

# SETA Requirements for Substitute Teachers

Archdiocese of Seattle

October 1<sup>st</sup> 2010

# SETA REQUIREMENTS

- All schools operating under the canonical approbation of the Archbishop must follow the norms of the Dallas Charter
- All schools follow Safe Environment Training Policies. (SETA)
- Substitutes must complete their SETA training within 90 days of the first time they sub in any classroom within the Archdiocese of Seattle

## *There are two kinds of schools in the Seattle Archdiocese:*

- Those owned by the Archbishop: Level One schools are either owned by the Corporation of the Archbishop of Seattle (1a) or are separately incorporated by the Archbishop having a governing board appointed by the Archbishop with the Archbishop as the sole corporate member (1b).
- Those owned by Religious or Laity: Level two schools are not owned by the Archbishop, but are owned by either a religious order (2a) or by a lay board of governance (2b)

# Examples of these two types of Schools

- 1a: Bishop Blanchet, Kennedy Catholic, O'Dea and all parish based schools.
- 1b: Seton Catholic, John Paul II
- 2a: Holy Names, Bellarmine, Seattle Prep
- 2b: Archbishop Murphy, Eastside, Villa Academy Pacific Crest, Holy Family Lacey.

# Requirements for Level One and Level Two schools.

- Level One Schools: All substitutes are required to complete our Archdiocesan SETA training within 90 days of their first day service. We strongly recommend that you require SETA training before they can even start at your school.
- Level Two Schools: These schools must annually submit their general plan for safe environment training. This report must explicitly include the policy for substitutes which aligns to the Archbishop's requirement for his own school that SETA training be complete within the first 90 days of service.

# Ninety Day Marker

- Ninety Days refers to the time elapsed from the substitute teacher's first entry in the classroom.
- It does not matter whether the substitute has served a half day, one day, or many days. The first day of substitute service begins the 90 day stop watch.
- Those who fail to complete this service requirement are ineligible for employment as substitutes either through our on-line AppliTrack or the independent pool of substitutes collected by the principal.
- Failure to comply by one school put the entire Archdiocese out of compliance with the norms of the Dallas Charter.
- Even if the school is not owned by the Archbishop, the Archdiocese can be placed out of compliance on the basis of any school error regardless of whether it is a Level One school or a Level Two school.