# Bellevue School District Substitute Handbook 2013-2014



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The Bellevue School District is committed to providing equal opportunities for all persons without regard to race, color, religion, national origin, disability, age, marital status, sexual orientation, sex, or other extraneous factors. Questions regarding this policy or procedures may be directed to the district Title IX Officer and Section 504/ADA Coordinator.

## OFFICE OF THE SUPERINTENDENT

SCHOOL DIST

12111 NE FIRST STREET BELLEVUE, WA 98005 PO BOX 90010 BELLEVUE, WA 98009-9010

PHONE: (425) 456-4172 FAX: (425) 456-4176

www.bsd405.org

J. Tim Mills, Ed.D.

2013-14 School Year

Welcome to a new school year in the Bellevue School District!

From my perspective, education is the most important endeavor in our community. We have a moral commitment that each and every student has the opportunity for a quality education. We also have an obligation as a school district to do everything in our power to see that every student exceeds as a learner. I am very appreciative that we have substitutes that are willing to step in for our children. Your role is valuable, and you provide a great service to our District as part of our professional staff, in helping us achieve our mission for students. Please do not hesitate to contact our Human Resource Department or any of our building principals should you have questions or concerns throughout the school year.

Thank you for providing your talent, expertise and professionalism in our schools and classrooms. Your efforts do make a difference. Have a great year.

Sincerely,

J. Tim Mills Ed.D. Superintendent

### BELLEVUE SCHOOL DISTRICT HANDBOOK FOR SUBSTITUTES

#### 2013-2014

Welcome to the substitute staff of the Bellevue School District. As a substitute employee, you are an important part of our District's education programs. Students and teachers depend on your services. You are vital to ensuring that our students receive a strong educational program each school day.

Residents of this District expect a quality educational program. Standards are high for regular and substitute staff. We welcome you as a person willing to accept the responsibilities for providing an optimum learning environment for all students.

Should you have any questions, the Substitute Staff Coordinators, Lesley Porter and Barbara Kline, are available by phone and/or e-mail. To reach Lesley Porter, call 425-456-4077. To reach Barbara Kline, call 425-456-4080. To contact Lesley or Barbara via e-mail, please use the following e-mail address:

#### suboffice@bsd405.org

Our Mission – To provide all students with an exemplary college preparatory education so they can succeed in college, career and life.

- Our Goal All students will reach or exceed academic proficiency
- Eliminate the achievement gap
- All students, including those who already meet or exceed academic proficiency, will show measurable progress

#### What Sets Us Apart?

- Connected curriculum across grades, which is anchored to Advanced Placement and International Baccalaureate courses at the high school level.
- ➤ College prep track as default curriculum.
- ➤ High-quality career-technical offerings leading to industry certification.
- Well-prepared teaching staff.
- > Support curriculum for students who struggle.
- Emphasis on safe, caring school environments.
- ➤ Recognition and validation of our efforts in the form of internationally-known curriculum advisors and assessments, national and regional awards, high ranking on Newsweek's Advanced Placement Challenge Index.

Thank you, we look forward to working with you!

## BELLEVUE SCHOOL DISTRICT 2013-2014 School Year Calendar

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#### **IMPORTANT DATES**

September 2Labor Day
September 3First day of school
November 11Veterans' Day
November 28 & 29Thanksgiving
December 23 - January 3Winter Break
January 20Martin Luther King, Jr. Day
February 17 - 21Mid-Winter Break
April 7 - 11Spring Break
May 26Memorial Day

#### KEY

June 20 .....Last day of school

School begins School ends

Non-school/Non-workday

### **NO STUDENTS, ALL LEVELS**

Paid Professional Development Days

October 11

\*January 27 Elementary (MS/HS non-paid)
\*March 14 Secondary (Elem. non-paid)

May 23

\* May be school days if multiple emergency days before January 20

- Paid Professional Development Days August 28 and 29
- + End of Quarter ^ End of Semester
- ♦ End of Trimester
- R Restricted no p.m. school or district level meetings
- B Building Wednesday
- D District Sponsored PD Available
- ★ Emergency Closure Make-up Day

## Classified/Administrative Holidays

September 2	February 17
November 11, 28, 29 December 24,25,31	April 11
December 24,25,31	May 26
January 1, 20	July 4

FEBRUARY				
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### ASSIGNMENT PROCEDURE

## BELLEVUE SCHOOL DISTRICT #405, SUBSTITUTE STAFFING OFFICE MONDAY - FRIDAY 5:30 AM - 4:30 PM

Our substitute management system eSchool Solutions SmartFindExpress (SFE) is a web browser and/or telephone based system that manages employee absences and substitute job assignments. As a substitute you can use SFE to view and accept substitute assignments, 24 hours a day, 7 days a week, via the web and/or telephone.

Step 1: Watch the training video at SmartFindExpress Substitute Online Training http://video.eschoolsolutions.com/orientation/2000002T.mp4

Step 2: Via the telephone, call SFE at 425-233-8917, enter your access and PIN and follow the voiced instructions. After you've registered yourself, voice your name and selected a new PIN, you may access SFE via the internet by logging on to SFE at https://bellevue.eschoolsolutions.com or telephone system by calling 425-233-8917.

\*Please remember to note all new pin numbers in a secure place.

This practice will be helpful in the event you forget the number.

With the SFE system you have complete control of your schedule. Simply updating your calendar in SFE keeps our record of your availability accurate. If you are not available to substitute, please check yourself out of SFE by updating your personal calendar. For example, if you know you aren't available this coming Monday, Wednesday and Friday, log on to SFE and check yourself out for those days. If you do not check yourself out, SFE will assume you are available to work and may call you during the morning calling period.

When SFE calls to offer you an assignment, the first thing it will do is request your Access/PIN number. Your Access number is assigned to you by BSD and is not connected in any way with your social security number.

SFE's telephone system calling periods are:

Morning: 5:15am – 12:00pm Evening: 4:00pm - 9:00pm

NOTE: Only assignments for that day are called during the morning calling period. Please consider these jobs carefully - accept them when possible as often they are critical fill positions!

NOTE: The evening calling period offers all positions for the next day as well as for the next 30 days.

When teachers or other employees get to know your work, they may request you as their sub when they are absent. In order to request you from SFE, the employee will need to know your first and last name. Positions are filled in the order of: 1) requests, 2) preference lists, 3) skills list and 4) available staff.

Please remember to keep your contact information (email address, home address and phone number) current. Without this information SFE and/or the Bellevue Substitute Office cannot contact you.

If you regularly decline assignments, BSD reserves the right to discontinue offering you substitute employment with us.

## 2013-2014 SUBSTITUTE TEACHER REPORT HOURS

	All Day or AM Report	School Start		PM Report	Wed. Only Student	Wed. Only		All Day & PM
HIGH SCHOOL	Time	Time	AM Shift Ends	Time	Released	Shift Ends	School Ends	Shift Ends
BELLEVUE	7:00 AM	7:30 AM	11:30 AM	10:30 AM	12:30 PM	1:00 PM	2:30 PM	3:00 PM
INTERLAKE	7:00 AM	7:30 AM	11:30 AM	10:30 AM	12:19 PM	12:50 PM	2:30 PM	3:00 PM
NEWPORT	7:00 AM	7:30 AM	11:30 AM	10:30 AM	12:30 PM	1:00 PM	2:30 PM	3:00 PM
SAMMAMISH	7:00 AM	7:30 AM	11:30 AM	10:30 AM	12:10 PM	12:40 PM	2:30 PM	3:00 PM
MIDDLE SCHOOL								
CHINOOK (at Ringdall)	8:10 AM	8:40 AM	12:25 PM	11:25 AM	2:13 PM	2:43 PM	3:23 PM	3:53 PM
HIGHLAND	7:15 AM	7:45 AM	11:37 AM	10:37 AM	1:19 PM	1:49 PM	2:29 PM	2:59 PM
ODLE	7:15 AM	7:45 AM	11:39 AM	10:39 AM	1:20 PM	1:53 PM	2:30 PM	3:00 PM
TILLICUM	7:15 AM	7:45 AM	11:37 AM	10:37 AM	1:19 PM	1:49 PM	2:29 PM	2:59 PM
TYEE	8:00 AM	8:30 AM	12:22 PM	11:22 AM	2:08 PM	2:38 PM	3:18 PM	3:48 PM
ALTERNATIVE								
BIG PICTURE								
SCHOOL-H.S.	7:15 AM	7:45 AM	11:37 AM	10:37 AM	12:45 PM	1:15 PM	2:50 PM	3:20 PM
BIG PICTURE	7:30 AM	8:00 AM	11:30 AM	10:30 AM	1:30 PM	2:00 PM	3:00 PM.	3:30 PM
SCHOOL-M.S.								
INTERNATIONAL TRANSITION (at	7:15 AM	7:45 AM	11:37 AM	10:37 AM	12:40 PM	1:10 PM	2:30 PM	3:00 PM
Interlake)	7:00 AM	7:30 AM	11:30 AM	10:30 AM	12:19 PM	12:49 PM	2:30 PM	3:00PM
ELEMENTARY								
ARDMORE	7:35 AM	8:05 AM	11:47 AM	10:47 AM	12:10 PM	12:40 PM	2:30 PM	3:00 PM
BENNETT	8:30 AM	9:00 AM	12:42 PM	11:42 AM	1:05 PM	1:35 PM	3:25 PM	3:55 PM
CHERRY CREST	7:30 AM	8:00 AM	11:42 AM	10:42 AM	12:05 PM	12:35 PM	2:25 PM	2:55 PM
CLYDE HILL	7:35 AM	8:05 AM	11:47 AM	10:47 AM	12:10 PM	12:40 PM	2:30 PM	3:00 PM
EASTGATE	8:35 AM	9:05 AM	12:47 PM	11:47 AM	1:10 PM	1:40 PM	3:30 PM	4:00 PM
ENATAI	7:30 AM	8:00 AM	11:42 AM	10:42 AM	12:05 PM	12:35 PM	2:25 PM	2:55 PM
LAKE HILLS	8:10 AM	8:40 AM	12:17 PM	11:17 AM	12:45 PM	1:15 PM	3:05 PM	3:35 PM
JING MEI	7:35 AM	8:05 AM	11:47 AM	10:47 AM	12:10 PM	12:40 PM	2:30 PM	3:00 PM
MEDINA	7:40 AM	8:10 AM	11:52 AM	10:52 AM	12:15 PM	12:45 PM	2:35 PM	3:05 PM
NEWPORT HEIGHTS	7:30 AM	8:00 AM	11:42 AM	10:42 AM	12:05 PM	12:35 PM	2:25 PM	2:55 PM
PHANTOM LAKE	8:00 AM	8:40 AM	12:30 PM	11:30 AM	12.45 PM	1:15 PM	3:05 PM	4:00 PM
PUESTA DEL SOL	8:35 AM	9:05 AM	12:47 PM	11:47 AM	1:10 PM	1:40 PM	3:30 PM	4:00 PM
SHERWOOD FOREST	7:30 AM	8:00 AM	11:42 AM	10:42 AM	12:05 PM	12:35 PM	2:25 PM	2:55 PM
SOMERSET	8:35 AM	9:05 AM	12:44 PM	11:44 AM	1:10 PM	1:40 PM	3:30 PM	4:00 PM
SPIRITRIDGE	8:35 AM	9:05 AM	12:44 PM	11:44 AM	1:10 PM	1:40 PM	3:30 PM	4:00 PM
STEVENSON	7:30 AM	8:00 AM	11:42 AM	10:42 AM	12:05 PM	12:35 PM	2:25 PM	2:55 PM
WOODRIDGE	8:30 AM	9:00 AM	12:39 PM	11:39 AM	1:05 PM	1:35 PM	3:25 PM	3:55 PM

## **2013-2014 SUBSTITUTE PAY RATES**

#### **Classified Positions:**

Level 1	Instructional Kits Assistant, Mailing	\$11.96		
Level 2	Copy Center Assistant, Instructional Materials/Textbook Assistant	\$12.78		
Level 3	Educational Asst., School Secretary/Office Assistant, Early Learning	\$13.59		
Level 4	Library Assistant, Sr. Secretary, Instructional Assistant	\$14.41		
Level 5	Para Educator, Admin. Sec., Attendance Specialist	\$15.19		
Level 6	Assistant Principal Sec., Office Manager, Para Educator Center Program	\$16.01		
Administrative Secretary (CTSA)				

#### **IA With Teaching Certificate**

\$20.125

#### **Certificated Positions:**

8 Hours	<u>4 Hours</u>	<u> 5 Hours</u>	Assignment Days
\$161.00	\$96.60	\$120.75	1-15
\$187.00	\$112.20	\$140.25	16+

Retirees who left the district in good standing will be paid at the rate of \$187.00 for all full day assignments.

Certificated substitutes who work a significant number of days (need not be consecutive) for the District will be eligible to receive an end-of-the year payment under the following schedule:

•50 days to 69 days - \$500 •70 days to 99 days - \$1000 •100 days or more - \$1500

#### **Pay Warrants**

The payment interval for employees whose days or hours of work are submitted to Payroll by means of SmartFindExpress electronic records or by submitting timesheets shall be in accordance with established payroll cut-off dates.

Payroll warrants shall be issued to the employee on the last working day of each month except:

December warrants will be issued on the first working day in January; and, in no case will the District be required to issue payroll warrants prior to the date scheduled for payment of state apportionment. However, in no case shall employees be issued the preceding month's payroll warrant later than the first working day of a month. Wages paid through direct deposit will be available on the established payday.

SmartFindExpress Cutoff	<u>Payday</u>
-------------------------	---------------

September 08, 2013	September 30, 2013
October 06, 2013	October 31, 2013
November 03, 2013	November 27, 2013
December 01, 2013	January 02, 2014
January 12, 2014	January 31, 2014
February 09, 2014	February 28, 2014
March 09, 2014	March 31, 2014
April 06, 2014	April 30, 2014
May 11, 2014	May 30, 2014
June 08, 2014	June 30, 2014
July 06, 2014	July 31, 2014

### **CLASSIFIED POSITIONS**

<u>Early Learning Educational Assistant</u> – Early Learning Program sites provide before and after school programs for elementary school students, Infant, Toddler, Head Start and/or Preschool programs. Assistants work under the direction of the Site Manager and/or Lead Teacher. In addition to their time in the classroom, some Head Start Assistant Teachers are also Bus Monitors on the buses that carry the three and four year old children to and from the Head Start classes. If any of these Assistant Teachers are absent, the substitute must take the bus monitor part of their job. Early Learning Program hours are 6:30 AM – 6:00 PM.

<u>Educational Assistant</u> – Generally, an elementary position assisting in Kindergarten classrooms or classes with high enrollments. One of the most versatile employees in the elementary school, they also supervise the playground and lunchroom, may help in the office and are often assigned to crossing guard duty. This position is normally four to six hours a day. Substitutes working as Educational Assistants must meet the "No Child Left Behind Act" requirements.

<u>Instructional Assistant</u> – Instructional Assistants give direct instructions to students, under the direction of a teacher. Groups of students come to the Instructional Assistant throughout the day to work on math or reading. Additionally, English as a Second Language Programs and Title 1 Programs utilize Instructional Assistants. Vocational Education Programs place Instructional Assistants with specific knowledge in Horticulture, Construction, Auto Maintenance, Graphics, Computers, Culinary Arts and Business. Substitutes working as Instructional Assistants must meet the "No Child Left Behind Act" requirements.

<u>Para Educator</u> – A Para Educator may be assigned to an individual student or a classroom when a student or students qualify for Special Education. At times, Para Educators may be asked to support direct academic instruction by providing academic dialogue (scripted lessons) to support the specific needs of a student or students. Needs of the students may vary from physical, behavioral or learning disabilities. Duties may include lifting up to 50 pounds and helping with toileting. The District trains Para Educators on the job, by working under the direction of Special Education Teachers. Substitutes working as Para Educators must meet the "No Child Left Behind Act" requirements.

<u>Special Needs Assistant</u> – Special Needs Assistants work with students in the Early Learning Programs that qualify for Special Education. The responsibilities are the same as those of a Para Educator.

<u>Clerical 1</u> – These assignments do not require secretarial skills. A typical clerical 1 assignment might be stuffing envelopes for District mailings.

<u>Clerical 2</u> – Typically, clerical 2 assignments provide extra help in the District's copy center. These assignments do not require previous secretarial experience.

<u>Secretary</u> – All schools have an office manager and an office aide or secretary. In middle and high schools there are also counseling, registration, attendance and library secretaries. Common duties include answering telephones, distributing mail, recording student attendance, support of the clinic and greeting visitors. Rates of pay increase with the amount of responsibility assigned to the specific job. Administrative secretaries are comfortable working with computers and are often called on for data entry and word processing. The District offers written training materials in Microsoft - Word, Excel and Access programs on the District's website.

\*Classified staff/substitutes who will work solely in secretarial positions or childcare positions are not required to meet the No Child Left Behind Act qualifications.

### **POLICY AND PROCEDURES**

#### **Administering Medicine to Students**

Substitutes are not to distribute or administer medication. Instead students should be sent to the school nurse or office manager. Unauthorized administration of medicines to students can have serious legal consequences and any exceptions to this prohibition must be expressly authorized.

#### **Appropriate Dress**

New substitutes often ask, "What should I wear to work?" Remember, first impressions do make a difference. You have an opportunity to immediately communicate to the students and other staff that you take education seriously by dressing professionally. Your choice of clothing should be both clean and comfortable. Because elementary assignments may require helping with playground duty, a warm coat and shoes without heels are recommended. Hats are discouraged as many schools have a "no hat" policy for their students. Friday is casual day throughout the District.

#### **Bargained Agreement**

The working conditions of certificated substitute staff are governed by the bargained agreements between the Bellevue Education Association and the Bellevue School District. Substitute teachers are not required to join the Association. For your review, a copy of the collective bargaining agreement is available at the following website: <a href="http://www.bsd405.org/default.aspx?tabID=780">http://www.bsd405.org/default.aspx?tabID=780</a> or through the Bellevue Education Association at 425-822-9898.

### **Course Descriptions**

Bellevue School District's course descriptions are available at <a href="www.bsd405.org">www.bsd405.org</a>. Learn about Washington's Essential Academic Learning Requirements (EALRs) by visiting the Office of the Superintendent of Public Instruction <a href="http://www.k12.wa.us/">http://www.k12.wa.us/</a>.

#### **Drug-Free Workplace**

Bellevue School District is a drug-free work place. No employee shall unlawfully manufacture, distribute, dispense, possess or use a controlled substance and/or <u>alcohol</u> in the workplace. "Work place" includes any District property or function including off-site activities where students or staff is under the jurisdiction of the District. Medically authorized prescription drugs for use as prescribed are not prohibited by this policy.

#### **Early Dismissal**

Students cannot be dismissed early from class without prior approval from the office. If a parent drops in to remove his/her child early, he/she must first go to the office to check the child out. Be aware of other classes in session. Do not dismiss your class early to roam the halls while other teachers are still conducting their classes. Do not allow students to go on errands outside the building.

#### **Keys**

Substitutes are generally given a room key at the start of their shift. Keep the key with you at all times. Do not give students access to your key at any time. Return the key to the office in your substitute file when you leave the building.

#### **Laptops**

Laptop computers <u>may</u> be offered to daily substitutes by the school office manager (for use during that specific day's assignment). Long-term substitutes (assignments over 21 days) will be provided with a laptop computer and computer training support.

Laptop computers are the property of Bellevue School District and may only be used for District related business. Under no circumstances should a District computer be used for private business. Laptop training for new substitute teachers is scheduled through the substitute office.

#### Lockdown

Lockdown protects staff and students from a threat inside the building when it may be more dangerous to leave the building by Directed Evacuation than to stay in a secured room. A staff member will signal (announce) over the PA system that a *Lockdown Command* is being initiated.

#### Lockdown is used when:

- It is safer to stay in an area that can be secured than to move through the building where the potential threat may be encountered (Example: An armed intruder is in the building).
- There is no possibility of uncontrolled fire or explosion.

## When a <u>LOCKDOWN</u> command is signaled, the <u>TEACHER OR SUPERVISING ADULT</u> should follow the steps below immediately:

- 1. Lock classroom doors and windows and pull shades immediately.
- 2. Keep students away from doors and windows.
- 3. Maintain a calm environment by remaining calm yourself and reassuring students that everything possible is being done to return the situation to normal.
- 4. If gunshot or an explosion is heard, get everyone on the floor.
- 5. Contact the office immediately if you have an emergency in your room.
- 6. Remain in secured classrooms until notified to release class.

## (DO NOT LEAVE BUILDING IF THE FIRE ALARM IS ACTIVATED UNLESS DIRECTED BY SITE ADMINISTRATOR OR FIRE IS VERIFIED.)

#### Lunches

All sites have refrigerators available to hold sack lunches or substitutes may choose to purchase their lunch at school. Elementary schools take a lunch count early in the morning. Be sure to let the office manager know when you check in if you intend to purchase a lunch.

#### No Child Left Behind Act

Because of the requirements of the Federal "No Child Left Behind Act," the Bellevue School District requires that all individuals working in classified positions that provide instructional support to students must meet the following criteria:

- (1) Must currently have a high school diploma or its recognized equivalent, and
- (2) Must have fulfilled **one of the three following requirements:** 
  - a. Completed at least two years of study at an institution of higher education (in the State of Washington this will consist of 72 quarter credits or 48 semester credits); or
  - b. Obtained an associate (or higher) degree; or
  - c. Passed the Para Pro Assessment

\*Classified staff/substitutes who will work solely in secretarial positions or early learning positions are not required to meet the No Child Left Behind Act qualifications.

#### **Elementary and Secondary Education Act (ESEA)**

The Elementary and Secondary Education Act (ESEA) and the Individuals with Disabilities Education Improvement Act (IDEA) contain requirements related to the qualifications of teachers. The term used in both federally legislated programs to describe teachers with this deep subject area understanding is *highly qualified teachers* (HQT).

Highly qualified teacher requirements apply to *all teachers who provide instruction in the core academic subjects*. Core academic subjects, as defined by ESEA, are:

Mathematics Reading History Dance

Foreign (World) Languages Civics/Government

Visual Arts Economics

Music (general, choral, instrumental) English/Language Arts

Science Theatre

Geography

When in a teaching assignment for four weeks or more, the substitute must meet HQT requirements for that teaching assignment. To meet HQT requirements please provide original transcripts and WEST E or Praxis scores for review.

#### **Personal Items**

Please do not bring extra personal items to school. Purses, coats, etc. should be stored in a secure drawer or closet. Ask the office manager when you check in where your items can be kept.

#### **Punishment and Touching**

The use of corporal punishment is prohibited by state law and District policy, Policy No. 4105. Corporal punishment is defined as any act, which willfully inflicts or willfully causes the infliction of physical pain on a student. The use of reasonable force that is essential to maintain order or to prevent a student from harming self or others or to prevent the destruction of property is not corporal punishment.

#### **Schedule Errors and Prep Periods**

If you've been assigned a full shift but have several free periods, the school can ask you to help in another classroom or the library during that time. If a substitute teacher is assigned to work six or seven periods in any workday, the substitute teacher shall be paid for working the extra period(s) at the applicable substitute daily hourly rate. If a substitute teacher is in an assignment of six days or more and is asked to cover the class of another non-supervisory certificated employee during his/her planning time, the substitute teacher will be paid at the applicable substitute daily hourly rate.

Occasionally errors occur in the scheduling of an assignment. If you have been sent to an assignment in error, you will be given the following choices:

- 1. If there is another assignment that opens that day, you will have priority on that job.
- 2. You can go home for an unpaid day.
- 3. You can stay at the school and perform assigned duties. In this case you will be paid for a minimum of four hours if certified, two hours if classified.

#### **School Expectations**

- Check in at the office when you arrive.
- If requested, call the absentee at home.
- Follow the daily plans.

#### **Teachers**

- Maintain daily attendance records.
- Manage the classroom maintain discipline and the learning environment.
- Prepare for the next day's assignment for the teacher. Leave the room in order.
- Write a note to the absentee before you go. Tell him/her what happened today in the lesson and in class. Include notations of any unusual behavior.
- Close the windows and lock the door.
- If you were issued a key, please return it to the office.
- Before you leave, go to the office and sign the log sheet. This is a payroll record in lieu of a time card.

Confidentiality is crucial. As you go from one school to another, be aware of confidentiality issues. Student record information may not be discussed with other students or anyone outside the District.

#### **Substitute SharePoint**

Substitute SharePoint provides up-to-date information and training materials for District substitutes. From BSD's website <a href="http://www.bsd405.org">http://www.bsd405.org</a> click on Staff, then Staff Resources to view the Substitute SharePoint website. Or simply enter <a href="http://curriculum.bsd405.org/sites/schools/Subs/default.aspx">http://curriculum.bsd405.org/sites/schools/Subs/default.aspx</a>.

#### **Tobacco-Free Environment**

In order to protect the health of students, staff and the general public, and to provide a healthy working environment, smoking or use of any kind of lighted pipe, cigar, cigarette or any other lighted smoking equipment or use of a smokeless tobacco product is prohibited on all District property.

#### **Weather Closure**

If the Bellevue School District closes due to weather conditions, announcements will be made on both television and radio. During adverse weather, AM radio stations 570 and 710 provide frequent school reports. If schools are closed due to weather, you are released from your assignment that day. If schools open on a late schedule, you are expected to go to your assignment.

## **CLASSROOM MANAGEMENT GUIDELINES**

(Copyright permission approved)

The San Diego County Office of Education provides a series of brief guides for substitute teachers on topics such as classroom management, legal responsibilities for substitute teachers, and basic expectations for substitute teachers. The Classroom Management guide provides an excellent overview of some keys to ensuring a productive classroom, including the following examples.

**Remember:** It is important for substitute teachers to establish their classroom expectations and consequences at the beginning of the day. It is essential for teachers to be perceived by students as confident, as being in charge, and as being fair.

**Staying in Control:** It is extremely important for the teacher not to lose his/her temper or control. Teachers should model appropriate behavior even under highly stressful situations. When teachers lose self-control, it becomes more difficult to make proper decisions and to retain respect of students. When teachers lose self-control, their behavior often becomes the focus of attention rather than the student's behavior.

**Eye Contact:** Direct eye contact and nonverbal communication are effective classroom management tools, provided that the nonverbal communication doesn't become threatening or intimidating to students.

**Raising Your Voice:** Using different voice inflection in the classroom is appropriate if it has a legitimate educational purpose, doesn't result in yelling (which is ineffective and abusive), and doesn't demean students.

**Establishing Standards of Conduct:** Letting the entire class know what your expectations are, is key to having a successful educational day. "Establishing standards" should be done as early in the day as possible. Teachers need to be firm, fair, and consistent. Setting reasonable standards and consequences and consistent enforcement of these standards is essential in maintaining a safe and orderly learning environment.

**Logical Consequences for Student Behavior:** Students need to understand that if they choose to follow or violate classroom expectations, a correlation exists between their choice and the consequence. Negative student consequences should be logical and in proportion to the seriousness of the violation. Rewards should also be in proportion to students' correct choices. Rewards should have a legitimate educational purpose, and the reward offered should be sufficient to motivate students to want to continue making correct choices.

**Positive Reinforcement:** Students, like adults, respond to positive reinforcement better than to sarcasm or use of the negative. Praising desired behavior is much more effective than punishing undesired behavior. Preventive discipline is more effective than reactive discipline.

**Praise and Correction Guides:** It is more powerful and appropriate to correct students one-on-one at every grade level. Students who are corrected in front of their peers often respond by acting out even more. Often the student who is being publicly disciplined will have their peer group rush to their support at the expense of the teacher. A general guideline at the elementary level is "to correct privately and to praise publicly." At the elementary level, it is generally acceptable to praise a particular student in front of other students. At the middle school and high school levels, individual praise normally needs to be done privately; whole group praise is done publicly. Praise should always be genuine and never contrived.

**Surprising Students:** Students need and expect clear direction and predictability. Clear direction and teacher predictability provide a safer and more secure learning environment for students. A disciplinary surprise is usually not only ineffective; it often results in the students perceiving the teacher as being unfair and unreasonable.

**Correlation of Success & Student Behavior:** There is a high correlation between the difficulty of assigned work and student behavior. If the assigned work is too difficult, students may become frustrated and begin to act out. If the assigned student work is too easy, students may easily become bored and also begin to act out. The teacher needs to constantly monitor student learning by walking around the classroom and checking for student understanding. Assisting students who are having difficulty and adjusting the level of difficulty of the work will go a long way to ensure proper classroom management. Increasing the difficulty of the work or providing alternative learning assignments to students who have demonstrated mastery of the assignment will help to prevent boredom and classroom disruptions.

**Unoccupied Student Time:** Unoccupied and non-directed student time often results in classroom management difficulties. Teachers should provide learning activities for students to begin working on immediately upon entering the classroom and upon concluding their regular classroom assignments.

**Extinction:** Minor unacceptable student behaviors are often best dealt with by using a technique known as extinction (ignoring minor negative behavior so it is not reinforced by providing desired attention). This technique usually results in minor unacceptable student behavior disappearing. If the undesired behavior persists, the teacher will need to use more direct disciplinary intervention strategies.

**Listen Before You Discipline:** It is important to listen carefully to students and to consider their point of view before disciplinary action is taken. Listening to students is particularly important when there is a situation where the teacher may not have all the information. The process of listening will not only assist the teacher in making proper decisions, but will often result in a teachable moment for that student.

- San Diego County Office of Education

## **SEXUAL HARASSMENT**

Policy No. 5011

This 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.

The superintendent will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy. All staff are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff are also responsible for directing complainants to the formal complaint process.

The superintendent will develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation. This policy will be posted in each district building in a place available to staff, students, parents, volunteers and visitors. The policy will be reproduced in each student, staff, volunteer and parent handbook.

The superintendent will make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, will be included in the report. The superintendent is encouraged to involve staff, students, and volunteers and parents in the review process.

Cross References: Board Policy 3207		Prohibition of Harassment, Intimidation and Bullying
	3210	Nondiscrimination
	3240	Student Conduct
3	3421	Child Abuse, Neglect and Exploitation Prevention
•	5010	Nondiscrimination and Affirmative Action
	5281	Disciplinary Action and Discharge
Legal References: RCW 28A.640.020	)	Regulations, guidelines to eliminate discrimination — Scope—Sexual Harassment policies

WAC 392-190-056-058 Sexual harassment

Management Resources:

Policy News, October 2011 Policy Manual Revisions

### CHILD ABUSE REPORTING REQUIREMENTS FOR ALL

#### State Law & District Policy:

#### Child abuse reporting under RCW 26.44.030

#### A. Who must report?

Under RCW 26.44.030, professional school personnel, including, but not limited to, teachers, counselors, administrators, child care facility personnel, and school nurses are "mandated reporters."

Professional school personnel who have reasonable cause to believe that a child has suffered abuse or neglect are required to report such incident or cause a report to be made to the proper law enforcement agency or to DSHS/CPS.

#### B. What is child abuse and neglect?

Child abuse or neglect means the injury, sexual abuse, sexual exploitation, negligent treatment, or maltreatment of a child under circumstances which indicate that the child's health, welfare, and safety are harmed.

#### 2. Sexual misconduct and physical abuse reporting under RCW 28A.400.317

#### A. Who must report?

Under RCW 28A.400.317, <u>certificated and classified</u> school employees who have knowledge or reasonable cause to believe that a student has been a victim of physical abuse or sexual misconduct <u>by another school employee</u> must report the abuse or misconduct to the appropriate school administrator.

The school administrator shall cause a report to be made to the proper law enforcement agency if he or she has reasonable cause to believe that the misconduct or abuse has occurred, as required under RCW <u>26.44.030</u>.

#### B. What is sexual misconduct? (WAC 181-88-060)

Sexual misconduct is defined as:

- (1) Any sexually exploitive act with or to a student. Sexually exploitive acts include, but are not limited to, the following:
  - (a) Any sexual advance, verbal, written or physical.
  - (b) Sexual intercourse, as defined in RCW 9A.44.010.
  - (c) Sexual contact, i.e., the intentional touching of the sexual or other intimate parts of a student except to the extent necessary and appropriate to attend to the hygienic or health needs of the student.
  - (d) Any activities determined to be grooming behavior for purposes of establishing a sexual relationship.
- (2) Indecent exposure, as defined in RCW 9A.88.010.
- (3) Sexual harassment of another as defined under local employer policy.
- (4) Commission of a criminal sex offense as defined under chapter 9A.44 RCW.
- (5) Sexual abuse or sexual exploitation of any minor as found in any dependency action under chapter 13.34 RCW or in any domestic relations proceeding under Title 26 RCW.

#### 3. Bellevue School District Policy No. 4271

In addition, District policy requires that all Bellevue School District staff members, both certificated and classified, who have reasonable cause to believe that a student has suffered abuse or neglect, including physical injury, sexual abuse, sexual exploitation, or negligent treatment or maltreatment, shall report such incident. Such report shall be made to the principal of the school in which the student is enrolled.

#### 4. When do I need to report?

The report must be made at the first opportunity, but in no case longer than forty-eight hours after there is reasonable cause to believe that the child has suffered abuse or neglect.

#### 5. BOTTOM LINE:

If you believe that a student has suffered abuse or neglect (including physical injury, sexual abuse, sexual exploitation, or negligent treatment or maltreatment), or is a victim of sexual misconduct, report the incident to your principal or vice principal as soon as possible, but no more than 48 hours after learning of the incident.

## Students with Life Threatening Food Allergies and Anaphylaxis

RCW 28A.210 "Students with Asthma [and Anaphylaxis]". A new section added March 2008 to this law directs schools to develop plans for addressing those issues affecting students with life threatening food allergies and/or anaphylaxis. Each school will set forth the responsibilities for appropriate school personnel responsible for responding to a student experiencing life threatening food allergies and/or anaphylaxis. In addition a specific Health Care Plan will be distributed to all appropriate school staff. All school staff will receive awareness training annually in symptoms of food allergy and anaphylaxis.

**Anaphylaxis** can occur in some people after they are exposed to a substance to which they are severely allergic. The most common substances that trigger anaphylaxis are foods (peanuts, tree nuts, shellfish, soy etc.) medications, and insect stings. It has been estimated that up to 15% of the population is at risk for anaphylaxis.

What is anaphylaxis? <u>Life-threatening</u>, <u>rapidly occurring</u> and therefore <u>most severe</u> form of allergic reaction resulting in breathing difficulty, loss of consciousness and a drop in blood pressure which may lead to death.

### What are symptoms of an anaphylactic reaction?

- ➤ Itchy red rash/Hives
- > Swelling and itching of the lips, tongue and face
- > Shortness of breath, cough or wheezing
- ➤ Itching, swelling, or hoarseness of the throat
- ➤ Abdominal pain, discomfort, nausea and/or vomiting
- > "Passing out"

#### What to do if a student has a severe allergic reaction (anaphylaxis)?

- ➤ Acknowledge emergency
- > Act quickly; but don't panic
- ➤ Get help. Call office, get epi-pen
- ➤ Administer Epi-Pen
- ➤ Call 911

#### What to do to prevent severe allergic reactions (anaphylaxis)?

- ➤ Have accessible copy of Individual Health Plan (from School Nurse) and medication (from clinic/or Doctor's order for self-carry). The Health Plans are 504's
- > Student is to eat only approved snacks/food
- ➤ Nut free zones in classroom/cafeteria
- Classroom projects should be reviewed to avoid specific allergens (science kits)
- Epi-pen should accompany student during any off campus activities
- > Staff member on trip must be trained in Epi-Pen administration



#### PROCEDURE FOR FILING A WORKER'S COMPENSATION CLAIM

#### IF A JOB INJURY OR DISEASE OCCURS

The Bellevue School District is subject to Washington industrial insurance laws and has been approved by the state to cover its own workers' compensation benefits. Self-insured employers must provide all benefits required by the laws. The Department of Labor & Industries regulates your employer's compliance with these laws. If you are injured on-the-job or develop an occupational disease, you will be entitled to industrial insurance benefits. Your claim will be handled and your benefits paid by your employer.

#### IN CASE OF INJURY OR DISEASE:

#### REPORT YOUR INJURY OR DISEASE TO YOUR SUPERVISOR

Your employer will provide you with a "Self-Insured Accident Report" (SIF-2). You must complete this form with your employer if you seek medical treatment.

#### **GET MEDICAL CARE:**

You have the right to go to the doctor of your choice.

Compete a Physician's Initial Report" (PIR) form at your doctor's office. Have your doctor mail this form to our claim's administration address listed below. Our claims administrator, Sedgwick Claims Management Services, will evaluate your claim for benefits. All medical bills that result from an allowable on-the-job injury or occupational disease will be paid by your employer. You may be entitled to wage replacement or other benefits. Your employer will explain this to you.

#### **IMPORTANT!**

Your employer cannot deny you the right to file a claim, and your employer cannot penalize you or discriminate against you for filing a claim. Every worker is entitled to workers' compensation benefits for any injury or illness which results from his/her job.

Any false claim filed by a worker may be prosecuted to the full extent of the law.

If you have any questions or concerns, contact your employer's representative (at the claim administration address or phone number listed below), or call the Department of Labor & Industries, Self-Insurance Section (360) 902-6901.

EMPLOYER MUST COMPLETE THE FOLLOWING: Self-Insured Accident Report (SIF-2)

**Claims Administration:** 

Sedgwick Claims Management Services 220 West Mercer Street, #300 Seattle, WA 98119 Phone: (206) 262 -4440 <u>or</u> 1-800-579-1260

Fax: (206) 621-9749

#### **EARLY LEARNING AND AFTER SCHOOL PROGRAMS**

#### **Ardmore**

School Age (before & after school care)
School Day Preschool with Extended Day Available
Half-day Preschool in morning
Half Day Head Start Preschool in morning and afternoon

#### **Bellewood**

School Age (before and after school care)
Half-day Preschool AM
School Day Preschool with Extended Day Available
Jing Mei day preschool with Extended Day Available
Young Preschool Half-day AM

#### **Bennett**

School Age (before and after school care) Half-day Preschool AM School Day Preschool

#### **Cherry Crest**

School Age (before & after school care) School Day Preschool with Extended Day Available Half Day Preschool in morning and afternoon

#### **Clyde Hill**

School Age (before & after school care) School Day Preschool with Extended Day Available Half Day Preschool in morning

#### **Eastgate**

School Age (before & after school care)
School Day Preschool with Extended Day Available
Half Day Preschool in morning
Young School Day Preschool with Extended Day Available
Toddler Program

#### **Enatai**

School Age (before & after school care) School Day Preschool with Extended Day Available Half Day Preschool in morning

#### **Lake Hills**

School Age (after school care)
Part Day Head Start in morning and afternoon

#### Medina

School Age (before and after school care) School Day Preschool with Extended Day Available Half Day Preschool in morning

#### **Newport Heights**

School Age (before and after school care) School Day Preschool with Extended Day Available

#### **Newport High School**

**Infant Care** 

#### **Phantom Lake**

School Age (before and after school care)
Integrated Preschool (includes special needs students)
Preschool before and after integrated preschool (includes special needs students)
Extended Day Preschool
Part Day Head Start Preschool in the morning

#### Puesta del Sol

School Age (before & after school care)
ORCA Spanish School Day Preschool with Extended Day Available
ORCA Half-day Spanish Preschool in morning
Half Day Preschool in morning

#### **Sherwood Forest**

School Age (before & after school care)
School Day Preschool with Extended Day Available
ORCA Spanish School Day Preschool with Extended Day Available
ORCA Spanish Half-day Preschool in morning
Half Day Preschool in morning

#### **Somerset**

School Age (before & after school care) School Day Preschool with Extended Day Available

#### **Spiritridge**

School Age (before & after school care)

#### Stevenson

School Age (before & after school care) Extended Day preschool with Head Start preschool Half Day Preschool in morning or afternoon Half-day Head Start Preschool in morning

#### Woodridge

School Age (before & after school care)
School Day Preschool with Extended Day Available
Young School Day Preschool with Extended Day Available
Toddler Program

#### **2013-14 Special Education Center Programs**

#### **Preschool Center Location:**

Phantom Lake Early Learning Program.

#### Functional Life Skills and Physically Disabled Center Locations:

Newport Heights Elementary, Sherwood Forest Elementary, Highland Middle School and Interlake High School.

#### Emotional-Behavioral Disorders Center Locations:

Ardmore Elementary, Woodridge Elementary, Odle Middle School, Tillicum Middle School, Bellevue High School and Sammamish High School.

#### **Autism Center Locations:**

Eastgate Elementary School, Tyee Middle School and Newport High School.

#### Gifted Locations:

Cherry Crest Elementary School, Spiritridge Elementary School and Odle Middle School, Tyee Middle School and Interlake High School.

#### **Transitions:**

Interlake High School.

#### 2013-14 Dual Language & Immersion Programs

### Spanish/English Dual Language Locations:

Lake Hills Elementary, Sherwood Forest Elementary and Stevenson Elementary

#### Mandarin/English Dual Language Locations:

Jing Mei

### Spanish Immersion Program:

Puesta del Sol Elementary, Tillicum Middle School and Newport High School

## **SCHOOL INFORMATION AND DRIVING DIRECTIONS**

#### **HIGH SCHOOLS**

**Bellevue** 10416 S.E. Wolverine Way

425-456-7000

School Hours: 7:30 AM - 2:30 PM

Scott Powers, Principal

Russell White, Assistant Principal Katie Klug, Assistant Principal Peggy Brewer, Office Manager

<u>From I-405</u>, take the N.E. 4<sup>th</sup> Street exit, Westbound. Go to Bellevue Way N.E. and turn left. Go to S.E. Wolverine Way and turn left.

From I-90 or 520, take the Bellevue Way exit. Go to S.E. Wolverine Way and turn right.

Interlake 16245 N.E. 24<sup>th</sup> Street

425-456-7200

School Hours: 7:30 AM – 2:30 PM

Maria Frieboes-Gee, Principal

Jeff Lowell, Assistant Principal Terrance Mims, Assistant Principal Lynn Semler, Office Manager

<u>From 520</u>, take the 148<sup>th</sup> Avenue N.E. exit, Southbound. Stay in the left lane as you turn. Turn left at the light at N.E. 24<sup>th</sup>.

From I-405, take the N.E. 8<sup>th</sup> Street exit in downtown Bellevue, Eastbound. Go to 156<sup>th</sup> Avenue and turn left. Go to N.E. 24<sup>th</sup> and turn right.

**Transition Program** Located at Interlake \*Please see Alternative Programs on page 19

Kelley Clevenger, Supervisor Elizabeth Toba, Coordinator

**Newport** 4333 Factoria Blvd. S.E.

425-456-7400

School Hours: 7:30 AM - 2:30 PM

Heidi Fedore, Principal

Thomas Gangle, Assistant Principal Dusty Steere, Assistant Principal Shelley Anderson, Office Manager

<u>From I-405</u>, take the Coal Creek Parkway exit. Turn east onto Coal Creek Parkway. Go to Factoria Blvd. S.E. and turn left. School is on the left.

<u>From I-90</u>, take the exit at Richards Road. Turn right onto 128<sup>th</sup> Avenue S.E. Proceed past Factoria Square to find the school on your right.

**Sammamish** 100 140<sup>th</sup> Avenue S.E.

425-456-7600

School Hours: 7:00 AM - 2:30 PM

Tom Duenwald, Principal

Michelle Renee, Assistant Principal Tom O'Connor, Assistant Principal Millie Laird, Office Manager

From I-405, take the N.E. 8th Street exit, Eastbound. Go to 140th Avenue S.E. and turn right. Go to Main Street - School is on left.

From I-90 or 520, take the 148th Street exit. (520 – turn south, I-90 turn north). Go to Main Street and turn west. School is on left.

#### MIDDLE SCHOOLS

**Chinook** 11650 SE 60th.

425-456-6300

School Hour: 8:40 AM - 3:23 PM

Dr. Vic Anderson, Principal

Joseph Kempisty, Assistant Principal Leif Moe-Lobeda, Assistant Principal Nancy Maggart, Office Manager

#### 2013-2014 TEMPORARY LOCATION: CHINOOK MIDDLE SCHOOL at RINGDALL

<u>From I405-S</u> (south of I-90) take exit #9 (Lake Wash Blvd, Newcastle) turn <u>Left</u> onto N 44<sup>th</sup> St. Turn Left onto Lake Washington Blvd SE/112th Ave SE. Continue to follow Lake Washington Blvd SE.

Turn Left onto SE 60<sup>th</sup> Street - 11650 SE 60TH ST is on the left.

From I405-N (north of I-90) take exit #9 (Lake Wash Blvd, Newcastle), turn Right onto N 44<sup>th</sup> St.

Turn Left onto Lake Washington Blvd SE/112th Ave SE. Continue to follow Lake Washington Blvd SE.

Turn Left onto SE 60<sup>th</sup> Street - 11650 SE 60TH ST is on the left.

Highland 15027 N.E. Bel-Red Road Anissa Bereano, Principal

425-456-6400

School Hours: 7:45 AM – 2:29 PM

Eric Ferguson, Assistant Principal

Kathie Statler, Office Manager

Located in the Overlake area of Bellevue.

From either 520 or I-90, take the 148<sup>th</sup> Avenue exit. From 520, go south, from I-90 go north. Turn east on

Bel/Red Road. School is on the right.

Odle 14401 N.E. 8<sup>th</sup> Street Eric McDowell, Principal

425-456-6600

School Hours: 7:45 AM – 2:30 PM

Eric McDowell, Principal

Jonathan Shearer, Assistant Principal Marilyn Kelley, Office Manager

<u>From I-405</u>, take the N.E. 8<sup>th</sup> Street exit East. Turn south (right) on 143<sup>rd</sup> Ave NE. Odle is at the southern end of 143<sup>rd</sup> Ave N.E. just east of the Bellevue Aquatic Center. When you pull in, keep to the left and go around the building. (The office is on the south side).

Tillicum 16020 S.E. 16<sup>th</sup> Street Dion Yahoudy, Principal

425-456-6700

School Hours: 7:45 AM - 2:29 PM

Duke (Phat) Truong, Assistant Principal

Barbara Ghaffari, Office Manager

Located between the Crossroads and Eastgate areas of Bellevue.

Take the 148<sup>th</sup> Avenue exit from either 520 or I-90. South from 520 or north from I-90, go to S.E. 16<sup>th</sup> Street

and turn east. Go to 160<sup>th</sup> Ave S.E. and turn left. School is on right.

Tyee 13630 SE Allen Rd

425-456-6800

School Hours: 8:30 AM – 3:18 PM

Aaron Miller, Principal

James Peterson, Assistant Principal Ronda Gregory, Office Manager

<u>From I-405</u>, take exit 10 Coal Creek Parkway. Turn east onto Coal Creek Parkway. Go to Factoria Blvd. S.E. and turn left. Turn right onto S.E. Newport Way. Turn left onto S.E. Allen Road.

#### **ALTERNATIVE**

International 445 128<sup>th</sup> Avenue S.E. Jennifer Rose, Principal

425-456-6500

School Hours: 7:45 AM - 2:30 PM

Liz VandenBerghe, Office Manager

<u>From I-405</u>, take exit 12 at S.E. 8<sup>th</sup> Street. Turn east on S.E. 8<sup>th</sup>. Go under the train trestle to the light at the Lake Hills Connector/SE 116<sup>th</sup> Street. Go straight through that light and follow the road to the first stop sign at 128<sup>th</sup> Avenue S.E. Turn left. School is on the left.

**Transition Program** 425-456-7200 **Kelley Clevenger, Supervisor** *Elizabeth Toba, Coordinator* 

The Transition Program is a special education program housed on the <u>Interlake High School campus</u>. Please refer to page 16 of this manual and use the school information and driving directions for Interlake High School.

Bellevue14844 S.E. 22<sup>nd</sup> StreetBethany Spinler, PrincipalBig Picture425-456-7800Karen Penewell, Office Manager

**High School** School Hours: 7:45 AM – 2:50 PM

Bellevue14844 S.E. 22<sup>nd</sup> StreetBethany Spinler, PrincipalBig Picture425-456-7800Karen Penewell, Office Manager

Middle School School Hours: 8:00 AM – 3:00 PM

<u>From I-90</u>, take the exit at 148<sup>th</sup> Avenue S.E., Northbound. Turn right onto S.E. 22<sup>nd</sup> Street. School is on the left.

<u>From I-405.</u> (north of I-90) take the N.E. 8<sup>th</sup> Street exit, Eastbound. Go to 148<sup>th</sup> Avenue N.E. and turn right. Go to S.E. 22<sup>nd</sup> and turn left.

From I-405, (south of I-90) take I-90 Eastbound, then follow directions above.

#### **ELEMENTARY SCHOOLS**

Ardmore 16616 N.E. 32<sup>nd</sup> Street

425-456-4700

School Hours: 8:05 AM - 2:30 PM

**Heather Sanchez, Principal** *Kelly Nordstrom, Office Manager* 

Located in the Overlake area of Bellevue.

From 520, take the 148<sup>th</sup> Avenue N.E. (Southbound) exit. Turn south on 148<sup>th</sup> Avenue N.E. (you need to get into the left lane when you complete this turn). Go to 1<sup>st</sup> stop light at N.E. 24<sup>th</sup> and turn left. Go to Bel-Red Road and turn left. Go to N.E. 30<sup>th</sup> and turn right. Proceed to 168<sup>th</sup> Place N.E. and turn left. Then follow the road around two turns until you come to N.E. 32<sup>nd</sup> Street.

From I-405, take 520 east and follow directions above.

Bennett 17900 N.E. 16<sup>th</sup> Street David Staight, Principal

425-456-4800

School Hours: 9:00 AM - 3:25PM

Margie Landreth, Office Manager

<u>From 520</u>, take the 148th Avenue N.E. (Southbound) exit. Turn south on 148th Avenue N.E. (you need to get into the left lane when you complete this turn). Go to 1st stop light at N.E. 24th and turn left. Follow N.E. 24th to 182nd Avenue – turn right (entrance to Tam O'Shanter subdivision). Go to N.E. 16th and turn right.

Cherry Crest 12400 N.E. 32<sup>nd</sup> Street Liz Ritz, Principal

425-456-5000

School Hours: 8:05 AM - 2:30 PM

Tara Gray, Assistant Principal

Karen Joseph, Office Manager

Located in North Bellevue - Bridle Trails area.

<u>From 520 Eastbound</u>, take the 124<sup>th</sup> Street exit. Turn left onto Northup Way. Go to 130<sup>th</sup> Avenue N.E. and turn left. Go to N.E. 24<sup>th</sup> Street and turn left. Go to 127<sup>th</sup> Avenue N.E. and turn right. Go to N.E. 29<sup>th</sup> Street and turn left. Turn slight right onto 124<sup>th</sup> Avenue N.E.

<u>From 520 Westbound</u>, take the 148<sup>th</sup> Avenue N.E. exit. Turn left onto 148<sup>th</sup> Avenue N.E. Turn right onto N.E. 24<sup>th</sup> Street. Turn right onto 127<sup>th</sup> Avenue N.E. Go to N.E. 29<sup>th</sup> Street and turn left. Turn slight right onto 124<sup>th</sup> Avenue N.E.

Clyde Hill 9601 N.E. 24<sup>th</sup> Street Mary Olin, Principal

425-456-5001

School Hours: 8:05 AM - 2:30 PM

Scott Hetherington, Assistant Principal Shannon Leahy, Office Manager

<u>From either 520 or I-90,</u> take the Bellevue Way exit. Proceed on Bellevue Way to N.E. 24<sup>th</sup>. Turn west and go to 96<sup>th</sup> Avenue N.E. The school is behind Clyde Hill Fire and Police Station on your left.

<u>From I-405</u> take the N.E. 8<sup>th</sup> Westbound exit. Go to Bellevue Way N.E. and turn right. Precede Northbound until N.E. 24<sup>th</sup> and follow directions above.

\*\*If you see cones in the road, do NOT disregard them as you could be ticketed.

**Eastgate**4255 153<sup>rd</sup> Avenue S.E.
425-456-5100

Gail McDonald, Principal
Jessica Soto, Office Manager

School Hours: 9:05 AM – 3:30 PM

<u>From I-405</u>, take I-90 East to the 11A (150<sup>th</sup> SE) exit. Take a right onto 150<sup>th</sup> S.E. Go up the hill to Newport Way S.E. and turn left. Go around a long corner and Eastgate Elementary will be on the right.

Enatai 10615 S.E. 23<sup>rd</sup> Street

425-456-5200

School Hours: 8:00 AM - 2:25 PM

**Dr. Audrey Meyers, Principal** *Tami Kozimor, Office Manager* 

From either 520 or I-90, take Bellevue Way exit. Turn west onto 108<sup>th</sup> Avenue S.E. Turn right onto S.E. 23<sup>rd</sup> Street

From I-405, take either I-90 Westbound, or if you are North of I-90 take 520 Westbound and follow directions above.

Jing Mei 301 151<sup>st</sup> Place NE

425-456-6900

School Hours: 8:05 AM - 2:30 PM

Vivian Tam, Principal Vickie May, Office Manager

<u>From I-90</u>, take the S.E. 148th Avenue exit. Go north on 148th Avenue to S.E. 8th Street, turn left. Go to S.E. 143rd Avenue, turn left.

<u>From I-405</u>, take the N.E. 8th Street exit Eastbound. Go to S.E. 140th Avenue and turn right. Go to S.E. 8th Street and turn left. Go to S.E. 143rd Avenue and turn right.

Lake Hills 14310 S.E. 12th Street

425-456-5300

School Hours: 8:40 AM - 3:05 PM

Kindra Clayton, Principal

Ardath Flickinger, Office Manager

<u>From I-90</u>, take the S.E. 148th Avenue exit. Go north on 148th Avenue to S.E. 8th Street, turn left. Go to S.E. 143rd Avenue, turn left.

<u>From I-405</u>, take the N.E. 8th Street exit Eastbound. Go to S.E. 140th Avenue and turn right. Go to S.E. 8th Street and turn left. Go to S.E. 143rd Avenue and turn right.

Medina 8001 N.E. 8<sup>th</sup> Street (Medina)

425-456-5400

School Hours: 8:10 AM - 2:35 PM

Beth Hamilton, Principal

Christine Metzger, Office Manager

Located in the City of Medina.

<u>From I-405</u>, take the N.E. 8<sup>th</sup> Street Westbound exit. Go past Bellevue Square, continuing west. The road changes to N.E. 1<sup>st</sup>, then Lake Washington Blvd., before becoming N.E. 12<sup>th</sup> at 84<sup>th</sup>. This is a 5-corner intersection (notice St. Thomas Church and Medina Park). Take the middle left turn \*82<sup>nd</sup> Avenue N.E.) winding around Medina Park to N.E. 8<sup>th</sup> St. Turn right and go one block, the school is on the left. <u>From I-90</u>, take the Bellevue Way exit. Drive to Main Street and turn left. Continue Westbound on Main, following the road as it becomes Lake WA Blvd., then N.E. 12<sup>th</sup> at the intersection with 84<sup>th</sup> Avenue N.E. Continue as above.

**Newport Heights** 

5225 119th Avenue SE

425-456-5500

School Hours: 8:00 AM - 2:25 PM

Amy MacDonald, Principal Dana Gleaton, Office Manager

Located south of the Factoria area of Bellevue.

From I-405, take exit 10 (Coal Creek Parkway – first exit after I-90 if you are headed south). Stay in the center lane while exiting. Turn left under the highway. Stay in the right lane and turn right at the light at 119<sup>th</sup> (just after the highway). Go up the hill and the school is on the west side of 119<sup>th</sup> Avenue SE just south of SE 52<sup>nd</sup> Street. The entrance to the visitor and staff parking lot is on 119<sup>th</sup> Avenue SE just past the exit to the bus loop.

**Phantom Lake** 

1050 160<sup>th</sup> Ave SE. 425-456-5600

School Hours: 8:40 AM - 3:05 PM

Erin King, Principal

Debra Gordon, Office Manager

From either 520 or I-90, take the 148<sup>th</sup> Avenue exit. From 520, head south on 148<sup>th</sup> Avenue N.E. - from I-90 head north on 148<sup>th</sup> Avenue S.E. Go to S.E. 16<sup>th</sup> Street and turn east. Go to 160<sup>th</sup> Avenue S.E. and Turn left. The school is on the right after you pass Tillicum Middle School.

Puesta Del Sol 3810 132<sup>nd</sup> Avenue S.E.

425-456-6100

School Hours: 9:05 AM - 3:30 PM

Adrienne Nestor, Principal Linda Rochlin, Office Manager

From I-90, take the 150<sup>th</sup> Avenue S.E. exit. Turn south. Go to S.E. Newport Way and turn right. Go to 133<sup>rd</sup> Avenue S.E. and turn right.

From I-405, take Coal Creek Parkway exit. Turn east onto Coal Creek Parkway. Turn left onto S.E. Factoria Blvd. Turn right onto S.E. Newport Way. Turn left onto 133<sup>rd</sup> Avenue S.E. Turn left at the intersection of S.E. 42<sup>nd</sup> Street to stay on 133<sup>rd</sup> Avenue S.E. 133<sup>rd</sup> Avenue S.E. becomes 132<sup>nd</sup> Avenue S.E.

**Sherwood Forest** 

16411 N.E. 24<sup>th</sup> Street

425-456-5700

School Hours: 8:00 AM - 2:25 PM

Allison Deno, Principal

Patricia Jamieson. Office Manager

Located in the Overlake area of Northeast Bellevue.

<u>From 520</u>, go to the 148<sup>th</sup> Avenue N.E. exit. Turn south on 148<sup>th</sup> Avenue N.E. (you need to get into the left lane when you complete this turn). Go to the first light at N.E. 24<sup>th</sup> and turn left. Continue east on N.E. 24<sup>th</sup> to 164<sup>th</sup> Avenue. Go through the light and turn in the first driveway on the right.

Somerset

14100 Somerset Blvd. S.E

425-456-5800

School Hours: 9:05 AM - 3:30 PM

**Brian Teppner, Principal** Lora Jackman, Office Manager

From I-90, take the 150<sup>th</sup> Avenue S.E. exit (#11A). Go south (right) at freeway off-ramp through the stoplight. Continue straight for 1.4 miles past a four-way light and a three-way light. 150<sup>th</sup> Ave S.E. becomes 148<sup>th</sup> Avenue S.E., then Highland Drive. At the four-way stop turn right onto Somerset Boulevard. The school is on the right.

**Spiritridge** 16401 S.E. 24<sup>th</sup> St.

425-456-5900

School Hours: 9:05 AM - 3:30 PM

Alexa Allman, Principal Linda Porter, Office Manager

Located in South East Bellevue near West Lake Sammamish.

Take either 520 or I-90, to the 148<sup>th</sup> exit. From 520, go south – from I-90 go north. From 148<sup>th</sup> Avenue S.E., turn east onto S.E. 22<sup>nd</sup> Street. Go past the 5-way stop on 156<sup>th</sup> where it becomes S.E. 24<sup>th</sup> Street. School is on the right.

**Stevenson** 14220 N.E. 8<sup>th</sup> Street

425-456-6000

School Hours: 8:00 AM - 2:25 PM

Jacqueline Estephan, Principal Melanie Pierson, Office Manager

From I-405, take the N.E. 8<sup>th</sup> Street exit, Eastbound. Stevenson is on the left side after the light on 140<sup>th</sup>.

**Woodridge** 12619 SE 20<sup>th</sup> Place

425-456-6200

School Hours: 9:00 AM - 3:25 PM

Liz Ritz, Principal

Laurie Englund, Office Manager

<u>From I-405</u>, take exit 12 (S.E. 8<sup>th</sup> Street) and go east (under train trestle) to 121<sup>st</sup> Avenue S.E. Turn right and continue up the hill until you get to the stop sign. Turn left onto S.E. 20<sup>th</sup> Place. School is on the right.

### **SUPPORT FACILITIES**

ESC 12111 NE 1<sup>st</sup> Street, Bellevue, WA 98005

In addition to the Superintendent's Office, the Educational Service Center (ESC) houses the following departments and services: Community Relations, Copy Center, Curriculum, Equity, Fiscal Services, Human Resources, Mail Room, Student Services, Records Department, Instructional Mentors and the Volunteer Mentor Program (VIBES).

<u>From I-405</u>, take the N.E. 8<sup>th</sup> Street headed east. Turn right on 120<sup>th</sup> Ave. In ½ mile, turn left into the Eastridge Corporate parking lot. ESC is the furthest building to your left. You will enter the parking lot on the back side of the building. Follow up and around to the main entrance.

MSC 12037 NE 5th Streets, Bellevue, WA 98005

The Management Service Center (MSC) houses the following departments and services: Capital Construction, District Warehouse, Facilities, Grounds, Maintenance, Nutrition Services, Operations, Text Book Warehouse and Transportation.

<u>From I-405</u>, take the N.E. 8<sup>th</sup> Street headed east. Turn right on 120<sup>th</sup> Ave N.E. Turn left on NE 5<sup>th</sup> Street. The MSC is located on the right.

WISC 12241 Main Street, Bellevue, WA 98005

Formerly a District Elementary School, Wilburton Instructional Service Center (WISC) houses the following departments and services: Assistive Technology, Audiologists, Bellevue School's Foundation, Technology Department, Instructional Technology, Science Kits, Testing, and the Bellevue Schools Foundation.

From I-405, take N.E. 8th Street headed east. Turn right on 124th Ave N.E. The Wilburton Instructional Service Center is at the corner of 124th and Main Street (Just east of the Bellevue's Botanical Gardens).

#### **EVALUATIONS**

An evaluation is a tool for professional growth. Although there is no requirement for scheduled evaluations, ideally you'll be evaluated regularly.

There are three types of evaluations:

## **Evaluation of Day-to-Day Classified Substitute and Evaluation of Day-to-Day Substitute Teacher**

These forms are used for a one or two day assignment. Generally the absentee completes the form; the principal reads and signs it, and forwards it to the Substitute Office. When we receive these forms, our practice is to send a copy to you and place a copy in your personnel file.

## **Substitute Teacher Evaluation Form**

This form is used for an assignment of two or more days. Generally this form is more formal and involves more observation. The evaluator and the principal sign it and forward it to the Substitute Office. When we receive this form, our practice is to send a copy to you and place a copy in your personnel file.

In accordance with the collective bargaining agreement between the Bellevue School District and the Bellevue Education Association, substitute teachers have the right to meet with the Principal who signed the evaluation to discuss the evaluation. If you choose to do so, please phone the Principal at their school to set up a meeting with him/her.

## EVALUATION OF DAY-TO-DAY CLASSIFIED SUBSTITUTE Bellevue School District

SUBSTITUTE:		
SUBSTITUTED FOR:	ASSIGNMENT:	
DATE(S):	SCHOOL:	(Grade or Subject)
2.	and requests followed	
3. How well did the substitute we Comment:	ork with children?	
4. How well did the substitute fol	llow the schedule?	
	ional skill and/or administrative skill:	
Please assign this s	substitute again to my school gn this substitute again.	
(Principal or Office Manager Sign	ature)	(Date)

White Copy – Substitute's Personnel File Pink Copy – Substitute Yellow Copy – School Revised 8/04

## **EVALUATION OF DAY-TO-DAY SUBSTITUTE TEACHER**

## **Bellevue School District**

SUBSTITUTED FOR	:	ASSIGNMENT:_	
Subject)			
	's plans and requests follow		
2. Was a written sur	nmary of the day's activities	left for the teacher?	
	t in good order at the end of	•	
General comments o	n instructional skill and/or cla	assroom management:	
	Please assign this substitu	te again to my school	
	Please assign this substitution course/grade level/teacher	te to my school, but not to t	he following
	Please do not assign this s	ubstitute again to my school	ol
Principal's Signature	·)	(E	Date)

White Copy – Substitute's Personnel File Pink Copy – Substitute Yellow Copy – School Revised 9/06

## SUBSTITUTE TEACHER EVALUATION FORM

(Two or More Days) Bellevue School District

SUBSTITUTE:		DATES:	
SCHOOL:		GRADE/SUBJECT	Γ:
<u>Flexibility</u> - Able to make quick adjus determine appropriate lessons and assi			edule and presentation. Able to
Commitment to accomplishment – C	Propries ideas timo mo	otorials and engag in such a	you that accomplishment
occurs.	ngamzes ideas, time, ma	meriais and space in such a	way that accompnishment
<u>Clarity of expression</u> – Understands a concepts precisely; answers questions		oncepts presented and disc	ussed. Presents and discusses
	_		
<u>Relation to students</u> – Ability and will patience, caring and liking for students			
	_	_	
<u>Professional orientation</u> – Willingness approaches to teaching. Maintains hig			
Modeling appropriate behavior			
Additional comments			
Form Completed By	Principal		Date
Total Completed By	1 Illicipui		Duto

White Copy – Substitute's Personnel File Yellow Copy – Substitute Revised 9/00

# ASSIGNMENT LOG Bellevue Public Schools

Date	School	Teacher	Job Number	Hours	Notes