Bellingham Public Schools is committed to bringing together people from different backgrounds and perspectives, providing employees with a safe and welcoming work environment free from unlawful discrimination and harassment. We strive to create a diverse and inclusive environment where everyone can thrive, feel a sense of belonging, and do impactful work together. As an equal opportunity employer, we prohibit any unlawful discrimination against a job applicant or employee on the basis of their race, creed, color, religion, sex, gender identity or expression, sexual orientation, national origin, family or parental status, age, veteran status, disability, the use of a trained dog guide or service animal by a person with a disability, or any other status protected by federal, state or local laws and regulations applicable to Bellingham Public Schools. We respect the laws enforced by the state Human Rights Commission and the federal EEOC and are dedicated to going above and beyond in fostering diversity across our workplace. The following employees are designated to handle questions and complaints of alleged discrimination: Title IX Coordinator, Director of Student Services (360) 676-2787, Section 504/ADA Coordinator, Director of Student Services (360) 676-2787, and Civil Rights Compliance Coordinator, Assistant Superintendent of Human Resources (360) 647-6811, for 28A.640 and 28A.642 RCW. The mailing address for each coordinator is: Bellingham Public Schools, 1306 Dupont Street, Bellingham, WA 98225.
Dear Colleague:

Thank you for choosing to work as a substitute for Bellingham Public Schools! Whether you are new to the district or a returning substitute, we are excited to have you with us and look forward to your service to the students and staff in our district.

As a substitute, you provide an extremely valuable service to our schools. Without you, we would not be able to offer our students a seamless educational experience on the days when regular staff are not present. This is a highly valued and very important service, for which we thank you.

Please take some time to learn about The Bellingham Promise, which you will find online at http://bellinghamschools.org/TheBellinghamPromise and included in this Handbook. This important document is our guiding light that reminds us of the important work we do, and the commitments that we all make to the students of this community.

If you have any questions about processes and procedures in our district, please contact our Substitute Coordinator, Gabrielle Roberts, at (360) 676-2784.

Thank you, and welcome to Bellingham Public Schools.

Matt Whitten

Matt Whitten
Assistant Superintendent of Human Resources
DISTRICT OFFICE
1306 DuPont Street, 98225-3118
Greg Baker, Superintendent
Sheri O’Day, Executive Admin. Assistant
FAX: 676-6528

ELEMENTARY SCHOOLS
ALDERWOOD - 201
3400 Hollywood Avenue, 98225-1134
Micah Smith, Principal-7500
Gladys Serrano, Administrative Assistant -7571
FAX: 647-6896

BIRCHWOOD - 202
3200 Pinewood Ave. 98225
Nicole Talley, Principal-6070
Mariangely Gonzalez, Administrative Assistant -6061
FAX: 647-6875

CARL COZIER - 203
1330 Lincoln Street, 98229-6238
Tommy Lingbloom, Principal-5800
Angie Hoyt, Administrative Assistant -5840
FAX: 676-6858

COLUMBIA - 204
2508 Utter Street, 98225-2708
Minh Nguyen, Principal-5500
Michele Foster, Administrative Assistant -5518
FAX: 676-6880

CORDATA - 210
4420 Aldrich Road, 98226-9680
Craig Baldwin, Principal-2500
Eva Warner Chazo, Assistant Principal - 2508
Julie Goodwin, Administrative Assistant -2502
FAX: 676-6611

GENEVA - 206
1401 Geneva Street, 98229-5218
Laura Britt, Principal-6140
Teresa Babcock, Administrative Assistant -6150
FAX: 676-6893

HAPPY VALLEY - 207
1041 24th Street, 98225-8603
Nick Hayes, Principal-5900
Laura Murdzia, Administrative Assistant -5901
FAX: 676-4989

LOWELL - 209
935 14th Street, 98225-6305
Sarah Walker, Principal-4900
Monica Contreras, Administrative Assistant -6430
FAX: 676-6894

NORTHERN HEIGHTS - 205
4000 Magrath Road, 98226-1729
Pam Pottle, Principal-7410
Sharee Steinkamp, Assistant Principal—6820
Linda Kirschman, Administrative Assistant -7419
FAX: 676-6824

PARKVIEW - 211
3030 Cornwall Avenue, 98225-1817
Stephanie Johnson, Principal-5400
Michelle Hess, Assistant Principal - 5427
Traci Kaiser, Administrative Assistant -5430
FAX: 676-6882

ROOSEVELT - 213
2900 Yew Street, 98226-6127
Aaron Darragh, Principal-5700
Tina Allsop, Assistant Principal—5750
Gayle Wright, Administrative Assistant - 5750
FAX: 689-6895

SILVER BEACH - 214
4101 Academy Street, 98226-4443
Teri Herda, Principal-2300
Michelle Hess, Assistant Principal—2340
Jennifer Schmidt, Administrative Assistant -2340
FAX: 676-6884

SUNNYLAND - 215
2800 James Street, 98225-2639
Amy Berreth, Principal-5600
Lillian Harris, Administrative Assistant -5633
FAX: 647-6891

WADE KING - 212
2155 Yew Street Road, 98229-8812
Joseph Doucette, Principal-2400
Stephanie Korn, Assistant Principal—2460
Debbie McMeel, Administrative Assistant -2471
FAX: 647-6841

MIDDLE SCHOOLS
FAIRHAVEN - 316
110 Parkridge Road, 98225-7907
Steve Ruthford, Principal-4600
Shari Walsh, Assistant Principal-4601
Tami Kohonen, Administrative Assistant -4602
FAX: 647-6887

KULSHAN - 328
1250 Kenoyer Drive, 98229-2346
Meagan Dawson, Principal-4889
Nikki Lockhart, Assistant Principal-4701
Jeneen Durand, Administrative Assistant -4702
FAX: 647-6892

SHUKSAN - 317
2717 Alderwood Avenue, 98225-1222
Allison Chryst, Principal-4800
Elizabeth Churape Garcia, Assistant Principal - 4840
Peggy Foster, Administrative Assistant -4884
FAX: 647-6879

WHATCOM - 318
810 Halleck Street, 98225-3243
Mischelle Darragh, Principal-4300
Breaun Hulford, Assistant Principal-4361
Cindy Schuitema, Administrative Assistant -4355
FAX: 647-6899

HIGH SCHOOLS
BELLEHNGH - 419
2020 Cornwall Avenue, 98225-3648
Martin Atkins, Principal-7104
Chris Carlson, Assistant Principal-7302
Chimere Hackney, Assistant Principal-7301
Monica Rasmussen, Administrative Assistant -7101
FAX: 647-6803

OPTIONS - 429
2015 Franklin Street, 98225-3648
Katie Jones, Principal-5100
Kevin Terpstra, Assistant Principal – 5103
Carmen Vassar Administrative Assistant -5101
FAX: 647-6872

SEHOME - 420
2700 Bill McDonald Parkway, 98225-5909
Sonia Cole, Principal-5203
Mike Couto, Assistant Principal – 5206
Bethany Barrett, Assistant Principal-5209
Toni Ladner, Administrative Assistant -5203
FAX: 647-6863

SQUALICUM - 427
3773 E. McLeod Road, 98226-7728
Miguel Perez, Principal-6464
Meghan Dunham, Assistant Principal-7697
Jeremy Louzao, Assistant Principal -7612
Vivy Ferreira, Administrative Assistant -7610
FAX: 647-6561

FAMILY PARTNERSHIP PROGRAM-555
1409 18th Street, 98225
Kate Baehr, Principal-4950
Caroll Chambers, Administrative Assistant -6424
FAX: 647-6424

Updated August 9, 2022
NETWORK ACCOUNT AND EMAIL

You will be issued a district network account, which includes district email. It is your responsibility to check your email regularly so you can receive important information. You will be given login information at orientation. The initial setup must be done on a district computer, either at the district office or at any one of our schools.

After the initial setup, if you wish to access your account on your home computer or device, you can do so by going to the district website (www.bellinghamschools.org) → Office 365 → log in.

Note: You cannot change your password on a non-district computer.

PROFESSIONAL DEVELOPMENT

Many training opportunities are offered at no charge to our substitute staff. Course Registration and information can be accessed from the district website → Staff Login → ProDev (on the Intranet home page). See account setup and registration instructions included in this Handbook (page 16-17).

SUBSTITUTE RESPONSIBILITIES

• Always arrive on time as listed in Absence Management. Check in with the school office and sign the Absence Management sign in sheet. Be sure the job description and times reflect your assignment, as this is what is reported to the Payroll Department. The sign in sheet must be signed each day you work.

Substitutes are required to work the duration of the day even on early release days unless you are directed otherwise.

• Obtain the employee’s lesson plans or check with the school’s administrative assistant. It is important to familiarize yourself with any schedule changes, fire drills and emergency procedures. An “Emergency Procedures for School Staff” flip chart should be displayed in each classroom.

• All substitutes should wear their substitute ID badge. If you have forgotten yours, temporary name tags can be obtained in the office.

• Personal Cellular Phones - While at work, employees are expected to exercise discretion in using personal cellular phones. Personal calls during work hours, regardless of the phone used, can interfere with employee productivity, student safety and may be distracting to others. Substitutes are only to make personal calls during breaks and lunch and to ensure that friends and family members are aware of the district’s policy.
ACCEPTING SUBSTITUTE ASSIGNMENTS

Available jobs notifications will either go out via the Frontline automated phone system or you can view available jobs by accessing your account online or via the Frontline Education App.

One of the challenges that schools face on a frequent basis is the scheduling of substitute teachers on short notice. **There may be times when the building will need to change your teaching assignment in order to ensure that the students receive the support and supervision that they require.** As a rule, the buildings will seek all available options in order to avoid making same day changes to your assignment. However, if this does occur, it is up to the building administrator’s discretion to make the assignment change.

How will I get jobs?

1. The automated call system may call you at home during one of the scheduled evening call-out periods, (between 5:30 p.m. to 10:00 p.m.) or morning call-out periods, (starting at 5:45 a.m. until the job is filled).
2. You may call the automated call system at (800) 942-3767 to listen for open jobs.
3. You may log in to [http://www.aesoponline.com](http://www.aesoponline.com) to review and accept open jobs.
4. An employee or the substitute office may contact you directly to pre-arrange an assignment.
5. Frontline Education phone app- Its free

Instructions for accessing both the phone and web application of the automated sub system are included in your sub information packet. Please reach out to the Sub Desk if you’re unable to log into Frontline.

**What is the difference between specified and pre-arranged?**

There is a rather large difference between the two concepts.

**Preferred Subs** - The employees have the ability to select preferred substitutes. These substitutes will be notified by email. Frontline will call these favorite substitutes first during the next evening call period. However, if you are not able to answer your phone at the time the call goes out, the system will then move on to the next person in an effort to fill the job.

**Pre-arranged Jobs** - These jobs are when you have already accepted the assignment, even though you didn’t receive a phone call from Frontline. The system does not make outbound calls for pre-arranged jobs because it is assumed the employee and the substitute have already made arrangements before the job is entered.

**Important Note:** While it is the employee’s responsibility to enter their jobs correctly, they sometimes neglect to check the box that indicates the job they entered is pre-arranged. If they do not mark the box indicating the substitute has agreed to the job, you will merely be specified, and the job may go to someone else. If the job you agreed to work does not show up on your account, contact the employee to double check that the job is still yours.
How do I let the teachers know that I would like to return to their classroom?

If you enjoyed your experience and would like to return, please feel free to leave your contact information on the Sub Notes.

What happens if I need to cancel a job?

Sometimes it is necessary to cancel a job due to an illness of yourself or a child. **Please try to avoid canceling on the day of the assignment.** If you must cancel on the day of the assignment, it is essential you cancel in Frontline first and then call or email the school’s administrative assistant or the Substitute Coordinator to alert us of the late cancellation. Emergencies happen and we understand this, but cancellations are recorded in your profile. A substitute who demonstrates a pattern of last-minute cancellations may be removed from the substitute list.

If you are canceling a job for the future, it is not necessary to contact the substitute office. If you must cancel a pre-arranged job, contact the employee to give them an opportunity to prearrange the job with another substitute. If it is a late cancellation, call the employee and then cancel the job through the automated system.

**Important Note:** If the cancellation occurs within **24 hours** of the assignment, the system will automatically mark it as a “non-work” day, and you will no longer have access to assignments for that day.

Once you have accepted an assignment, staff are depending on you to be there. Please do not accept a assignment if you are unsure of your ability to commit. It is problematic when substitutes cancel an assignment to work a more desirable position.

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

Frontline may call you after a job has actually begun. This means we are still looking for someone to fill the job. Accept the job, and then call the school to let them know you can take the assignment.

**Things Frontline can do for you:**

- Frontline can call you at home, your mobile, or any other phone. You can change your phone number. Enter it exactly as you would dial it, including area code and a #1 if necessary.
- Frontline remembers your vacations. If you will be out of town or unavailable to work for a period of time, simply change your availability dates under the **Non Work Day** tab in Frontline. You can block out a period of days during which you do not wish to be called.
- Frontline remembers your days off. If you have certain days each week that you cannot work as a substitute, you can set or modify your daily availability as often as you wish. For example, if you tell Frontline you cannot work on Fridays, you will not be called for
jobs that include a Friday. It is your responsibility to modify your availability to allow employees to enter pre-arranged jobs that may fall on days you normally take off.

**Failing to show for an assignment you have agreed to:**

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

**ABSENCE MANAGEMENT ADJUSTMENTS**

When working as substitute there may be times when the hours you worked will be adjusted after you work the assignment. These changes occur when the administrative assistant reconciles the payroll report. Reasons for these adjustments might include the following:

- deducting the unpaid lunchtime for classified substitutes, usually ½ hour (.50)
- reporting the employee’s leave time correctly
- correcting the employee’s leave time

The important thing to remember is that you will get paid for the number of hours that you signed in/out for on the Absence Management sign-in/out sheet.

**SCHEDULING ERRORS**

Occasionally a substitute will be assigned to a job in error. If you arrive at a school to find that there is no assignment for you, we will do our best to provide an alternate assignment at that school or elsewhere in the district. If you accept an alternate assignment, administrative assistants and paraeducators will be paid for a minimum of two hours and teachers will be paid for a minimum of a half day. If you choose not to accept the alternate assignment, it will be an unpaid day.

**MAINTAINING CONFIDENTIALITY**

Maintaining confidentiality is mandated by the Federal Educational Rights and Privacy Act (FERPA) for students and HIPAA laws for staff. It is the law, and it is imperative that school personnel follow this ethical code of conduct. We are expected to respect the legal and human rights of children and their families, as well as our coworkers and other district staff. Therefore, maintaining confidentiality is essential.

As an employee, you may learn confidential information about students in your school and staff of the District. It is of critical importance that you keep that information confidential and not divulge it, even to friends or family. Students and families trust you - just as they do other staff members - to maintain their rights and privacy. Employees should always think before discussing information with a third party. Only those individuals who are directly involved “need to know” information.
Generally classified substitutes shall receive 15-minute paid rest breaks and unpaid lunch periods of no less than 30 minutes as follows:

<table>
<thead>
<tr>
<th>Hours</th>
<th>Break Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 4.0</td>
<td>No break</td>
</tr>
<tr>
<td>4.0 to 5.0</td>
<td>One 15-minute rest break</td>
</tr>
<tr>
<td>5.25 to 5.75</td>
<td>One 15-minute rest break, one unpaid lunch, no less than 30 minutes</td>
</tr>
<tr>
<td>6.0 and up</td>
<td>Two 15-minute rest breaks, one unpaid lunch, no less than 30 minutes</td>
</tr>
</tbody>
</table>

Certificated substitute teachers will follow designated lunch/break schedules as listed on lesson plans.
**Contact Information**

Payroll Department  Payroll@bellinghamschools.org

**Payroll Deadlines**

The pay period is the 1st of the month through the last day of the month for all substitute hours worked. These hours are paid at the end of the following month. **Payroll must receive time summaries from substitutes no later than the 5th of each month. If the 5th of the month falls on a weekend, then the due date becomes the preceding workday.**

**Example**

- Substitute hours worked from September 1-30 will be paid in the October paycheck.
- Time summaries for hours worked September 1-30, must be submitted to payroll no later than October 5th.

<table>
<thead>
<tr>
<th>Month Worked</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>10/31/2022</td>
</tr>
<tr>
<td>October</td>
<td>11/30/2022</td>
</tr>
<tr>
<td>November</td>
<td>12/30/2022</td>
</tr>
<tr>
<td>December</td>
<td>1/31/2023</td>
</tr>
<tr>
<td>January</td>
<td>2/28/2023</td>
</tr>
<tr>
<td>February</td>
<td>3/31/2023</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Month Worked</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>March</td>
<td>4/28/2023</td>
</tr>
<tr>
<td>April</td>
<td>5/31/2023</td>
</tr>
<tr>
<td>May</td>
<td>6/30/2023</td>
</tr>
<tr>
<td>June</td>
<td>7/31/2023</td>
</tr>
<tr>
<td>July</td>
<td>N/A</td>
</tr>
<tr>
<td>August</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Benefits Information**

A substitute is eligible for health benefits AFTER working 630 hours each school year. All hours are tracked on a monthly basis and if a substitute becomes eligible for benefits, they will receive notification from the benefits office. Other factors may apply and requests for additional information about health benefits may be addressed by emailing Pam Lang at Pam.lang@bellinghamschools.org.

As a substitute, you accrue sick hours monthly; however, these hours are saved and only eligible for use when placed on a permanent contract.
• Substitutes can access their payroll information online through the Employee Access program in Skyward. You will be able to view this information before payday each month (typically four days prior to payday). The district does not print paper paystubs for employees on direct deposit.

• Through Employee Access you can review your complete monthly pay stub information including monthly gross and net pay, benefits, and deduction information. In addition, your pay history will also be available online if you wish to view information about a previous month’s check.

• Instructions: Login instructions and how to navigate within the Employee Access program are available on the payroll page on the district Intranet site. These instructions guide you through viewing your paycheck history and information. Note: It is important to keep your password confidential, as your personal payroll information will be accessible with it.

• The first time you log in, your login code and a link to set up a password will be sent to your district email account. If you have lost your password to your district network account or have not been provided with an account, please contact your school Library Media Specialist or Lauri McBeath-Davies in Network Services at (360) 676-6470 ext. 4451.

• If you are having problems logging in to Employee Access, please contact Taylor DeWitt in the Payroll Department at (360) 676-5009 or Jenessa Kirk at (360) 647-6857.

• **Change of address** is processed by the Payroll Department.

• **Name changes**- By law, you must change your name with Social Security prior to requesting changes to payroll. You will need to provide your updated social security card to payroll.

• **Retirement Service Credit** - As a substitute you may be eligible to purchase service credit toward a potential pension through the Washington State Department of Retirement. This is an optional program and you can learn more about it by contacting the Washington State Department of Retirement at 1-800-547-6657
The Bellingham School District normally pays substitute teachers for half day or full days only. On occasion, and with prior knowledge, the district may pay per hour. When you report for a job, you will be required to sign an Absence Management sign-in sheet at each building you work. This must be signed each day you work. Substitutes will be paid for work that is performed from the first of the month through the end of the same month, at the end of the following month. Example: you will be paid for time worked from September 1 through September 30 at the end of October. If you have questions regarding pay received, contact the Payroll Department at (360) 647-6857 or (360) 676-5009.

The following rates of pay reflect the 2022-23 wage schedule.

CERTIFICATED SUBSTITUTES

* Half-day (3.75 hours) $ 85  
Full day (over 3.75 hours) $170

- When working two half-days at different schools, please inform the administrative assistant that you will require a transition time.

PARAEDUCATOR AND ADMINISTRATIVE ASSISTANT SUBSTITUTES

<table>
<thead>
<tr>
<th>2022-2022 Salary Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step / Years</strong></td>
</tr>
<tr>
<td>1 (0-2)</td>
</tr>
</tbody>
</table>

*BASE Specialists include Braillist, LPN/RN, Educational Interpreter/Tutor
<table>
<thead>
<tr>
<th>Level</th>
<th>Para-Educators</th>
<th>Administrative Assistant</th>
<th>Business/Accounting</th>
<th>Educational Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Sped - Job Coach OT/PT Assistant</td>
<td>Building &amp; Grounds Admin. Asst. Facilities &amp; Sustainability Admin. Asst. MS Registrar &amp; Student Serv Admin Asst.</td>
<td>ASB Bookkeeper Accounts Payable Technician Accounts Receivable Technician Accounting/Food Service Purchasing Technician</td>
<td>High School &amp; Beyond Coordinator Theatre Technician HS/MS Campus Monitor</td>
</tr>
<tr>
<td>C</td>
<td>Sped - Lifeskills Sped - Community Transitions Sped - EBD Program</td>
<td></td>
<td></td>
<td>Print Shop Operator</td>
</tr>
<tr>
<td></td>
<td>Sped - AIMS (Access in the Mainstream Setting) GRADS Site Supervisor/Child Care Lead</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Academic Support Title I Sped - Resource Options Extended Learning</td>
<td>Elementary Office Assistant Sped High School Admin. Asst.</td>
<td></td>
<td>Health Room Assistant</td>
</tr>
</tbody>
</table>

**Specialists**
- Braillist
- LPN/RN
- Educational Interpreter/Tutor
Level G Paraeducators

Student Supervision, School Bus Attendant, General Ed Duty, Library Assistant, Media Services, Adaptive PE – Helps promote a harmonious atmosphere and safe environment for students. May take place on the playground, in the lunch room, at bus pick up/drop off points, on the school bus and other locations of the school site.

Level F Paraeducators

Academic Support, Title 1, Special Education Resource, Options Extended Learning – Assists in creating and maintaining an effective climate for student learning. Provides specific support for assigned students who are at risk, educationally disadvantaged, requiring program support for academic work necessary to meet state standards, course completion, graduation, and/or have a variety of disabilities. Works closely with certificated staff as part of a program or instructional team.

Level E Paraeducators

Library Technician - Helps promote a harmonious atmosphere and safe environment for students, assisting individuals or small groups with research, computer-assisted instruction, book selection, check out, designated assignments, activities, and tasks as assigned.

ELL Assist – Supports English Language Learner (ELL) students in English language skills and academic concept development throughout the District, as directed by a certificated ELL staff member to create and maintain an effective and supportive climate for students whose first language is not English.

Elementary Multi-Program – Helps promote continuity of service, team collaboration between school staff, and a safe, effective learning environment for students by combining several school support functions into one full-time position. Job duties may vary depending on the changing needs of the specific assignment, classroom programs and staffing configurations. Student supervision, office support, library support, and classroom support may take place at various locations and various times at the school site.

Early Childhood (EC)/Preschool Special Education – Assists in creating and maintaining an effective, safe and stimulating climate for student learning and work closely with certificated staff as part of a program or instructional team to provide specific support for assigned preschool students with severe disabilities, multiple disabilities, communication issues, and/or behavior concerns.

GRADS Child Care Lead – Assists in the delivery of total care to infants and toddlers enrolled in the Grads Teen Parent Program; supports an effective, stimulating, and safe environment for young students.

Level D Paraeducators

Student Success – Helps coordinate a process to identify students who are deficient in credits toward a four-year high school diploma; assists the administrative team in the development of strategies, interventions, and graduation action plans with students and parents; and provide ongoing tracking and monitoring to reinforce student progress toward on-time graduation.

Level C Paraeducators

Lifeskills, Bridges (EBD), AIMS (Access in the Mainstream Setting), Community Transitions (CT) – Assists in creating and maintaining an effective climate for student learning; provides specific support for assigned students with disabilities and provides these students with motivational support and reinforcement of student efforts and achievements.

GRADS Site Supervisor/Child Care Lead

Level B Paraeducators

Sped Job Coach – Assists in creating and maintaining an effective climate for student learning; supervises student learning activities and monitors student behavior at a job placement site; works under the direction of a certificated staff member.

OT/PT Assistant - Assists in creating and maintaining an effective climate for student learning, as directed by the Occupational and Physical Therapists; assists in gathering and producing appropriate program and teaching materials.

Level B Paraeducators

Special Education Intervention Team – Provides behavior support to students and staff of all grade levels in all academic settings throughout the District; works closely with the Behavior Specialist and other staff to promote a safe and effective learning climate for students with emotional and behavior disabilities.
ADMINISTRATIVE ASSISTANT, BUSINESS/ACCOUNTING, 
EDUCATIONAL SUPPORT AND SPECIALISTS

Level G Administrative Assistant
MS Athletic Administrative Assistant, MS Administrative Assistant– Provides clerical support to a variety of schools and offices, including support to the Administrative Assistant to the Principal and Assistant Principal; provides various support services for students, parents, staff, and the public and promotes positive public relations for the assigned school/program.

Level F Administrative Assistant
Elementary Office Assistant, Sped HS Administrative Assistant - Provides clerical support to a variety of schools and offices, including support to the Administrative Assistant to the Principal, Assistant Principal, Dean of Students, HS Special Education Department; provides various support services for students, parents, staff, and the public.

Level E Administrative Assistant
MS/HS Assistant Principal Administrative Assistant, HS Counseling Administrative Assistant, Options HS Administrative Assistant, Community Transitions Administrative Assistant, District Office Receptionist, Traffic Safety Administrative Assistant, Facility Use Administrative Assistant – Provides clerical support to a variety of district offices, including Counseling, Attendance, Options HS, the offices of the secondary Assistant Principals, the District Office, Traffic Safety and Facility Use; provides various support services for students, parents, staff, and the public.

Level D Administrative Assistant
HS Activities and Family Engagement – Provides administrative assistant support to a variety of school offices and specialized districtwide programs; provides various support services for students, parents, staff, and the public.

Level C Administrative Assistant
Buildings & Grounds Administrative Assistant, Maintenance Department Administrative Assistant – Manages the operation of the Buildings & Ground and Maintenance Department and serves as Administrative Assistant to the Director and Supervisors; provides various support services for staff and the public.

Level B Administrative Assistant
Elementary Principal Administrative Assistant, MS Principal Administrative Assistant, HS Principal Administrative Assistant – Manages the operation of a school central office at the Elementary, Middle and High School level and serves as Administrative Assistant to the Principal; provides various support services for students, parents, staff, and the public.

Transportation Administrative Assistant – Manages the operation of the Transportation office and serves as Administrative Assistant to the Director; provides various support services for drivers, staff, and the public.

HS Registrar - Manages the student registration, grading, and of a variety of student data and records within the high school registrar and counselor’s office; provides key technical support in the creation and maintenance of the high school master schedule; provides various support services for students, parents, staff, and the public.

Level B Business/Accounting
ASB Bookkeeper – Manages the ASB financial and payroll operations for a high school office and maintains records for all ASB financial transactions; provides various ASB support services for students, parents, staff, vendors, and the public.

Level B Educational Support
HS/MS Campus Monitor – Circulates around the high school and/or middle school campus and assists staff in creating an effective climate for student learning.

High School & Beyond Coordinator – Supports students as they plan for high school and beyond; focuses on preparing students for a wide range of educational and vocational options.

Theatre Technician – Provides technical and academic support to the Theatre program.

Specialist
Braille – Supports the needs of visually impaired students, helps students & staff access & use specific equipment and materials, and implements and monitors specially designed instructional programs for the visually impaired throughout the District.

Educational Interpreter/Tutor – Facilitates communication between people who are deaf or hard of hearing (DHH) and others, conveys teacher instruction and intent, assists students with daily instructional activities, provides voice to sign and sign to voice support, participates as a team member to plan, review and share information, and serves as a resource to other school personnel.

Licensed Nurse (LPN)(RN) – Performs specific medical and/or health related procedures outlined in a student’s health plan at assigned work sites, under the direction and supervision of a certified registered school nurse (RN). May perform academic support duties for designated students.
TIPS FOR CERTIFICATED SUBSTITUTES  
CLASSROOM ORGANIZATION AND MANAGEMENT

• Write your name on the board. Take time before beginning the day’s activities to tell the class a little about yourself. Be brief.

• Try to put a daily schedule on the board. It helps the students anticipate what you expect of them. It also helps you keep track of the regular classroom routine.

• Let the class know that you will try to follow the normal classroom routine, but also let them know that everyone does things somewhat differently.

• Any unusual requests from families or students are to be handled by the building principal.

• Ask the students questions: Their names, classroom rules/procedures. The time spent getting oriented and becoming familiar with the class may make a difference later in the school day.

• State clearly your expectations but expect the unexpected.

• Keep a positive attitude. Be positive in your remarks to students. When you are circulating around the room (a proven and effective management technique) you are connecting with the students.

• Be sensitive to diversity. Be mindful of different religious and ethnic backgrounds in the student population and be sensitive that certain holidays might include songs, stories or artwork that could prove uncomfortable to some students.

• Always leave detailed notes of the day’s activities, telling the teacher specifically what was accomplished during their absence.

• Always stay until your assigned end-time, even on early release days. Use the time to help the teacher in any way you can by correcting papers, preparing for the next day, etc. If you run out of things to do after the students leave, check with the school administrative assistant for any additional duties they or the school principal deems appropriate for you to do.

• Leave the classroom in a neat and orderly manner.

• If possible, give the administrative assistant feedback as to how your day went.

• Be sure to check in with the office before you leave for the day.
WEATHER EMERGENCIES

Depending on weather conditions, schools may close for the day or open two hours late. Most often, decisions are made in the early morning rather than the night before so that the most current weather conditions and forecasts can factor into the decision. When there are changes to school schedules due to snow/inclement weather, this information is communicated generally by 6:00 a.m. The district uses a variety of methods to keep you informed.

- SchoolMessenger. To activate/update, www.bellinghamschools.org → Staff Login → SchoolMessenger
- Go to www.bellinghamschools.org for closure/delay postings.
- You may also call 676-6400 for a recorded message.
- Tune in to broadcast media:
  - KGMI Radio (790 AM)
  - KAFE Radio (104.1 FM)
  - KOMO Radio (1000 AM)
  - KIRO Radio (710 AM)
  - KOMO-TV (Channel 4)
  - KING-TV (Channel 5)
  - KIRO-TV (Channel 7)

Substitute Procedures:

Delayed Schedule
There are times when schools will open on a delayed schedule for students. However, if possible, substitutes should report to their assignments at the normal time when schools are open. If this is not possible due to road conditions, please call the school administrative assistant to let them know what time you expect to arrive.

School Cancellation
If school is cancelled, substitutes should not report to their assignments.

PARKING INSTRUCTIONS

The following schools have special parking considerations:

**Silver Beach Elementary School** -- Staff should leave special instructions on AESOP to let you know their parking spot number. If you do not receive this instruction, please call the office at (360) 676-6433.

**Sehome High School** -- Please do NOT park near the front entrance. Substitutes are to park in the lot marked “Visitor” off of Ferry Street. Please have your license plate number with you when you check in at the main office.

**Bellingham High School** - Please do NOT park in visitor parking area.
ProDev Instructions

LOG IN:

You can find the link to ProDev on the Intranet page or by going here:  
https://bellinghamschoolsprodev.myschooldata.net/Home.aspx

Click Log-in, using the same email and password you entered when applying online.

UPDATE YOUR INFORMATION:

Go to the My Records tab at the top of the screen and be sure to complete all sections highlighted in RED by choosing a selection from the drop down menus.

Click the next button, verify your contact info, hit next and activate your account.

This is where you can update your email address and/or password.

QUESTIONS? Contact Cathy Allred at (360) 676-6545 or catherine.allred@bellinghamschools.org

For log-in issues, contact Rueshunda Whidbee (360) 676-7766 or rueshunda.whidbee@bellinghamschools.org
ProDev Instructions

REGISTER FOR A COURSE:

Go to Course Registration to search for courses by course ID, name, date, etc.

To register simply press the register button on the left and follow the prompts to complete your registration.

REVIEW RECORDS AND COMPLETE EVALUATIONS:

Go to My Records to review the courses you have registered for, and to complete the evaluations.

Once a course is over, the evaluation will appear as a clipboard in the eval column. Once completed you will see a green check mark. Evaluations must be completed within 30 days of a course to obtain clock hours.

You can print a transcript under the reports tab at the end of each school year.

QUESTIONS? Contact Cathy Allred at (360) 676-6545 or catherine.allred@bellinghamschools.org

For log-in issues, contact Rueshunda Whidbee (360) 676-7766 or rueshunda.whidbee@bellinghamschools.org
The Bellingham Promise

**vision**

We, as a community, make a collective commitment to Bellingham’s children. We will empower every child to discover and develop their passions, contribute to their community, and achieve a fulfilling and productive life.

**mission**

We collectively commit that our students are cared for and respected, and that they will graduate from our schools prepared for success. All students will be exceptional in their own way, with strong character, a passion for learning, and ready for the widest range of educational and vocational options to support a diversity of life choices.

**core beliefs**

We believe:

- all children should be loved,
- the whole child is important,
- every child can learn at high levels,
- early learning and development are critical,
- learning is lifelong and essential to a high quality of life,
- compassion and service build community,
- teaching children to do their best involves self-reflection and reaching higher,
- diversity enhances a strong and healthy community, and
- together we achieve more than alone.

**outcomes**

We develop students and graduates who are...

- readers and writers,
- scientists and mathematicians,
- historians and global thinkers,
- artists and performers,
- artisans and technicians,
- multilingual readers and speakers,
- skilled users of technology and information,
- leaders, collaborators and team players,
- dependable and responsible people,
- confident individuals who continuously challenge themselves,
- respectful and compassionate humans,
- honest and ethical individuals who act with integrity,
- healthy, active individuals,
- critical thinkers and problem solvers,
- effective communicators,
- innovators and creators, and
- well-rounded community members engaged with the broader world.

**key strategies**

We will accomplish this by focusing on...

- **Equity, Diversity and Inclusion**
  
  We envision and strive for a more diverse, inclusive and equitable organization. Focus areas include, but are not limited to, race and ethnicity, gender identity and sexual orientation, socioeconomic status, ability, language and culture.

- **Innovation and Flexibility**
  
  We support the diverse needs and learning styles of our students by being innovative and flexible. We embrace change and creative thinking and know that this requires a high level of trust and engagement with our community.

- **Great Teaching with Strong Support**
  
  High quality instruction occurs every day in every classroom, where we establish a safe and engaging learning environment. We support culturally-responsive instruction through effective leadership, ongoing staff learning, and a diverse staff reflective of our students.

- **A One Schoolhouse Approach**
  
  Our schools are part of a larger One Schoolhouse, and we focus on taking care of each other. We provide an equitable distribution of resources and services to ensure excellence for all students.

- **Early Childhood Education**
  
  We support students and families from prenatal through graduation. We invest in a strong early childhood program because of its powerful long-term return for our students and community.

- **Student, Family, and Community Engagement**
  
  We develop partnerships and engage with a wide variety of stakeholders, including families and community partners, to support the success of all students.
COUNSELING

What is the Employee Assistance Program?

The EAP is a benefit offered by your employer that provides free short-term counseling, crisis intervention, and assessment for individuals, couples, and families. When needed, we refer people to longer-term resources.

Who is eligible to use the EAP?

The EAP is available to you (as an employee) and to any person who resides in your household. Dependents who are living away from home (for example, children attending college) are also eligible for EAP services.

What kinds of concerns can be addressed?

- Couples counseling
- Anger
- Coworker conflicts
- Work stress
- Crisis support
- Depression
- Parenting/family concerns
- Anxiety
- Alcohol & drug problems
- Eldercare
- Domestic violence
- Career concerns
- Financial & legal concerns
- Grief and loss
- Stress management
- Other

Who would I be talking with at the EAP?

The EAP has a staff of licensed therapists with years of experience and varying specialties, including substance abuse. Our office coordinators help you set up an appointment with a counselor who can best help with your area of concern.

Is it confidential?

Yes. We protect each person's confidentiality according to strict legal and ethical guidelines. If you have specific questions about confidentiality, please feel free to ask our staff at any time.

Who pays for the sessions?

Your employer covers the entire cost for the EAP sessions. Employers have found that if employees have access to support when encountering personal or work-related problems, job performance is less likely to be affected.

What if I need help after-hours or on weekends?

We offer 24-hour on-call support in case of emergencies.

How do I set up an appointment?

Call us Monday-Friday 8:30-5:00 at (360) 788-6565 or (800) 244-6142. We can usually set up an appointment for you within one to three business days. Sometimes it may take longer if you need an appointment during our high-demand times (late afternoons or evenings).

Health Promotion Northwest
Employee Assistance Program
(360) 788-6565 or (800) 244-6142
www.peacehealth.org/whatcom/eap

Offices in Bellingham and Burlington
2022-23 SCHOOL YEAR

SCHOOL START AND END TIMES
Elementary K-5: 8 a.m. to 2:30 p.m.
Middle School: 9:15 a.m. to 3:45 p.m.
High School: 8:30 a.m. to 3:15 p.m.

FIRST/LAST DAY FOR STUDENTS
Emergency closure or other circumstances could cause calendar changes, including extending the school year. Early dismissal on last day.

NO SCHOOL/HOLIDAY

NO SCHOOL FOR STUDENTS
(teacher workdays)

NO SCHOOL/SEMESTER BREAK

NO SCHOOL/BUILT-IN SNOW DAY

ELEMENTARY SCHOOLS
Thursday early dismissal at 12:45 p.m. for staff learning time or family engagement.

ALL SCHOOLS EARLY DISMISSAL
Elementary K-5: 12:45 p.m.
Middle School: 12 p.m.
High School: 1:30 p.m.

Updated February 10, 2022
HELPFUL
COMPUTER
INFORMATION
AND LINKS
INSTRUCTION FOR ACCESSING DISTRICT COMPUTER ACCOUNT

1. You must activate your network account by **logging in to a district computer**.
2. A Library Media Specialist (LMS) located in any of our schools will assist you.
3. Before stopping by a school to activate your account, check with a school secretary to schedule a time to meet with the LMS.
4. You are **not required** to activate your network account before you begin working as a substitute.
5. Instructions for logging into your network account are as follows:
   - **Login ID**: <first initial><last name>
     - If the above format does not work, use the following:
       `firstname.lastname@bellinghamschools.org` with the **below password formula**
   - **Password formula**: <first initial - CAP><Last initial><DOB (mmddyyyy)>!

   Ex: John Smith born on 3/24/1988
   Login ID: jsmith or john.smith@bellinghamschools.org
   Password: Js03241988!

**Why should I activate my Bellingham Public Schools network/email account?**

Important information will be sent to your account such as:
- access to required and optional training opportunities; and
- information about District initiatives and events happening in our schools.

Once your email account is activated, please remember to access and review your emails regularly.

**Your computer account password = your email password**
Log on
The initial logon needs to be done on a district computer.
At the splash screen press any key to open the logon dialog box.
   User name:
   Password:
The username is usually your first initial and last name. (i.e. William Jones would be wjones). If you do not know your logon and password, contact a librarian, Tech TOSA or the building secretary for assistance.

Depending on your position, you may have several logons and passwords: Network, Skyward, IEP Online, AESOP, etc.

Security
• Keep your password secure. If you must write it down, keep it in a secure location and keep your logon and password in separate locations.
• Do not share your password with ANYONE.
  o Computer Technicians can do their job without your password.
  o Do not logon for another person and let them use a computer on your account.
  o Do not use another person’s logon or password.
  o Subs can be granted access to resources, files, and email they need.
    Call HELP at 4357 if access to resources is needed.
• Avoid being caught by phishing scams or fraudulent messages. We will not ask you in an email, on a webpage, or an electronic form for your username, password or email. If in doubt, always call HELP (4357) for assistance.
• Remember, everything you do on the network or email is subject to public disclosure requests.

Where and How to Get Help
1. Help in software product.
2. Building librarian or the building technology coach
   a. They can provide guidance.
   b. They can submit a Service Request for you if you need a technician.
3. Email addressed to HELP or HELP@bellinghamschools.org.
4. Dial HELP (4357) on a district desk phone.
Email

- Your email address is most likely <First name>.<Last name>@BellinghamSchools.org. That’s also what you enter to log into your email account or Office365.
- Your email password is the same as your network password.
- Use Outlook as the mail client when working at a district computer for access to all mail and calendar features. The desktop application provides more features and integration than the web app.
- Zip files are blocked in the mail system. Use OneDrive to share large or multiple files.
- Automatic forwarding of messages to addresses outside of the bellinghamschools.org domain is blocked. Communications need to be done through district accounts.
- **Checking email using Office365 from a district or personal device.**

District Drives and Resources

S: drive – Building specific network location that is shared with building staff & **students**. If the item isn’t intended for students, it should go on the T drive or in Teams.

T: drive – Building specific network location that is shared with building staff only.

P: drive – Network location that is shared with all district staff, no student access.

*Items saved on the C drive are not secured or backed up.*

OneDrive – A location to save files in the cloud (on the internet) in Office365. OneDrive is the primary location to save user’s files. **OneDrive can by sync’d** to your district device for easier access.

Teams – Each Team has a file location. Team Files is a place to save files meant for the members of the team to use. Teams files can be sync’d to your district device for easier access.

Other Helpful Info

- **Guest wireless access for non-employee presenters.** Connect to BPS-GUEST

- **Software Center**
  At the Start Menu, type “software”. Choose “Software Center” from the list of options.

If you need assistance call: HELP at 4357 or email HELP@BellinghamSchools.org
Skyward Log In

1. Go to the Skyward Log in page. You can get to it from the main Bellingham Public Schools website.

2. Click the ‘Forgot Login/Password’ link

3. Enter your Bellingham Public Schools email address and then click the ‘Submit’ button.

4. Follow the directions that come to your email to reset your password. If you have any trouble, please contact Taylor DeWitt at Taylor.DeWitt@bellinghamschools.org.

Updated: August 26, 2021
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<tr>
<th>Resource</th>
<th>Description</th>
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<td><strong>Network (BSDNET)</strong></td>
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<td>Outlook, Office365, One Drive, web mail, MS Office download</td>
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<td><strong>Skyward</strong></td>
<td>Employee access, payroll</td>
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<td><strong>Absence Management</strong></td>
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<td><strong>Asset Planner</strong></td>
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<td><strong>Infofinder</strong></td>
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<td><strong>ProDev HRM+ PD</strong></td>
<td>Sign up for professional development training</td>
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<td><strong>HRM+</strong></td>
<td>Online employment applications</td>
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<tr>
<td><strong>School Messenger</strong></td>
<td>For communication preferences (All staff/families)</td>
<td>Lezlie Fox 6520</td>
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<td><strong>Agile Mind</strong></td>
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<td>Rey Ramos</td>
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<td><strong>EDS</strong></td>
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<td>Kathryn Weilage 4441</td>
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<tr>
<td><strong>Destiny</strong></td>
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<td><strong>IEP Online</strong></td>
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<td><strong>Tandem Calendar</strong></td>
<td>Room reservations and school activities</td>
<td>Andrew Forhan 6833</td>
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<tr>
<td><strong>Digital Library</strong></td>
<td>Smarter Balanced Digital Library of professional learning resources</td>
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<td><strong>Homeroom</strong></td>
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<tr>
<td><strong>NWEA</strong></td>
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<td><strong>State Test Portal (WCAP)</strong></td>
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<td>Charlotte Davis 4436</td>
<td></td>
</tr>
</tbody>
</table>

Do not write down your passwords here. Keep your passwords secure and separate from your logon info.
Adding BSD Email to an iPhone or iPad

1. On the Home screen, choose Settings

2. Tap the Mail, contacts, Calendars option

3. Tap Add Account
   A. Choose Exchange
      ⇒ Email: First.Last@BellinghamSchools.org
      ⇒ Password: your network password
      ⇒ Description: “BSD Email” or something descriptive.

   B. Press the Next button in the upper right corner.
   C. Turn on the features that you wish to use.

D. Recommend answering with “Keep on My iPhone”

E. Press the Save button in the upper right corner.

Modify the Sync settings (Recommended Settings)

On the Home screen, choose Settings
Tap the Mail, contacts, Calendars option

1. Tap the Account
   A. Tap Mail Days to Sync
      a. Recommend setting to 1 Week

2. Tap Fetch New Data
   A. Recommended settings
      a. Push: Off
      b. Fetch: Manually

3. Tap Default account
   A. Choose account that you send email from most often

Email & Voicemail setup on the iPhone and iPad