



***EdJobsNW* Guest Employee Guide**

**2019-2020**

## TABLE OF CONTENTS

Welcome .....	2
Contact Information .....	2
Participating Districts .....	3
Guest Employee Payroll Requirements .....	3
School District Payroll Office Information .....	4
Payment for Services – Certificated Guest Employees .....	5
Payment for Services – Classified Guest Employee .....	6
Dress for Success .....	7
Information and Expectations .....	8
Absence Management (formerly Aesop) .....	9
Absence Management Learning Center .....	10
Guest Employee Placement & Management .....	11
A Successful Guest Employee Will .....	12
Classroom Management Tips .....	13-14
Maintaining Professional Staff/Student Boundaries .....	15
Guest Employee Restriction Process .....	16
Cancellation of a Placement by a Guest Employee .....	16-17
School District Policies and Procedures .....	17
Griffin School District .....	18-19
Hood Canal School District .....	20-21
Mary M. Knight School District .....	22-23
McCleary School District .....	24-25
Oakville School District .....	26-27
Olympia School District .....	28-31
Rochester School District .....	32-33
Tenino School District .....	34-36
Tumwater School District .....	37-41
Yelm Community Schools .....	42-44
Head Start-ECEAP Centers .....	38
Record of Guest Employee Assignments .....	39

*Be advised that as a substitute, there is no guarantee of placement on any given day and no ongoing expectation of placement.*

## WELCOME

**Welcome to EdJobsNW Substitute Services!** As a substitute through our service, you are part of a team that is committed to providing the best possible educational opportunities for the students of our member districts. Your role is vital in maintaining the continuity of the educational programs for our students in the absence of the regular teachers, paraeducators and secretaries; maximizing the potential of each student.

The role of a substitute, whether you are certificated or classified, is a challenging and valued one that brings many rewards to both you and to the students. It takes a gifted person to be able to work with elementary students one day and high school students the next, and to make a difference with both.

With the expectations for schools continually increasing to raise student achievement, maximizing each day of a student's education is critical. The services of a dependable, well-prepared substitute are essential to providing continuity in student academic achievement. A substitute is an important part of expanding the learning and intellectual growth of our students. We are pleased that you accepted this opportunity to assist in the growth and success of our districts' students.

This handbook, the *Substitute Role and Responsibilities* you signed as part of the application process, along with assistance from building principals, secretaries, classroom teachers, and paraeducators will provide you with the necessary tools to assist in meeting the educational needs of our students.

Again, welcome to our schools and best wishes for an outstanding and rewarding year!

## CONTACT INFORMATION

### EdJobsNW Staff

**Carrie Harper-Kitzmilller**  
Administrator, EdJobsNW  
360-464-6795  
[subservices@esd113.org](mailto:subservices@esd113.org)  
7:00 AM – 4:00 PM

**Mary McDonald**  
Office Technician II  
360-464-6857  
[subservices@esd113.org](mailto:subservices@esd113.org)  
7:00 AM – 2:00 PM

**TBD**  
Office Technician II  
360-464-6857  
[subservices@esd113.org](mailto:subservices@esd113.org)  
2:00 PM – 5:00 PM

**ABSENCE MANAGEMENT** (absence management & substitute dispatch system)

1-800-942-3767

[www.frontlinek12.com/aesop](http://www.frontlinek12.com/aesop)

**GUEST EMPLOYEE (SUBSTITUTE) SERVICES WEBSITE**

[Substitute Services Website link](#)

## PARTICIPATING DISTRICTS

<u>Certificated</u>	<u>Classified</u>
Griffin	Griffin
Hood Canal	Head Start/ECEAP
Mary M. Knight	Hood Canal
McCleary	McCleary
Oakville	Oakville
Olympia	Olympia
Tenino	Rochester
Tumwater	Tumwater
Yelm	Yelm

## GUEST EMPLOYEE PAYROLL REQUIREMENTS

The EdJobsNW Guest Employee Services and its member school districts value well qualified substitutes. In addition to being qualified, the documents listed below must be completed at each school district in which you plan to substitute. Griffin, Hood Canal, McCleary and Tenino School Districts prefer you complete the documents the first time you work in their district. The remaining member districts request that you complete the documents prior to accepting a placement in one of their buildings, preferably once you are approved to substitute.

For your convenience, a list of school district offices is provided on the next page. The necessary documents will be provided to you by the district. In addition to completing the documents, you will need to provide the district with specific documents as noted below.

1. **I-9, Employment Eligibility Verification** (Federal Immigration)  
Federal law requires completion of the I-9 form to validate U.S. citizenship and authorization to work in the U.S. You will need to provide each district with:
  - **Photo Identification** (e.g. – driver’s license, passport, etc.)
2. **Social Security Card**  
You are required to provide your original card (no copies) to the payroll office. They are required to make a photocopy for their records to document your identity.
3. **W-4, Income Tax Deductions**  
Before a pay warrant can be issued, you must have a W-4 form on file identifying your income tax deduction status.
4. **Additional Forms**  
Each school district may require you complete additional forms.

### **Head Start-ECEAP Centers**

The paperwork described above was completed during your application process. You do not need to complete any additional forms for payroll purposes.

## SCHOOL DISTRICT PAYROLL OFFICE INFORMATION

		<u>Phone</u>	<u>Hours</u>
<b><u>GRIFFIN SCHOOL DISTRICT</u></b>			
6530 33rd Avenue NW Olympia, WA 98502	Kim Ferra	867-9693	7:30-4:30
<b><u>HEAD START-ECEAP CENTERS</u></b>			
Administration Building 6005 Tye Drive SW Tumwater, WA 98512	Debbie Leonard (A - M) Debbie Otos (N - Z)	464-6757 464-6754	8:00-5:00 8:00-5:00
<b><u>HOOD CANAL SCHOOL DISTRICT</u></b>			
111 N State Route 106 Shelton, WA 98584	Jeanie Beebe	877-5463	7:30-4:30
<b><u>MARY M. KNIGHT SCHOOL DISTRICT</u></b>			
2987 W Matlock Brady Road Elma, WA 98541	Tiki Willey	426-6767 x7	7:30-4:30
<b><u>MCCLEARY SCHOOL DISTRICT</u></b>			
611 S Main Street McCleary, WA 98557	Daniel Lunghofer	495-3204	7:30-4:30
<b><u>OAKVILLE SCHOOL DISTRICT</u></b>			
103 School Street Oakville, WA 98568	Tanya Bunting	273-0171	7:30-4:00
<b><u>OLYMPIA SCHOOL DISTRICT- HUMAN RESOURCES OFFICE</u></b>			
1113 Legion Way SE Olympia, WA 98501	Pam Hurley	596-6190	8:00-5:00
<b><u>ROCHESTER SCHOOL DISTRICT</u></b>			
10140 Highway 12 Rochester, WA 98579	Jill Pratt	273-5536	8:30-4:30
<b><u>TENINO SCHOOL DISTRICT</u></b>			
301 Old Hwy. 99 North Tenino, WA 98589	Terry Frasl	264-3422	7:45-3:30
<b><u>TUMWATER SCHOOL DISTRICT</u></b>			
621 Linwood Avenue SW Tumwater, WA 98512	709-7020 Certificated Classified	7:30-4:30 709-7014 709-7013	
<b><u>YELM COMMUNITY SCHOOLS</u></b>			
107 1 <sup>st</sup> Street N (District Office) Yelm, WA 98597	Ashley Lindsay Jeanne Strong	458-2407 458-6136	7:30-4:00 7:30-4:00

## PAYMENT FOR SERVICES – CERTIFICATED GUEST EMPLOYEES

### Pay Rates

- **\$135** for a full-day placement
  - A **full-day placement** is **3 hours and 46 minutes or more**, including prep time prior to class starting and after class has ended.
  - If paid for a full day placement, you will be expected to work for the full day.
- **\$75** for a half-day placement
  - A **half-day placement** is **3 hours and 45 minutes or less**, including prep time.
- Long term placements vary by school district. You will need to contact each district for specific information.
- **Lunch breaks are unpaid** whether you work a half or full day.

### Compensation for Class Coverage

- You are required to work for the entire time of the accepted placement. This may include coverage for an unfilled classroom during a prep period.
- There is **no** additional compensation for covering an additional class during a prep period as you are already being paid for your time.

### Error in Placement

In the event you report for duty, and no placement exists for the listed job number, you may call the Guest Employee Services office to see if another placement is available. If not, he/she may choose to remain at the building in an alternate placement designated by a building administrator for one half-day and be paid the half-day pay rate, or you may choose to leave the building and receive no compensation.

### Retirement Contributions

You may be eligible to purchase retirement service credit directly from the Washington State Department of Retirement Systems (DRS). The number of hours worked for all employers that participate may establish eligibility and be submitted to DRS at the end of the school year. For complete details contact the Department of Retirement Systems at 360-664-7000 or visit their website at [www.drs.wa.gov](http://www.drs.wa.gov).

### PAY PERIODS:

- **Tumwater:** Pay period is from the 16<sup>th</sup> of the month through the 15<sup>th</sup> of the following month. Pay day is on the last workday of each month.
- **Griffin, Hood Canal, Mary M. Knight, McCleary, Oakville, Olympia, Tenino & Yelm:** Pay period is from the 1<sup>st</sup> through the 31<sup>st</sup> of the month. Pay day is on the last workday of the following month.

### PAY METHODS:

- Griffin, Olympia, Tumwater and Yelm (mandatory) School Districts only pay through direct deposit.
- All other districts mail a check on the last work day of the month, unless you have set up direct deposit.

## PAYMENT FOR SERVICES – CLASSIFIED GUEST EMPLOYEES

### Pay Rates

- Griffin SD            \$14.15 hr. Paraeducator; \$16.16 hr. Secretary
- Hood Canal SD    \$15.17 hr. Paraeducator; \$15.31 Office Assistant
- McCleary SD        \$TBD
- Oakville SD         \$TBD
- Olympia SD         \$14.32 hr. Paraeducator; \$14.32 hr. Secretary
- Rochester SD       \$15.00 hr. Paraeducator
- Tumwater SD      \$16.32 hr. Paraeducator; \$18.15 hr. Office Professional 6; \$21.72 hr.; Office Professional 3
- Yelm CS             \$14.71 hr. Paraeducator; \$18.16 hr. Secretary
- Head Start         \$12.27 hr. for all substitute positions

**Please note: The hourly rates listed above are subject to change without notice.**

- Long-term placements vary by school district. You will need to contact each district for specific information.
- Lunch breaks are unpaid.

### Error in Placement

In the event you report for duty and no placement exists for the listed job number, you should call the Substitute Services office to see if there is another placement available. If not, you will be paid for one (1) hour.

### **PAY PERIODS:**

- **Tumwater:** Pay period is from the 16<sup>th</sup> of the month through the 15<sup>th</sup> of the following month. Pay day is on the last workday of each month.
- **Griffin, Hood Canal, Olympia & Yelm:** Pay period is from the 1<sup>st</sup> through the 31<sup>st</sup> of the month. Pay day is on the last workday of the following month.
- **Head Start/ECEAP:** Pay day is the last work day of the month for the ESD. An hourly timecard must be submitted to the supervisor of the center. Time worked between the 16<sup>th</sup> of the previous month and the 15<sup>th</sup> of the current month will be paid at the end of the current month. Time worked between the 16<sup>th</sup> of the current month to the end of the month will not be paid until the end of the next month. A check will be mailed to you unless you have set up direct deposit.

### **PAY METHODS:**

- Griffin, Olympia, Tumwater and Yelm (mandatory) School Districts pay through direct deposit.
- All other districts mail a check on the last work day of the month, unless you have set up direct deposit.

## DRESS FOR SUCCESS

Dress for success and to impress, every day! Dressing for success will allow you to gain the respect needed to set a positive example for students. It is important to remember that students are very good at modeling the behavior they observe in adults. Failure to dress appropriately may also impact the way an administrator, teacher, other staff, and/or students perceive you. You want to stand out as a professional, not look like a student.

*Dressing for success has three main effects in a classroom and will assist you to:*

1. Maintain respect
2. Establish credibility
3. Establish yourself as an authority figure

### Dress Guidelines for Men:

- Suit should be conservative style with a white or solid color shirt (tie optional)
- Dress slacks with a business shirt and tie
- Dress shirts should always be tucked in
- Jeans may be worn if clean and in great condition (free of holes)
- Shoes should be closed toe and in good condition
- Body piercing or tattoos should not be exposed
- Hair and facial hair should be clean and properly groomed
- **Most buildings are “Fragrance Free”** - Cologne should be used sparingly

### Dress Guidelines for Women:

- Dresses – nylons should be worn if the dress does not fall below the knee
- Nice slacks with blouse or sweater
- Jeans may be worn if clean and in great condition (free of holes)
- Midriff tops and tops exposing too much cleavage should not be worn
- Skirts – length should fall no higher than the top of the knee
- Shoes should be closed toe, heel or pump style (comfortable) and in good condition
- Make-up should be subtle
- Hair should be clean and styled appropriately
- Body piercing or tattoos should not be exposed
- **Most buildings are “Fragrance Free”** - Perfume should be used sparingly



**NOTE:** If participating in a field trip, supervising students on the playground or teaching physical education, casual dress is appropriate: jeans, shirt/sweater and tennis shoes. All clothing must be clean, in good condition and appropriate.

**Clothing should NOT display a logo or reference any type of drug, tobacco and or alcohol product.**



## INFORMATION AND EXPECTATIONS

**The report time** will be given through Absence Management. Please note the assignment start and end times given to you via Aesop (phone or web). **It is imperative you arrive on time for all assignments.**

**Report to the school office upon arrival.** Upon checking into the building office and signing in for your guest assignment, you may receive a badge. The badge must be worn while you are on the property and turned in to the office at the end of your guest assignment. Badges may not be required by all districts and or buildings.

**If for any reason you cannot report** to your scheduled assignment, a 24 hour notice is preferred. Aesop will not allow you to cancel a guest assignment within 12 hours of the designated start time. You are expected to contact the school stating you are unable to report to the scheduled guest assignment. Provide your name and the employee's name for which you were scheduled.

**Lunch break** – Guest employees may elect to leave the school during his/her lunch break. You **MUST** let the secretary know if you leave the premises. The guest employee must return prior to the start of class, so as not to leave the class unattended at any time. Other options are to bring a lunch, or purchase an adult lunch from the school cafeteria. You can request this upon checking in with the building secretary.

**Guest Teachers (prior to leaving),** leave the teacher a detailed note highlighting (1) Your experience with the class/classes and include students' names for positive and negative behaviors. (2) List students' names who were absent. (3) Straighten the room, chairs, desks, etc. (4) Close and lock all windows, and turn off all machines, electrical appliances and lights. (5) Return guest badge, keys and any other materials to the school office when checking out at the end of your guest assignment.

**It is difficult to give a substitute** an estimation on how often they will be called. It depends on such factors as the substitute's availability of dates, interest in subject matter, performance of each guest assignment and the districts' daily needs. Remember that too many limitations will restrict your opportunities. In crucial times of need, we hope that the guest employees will be available and assist where needed.

**In the event of inclement weather,** listen to the local radio and or television stations for school reports regarding late starts and or closures.

**The need to grade papers for guest teachers** varies by class and grade level. Papers can generally be graded at the elementary level, particularly when teacher's editions or grading keys are available. The work at the secondary level may require the regular teacher to evaluate students' work. If you are asked to grade papers, look for the teacher's instructions and follow those guidelines.

**Classroom management** is necessary for learning to take place. Be familiar with multiple classroom management and behavior techniques. Always be fair, firm and friendly in the operation of the class. Good discipline is positive, not negative. At no time are you to administer corporal punishment. When following the building's discipline procedure, you may need to request assistance from the office.

## ABSENCE MANAGEMENT (formerly Aesop)

Absence Management (formerly Aesop) is the computerized absence management and substitute placement system used by the EdJobsNW Substitute Services office. The system dispatches substitutes for daily placements as requested by our member districts. Absence Management (formerly Aesop) allows you to review current placements, review available placements (job shopping), cancel a placement, and review personal information. Absence Management is available via internet and phone. The same information is available through either option.

### ABSENCE MANAGEMENT CALL-OUT PERIODS

Absence Management places outgoing calls during the following scheduled hours:

#### Monday through Friday

5:30 AM – 1:00 PM for placements that day only

4:00 PM – 9:30 PM for jobs in the future

#### Saturday and Sunday

4:00 PM – 9:30 PM for all unfilled placements

#### Holidays

4:00 PM – 9:30 PM for all unfilled placements

#### Exceptions

Absence Management will not call out on the following holidays: New Year's Eve, Fourth of July, Thanksgiving, and Christmas.

Absence Management is available 24 hours a day, 7 days a week for employees of our member districts to report/review an absence and for substitutes to accept/review placements.

### TO ACCESS BY PHONE

Dial toll-free 1-800-942-3767

### TO ACCESS ONLINE

1. Go to <https://aesoponline.com/login2.asp>
2. Enter your **ID** and **PIN**
3. Once logged in you have access to the following:
  - ✓ Available Jobs
  - ✓ History
  - ✓ Feedback
  - ✓ Preferences
    - Update your phone number
    - Update your email address
  - ✓ Notifications
  - ✓ Help (Absence Management Learning Center)
  - ✓ Log Out

## ABSENCE MANAGEMENT LEARNING CENTER

Absence Management's *Learning Center* is designed to make learning about the Absence Management system quick and easy. You have the option to review Popular Questions, perform a search, view videos, and read articles. The *Learning Center* page is displayed below. To learn how to use the Absence Management system, [click here](#) to be taken to the *Learning Center* or follow the screen shots below.

We recommend that you review all trainings to understand how the system operates and what features are available to you.

The screenshot shows the 'Learning Center for Absence Management' interface. At the top, it says 'Welcome! How can we help?' with a search bar containing the text 'Find answers (creating an absence, report writer, employees, etc.)' and a 'Search' button. Below this is a navigation menu with 'Home' and 'Substitute Help'. The 'Substitute Help' menu is expanded, showing a list of topics: Basics, Preferences, Call Options, Finding and Managing Jobs, Job History and Feedback, and Insights Platform. A red box highlights the 'Substitute Help' menu item and the list of topics. A red box also highlights a list of specific topics on the right side of the screen, including 'Popular Questions for Substitutes', 'Getting Started as a Substitute', 'Substitute QuickStart Guide', 'Substitute Training QuickStart Guide', 'The Substitute Home Page', 'Substitute Basic Training Video', 'Substitute Advanced Training Video', 'Managing Your Personal Information', and 'Changing Your Absence Management PIN'. A white box with three numbered instructions is overlaid on the 'Substitute Help' menu:

1. Click on Substitute Help.
2. Select one of the main topics that displays to the right.
3. Select a specific topic to view

## GUEST EMPLOYEE PLACEMENT & ABSENCE MANAGEMENT

**As a guest employee, it is your responsibility to report for work at the start time given in Aesop and remain for the entire duration of the guest assignment.**

1. **Guest Employee Placement** - School districts participating in the EdJobsNW Guest Employee Services, seek to fill daily vacancies on an as-needed basis.
  - a. The procedures followed to fill vacancies vary from district to district and school building to school building. These procedures are subject to change as required by our districts.
  - b. Guest employees are dispatched for placement on a rotating basis within parameters established by the Guest Employee Services office.
  - c. **Be advised, there is no guarantee of placement on any given day and no ongoing expectation of placement**
2. **Preference Lists** - Absence Management offers placements to guest employees at three levels in the order shown below:
  - a. **Employee Preferred Substitute List** - Employees may place up to five (5) favorite preferred guest employees on his/her *Preferred Substitute List*. These guest employees will receive an email notification of the available placement as soon as the placement has been entered. Once the placement has been accepted by one of the preferred guest employees, the other guest employees will be notified that the placement has already been filled if he/she tries to accept the placement. Guest employees on an employee's preferred list will have access to see/hear the placement until it is filled.
  - b. **School Preferred Substitute List** – Guest employees are placed on the school preferred substitute list based on the schools he/she selected on the availability form. Guest employees may change the schools in which he/she prefers to work by contacting the Guest Employee Services office.
  - c. **District Preferred Substitute List** – Allows a guest employee that works for at least one school within a specific district access to unfilled placements within that district. These placements may be at any school and for any position based on if the guest employee is certificated or classified. However, certificated guest employees may accept a classified placement and will be paid the classified pay rate. Our goal is to fill all district vacancies for each day.
3. **Job Shopping** – All guest employees are encouraged to log into Absence Management and accept placements via the web and/or by phone. Absence Management only calls guest employees as a last resort to fill placements. Calls are only made up to two (2) days prior to the start of the placement.
4. **All guest employee placements should come directly from Absence Management. You should not report to a school unless you were placed through the Absence Management system and received a job number. Guest employee placement without confirmation through Absence Management may result in non-payment.**

## GUEST EMPLOYEE PLACEMENT & ABSENCE MANAGEMENT continued

- a. If a school asks you to return the next day or a future date, ask the building secretary to prearrange you through Absence Management. You will be scheduled for the placement, but will NOT receive a confirmation call.
- b. If you receive a call directly from an employee, ask him/her to enter a job in Absence Management.

Wait a minute or two and then log in to Absence Management and accept the placement. If you have trouble accepting the placement, call the Substitute Services office for assistance. If you reach voice mail, leave a detailed message so that your issue can be resolved quickly.

### 5. Certificated Placement – Full-day or Half-day?

When reviewing a placement offer and want to know if it is for a full-day or half-day, ignore the text that states *Half Day* and *Full Day* (as shown below). Instead, review the start and end times listed. A full-day placement is 3 hours and 46 minutes or more and a half-day is 3 hours and 45 minutes or less.

Wed, 1/25/2017	<div style="border: 1px solid green; border-radius: 50%; padding: 5px; display: inline-block;">8:10 AM - 11:55 AM</div>		GARFIELD
Thu, 1/26/2017	<div style="border: 1px solid green; border-radius: 50%; padding: 5px; display: inline-block;">8:35 AM - 4:05 PM</div>		TUMWATER HILL

6. **Canceling a Placement** – If you need to cancel a placement, please do so as soon as possible so the placement can be filled by another guest employee. If you cancel a job for the same day as the placement you will not be offered any other placements for that day. If you cancel a placement over the weekend for a job on Monday, you may not be offered any other placements for Monday.
  - a. Use **Absence Management** to cancel a placement if it is **more than 12 hours** before the scheduled start time.
  - b. Contact the **Guest Employee Services** office to cancel a placement **within 12 hours** of the scheduled start time.
7. **Upon Arrival** - When arriving at a school you **MUST** check-in with the main office. You are required to stay on-site for the full duration of the placement. When leaving the school, you **MUST** check-out at the main office and return any keys or other materials that you were given upon arrival.
8. **Scheduled Late Start Days** - If you are scheduled to work on a late start day, you must report to work at the start time listed in Aesop. NO EXCEPTIONS.

**Adverse Weather** - In the event of snow or other adverse weather conditions, listen to a local radio or television station to find out if schools are in operation or on a late arrival schedule. If you are scheduled to work at a school that has been closed, do not report for your scheduled placement. You will not be paid for this day. If school is running 2 hours late, you should report to the school 2 hours late. You will be paid for the hours worked.

## A SUCCESSFUL GUEST EMPLOYEE WILL...

1. Compile a set of note cards containing pertinent information about the schools where you may be assigned.
2. Keep a notebook and pen by the phone you use to answer early morning calls.
3. Assemble a “Bag of Tricks.” Keep it well stocked and ready. (A “Bag of Tricks” should have a variety of school activities appropriate for the grade level or subject area assigned to supplement the lesson plans if necessary.)
4. Leave early enough to arrive to your placement at the scheduled time.
5. Arrive on time (the start time given by Absence Management) and dressed for success.
6. Report to and sign in at the main office upon arrival.
7. Receive instructions and materials, including classroom keys (if applicable) that have been left for you. You may wish to request a map of the building.
8. Obtain the bell schedule and any special activities for the day from the office staff.

## CLASSROOM MANAGEMENT TIPS

### Classroom Management Tip –

#### The “I understand” Technique

There are two words that can stop most protests from any student and let you take control of the situation. These two words are, “I understand.”

- If a student says, “But that’s not fair!” you can say, “I understand, however, that’s the way it is.”
- If a student says, “I hate you!” you can say, “I understand, however, I am the teacher today and you are expected to follow my directions.”
- If a student says “This assignment is stupid,” you can say, “I understand, nevertheless you will need to have it completed for class tomorrow.”
- I understand: Two simple words that no one can argue with.

*These tips are courtesy of the Substitute Teaching Institute at Utah State University. Additional tips are available by visiting their website at <http://subed.usu.edu>.*

## CLASSROOM MANAGEMENT TIPS continued

Positive classroom management and student behavior begin by setting clear expectations for the students. It is imperative that you model and promote positive behaviors to the students. Below are explanations and examples for each of these expectations.

**Classroom Expectations** are the rules used to help the students to remain focused; they are the standards that guide student behavior. A substitute must uphold these standards for classroom expectations.

**Instructional Expectations** are the assignments that the students need to complete according to the plans.

**Procedural Expectations** are the methods and ways the student must use to complete the tasks and assignments.



The following are examples of positive classroom (behavior) management strategies:

- Write your name on the board and pronounce it for the students, so they can use it when addressing you.
- Begin the day firmly. Students need to sense that you can and *will* control the situation. Once they know that, you can use humor and enthusiasm without risking that the class will get out of control.
- Learn and use students' names as quickly as possible; relate to them as individuals.
- Treat all students with respect.
- Be Positive. Try to provide as many students as possible with opportunities to succeed – and to receive praise for succeeding.
- Keep students on task – and keep activities moving. Use lesson plans – and have a game or activity in mind to make the day special.
- Try to involve students who appear disinterested. Try to find ways to motivate them. Should a student refuse to become involved, however, do not force the issue. Let him/her observe quietly.
- Go to students' desks when they need help. This will help minimize confusion and needless commotion.
- Encourage students to help or express their opinions or advice in a constructive way. This will help keep them interested and motivated.
- Seek solutions, do not place blame on a student.
- Say *please* and *thank you* every chance you get.
- Have a back-up activity for students that have completed assignments early.
- **AND REMEMBER** – substituting demands flexibility!

## MAINTAINING PROFESSIONAL STAFF/STUDENT BOUNDARIES

In a professional substitute/student relationship, substitutes must maintain boundaries that are consistent with the legal and ethical duty of care that school personnel have for students. A boundary invasion is an act or omission that violates professional substitute/student boundaries and has the potential to abuse the substitute/student relationship. An inappropriate boundary invasion means an act, omission, or pattern of such behavior by you that does not have an educational purpose.

### Unacceptable Conduct

Examples of inappropriate boundary invasions include, but are not limited to the following:

- Any type of inappropriate physical contact with a student or any other conduct that might be considered harassment under each school district's Board policy on Sexual Harassment;
- Sharing pornography with a student;
- Singling out a particular student or students for personal attention and friendship beyond the professional substitute-student relationship;
- Being present where students are consuming alcohol, drugs or tobacco;
- For a non-guidance/counseling substitute, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, you are expected to refer the student to appropriate guidance/counseling staff. In either case, your involvement should be limited to a direct connection to the student's school performance;
- Sending students on personal errands unrelated to any educational purpose;
- Banter, allusions, jokes or innuendos of a sexual nature with students;
- Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- Addressing students, or permitting students to address you with personalized terms of endearment, pet names, or otherwise in an overly familiar manner;
- Maintaining personal contact with a student outside of school by phone, email, Instant Messenger or Internet chat rooms, social networking websites, or letters (beyond homework or other legitimate school business) without including the parent/guardian;
- Exchanging personal gifts, cards or letters with an individual student;
- Socializing or spending time with students (including but not limited to activities such as going out for beverages, meals or movies, shopping, traveling, and recreational activities) outside of school-sponsored events, except as participants in organized community activities;
- Giving a student a ride alone in a vehicle in a non-emergency situation; and/or
- Unnecessarily invading a student's privacy, (e.g. walking in on the student in the bathroom).

### Appearances of Impropriety

The following activities are boundary invasions and can create an actual impropriety or the appearance of impropriety. Whenever possible, you should avoid these situations. If unavoidable, these activities should be pre-approved by the appropriate administrator. If not pre-approved, you must report the occurrence to the appropriate administrator as soon as possible.

- Being alone with an individual student out of the view of others;
- Inviting or allowing individual students to visit your home;
- Visiting a student's home; and/or
- Social networking with students for non-educational purposes.



## GUEST EMPLOYEE RESTRICTION PROCESS

The following steps are taken by a school principal and/or district administrator when he/she receives a request for a guest employee to not return to a building and/or school district.

1. The principal is to complete an *Inadequate Service Report* form and forward it to the Human Resources Department of his/her school district.

In the case of a serious incident or concern, the substitute will be temporarily removed from the substitute list until an investigation has been completed.

2. The Human Resources department will review the incident or concern and determine whether or not the guest employee should be restricted from a building and/or school district. Once a decision is made, the Human Resources department will complete his/her section of the *Inadequate Service Report* (ISR) form and forward it to the EdJobsNW Guest Employee Services office.

If the incident or concern is forwarded to the Office of Superintendent of Public Instruction (OSPI) Office of Professional Practices (OPP), the guest employee will be placed in an inactive status pending the outcome of the OPP investigation.

3. The Guest Employee Services office will notify the guest employee of the restriction.
4. If multiple *Inadequate Service Report* forms are received from school districts regarding concerns with the same guest employee, the EdJobsNW administrator may bring the matter to the EdJobsNW *Advisory Committee* to determine if the guest employee should remain in the guest employee pool.
5. If the Guest Employee Services office receives an ISR form(s) for a guest employee regarding tardiness, no-shows and or leaving assignments early, the guest employee will be receive the following:
  - **First offense** - The guest employee will receive a verbal warning.
  - **Second offense** - A letter will be emailed and physically mailed to the guest employee notifying him/her that this is his/her second offense and a third offense may result in being removed from the guest employee pool.
  - **Third offense** – May result in the guest employee being removed from the substitute list.

## CANCELLATION OF A PLACEMENT BY A GUEST EMPLOYEE

As a guest employee through the EdJobsNW Guest Employee Service, you play a vital role in the continuing education of students when the regular employee is absent. It is crucial that when you accept a placement, you show up and work as agreed. We realize that on occasion there may be a valid circumstance in which you are unable to fulfill your placement; however, this does not go unnoticed by the school and the Guest Employee Services office.

Our records show that many placements are canceled by substitutes, and most cancellations occur within 72 hours of the scheduled placement. In most cases, canceling a placement this close to the start date and time results in the placement going unfilled; causing schools to pull staff from other areas of

## CANCELLATION OF A PLACEMENT BY A GUEST EMPLOYEE continued

the buildings in an effort to fill the vacancy. This not only causes disruption to the administration and staff; but more importantly, to the students and their learning.

Continual cancellations of placements within 72 hours may result in a warning, temporary and/or permanent removal from the substitute pool. We are committed to providing each classroom of our member districts with substitutes who are well qualified, dedicated to the education of children, and who work on a regular basis. Thank you for helping us to honor this commitment. Your reliable presence is invaluable.

## SCHOOL DISTRICT POLICIES AND PROCEDURES

Below are links to the policies and procedures of each member school district. If you are viewing this handbook electronically, click on the link(s) below for each district in which you plan to substitute to review their policies and procedures. If you are viewing a hard copy of this handbook, you will need to go to each district's website to review their policies and procedures. You will notice that some of our districts do not have a link on their website. For those districts you may request to view the policies and procedures from any of the schools within that district.

[Griffin School District](#)

[Head Start/ECEAP](#)

[Hood Canal School District](#)

[Mary M. Knight School District](#)

[McCleary School District](#)

[Oakville School District](#)

[Olympia School District](#)

[Tenino School District](#)

[Tumwater School District](#)

[Yelm Community Schools](#)



**NOTE:** Policies and procedures may be updated at any time throughout the year. Therefore, you may want to review them more than once a year.

## GRIFFIN SCHOOL DISTRICT

### ALL SCHOOLS ARE LISTED AS STUDENT START AND FINISH TIMES

<b><u>Griffin School (K-8)</u></b> 6530 33rd Ave NW Olympia, WA 98502	<b>Rebekah Keiser</b> Elementary Principal <b>Doug Anderson</b> Middle School Principal	866-2515	Gr K-8	8:45-3:26*
---	--	----------	--------	------------

<b><u>Griffin School District</u></b> 6530 33rd Ave NW Olympia, WA 98502	<b>Greg Woods</b> Superintendent
--	-------------------------------------

\*Monday, Tuesday, Thursday, Friday: 8:45 AM – 3:15 PM  
Wednesday: 8:45 AM – 2:15 PM

Kindergarten Session: Monday, Tuesday, Thursday, Friday, 8:45 AM – 3:26 PM  
Wednesday 8:45 AM – 2:15 PM

## Griffin School District 2019-2020 Calendar - Important Dates

September 2	Labor Day Holiday
September 3	Open House/Ice Cream Social
September 4	First Day of School
September 9	First Day of Kindergarten
September 11	Wednesday Enrichment Begins
October 28	Conference Week
November 1	Conference Week
November 11	Veterans Day
November 27	Non Work/School Day
November 28-29	Thanksgiving Break
December 23-31	Winter Break
January 1-3	Winter Break
January 20	Martin Luther King, Jr. Day
February 17	Presidents' Day
February 18	Mid-Winter Break
March 30	Conference Week
April 1-3	Conference Week
April 6-10	Spring Break
May 25	Memorial Day
June 12	Last Day of School

**Note: Snow days will be made up at the end of the school year.**

## HOOD CANAL SCHOOL DISTRICT

### ALL SCHOOLS ARE LISTED AS STUDENT START AND FINISH TIMES

**Hood Canal School (K-8)**      **Michael Moore**      877-5463      Gr PreK-8      8:30-3:00  
 111 N State Route 106      Principal  
 Shelton, WA 98584

**Hood Canal School District**      **Shawn Batstone**  
 111 N State Route 106      Superintendent  
 Olympia, WA 98502

### Hood Canal School District 2019-2020 Calendar - Important Dates

September 4	First Day of School
September 19	Open House / Family Night
October 22-25	Noon Dismissal – Conferences
November 11	No School – Veteran’s Day
November 27	Noon Dismissal
November 28-29	No School – Thanksgiving
December 23	No School – Winter Break
January 3	No School – Winter Break
January 20	No School – Martin Luther King Jr. Day
February 17	No School – President’s Day
February 18	No School – Snow Make Up Day
March 31	Noon Dismissal – Conferences
April 3	Noon Dismissal – Conferences
April 6-10	No School – Spring Break
May 22	No School – Snow Make-up Day
May 25	No School – Memorial Day
June 12	Last Day of School

**MARY M. KNIGHT SCHOOL DISTRICT****ALL SCHOOLS ARE LISTED AS STUDENT START AND FINISH TIMES**

**Mary M. Knight Elementary**  
2987 W. Matlock Brady Road  
Elma, WA 98541

**Lisa Horsley**  
Principal

426-6767 Gr P-6 8:30\*-3:00

**Mary M. Knight Jr.-Sr. High**  
2987 W. Matlock Brady Road  
Elma, WA 98541

**Lisa Horsley**  
Principal

426-6767 Gr 7-12 8:15\*-3:00

**Mary M. Knight School District**  
2987 W. Matlock Brady Road  
Elma, WA 98541

**Dr. Ellen Perconti**  
Superintendent

\*Most Wednesdays are late start at 9:15 AM

## Mary M. Knight School District 2019-2020 Calendar - Important Dates

August 26 & 27	Professional Day / No School
August 27	Open House
August 28	First Day of School
September 2	LaborDay/No School
October 31	End of First Quarter
November 1	Professional Day / No School
November 11	Veteran's Day / No School
November 28-29	Thanksgiving Vacation
December 23-31	Winter Break
January 1-3	New Year's Day / Winter Break
January 20	MLK Day /No School
January 23	End of First Semester
January 24	Professional Day / No School
February 17	President's Day / No School
February 18	Possible Snow Make Up Day
March 31	End of Third Term
April 6-10	Spring Break
May 4	Possible Snow Make Up day
May 25	Memorial Day / No School
June 6	Graduation
June 10	Last Day of School

**MCCLEARY SCHOOL DISTRICT****ALL SCHOOLS ARE LISTED AS STUDENT START AND FINISH TIMES**

<b><u>McCleary School (K-8)</u></b>	<b>John Heley</b>	495-3205	Gr K-3	8:20-2:40
611 S Main Street	Principal		Gr 4-8	08:20-2:35
McCleary, WA 98557				

<b><u>McCleary School District</u></b>	<b>Shannon Ramsey</b>
611 S Main Street	Superintendent
McCleary, WA 98557	

\*Early release on Fridays at 1:30 PM



## McCleary School District 2019-2020 Calendar - Important Dates

August 28	First Day of School
September 2	Labor Day/No School
September 6, 13, 20 & 27	1:30 PM Dismissal
October 4, 18 & 25	1:30 PM Dismissal
October 11	Professional Day/No School
October 28-31	Conferences – 12:30 PM Dismissal
November 1	Conferences – 12:30 PM Dismissal
November 8	1:30 PM Dismissal
November 11	No School – Veteran’s Day
November 15 & 22	1:30 PM Dismissal
November 27	12:30 PM Dismissal
November 28-29	No School – Thanksgiving
December 6 & 13	1:30 PM Dismissal
December 20	12:30 PM Dismissal
December 23-31	Winter Break/No School
January 1-3	Winter Break/No School
January 10 & 17	1:30 PM Dismissal
January 20	Martin Luther King Jr. Day/No School
January 24 & 31	1:30 PM Dismissal
February 7	1:30 PM Dismissal
February 17	President’s Day/No School
February 18	Mid-Winter Break/No School
February 21 & 28	1:30 PM Dismissal
March 6	1:30 PM Dismissal
March 13	Possible Snow Make-up Day
March 20 & 27	1:30 PM Dismissal
March 30 & 31	Conferences – 12:30 PM Dismissal
April 1-3	Conferences – 12:30 PM Dismissal
April 6-10	No School – Spring Break
April 17 & 24	1:30 PM Dismissal
May 1, 8 & 15	1:30 PM Dismissal
May 22	No School – Snow Make-up Day
May 25	No School – Memorial Day
May 29	1:30 PM Dismissal
June 5	1:30 PM Dismissal
June 10	12:30 PM Dismissal
June 11	Last Day of School/10:15 Dismissal
June 12	Possible Snow Make-up Day

**OAKVILLE SCHOOL DISTRICT****ALL SCHOOLS ARE LISTED AS STUDENT START AND FINISH TIMES**

<u>Oakville Elementary</u> Box H Oakville, WA 98568	<b>Rich Staley</b> Superintendent/Principal	273-5946	Gr K-3 Gr 4-5	7:55-2:45
<u>Oakville Middle School</u> Box H Oakville, WA 98568	<b>Scott Hyder</b> Dean of Students	273-5947	Gr 6-8	7:55-2:45
<u>Oakville High School</u> Box H Oakville, WA 98568	<b>TBD</b> Principal	273-5947	Gr 9-12	7:55-2:45
<u>Oakville School District</u> Business Office Box H Oakville, WA 98568	<b>Tanya Bunting</b>	273-0171		8:00-4:00

## Oakville School District 2019-2020 Calendar - Important Dates

August 22	Open House/Back to School Night
August 28	First Day of School
September 2	LaborDay/No School
September 27	Native American Day/No School
October 8-11	Student Conferences/11:30 AM Release
October 28	No School – Staff Inservice
November 1	End of First Quarter
November 8	11:30 AM Release for Holiday
November 11	Veterans Day/No School
November 27	11:30 AM Release for Holiday Break
November 28-29	Thanksgiving Break
December 23-31	Winter Break
January 1-3	New Year's Day/Winter Break
January 17	11:30 AM Release for Holiday
January 20	MLK Day/No School
January 24	End of First Semester
February 14	11:30 AM Release for Holiday
February 17	President's Day/No School
February 18	Mid-Winter Break/Possible Snow Make Day
March 27	End of Third Quarter
March 31	Student Conferences/11:30 AM Release
April 1-3	Student Conferences/11:30 AM Release
April 6-10	Spring Break
May 21	11:30 AM Release for Holiday
May 22	Snow Day (if needed)
May 25	Memorial Day/No School
June 6	Graduation
June 10	Last Day of School/11:30 AM Release

## OLYMPIA SCHOOL DISTRICT

### ALL SCHOOLS ARE LISTED AS STUDENT START AND FINISH TIMES

<u>Boston Harbor Elementary</u> 7300 Zangle Road NE Olympia, WA 98506	<b>Jennifer Brotherton</b> Principal	596-6200	Gr 1-5	9:10-3:32
<u>L.P. Brown Elementary</u> 2000 26th Ave NW Olympia, WA 98502	<b>Charleen Hayes</b> Principal	596-6800	Gr K-5	9:05-3:27
<u>Centennial Elementary</u> 2637 45th Ave SE Olympia, WA 98501	<b>Shannon Ritter</b> Principal	596-8300	Gr K-5	9:00-3:22
<u>Garfield Elementary</u> 325 North Plymouth St Olympia, WA 98502	<b>Brendon Chertok</b> Principal	596-6900	Gr K-5	8:40-3:02
<u>Hansen Elementary</u> 1919 Road Sixty-five NW Olympia, WA 98502	<b>William Harris</b> Principal	596-7400	Gr K-5	8:20-2:42
<u>Lincoln Elementary</u> 213 21 <sup>st</sup> Ave SE Olympia, WA 98501	<b>Marcela Abadi</b> Principal	596-6400	Gr K-5	8:40-3:02
<u>Madison Elementary</u> 1225 Legion Way SE Olympia, WA 98501	<b>Domenico Spatola-Knoll</b> Principal	596-6300	Gr K-5	9:10-3:32
<u>McKenny Elementary</u> 3520 Morse-Merryman Rd SE Olympia, WA 98502	<b>Michael Havens</b> Principal	596-8400	Gr K-5	9:00-3:22
<u>McLane Elementary</u> 200 Delphi Road SW Olympia, WA 98502	<b>Anthony Brock</b> Principal	596-6600	Gr K-5	9:05-3:27
<u>Pioneer Elementary</u> 1655 Carlyon Ave E Olympia, WA 98501	<b>Joel Lang</b> Principal	596-6500	Gr K-5	8:30-2:52
<u>Roosevelt Elementary</u> 1417 San Francisco Ave NE Olympia, WA 98506	<b>Sean Shaughnessy</b> Principal	596-6700	Gr K-5	9:10-3:32

## OLYMPIA SCHOOL DISTRICT continued

ALL SCHOOLS ARE LISTED AS STUDENT START AND FINISH TIMES

<u>Jefferson Middle School</u> 2200 Conger Ave NW Olympia, WA 98502	<b>Mike Cimino</b> Principal	596-3200	Gr 6-8	8:00-2:32
<u>Marshall Middle School</u> 3939 20th Ave NW Olympia, WA 98502	<b>Condee Wood</b> Principal	596-7600	Gr 6-8	8:00-2:32
<u>Reeves Middle School</u> 2200 Quince St NE Olympia, WA 98506	<b>Aaron Davis</b> Principal	596-3400	Gr 6-8	8:30-3:02
<u>Washington Middle School</u> 3100 Cain Rd SE Olympia, WA 98501	<b>Paul Anders</b> Principal	596-3000	Gr 6-8	8:15-2:47
<u>Avanti Alternative HS</u> 1113 Legion Way SE Olympia, WA 98501	<b>Michael Valesquez</b> Principal	596-7900	Gr 9-12	8:20-2:20
<u>Capital High School</u> 2707 Conger Ave NW Olympia, WA 98502	<b>Curtis Cleveringa</b> Principal	596-8000	Gr 9-12	7:45-2:22
<u>Olympia High School</u> 1302 North Street Olympia, WA 98501	<b>Matt Grant</b> Principal	596-7000	Gr 9-12	7:45-2:22
<u>Olympia Regional Learning Academy</u> 2400 15 <sup>th</sup> Avenue SE Olympia, WA 98501	<b>Celeste Waltermeyer</b> Principal	596-7730	Gr 1-12	8:30-3:20
<u>OSD Transition Academy</u> 3015 Moore Street Olympia, WA 98501	<b>Jesse Davis</b> Administrator	664-4633		8:00-2:37
<u>Olympia Transportation</u> 3000 RW Johnson Olympia, WA 98502	<b>Rhonda Morton</b> Director	596-7700		5:00-5:00
<u>Olympia School District</u> 1113 Legion Way SE Olympia, WA 98501		596-6100		8:00-5:00

## Olympia School District 2019-2020 Calendar - Important Dates

September 2	LaborDay/No School
September 4	First Day of School
September 9	First Day of Pre & Kinder
October 11	Non-Student Day
October 23	High Schools 50 Minutes Early Release
October 22-25	Elem/MS Conferences – ½ Day
November 11	Veterans Day/No School
November 8	11:30 AM Release for Holiday
November 27-29	Thanksgiving Holiday
December 23-31	Winter Break
January 1-3	New Year's Day/Winter Break
January 20	MLK Day/No School
January 30-31	High School Grading – ½ Day
January 31	Elem/MS/HS Grading – ½ Day
February 17	President's Day/No School
February 18	Mid-Winter Break
March 31	Elementary School Conferences – ½ Day
April 1-3	Elementary School Conferences – ½ Day
April 1	MS/HS 50 Minutes Early Release
April 6-10	Spring Break
May 22	Snow Make-up Day (if needed)
May 25	Memorial Day/No School
June 5	Elem/MS – ½ Day
June 16	Last Day of School – ½ Day

## ROCHESTER SCHOOL DISTRICT

### ALL SCHOOLS ARE LISTED AS STUDENT START AND FINISH TIMES

<u>Rochester Primary</u> 7440 James Road Rochester, WA 98579	<b>Amy Nelson Roney</b> Principal	273-5161	Gr K-2	8:15-3:45
<u>Grand Mound Elementary</u> 7710 James Road Rochester, WA 98579	<b>Kelley Bremgartner</b> Principal	273-5512	Gr 3-5	8:15-3:15
<u>Rochester Middle School</u> 9937 Highway 12 SW Rochester, WA 98579	<b>Will Maus</b> Principal	273-5958	Gr 6-8	7:30-2:10
<u>Rochester High School</u> 19800 Carper Road Rochester, WA 98579	<b>Matt Ishler</b> Principal	273-5534	Gr 9-12	7:45-2:25
<u>H.E.A.R.T. High School</u> 10140 Highway 12 Rochester, WA 98579	<b>Matt Ishler</b> Principal	273-5017	Gr 9-12	7:30-3:00
<u>ROCHESTER SCHOOL DISTRICT</u> Payroll & HR Specialist 10140 Highway 12 Rochester, WA 98579		273-5536		8:30-4:30

## Rochester School District 2019-2020 Calendar - Important Dates

August 26	Open House
August 27	All Staff Day
August 28	First Day of School
September 2	LaborDay/No School
October 7-10	K-12 Conferences – ½ Day
October 11	State Professional Day/Non-Student (possible snow make-up day)
October 31	End of First Quarter
November 11	Veterans Day/No School
November 27	Thanksgiving Break – ½ Day
November 28-29	Thanksgiving Break
December 20	Winter Break – ½ Day
December 21-31	Winter Break
January 1-3	New Year's Day/Winter Break
January 20	MLK Day/No School
January 22	End of First Semester
January 24	Semester Break/No School (possible snow make-up day)
February 17	President's Day/No School
February 18	Mid-Winter Break (possible snow make-up day)
March 30	End of Third Quarter
March 31	K-12 Conferences – ½ Day
April 1-3	K-12 Conferences – ½ Day
April 6-10	Spring Break
May 25	Memorial Day/No School
June 9	Last Day of School



## TENINO SCHOOL DISTRICT

### ALL SCHOOLS ARE LISTED AS STUDENT START AND FINISH TIMES

<u>Parkside Elementary</u> 301 East Central Tenino, WA 98589	<b>Brock Williams</b> Principal	264-3800	Gr K-2	8:15-2:35
<u>Tenino Elementary</u> 301 Old Hwy 99 North Tenino, WA 98589	<b>Charly Harrington</b> Principal	264-3700	Gr 3-5	8:20-2:50
<u>Tenino Middle School</u> 301 Old Hwy 99 North Tenino, WA 98589	<b>John Neal</b> Principal	264-3600	Gr 6-8	8:20-2:50
<u>Tenino High School</u> 500 West 2nd Tenino, WA 98589	<b>Garry Cameron</b> Principal	264-3500	Gr 9-12	8:25-3:00
<u>TENINO SCHOOL DISTRICT</u> Payroll & HR Specialist 301 Old Hwy 99 North Tenino, WA 98589	<b>Terry Frasl</b>	264-3422		8:30-4:30

## Tenino School District 2019-2020 Calendar - Important Dates

September 2	LaborDay/No School
September 4	First Day of School
October 7-10	K-12 Conferences – ½ Day
October 11	State Professional Day/Non-Student
November 12-15	Fall Conferences – ½ Day
November 11	Veterans Day/No School
November 27	Thanksgiving Break – ½ Day
November 28-29	Thanksgiving Break
December 23-31	Winter Break
January 1-3	New Year's Day/Winter Break
January 20	MLK Day/No School
January 31	End of First Semester – ½ Day
February 17	President's Day/No School
February 18	Mid-Winter Break
March 31	Spring Conferences – ½ Day
April 1-3	Spring Conferences – ½ Day
April 6-10	Spring Break
May 25	Memorial Day/No School
June 5	Graduation
June 12	Last Day of School – Early Dismissal

## TUMWATER SCHOOL DISTRICT

### ALL SCHOOLS ARE LISTED AS STUDENT START AND FINISH TIMES

<b><u>Black Lake Elementary</u></b> Hi-Cap Program 6345 Black Lake-Belmore Road SW Olympia, WA 98512	<b>Misty Hutson</b> Principal	709-7350	Gr K-5	8:55-3:25
<b><u>East Olympia Elementary</u></b> 8700 Rich Road SE Olympia, WA 98501	<b>Patty Kilmer</b> Principal	709-7150	Gr K-5	8:55-3:25
<b><u>Littlerock Elementary</u></b> 12710 Littlerock Road SW Olympia, WA 98512	<b>Glenn Spinnie</b> Principal	709-7250	Gr K-5	9:05-3:35
<b><u>Michael T. Simmons Elementary</u></b> 1205 S 2 <sup>nd</sup> Ave Tumwater, WA 98512	<b>Elliot Hedin</b> Principal	709-7100	Gr K-5	8:40-3:10
<b><u>Peter G. Schmidt Elementary</u></b> 225 Dennis Street SE Tumwater, WA 98501	<b>Kim Doughty</b> Principal	709-7200	Gr K-5	8:40-3:10
<b><u>Tumwater Hill Elementary</u></b> 3120 Ridgeview Ct SW Tumwater, WA 98512	<b>Mandy Jessee</b> Principal	709-7300	Gr K-5	8:45-3:10
<b><u>Bush Middle School</u></b> 2120 83rd Ave SW Tumwater, WA 98512	<b>Linda O'Shaughnessy</b> Principal	709-7400	Gr 6-8	8:00-2:30
<b><u>Tumwater Middle School</u></b> 6335 Littlerock Road SW Tumwater, WA 98512	<b>G. Jon Wilcox</b> Principal	709-7500	Gr 6-8	8:00-2:30
<b><u>A. G. West Black Hills High School</u></b> 7741 Littlerock Road SW Tumwater, WA 98512	<b>Dave Myers</b> Principal	709-7800	Gr 9-12	7:40-2:10
<b><u>Tumwater High School</u></b> 700 Israel Road SW Tumwater, WA 98501	<b>Jeff Broome</b> Principal	709-7600	Gr 9-12	7:40-2:10
<b><u>New Market Skills Center</u></b> 7299 New Market Street SW Tumwater, WA 98501	<b>Kris Blum</b> Director	570-4500	Gr 9-12	7:50-1:40
<b><u>Secondary Options High School</u></b> 7741 Littlerock Road SW Tumwater, WA 98512	<b>Dave Myers</b> Principal	709-7760	Gr 9-12	8:30-2:00

## TUMWATER SCHOOL DISTRICT continued

<p><b><u>Tumwater West</u></b>          (Juvenile Correction Facility)          2810 32<sup>nd</sup> Ave SW          Tumwater, WA 98512</p>	Special Services	709-7040	8:20-2:10
<p><b><u>Early Childhood Learning Center</u></b>          621 Linwood Ave SW          Tumwater, WA 98512</p>	Special Services	709-7040	Morning 8:30-11:15 Afternoon 12:15-3:00
<p><b><u>TUMWATER SCHOOL DISTRICT</u></b>          621 Linwood Ave SW          Tumwater, WA 98512</p>		709-7000	8:00-4:30

### Tumwater School District 2019-2020 Calendar Important Dates

September 2	LaborDay/No School
September 4	First Day of School
September 9	First Day of Kindergarten
November 4-8	Elementary & MS Conferences – ½ Day
November 11	Veterans Day/No School
November 27	Thanksgiving Break – ½ Day
November 28-29	Thanksgiving Break
December 23-31	Winter Break
January 1-3	New Year's Day/Winter Break
January 20	MLK Day/No School
February 17	President's Day/No School
February 18	Mid-Winter Break
March 30	Elementary & MS Conferences – ½ Day
April 1-3	Elementary & MS Conferences – ½ Day
April 1-3	High School Senior Presentations – ½ Day
April 6-10	Spring Break
May 25	Memorial Day/No School
June 11	Last Day of School – ½ Day

## YELM COMMUNITY SCHOOLS

**MAILING ADDRESS FOR ALL SCHOOLS: PO BOX 476, YELM, WA 98597-0476**

	Principal	Phone Number	Grade Level	Student Start and End Times Time	Time
<b><u>Fort Stevens Elementary</u></b> 16525 100 <sup>th</sup> Way SE/ Yelm, WA 98597	Lisa Crowell	458-4800	Gr. K-5	9:15 a.m.	3:45 p.m.
<b><u>Lackamas Elementary</u></b> 16240 Bald Hill Rd SE/ Yelm, WA 98597	Shauna Perez	894-6000	Gr. K-5	8:25 a.m.	2:55 p.m.
<b><u>McKenna Elementary</u></b> 35120 SR 507/McKenna, WA 98558	Kari Martin	458-2400	Gr. K-5	8:25 a.m.	2:55 p.m.
<b><u>Mill Pond Elementary</u></b> 909 Mill Rd SE/Yelm, WA 98597	Jeri Lipe	458-3400	Gr. K-5	9:15 a.m.	3:45 p.m.
<b><u>Prairie Elementary</u></b> 16535 110 <sup>th</sup> SE/ Yelm, WA 98597	Deborah McLaren	458-3700	Gr. K-5	8:35 a.m.	3:05 p.m.
<b><u>Southworth Elementary</u></b> 13849 Yelm Hwy SE/ Yelm, WA 98597	Charles Cook	458-2500	Gr. K-5	8:35 a.m.	3:05 p.m.
<b><u>Ridgeline Middle School</u></b> 10605 Carter St SE/ Yelm, WA 98597	Craig Curry	458-1100	Gr. 6-8	7:30 a.m.	2:00 p.m.
<b><u>Yelm Middle School</u></b> 404 Yelm Ave W/ Yelm, WA 98597	Scot Embrey	458-3600	Gr. 6-8	7:30 a.m.	2:00 p.m.
<b><u>Yelm High School</u></b> 1315 Yelm Ave W/ Yelm, WA 98597	John Johnson	458-7777	Gr. 9-12	7:25 a.m.	1:50 p.m.
<b><u>Yelm Extension School</u></b> 107 1 <sup>st</sup> St N (Yelm Education Center) (Yelm, WA 98597)	John Johnson	458-2002		Hours Vary	
<b><u>The Preschool Center</u></b> 401 Yelm Ave E/ Yelm, WA 98597	458-2400	Birth to 3 Yrs. Mon-Thurs		Usually 8:30 a.m. to 12:15 p.m. or 12:00 Noon to 3:45 p.m.	
		458-4040			
<b><u>PAYROLL Office</u></b> 107 1 <sup>st</sup> St. N (District Office) PO Box 476 (Yelm, WA 98597)	Ashley Lindsay Jeanne Strong			458-2407 458-6136	7:30-4:00 7:30-4:00
<b><u>HUMAN RESOURCES Office</u></b> 107 1 <sup>st</sup> St. N (District Office) PO Box 476 (Yelm, WA 98597)	Kari Polzin, Elementary Certificated DeeDee Buckingham, Secondary Certificated Debbie Turley, Classified			458-6118 458-6105 458-6522	7:30-4:00 8:00-4:30 7:00-3:30
<b>FACILITIES OFFICE</b>	Micki Yoder, Sec			458-6127	(Custodial Substitutes)
<b>FOOD SERVICE OFFICE</b>	Jodie Rothwell, Sec			458-1151	(Food Service Substitutes)
<b>TRANSPORTATION OFFICE</b>	Karen Evans, Sec			458-6172	(Bus Driver Substitutes)

## Yelm Community Schools 2019-2020 Calendar - Important Dates

September 2	LaborDay/No School
September 4	First Day of School
September 9	First Day for Kinders
September 18 & 25	1 Hour Late Start K-12
October 11	State Professional Day/Non-Student
October 2 & 9	1 Hour Late Start K-12
October 16, 23 & 30	1 Hour Late Start K-12
November 6	1 Hour Late Start K-12
November 11	Veterans Day/No School
November 13	1 Hour Late Start K-12
November 15	Records Day – ½ Day
November 20	1 Hour Late Start K-12
November 25-27	Conferences – ½ Days
November 27	Thanksgiving Break – ½ Day
November 28-29	Thanksgiving Break
December 4, 11 & 18	1 Hour Late Start K-12
December 20	Winter Break – ½ Day
December 19-31	Winter Break
January 1-3	New Year's Day/Winter Break
January 15	1 Hour Late Start K-12
January 20	MLK Day/No School
January 22 & 29	1 Hour Late Start K-12
January 31	Records Day – ½ Day
February 5 & 12	1 Hour Late Start K-12
February 14	No School (possible snow make-up day)
February 17	President's Day/No School
February 19 & 26	1 Hour Late Start K-12
March 4	1 Hour Late Start K-12
March 6	Teacher Training/No School
March 11, 18 & 25	1 Hour Late Start K-12
March 27	Records Day – ½ Day
April 1-3	Conferences – ½ Day
April 6-10	Spring Break
April 15, 22 & 29	1 Hour Late Start K-12
May 22	No School (possible snow make-up day)
May 25	Memorial Day/No School
June 14	Graduation
June 18	Last Day of School – ½ Day
June 19 & 22	Possible snow make-up days
June 24-30	Possible snow make-up days

## SOUND TO HARBOR EARLY LEARNING

<b><u>Friendly Grove Center</u></b> 2505 Friendly Grove Rd NE Olympia, WA 98506	(360) 515-0249	7:30 AM – 4:30 PM Tuesday – Friday
<b><u>Hawks Prairie Center</u></b> 8220 Steilacoom Road SE Lacey, WA 98503	(360) 438-8150	7:00 AM – 5:00 PM Monday - Friday
<b><u>Lacey Child Care &amp; Family Services Center</u></b> 4540 Corporate Center Drive SE Lacey, WA 98503	(360) 407-5331	7:00 AM – 6:00 PM Monday - Friday
<b><u>Rainier Center</u></b> 301 Alaska Street PO Box 217 Rainier, WA 98576	(360) 446-2555	6:30 AM – 5:00 PM Monday - Friday
<b><u>Rochester Center</u></b> Grand Mound Elementary 7710 James Road SW Rochester, WA 98579	(360) 273-6835	7:00 AM – 4:30 PM Monday - Friday
<b><u>South Puget Sound Community College</u></b> SPSCC Early Learning Center 2011 Mottman Rd SW, Bldg. 20 Olympia, WA 98512	(360) 596-5660	7:00 AM – 6:00 PM Monday - Friday
<b><u>Washington Elementary (WE) Center</u></b> 3003 Cherry Street Hoquiam WA 98550	(360) 533-5420	7:00 AM – 5:00 PM Monday - Friday Hoquiam,
<b><u>West Olympia Center</u></b> 1225 Fern Street SW #W-101 Olympia, WA 98502	(360) 586-1440	7:00 AM – 4:30 PM Monday - Friday
<b><u>Yelm Center</u></b> 624 Crystal Springs Road PO Box 573 Yelm, WA 98597	(360) 458-3553	6:45 AM – 4:30 PM Tuesday - Friday
<b><u>Early Learning Centers - Payroll</u></b> Educational Service District 113 6005 Tye Drive SW Tumwater, WA 98512	Debbie Leonard Debbie Otos	(360) 464-6757 (360) 464-6754
		8:00 AM – 4:30 PM Monday - Friday

