

*North Kitsap
School District
2019-2020
Substitute Handbook*

A great place to live and learn!

Human Resources
North Kitsap School District #400
18360 Caldart Avenue NE
Poulsbo, Washington 98370
www.nkschools.org

*Revised:
09/19/2019*

North Kitsap School District

The North Kitsap School District's Strategic Plan is a reaffirmation of our community's long-standing commitment to all students.



Successful implementation of the plan depends on all of us remaining **All in for All Students**.

Dr. Laurynn Evans, Superintendent

Board of Directors:

District 1: **Rick Eckert**, Vice President

District 2: **Jim Almond**

District 3: **Beth Worthington**

District 4: **Glen Robbins**

District 5: **Cindy Webster-Martinson**, President



18360 Caldart Avenue NE
Poulsbo, Washington 98370

5,700 Students

- » 4.4% American Indian/Alaskan Native
- » 3% Asian
- » 0.9% Black
- » 14.3% Hispanic/Latino
- » 0.4% Native Hawaiian/Other Pacific Islander
- » 11.4% Two or More Races
- » 65.5% White

- » 35% Low Income
- » 15.4% Students with Disabilities
- » 4% English Language Learners
- » 11.0% Military Families

11 Schools

- » 6 Elementary Schools
- » 2 Middle Schools
- » 2 High Schools
- » 1 Choice Academy



facebook.com/nksd400
twitter.com/NKSDnews
vimeo.com/nksd

communications@nkschools.org
nkschools.org/strategicplan

Approved: June 27, 2019



North Kitsap School District

A Great Place to Live & Learn

Greetings!

Welcome to the important role of substitute teaching in the North Kitsap School District. Substitute teaching can be a rewarding challenge. You will have opportunities to see and be a part of a wide range of teaching styles and programs.

Please take a few minutes to review this handbook and keep it for future reference. It has been designed to assist you with the responsibilities of a substitute teacher and to familiarize you with relevant school district procedures.

You are essential in our team effort of providing excellence in education, and we value your role in providing quality coverage during the absence of a regular teacher.

If we can assist you in any way, please call us at 396-3008.

Sincerely,

Rachel Davenport
Interim Executive Director, Human Resources

**North Kitsap School District No. 400
Guest Teacher Handbook**

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North Kitsap School District No. 400
Poulsbo, WA 98730

Student Support Center:

Location: 18360 Caldart Avenue NE Phone: 396-3000
Poulsbo, WA 98370

Heading south on Highway 305, turn left onto Hostmark Street. Proceed to Caldart Avenue; turn right & proceed up Caldart. Turn left at the North Kitsap School District Administration and Raab Park sign and follow the road through the gates. The complex includes 3 buildings, 2 are visible:

Building 100/200 - Superintendent's Office, Community Relations; Teaching & Learning, Special Services, Career & Technical Education;

Building 300 – Human Resources, Business Office, Purchasing, Student Records, Technology;

Building 400 – Copy Center & Warehouse deliveries. (Behind building 300)

North Kitsap School Board:

Please refer to the district website: www.nkschools.org , select contact us and then select School Board to access the current board information.

Administrative Staff:

Superintendent	Laurynn Evans	360-396-3002
Executive Director of Finance and Operations	Jason Rhoads	360-396-3010
Executive Director of Teaching & Learning	Kimberly Kinzler	360-396-3021
Director of Elementary Schools, Curriculum and Instruction	Tim Garrison	360-396-3020
Director of Special Education	Lori Buijten	360-396-3023
Assistant Director of Special Education	Courtney O’Catherine	360-396-3072
Assistant Director of Innovative Learning	John Waller	360-396-3040
Director of Secondary Schools	Craig Barry	360-396-3018
Director of Food and Nutrition Services	Dan Blazer	360-396-3278
Director of Maintenance & Facilities	Bill Wilson	360-396-3055
Assistant Director of Capital Projects	Richard Gehrke	360-396-3063
Facilities and Maintenance Coordinator	Albert Hoch	360-396-3066
Facilities Coordinator	Valerie Oas	360-396-3062
Pool Coordinator, NK Community Pool	Mark Van Huis	360-396-3286
Director of Transportation	Jeffrey McGarvey	360-396-3076
Transportation Supervisor	John Sides	360-396-3085
Community Relations & Communications Coordinator	Jennifer Markaryan	360-396-3004
Financial Services Manager	Renata Sorna	360-396-3426
Technology Department Supervisor/ Network Manager	Chris Dafoe	360-396-3033
District Records Supervisor	Laurie Wilkey	360-396-3038
Executive Assistant to the Superintendent and Public Records Officer	Kori Henry	360-396-3001

Human Resources:

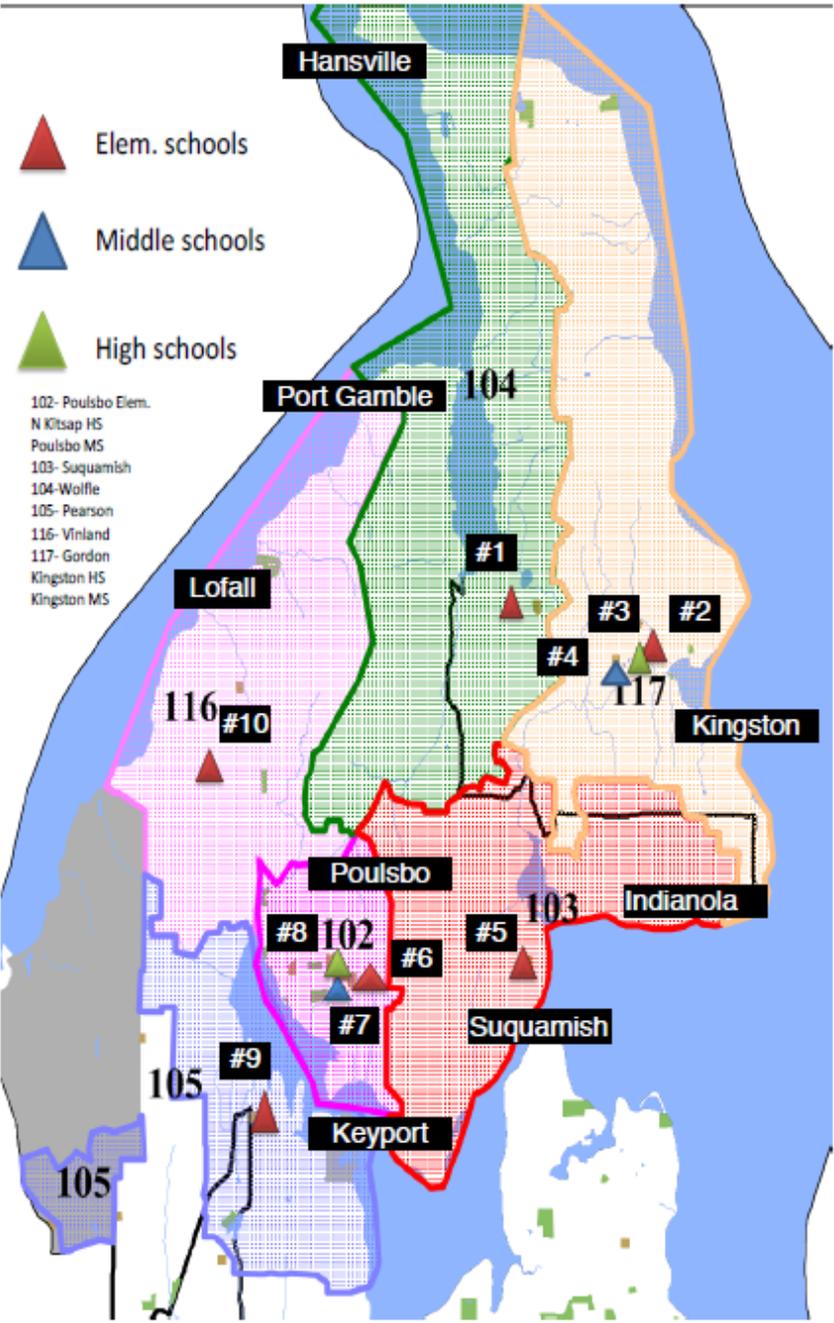
Executive Director Human Resources	Rachel Davenport	360-396-3003
Assistant Director of Human Resources and Payroll	Janet Paeth	360-396-3039
Administrative Assistant to Interim Executive Director	Therese Caldwell	360-396-3007
Human Resources Specialist	Josie Urie	360-396-3005
Human Resources Specialist	Anita Allen	360-396-3006
Secretary – Substitute, Volunteer & Student Teacher Coordinator	Liz Campbell	360-396-3008

Personnel & Payroll Accountants:

Payroll and Benefits Supervisor	Kim Johnson	360-396-3015
Accountant, Payroll Department	Peggy Lashua	360-396-3013
Accountant, Payroll Department	Michelle Moyer	360-396-3054

North Kitsap School District

Administrative Office
 18360 NE Caldart Avenue
 Poulsbo WA, 98370
 (360) 396-3000



1. David Wolfe Elementary
 (360) 396-3700
 27089 Highland Road NE
 Kingston, WA 98346
2. Richard Gordon Elementary
 (360) 396-396-3800
 26331 Barber Cutoff Road
 Kingston, WA 98346
3. Kingston Middle School
 (360) 396-3400
 9000 NE West Kingston Road
 Kingston, WA 98346
4. Kingston High School
 (360) 396-3300
 26201 Siyaya Avenue NE
 Kingston, WA 98346
5. Suquamish Elementary
 (360) 396-3850
 18950 Park Avenue NE
 Suquamish, WA 98392
6. Poulsbo Elementary
 (360) 396-3500
 18531 Noll Road NE
 Poulsbo, WA 98370
7. Poulsbo Middle School
 (360) 396-3200
 20003 NE Hostmark Street
 Poulsbo, WA 98370
8. North Kitsap High School
 (360) 396-3100
 1780 NE Hostmark Street
 Poulsbo, WA 98370
9. Hilder Pearson Elementary
 (360) 396-3500
 15650 Central Valley Road
 Poulsbo, WA 98370
10. Vinland Elementary
 (360) 396-3600
 22104 Rhododendron Lane NW
 Poulsbo, WA 98370

North Kitsap School District

2019 - 2020 Calendar

July						
Su	Mo	Tu	W	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
Su	Mo	Tu	W	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
Su	Mo	Tu	W	Th	Fr	Sa
1	2	3	[4]	5	6	7
8	9	10	[11]	12	13	14
15	16	17	[18]	19	20	21
22	23	24	[25]	26	27	28
29	30					19

October						
Su	Mo	Tu	W	Th	Fr	Sa
		1	[2]	3	4	5
6	7	8	[9]	10	11	12
13	14	15	[16]	17	18	19
20	21	22	[23]*	24*	25*	26
27	28	29	[30]	31		22

November						
Su	Mo	Tu	W	Th	Fr	Sa
					1	2
3	4	5	[6]	7	8	9
10	11	12	[13]	14	15	16
17	18	19	[20]	21	22	23
24	25	26	[27]	28	29	30
						18

December						
Su	Mo	Tu	W	Th	Fr	Sa
1	2	3	[4]	5	6	7
8	9	10	[11]	12	13	14
15	16	17	[18]	19	20	21
22	23	24	25	26	27	28
29	30	31				14

Important Dates

September
 2nd - Labor Day
 4th - First day of school grades 1-12 - Early Release Day
 9th - First day of school for kindergarten

October
 23rd - K-5 Conferences/No School: Grades 6-12 attend school
 24th - K-8 Conferences/No School: Grades 9-12 attend school
 25th - K-12 Conferences/No School all grades

November November 8 - End of 1st Quarter
 11th - No School: Veterans Day
 28th - 29th - No School: Thanksgiving Break

December
 5th - First Trimester Ends - elementary schools
 6th - No School: Grading/Professional Development Day
 23rd-31st - Winter Break

January
 1st-3rd - Winter Break
 20th - No School: Martin Luther King Day
 30th - First Semester Ends - secondary schools
 31st - No School: Grading/Professional Development Day

February
 17th - No School: Presidents' Day
 18th - Non-Student Day/Possible Snow Make-up Day

March
 20th - Second Trimester Ends - elementary schools

April
 1st - K-5 Conferences/No School: Grades 6-12 attend school
 2nd - K-8 Conferences: Grades 9-12 attend school
 3rd - K-12 Conferences/No School all schools
 6th-9th - Spring Break, No School
 16th - End of 3rd Quarter

May
 25th - No School: Memorial Day

June
 12th - NKHS Graduation
 13th - KHS Graduation
 17th - Last Day of School - 1/2 day dismissal
 18th & 19th - Non-Student Day/Possible Snow Make-up Day

Early Release Wednesday Schedule (starts 9/4/19)
 Elementary Schools: 3:00pm
 Middle Schools: PMS - 1:35pm, KMS - 1:45pm
 High Schools: 1:35pm

Legend
 □ First/last day of school
 [] Wednesday Early Release Days
 * Conferences (see description in October and April)
 ■ No School - Holidays and Breaks
 ▲ No School - Professional Development Day for Staff
 ▽ Non Student Day/ Possible Inclement Weather Make-up days

January						
Su	Mo	Tu	W	Th	Fr	Sa
			1	2	3	4
5	6	7	[8]	9	10	11
12	13	14	[15]	16	17	18
19	20	21	[22]	23	24	25
26	27	28	[29]	30	31	
						18

February						
Su	Mo	Tu	W	Th	Fr	Sa
						1
2	3	4	[5]	6	7	8
9	10	11	[12]	13	14	15
16	17	18	[19]	20	21	22
23	24	25	[26]	27	28	29
						18

March						
Su	Mo	Tu	W	Th	Fr	Sa
1	2	3	[4]	5	6	7
8	9	10	[11]	12	13	14
15	16	17	[18]	19	20	21
22	23	24	[25]	26	27	28
29	30	31				
						22

April						
Su	Mo	Tu	W	Th	Fr	Sa
			[1]	2*	3*	4
5	6	7	8	9	10	11
12	13	14	[15]	16	17	18
19	20	21	[22]	23	24	25
26	27	28	[29]	30		16

May						
Su	Mo	Tu	W	Th	Fr	Sa
					1	2
3	4	5	[6]	7	8	9
10	11	12	[13]	14	15	16
17	18	19	[20]	21	22	23
24	25	26	[27]	28	29	30
31						20

June						
Su	Mo	Tu	W	Th	Fr	Sa
	1	2	[3]	4	5	6
7	8	9	[10]	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				13

Total Student Days 180

Approved 3/22/18
 Quarter dates added February 2019

2019 - 2020

NORTH KITSAP SCHOOL DISTRICT PRESCHOOL CALENDAR 2019/2020

Sept. 2019							NORTH KITSAP SCHOOL DISTRICT 2019-2020							Mar. 2020						
S	M	T	W	T	F	S	Preschool							S	M	T	W	T	F	S
1	2	3	4	5	6	7	<i>Important Dates</i>							1	2	3	4	5	6	7
8	9	10	11	12	13	14								8	9	10	11	12	13	14
15	16	17	18	19	20	21	September							15	16	17	18	19	20	21
22	23	24	25	26	27	28								22	23	24	25	26	27	28
29	30						2nd - Labor Day							29	30	31				
						16								9th - First Day of Preschool						
Oct. 2019							October													
S	M	T	W	T	F	S	23th - 25th K-12 Conference Week No Preschool							S	M	T	W	T	F	S
		1	2	3	4	5								1	2	3	4			
6	7	8	9	10	11	12	November							5	6	7	8	9	10	11
13	14	15	16	17	18	19	11th Veterans' Day No Preschool							12	13	14	15	16	17	18
20	21	22	23	24	25	26								28th - 29th Thanksgiving Break No Preschool						
27	28	29	30	31			December													
						20	6th Grading/Professional Development Day No Preschool													14
Nov. 2019														23rd - 31st Winter Break No Preschool						
S	M	T	W	T	F	S	January							S	M	T	W	T	F	S
					1	2								3	4	5	6	7	8	9
3	4	5	6	7	8	9	1st - 3rd Winter Break No Preschool							10	11	12	13	14	15	16
10	11	12	13	14	15	16								20th - Martin Luther King Day No Preschool						
17	18	19	20	21	22	23	31st - Grading/Professional Development Day No Preschool													
24	25	26	27	28	29	30								February						
						18	17th Presidents Day No Preschool							Jun. 2020						
Dec. 2019														18th Non Attendance Day/Possible Snow Make-up Day No Preschool						
S	M	T	W	T	F	S														
							March							7	8	9	10	11	12	13
1	2	3	4	5	6	7								14	15	16	17	18	19	20
8	9	10	11	12	13	14	April							21	22	23	24	25	26	27
15	16	17	18	19	20	21								28	29	30				
22	23	24	25	26	27	28	1st - 3rd Conference Week No Preschool													8
29	30	31				14								6th - 10th Spring Break No Preschool						
Jan. 2020							May													
S	M	T	W	T	F	S														
			1	2	3	4	25th Memorial Day No Preschool							5	6	7	8	9	10	11
5	6	7	8	9	10	11								12	13	14	15	16	17	18
12	13	14	15	16	17	18	June							19	20	21	22	23	24	25
19	20	21	22	23	24	25								10th Last Day of Preschool						
26	27	28	29	30	31								0							
						18	Feb. 2020							Aug. 2020						
S	M	T	W	T	F	S	LEGEND							S	M	T	W	T	F	S
						1														1
2	3	4	5	6	7	8	First Day/Last Day of Preschool							2	3	4	5	6	7	8
9	10	11	12	13	14	15	No School							9	10	11	12	13	14	15
16	17	18	19	20	21	22	Non-student day/possible snow make up day							16	17	18	19	20	21	22
23	24	25	26	27	28	29	No PM Classes on Wednesdays							23	24	25	26	27	28	29
						18	Number of days of school each month							30	31					0
							168 AM Sessions, 133 PM Sessions (No Wednesdays)													

School Hours

Guest Teachers asked to arrive and leave at the times listed are expected to stay until the end of the Regular workday EVERY DAY, including Wednesdays. You should not leave early or arrive late on Early Release Days.
All schools have a 50-minute early release schedule each Wednesday

[North Kitsap School District / For Families / School Calendar & Hours / School Hours](#)

School Hours

School Hours

All schools have a 50-minute early release schedule each Wednesday.

Elementary School (Kindergarten through Grades 5)

Regular Schedule: 9:20 a.m. to 3:50 p.m.

Wednesday Early Release Schedule: 9:20 a.m. to 3:00 p.m.

Half Day Release: 9:20 a.m. to 12:20 p.m.

Kingston Middle School (Grades 6-8)

Regular Schedule: 8:05 a.m. to 2:35 p.m.

Wednesday Early Release Schedule: 8:05 a.m. to 1:45 p.m.

Half Day Release: 8:05 a.m. to 11:05 a.m.

Poulsbo Middle School (Grades 6-8)

Regular Schedule: 7:55 a.m. to 2:25 p.m.

Wednesday Early Release Schedule: 7:55 a.m. to 1:35 p.m.

Half Day Release: 7:55 a.m. to 10:55 a.m.

Kingston High School (Grades 9-12)

[Bell Schedule](#)

Regular Schedule: 7:55 a.m. to 2:25 p.m.

Wednesday Early Release Schedule: 7:55 a.m. to 1:35 p.m.

Half Day Release: 7:55 a.m. to 10:55 a.m.

North Kitsap High School (Grades 9-12)

[Bell Schedule](#)

Regular Schedule: 7:55 a.m. to 2:25 p.m.

Wednesday Early Release Schedule: 7:55 a.m. to 1:35 p.m.

Half Day Release: 7:55 a.m. to 10:55 a.m.

NORTH KITSAP SCHOOL DISTRICT

18360 NE Caldart Avenue, Poulsbo, WA 98370 | Phone (360) 396-3000

EMERGENCY COMMUNICATIONS BULLETIN

Emergency situations occasionally arise which may require school schedule delays, closures, or changes in transportation. Each family should have a plan covering actions to take in emergency situations (i.e., inclement weather, natural disasters, fire, etc.) and should assure that current emergency information such as phone numbers, emergency contact person(s), is on file at their school. Parents and children should be prepared in advance for certain situations including: what to do if a bus does not arrive due to road conditions, accidents or breakdowns; who to call or where to go for help; interim care for your child during unforeseen school closures and early release. ***Be aware that under certain emergency conditions, it may be necessary to send students home early.***

For the most current information on delays or closures, call the North Kitsap recorded message line at 396-3000.

Radio/TV stations listed below will also be announcing schedule changes by district name after 6:00 a.m.

Announcements are for one day only. Schools will be operating on normal schedules if no announcement is made.

However, parents should use their own discretion in determining whether to send their child(ren) to school if they feel conditions in their particular area are not safe.

Please help us keep the regular phone lines open for emergencies and avoid calling the school or transportation office for routine information. Do not send students to bus stops or school until you verify school is in session.

When it is necessary to close schools or operate on a modified schedule, the message line, radio and television stations identified on the chart below will regularly announce the emergency information using the following *standard* phrases to describe the schedule for that day:

Schools closed - All schools will be closed for one day only. All meetings, field trips, after school activities will be canceled for the day unless otherwise announced.

Limited bus service - When transportation limitations are in effect, for safety reasons there will be no bus or van service in certain areas.

Buses operating on limited transportation routes - In the event of snow or other emergency conditions, transportation routes will be consolidated for safety purposes. Please be aware of extreme road conditions in your specific area and be prepared with alternate plans for transportation. Refer to the attached limited transportation list for alternate bus stops.

County road restrictions - One or more county roads may be closed by order of the County Engineer due to thawing conditions. In this case, announcements will be made after notification by county officials.

Late start – PLEASE NOTE: Certificated subs are required to start work as close to the regular start time as possible – while staying safe. Bus schedules and schools will begin two hours late. Students will be dismissed at the regular time unless there is a specific announcement regarding early dismissal. Listen for specific information regarding morning and afternoon kindergarten/preschool sessions and other special programs. ***No breakfast will be served on a two-hour delay schedule.***

Schools open, no transportation - Be prepared to provide transportation if this announcement is made.

No out of district transportation - There will be no transportation to any programs outside our district for any students.

No morning or afternoon preschool, - There may be occasions when either morning or afternoon sessions will be canceled even though other programs/classes are held.

LOCAL TELEVISION AND RADIO STATIONS:

AM RADIO STATIONS

KOMO 1000
KLAY 1180
KITZ 1400
KIRO 710
KIXI 880

FM RADIO STATIONS

KMPS 94.1
KBSG 97.3
KRWM 106.9
KMTT 103.7
KUOW 94.9
KPLU 88.5
KGY 96.9
KSER 90.7
KYCW 96.5
KVTI 90.9

TV STATIONS

KING 5
KIRO 7
KOMO 4
KCPQ 13

Emergency Procedures During School Hours

In the event of an earthquake, fire or other disaster, the teacher's first responsibility is for the safety of students. Have students "drop, cover & hold" during an earthquake and evacuate the building when shaking stops. Keep the class together, take roll, and wait for the principal to give further instructions.

Substitute Online

This is intended to familiarize you with our guest teacher booking process. The majority of our substitute openings are booked using the Substitute Online System. Jobs are posted on the system as soon as they become available, which allows you to book jobs in advance. **Once you have accepted a job, do not cancel it to accept another.** Our Substitute Coordinator, Liz Campbell, handles the last minute openings and any switches in positions that may be needed.

We have enjoyed great success with the Substitute Online program. Features include notifying you via email when you are specifically requested by a teacher, and allowing you to document your availability for subbing (especially helpful if you are subbing for more than one district).

The website is: <http://www.substituteonline.com>

Your user name is: Your last name: _____

Your password is: The last 4 numbers of your primary phone number: _____

After you enter those there is a box below the password box that has a list of districts using the system. Scroll down to North Kitsap, click on it, click on logon and it will take you to the page where you will see any open jobs. You are welcome to accept any job you see on that page. At the bottom of the page on the left hand side is a box that says **Work Summary**. If you click on that it will take you to a page where you can enter a start date and end date. If you put 9-1 of this year as the start date and change the end date year to 9-1 of next year, it will show you all past, present and future jobs you have been assigned for the current school year. At the top of the page is a box marked **Personal Info**. If you click on that it will show all of the information you listed on your sub survey. You may change any of that, if you wish by typing it in and clicking on update changes. At the bottom of the page is a box marked **Calendar**. If you click on that, a calendar will pop up. This will also show all jobs for the current school year accepted by you. If you know of any time you **will not** be available to sub, you can click on AM, PM or All Day - the color will change and you will be blocked off for those times. There is another box that is marked **View Excluded Sites**. If there is any place where you do not wish to work, click on the box at the right and then on **Update Changes** and you won't get **calls for those sites. If you change your mind about the changes you have made, you can click on Cancel Changes** at the bottom of the page on the right. At the top of the page is a box marked **Review/Cancel** page is a box marked **Announc**. This is a way for Human Resources to get pertinent information to our subs without calling everyone. It isn't a bad idea to check it, periodically. The last box is marked **Logoff**. That's self-explanatory!

If you have any questions or concerns, please don't hesitate to call me (Liz Campbell)

at (360)396-3008. I am at my desk from 6:00 AM until 2:30 PM.

B. How to Apply for Regular Employment

As vacancies for contracted positions become available qualified certificated substitutes who submit applications will be given serious consideration. All vacancies are posted in all district buildings and posted on the North Kitsap School District website at www.nkschools.org. When a posted vacancy is of interest to you, complete and submit an application using our Fast Track system (the same method you used to apply as a substitute). Many current contracted North Kitsap teachers started as substitute teachers.

C. Long-Term Guest Teacher Positions:

The bargaining unit members shall consist of all certified personnel regularly employed by the District, whether under contract or on leave, except the superintendent and certified administrators. Certified employees who are substitute teachers shall not be included within the bargaining unit until the 21st consecutive day.

Substitute certificated employees employed pursuant to RCW 28A.405.900 by the North Kitsap School District in excess of 20 consecutive work days or 30 non-consecutive work days in the same school year are regular part-time employees of the North Kitsap School District

Beginning with the 21st day and for the duration of the assignment, such substitute certificated employees shall be included in the appropriate bargaining unit for which the North Kitsap Education Association is recognized as the exclusive bargaining representative.

Substitutes working more than 630 hours in a school year are eligible for certain benefits. For more information please contact our Payroll and Benefits Department at: payroll@nkschools.org.

ANNUAL NONDISCRIMINATION STATEMENT:

The North Kitsap School District will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on sex, race, creed, religion, color, national origin, immigration status, 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. **Questions or complaints of alleged discrimination can be directed to the district's Title IX/RCW 28A.640 Compliance Officer Rachel Davenport, Executive Director, rdavenport@nkschools.org (360) 396-3003 and /or the ADA and 504 Coordinator, Courtney O'Catherine, Assistant Director of Special Education, COCatherine@nkschools.org (360) 396-3023; address - 18360 Caldart Ave NE, Poulsbo WA 98370.**

IMPORTANT INFORMATION FOR GUEST TEACHERS:

If a teacher's lesson plan requires you to have access to his or her computer, please contact the building Office Manager and you will be given a temporary user name and password.

- Guest Teachers are paid for half-days or whole-days. For an all-day or AM job you are expected to arrive a half hour before the bell rings. For PM and all-day jobs you are expected to stay for a half hour after the bell rings. On early release days you are expected to stay until the end of the work day NOT the end of the students' day. If a teacher has a tutorial or first or last period planning period, you are still required to be at work during those times.
- Dress as a professional. The image you project has a direct effect on how you are received and is a model for the students.
- Always be in the building the required time prior to your assignment and remain in the building the required time after school.
- Check in with the secretary or principal as soon as you arrive.
- Lock your belongings in a closet or put it in a drawer. Always be wise about securing personal possessions.
- Uphold school rules and regulations and maintain daily attendance records.
- Follow the teacher's lesson plans as closely as possible.
- Check for special duty (such as bus) assignments.
- Remember: You are always welcome in the staff lounges and lunchrooms
- Do not release a student from school without the permission of the principal or his/her designee.**
- Leave a neat and orderly room.
- Leave notes and comments for the teacher.
- Correct all daily papers whenever possible.
- Turn in your room keys and badge at the end of the day.
- Faculty Meetings and In –Service Training**

Guest teachers are welcome at faculty meetings. They are also welcome at all in-service events on a space-available basis.

The North Kitsap School District hopes your assignment with students and staff is positive and productive. In lieu of a formal evaluation process, the district would like to offer you the opportunity of sharing any concerns. For example, if you have any difficulties with availability of seating charts, class lists, lesson plans, instructions left by the regular teacher, student discipline, etc., we would like to hear from you. **Please direct your concerns in writing to the building principal and leave a copy for the regular teacher.** We value your suggestions, and hope you will feel comfortable sharing your thoughts.

IX/RCW 28A.640 Grievance Procedures

The North Kitsap School District believes in fostering respect and recognition of cultural diversity, human dignity, and individual rights. In this regard, the district complies with all federal and state rules and regulations and does not discriminate on the basis of race, creed, color, national origin, age, gender, sexual orientation, religion, marital status, or qualified individuals with disabilities. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities.

Inquiries regarding compliance and/or grievance procedures may be directed to:

- Title IX/RCW 28A.640 Compliance Officer : Rachel Davenport: (360-396-3003) RDavenport@nkschools.org
and/or
- ADA and 504 Coordinator (K-12): Courtney O’Catherine
(360-396-3072) COcatherine@nkschools.org

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