of service credit based on the number of days you earned compensation divided by 180.

HOW DO I APPLY FOR SERVICE CREDIT?

Submit the following documents to DRS at the address indicated on the application form:

- A completed *TRS Plan 1 Substitute Teacher's Application for Service Credit*, and
- A copy of any quarterly reports as required. (See page 2.)



WHEN DO I APPLY FOR SERVICE CREDIT?

You can apply for service credit beginning July 1 following the school year in which service was rendered.

WHEN WILL I RECEIVE A BILL?

Upon receipt of your application materials, DRS will determine the amount of service credit you are eligible to purchase and will send you a bill for the amount due. DRS will apply the service credit to your account once you pay your bill in full, and will bill your employer for the employer contributions due.

HOW DO I PAY FOR SERVICE CREDIT?

Payment must be made in full in a lump sum payment. DRS accepts rollover funds directly from an eligible retirement account or IRA. For rollover information, contact DRS

Interest Free Deadline: You have up to six months to make payment before interest is applied. If payment is made before the end of December immediately following the school year in which the service was rendered, you pay only your contributions. If payment is made after the last day of December, you will be charged interest on both member and employer contributions.

AM I REQUIRED TO SUBMIT A QUARTERLY REPORT?

You are required to submit a quarterly report to DRS along with your application for service credit only under certain conditions. You are required to submit a quarterly report to DRS if:

- You work for a school district or educational service district (ESD) and are purchasing service credit for a period of time prior to the 2004-05 school year.
- You work for a higher education employer or for the School for the Deaf or School for the Blind.

You are **not** required to submit a quarterly report if:

- You work for a school district or ESD and are purchasing service credit for the 2004-05 school year or any school year thereafter.
- Your employer begins reporting substitute hours to DRS through automated means. (You will still be required to submit quarterly reports if you are purchasing service for a period of time prior to when the employer began automated reporting.)

WHAT MUST BE INCLUDED ON THE QUARTERLY REPORT?

DRS only accepts quarterly reports issued by your employer(s). Many districts issue the report on a monthly basis so it is important to maintain a copy of your reports as you may need to include them with your application for service credit.

Each quarterly report must include:

- Your name, your Social Security number and your employer's name; and
- The school year in which you worked; and
- The number of days you worked each month, totaled by month; and
- The amount of compensation you earned each month, totaled by month; and
- The signature of the payroll officer or person authorized to verify the report.

If you were employed by more than one school district or ESD during the school year, be sure to submit all quarterly reports with your application to DRS.

MORE INFORMATION?

If you have questions regarding your service credit, write to DRS at PO Box 48380, Olympia, WA 98504-8380.

Telephone

1-800-547-6657 (toll-free)
(360) 664-7000 (Olympia area)

E-Mail

recep@drs.wa.gov

DRS Web site

www.drs.wa.gov

TRS publications are available on the DRS Web site.



Substitute's Guide

As a substitute teacher in one of Washington's public schools, your membership in the Teachers' Retirement System (TRS) is optional.

Your hours and earnings are reported to the Department of Retirement Systems (DRS) by each employer you work for during the year, but contributions are not deducted from your paycheck. If you meet eligibility requirements and would like to receive TRS service credit, you must apply with DRS and pay the appropriate contributions by requesting a substitute bill.

Membership requirements for obtaining service credit

Topics	New members	Established members
Eligibility requirement	You must work as a substitute for 70 or more hours per month for at least five months during a school year to be eligible for membership and request a bill.	The hour requirement only pertains to those who are establishing membership for the first time.
Timing	Once the school year is over, you can apply for service credit and request a bill beginning in September.	Once the school year is over, you can apply for service credit and request a bill beginning in September.
Service credit application	Mail the following forms to DRS: <ul style="list-style-type: none"> • <i>Substitute Teacher's Application for Service Credit.</i> • <i>Member Information Form (MIF) for Substitute Teachers.</i> Carefully consider your plan choice – it's permanent and you cannot change it.	All members must complete a <i>Substitute Teacher's Application for Service Credit</i> and mail it to DRS. Only Plan 3 members and those Plan 2 members who decide to transfer to Plan 3 need to complete a <i>Member Information Form (MIF) for Substitute Teachers.</i>
Plan choice	You may choose between TRS Plan 2 and Plan 3. To learn more, read the <i>Plan Choice Booklet</i> at www.drs.wa.gov . Indicate which plan you'd like to join on your <i>MIF for Substitute Teachers</i> .	You made a plan choice when you first applied for substitute service credit. You chose either TRS Plan 2 or Plan 3.
Transfer rights	New members do not have transfer rights. Once you make a plan choice, you remain in your chosen plan.	There are some Plan 2 members who may transfer to Plan 3. To learn more, read the <i>Plan Choice Booklet</i> at www.drs.wa.gov . Established Plan 3 members remain in Plan 3.
TRS begin date?	Your TRS membership officially begins on the day your substitute bill is paid in full.	Your membership begin date is either: <ul style="list-style-type: none"> • When you were first hired into a TRS-eligible position; or • When you paid your first substitute bill in full.

When will I receive a bill?

Upon receipt of your application materials, DRS will determine the amount of service credit you are eligible to purchase and will send you a bill for the amount due. DRS will apply the service credit to your account once you pay your bill in full. Your employer will receive a bill for the employer contributions due.

How do I pay my bill?

Payment must be made in a full lump sum. You may make direct payment with a personal check or cashier's check. In many cases it is also possible to transfer funds from another eligible retirement account to purchase service credit (please check with the administrator of your account). DRS is classified by the IRS as a 401(a) account. DRS cannot accept funds in excess of the cost to make your purchase.



How much service credit is established when I pay my bill in full?

If this applies to you...	You earn this service credit...
You work 810 hours or more, begin working in September and work at least 9 months of the school year.	12 service credit months per school year.
You work 630 - 809 hours, begin working in September and work at least 9 months of the school year.	6 service credit months (0.5 service credit for each month) per school year.
You work at least 630 hours in at least 5 months within a 6-month period during the school year.	6 service credit months per school year beginning with the 2008/2009 school year.
All other instances.	1.0 service credit month for each month you work 90 or more hours.
	0.5 service credit month for each month you work at least 70 but less than 90 hours.
	0.25 service credit month for each month you work less than 70 hours (but more than zero).

A school year is September 1 through August 31. We will apply the method that provides you the most service credit.

Will I owe interest on my bill?

The interest-free period lasts through February immediately following the end of the school year you worked. If you wait to make payment until after the last day of February, you are then charged interest on both member and employer contributions for Plan 2, and employer contributions only for Plan 3.

Am I required to submit a quarterly report?

You are required to submit a quarterly report along with your application materials only under the following conditions:

- You work for a school district or educational service district (ESD) and are purchasing service credit for a period of time before the 2004-05 school year.
- You work for a higher education employer, the School for the Blind or the Washington State Center for Childhood Deafness.

Quarterly reports need to provide a month-by-month breakdown of the exact hours you worked and compensation you earned in each month. The reports must be signed by your employer.

What if I withdrew my TRS contributions?

If you were previously a member of TRS Plan 2 and withdrew your contributions, you can re-establish your membership.

- To re-establish membership in Plan 2 you must:
 - Work as a substitute teacher for five months for at least 70 or more hours per month during a school year;
 - Complete the attached *Substitute Teacher's Application for Service Credit* to receive a bill; and
 - Pay the bill in full.
- If you are a Plan 3 member and withdrew your contributions, you may continue to apply for service credit in Plan 3.

Contacting DRS

- Website: www.drs.wa.gov
- Email: recep@drs.wa.gov
- Telephone: 800.547.6657
- Local: 360.664.7000
- TTY: 360.586.5450
- Address: PO Box 48380
Olympia, WA 98504-8380

February 2013

Summary Description

The rules governing substitute teachers are contained in state retirement law. This publication is a summary, written in non-legal terms. It is not a complete description of the law. If there are any conflicts between what is written in this publication and what is contained in the law, the applicable law will govern.

NOTES: