



**2023/2024**

# **Substitute Handbook**

## ***Educational Excellence and Community Pride***

Mount Baker School District #507, serving:

Mount Baker High School

Mount Baker Junior High School

Acme Elementary

Harmony Elementary

Kendall Elementary

Educational Learning Center

Mount Baker Academy

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### **District Office**

4956 Deming Rd. Deming, WA 98244-0095  
(360) 383-2000 Fax (360) 383-2009

**Superintendent** – Mary Sewright  
**Assistant to The Superintendent** – Tammy Baisden  
**Executive Director of Human Resources and Operations** – Nick Perigo  
**Human Resources** – Pam Butenschoen  
**Director of Finance** – Brian Fraser  
**Payroll/Benefits** – Gitana Jensen  
**Accounts Payable/Substitute Coordinator** – Justina Grimes  
**Student Records** – Cheri Renyolds  
**District Nurse** – Susan Windnagel  
**Secretary** – Angie Bass & Belva Tyska

**Student Services/Curriculum**

4956 Deming Rd  
Deming, WA 98244  
(360) 383-2012 / (360) 383-2013  
Director of Special Programs – Ian Linterman  
Admin. Asst. – Becky Phillips  
Director of Curriculum – Bridget Rossman  
Secretary – Gwen Garrett

**Acme Elementary**

5200 Turkington Rd  
Acme, WA 98220  
(360) 383-2045  
Principal – Erica Rasmussen  
Secretary – Michelle Anderson, Stacie Hatch

**Harmony Elementary**

5060 Sand Rd  
Bellingham, WA 98226  
(360) 383-2050  
Principal – Todd Mathews  
Secretary – Karen Brown, Colleen Seutz

**Senior High/Junior High**

4936 Deming Rd  
Deming, WA 98244  
(360) 383-2015 / (360) 383-2016  
HS Principal – Matt Durand  
JH Principal – Troy Wright  
HS Secretary – Debra Brown, Katie Totten, Kelli Blockley  
JH Secretary – Helen Schlotfeldt

**Educational Learning Center (ELC)**

4888 Deming Rd  
Deming, WA 98244  
(360) 383-2062  
Director – Ian Linterman  
Admin. Asst. – Becky Phillips

**Mount Baker Academy**

5100 Mitchell Rd  
Deming, WA 98244  
(360) 383-2078  
Administrator – Bridget Rossman  
Secretary – Belva Tyska

**Kendall Elementary**

7547 Kendall Rd  
Maple Falls, WA 98266  
(360) 383-2055  
Principal – Andy Remien  
Secretary – Lindy Jewell, Haley Straka

**Child Nutrition**

4936 Deming Rd  
Deming, WA 98244  
(360) 383-2024  
Director – Shannon Richardson  
Secretary – Laura Torrero

## Bell Schedule

**1<sup>st</sup> and Last Bell**



**Acme Elementary**

9:05am – 3:30pm

**Harmony Elementary**

9:05am – 3:30pm

**Kendall Elementary**

9:05am – 3:30pm

**Mount Baker Jr/Sr High**

7:55am – 2:30pm

**Educational Learning Center**

Morning Class: 9:30am – Noon

Afternoon Class: 1:00pm – 3:30pm

## Pay Schedule

**Pay day is the last working day of the month. Substitutes will receive their first automatic deposit at the end of the month following the first month worked (i.e. work in September will be paid at the end of October). To access pay stubs, contact Cheri Reynolds creynolds@mtbaker.wednet.edu for login information. Instructions on how to retrieve pay stubs can be found on the [District Website](#).**

**Certificated Pay Schedule – 2023/2024 Fiscal Year**

Certificated Substitutes are paid at the rate of \$40.43/hr. The District pays a minimum half-day (3.5 hours) and then hourly after that up to a total of seven (7) hours per day.

**Classified Pay Schedule – 2023/2024 Fiscal Year**

Classified Substitutes are paid hourly.

**Para-Educator**

|               |         |
|---------------|---------|
| Instructional | \$20.86 |
| Specialized   | \$21.71 |
| High Impact   | \$22.91 |

**Custodial**

|                     |         |
|---------------------|---------|
| Lead HS Custodian   | \$28.51 |
| Lead Elem Custodian | \$27.67 |
| Custodian           | \$25.49 |

**Food Service**

|                        |         |
|------------------------|---------|
| Kitchen Manager        | \$23.67 |
| Child Nutrition Worker | \$20.63 |

**Secretarial-Clerical**

|           |         |
|-----------|---------|
| Secretary | \$24.93 |
|-----------|---------|

**Transportation**

|            |         |
|------------|---------|
| Bus Driver | \$27.72 |
| Bus Aide   | \$20.86 |

## Our Mission

*The Mount Baker School District, working with the community, will provide a strong educational foundation upon which all students can build their futures as productive citizens in our changing world.*

**Introduction:** Substitutes serve a vital role in the Mount Baker School District. As teachers and classified staff members strive to enrich the lives of their students, they depend on highly qualified substitutes to keep good instruction flowing during their absence. This has never been more important than it is today when educators are required to spend more time out of the classroom to keep up with advancements in instruction.

The District recognizes the daily challenges that are faced by substitute employees. The purpose of this handout is to provide necessary information and resources to meet the challenging expectations of the substitute.

**Substitute Assignments:** The Mount Baker School District uses Absence & Substitute (Formerly ReadySub). This is an online, real time system that manages employee absences and substitute job assignments. Substitutes can personalize their preferences and their availability calendar online. Positions are opened and filled 24/7 via the internet, phone call, or text message, based on your preferences set in the ReadySub system. Because Mount Baker is a rural county District, we do utilize the phone system when necessary. Please consider these morning calls carefully and accept them when possible as often they are critical to fill positions. Substitutes will be emailed login information via the Absence & Substitute system.

When teachers or other employees get to know your work, they may request you as their preferred sub when they are absent. You will receive an e-mail notification that you have been requested to sub for the employee – you will need to accept the position via your Absence & Substitute notification preference.

Substitutes are temporary, at will employees of the Mount Baker school District. Employment depends on the District's needs and the substitute performance. Involuntary removal can occur when substitutes fail to meet the expectations of the Mount Baker School District. If a substitute is removed from the list, the Superintendent/designee is not required to provide any reason for taking such action. Voluntary removal: If you wish to resign or temporarily remove your name from the substitute list, you must submit a letter or an email stating your request to the Substitute Coordinator.

**Expectations for Substitutes:** In order to maintain active status, a substitute is generally expected to accept and work a minimum of nine (9) days per school year or prorated according to their hire date, an average of one (1) day a month, not including summer months. It is the responsibility of the substitute to keep his/her daily availability schedule/calendar current. The District will assume you are available to work unless you note your calendar as unavailable. Excessive unavailability, declines, or not communicating with the Substitute Coordinator regarding the substitute's schedule, may be grounds for removal from the approved substitute list. A substitute should not cancel a job except in an emergency or if discussed and agreed to by the Substitute Coordinator and/or the employee that is absent.

**District Policy and Procedure:** Substitutes are required to be familiar with and follow District Policy and School Procedures, all of which can be found on the Mount Baker School District Website - <http://www.mtbaker.wednet.edu>.

**Arrival and Departure Times:** Substitutes are expected to check in at the main office of the assigned school 25 minutes prior to the bell schedule at the High School and Junior High and 35 minutes prior to the bell schedule at the Elementary schools unless otherwise specified, classified start and end times vary and will be reflected in Absence & Substitute. Substitutes are expected to check out at the main office at the end of their shift and be sure to enter their hours worked and initial their timesheet. The building secretary is responsible for verifying times with time entered into Absence & Substitute. Payroll will be accrued and verified monthly.

**Duties:** If the classroom teacher does not leave detailed instructions for the substitute to follow, then the substitute must inquire with the main office to determine their responsibilities. Failure to do so may result in serious consequences. Substitutes may be given other responsibilities and assignments throughout the day at the discretion of the building principal.

**Dress Code:** Appropriate professional appearance is expected. Employees are to wear clothing that is modest, neat and clean and are to exercise proper personal hygiene and grooming.

Guidelines:

- Dress appropriate for the situation.
- Appearance should invoke a positive impression from the community.
- Appearance should provide appropriate role modeling for students.
- Appearance should promote a working and learning environment that is free from unnecessary disruption or distraction.
- Appearance is conducive to high student and staff performance.

**Student Safety and Wellbeing:** Substitutes are responsible for the safety and wellbeing of every student in the class they are assigned to.

- a. Students must be supervised at all times. Students must never be left in a classroom or any other area on or off campus without close adult supervision from a qualified school employee. Never leave your class unattended.
- b. Never release a student from class without direct permission from the main office. Parents or family members must be directed to the main office to check out their child. Notify the main office immediately if a child leaves your classroom without prior approval.
- c. Any potential or eminent physical threat must be dealt with using due diligence with the intent of preventing physical harm to students. If you are unsure about how to handle a situation, you must contact a teacher or other school staff member who is in close proximity. Whenever circumstances permit, contact the main office and notify administration. It is always best to err on the side of safety!! Each school has an emergency response plan. Substitute employees have a responsibility to follow school-specific protocol in the event of an emergency or during an emergency drill. Emergency response plans can be found in the main office of each building.
- d. Substitutes must maintain order and control of the class at all times.

**Student Relations:** Treat all students with respect and dignity. Interactions between substitutes and students are to be positive, friendly and professionally appropriate.

- a. Use of corporal punishment is prohibited.
- b. Use of sarcasm is discouraged and should never be directed toward or linked to any student or group of students.
- c. Use of foul or abusive language is prohibited.
- d. Physical touching beyond a handshake or a high five is highly discouraged. Inappropriate touching may be grounds for immediate dismissal and could lead to a criminal investigation.
- e. Personal phone calls, blogging, texting and chat-room conversations with or to a student(s) is considered inappropriate.

**Confidentiality:** Student confidentiality is protected by law and crucial. It is imperative that information about students and adults in the school setting not be shared with the general public or in a public setting. If you have questions about what is appropriate information to share and whom it can be shared with, take your information to the building administrator. A good rule of thumb about maintaining confidentiality is to ask yourself if sharing the information will help a child or help the situation.

**Tips on how to get asked back again and again:**

- Arrive on time and sign in and out.
- Follow the lesson plan as closely as possible.
- Leave detailed notes regarding the day, specifically what was accomplished.
- Maintain order of the class.
- Actively work with the students.
- Never release a student without permission.
- Never assume it is ok to perform personal duties during your assignment.
- Communicate.
- Always follow and uphold school policy/procedure and regulations.
- Keep your availability calendar on Substitute Online up to date.

The Mount Baker School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

**Title IX Coordinator:** Mary Sewright, Superintendent; 4936 Deming Road, Deming WA 98244; 360-383-2000; [msewright@mtbaker.wednet.edu](mailto:msewright@mtbaker.wednet.edu)

**Section 504/ADA Coordinator:** Ian Linterman; Special Education Director; 4936 Deming Road, Deming WA 98244; 360-383-2012; [ilinterman@mtbaker.wednet.edu](mailto:ilinterman@mtbaker.wednet.edu)

**Civil Rights Compliance Coordinator:** Ian Linterman; Special Education Director; 4936 Deming Road, Deming WA 98244; 360-383-2012; [ilinterman@mtbaker.wednet.edu](mailto:ilinterman@mtbaker.wednet.edu)

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.