CERTIFICATED
SUBSTITUTE HANDBOOK

Riverview School District No. 407
2017-2018 School Year
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Mission & Vision

Our Vision
To become a national model of educational excellence

Our Mission
Educate Children
WHERE WE MAKE A DIFFERENCE
TO OUR STUDENTS

Riverview School District #407 takes its name from our valley’s major rivers - the Snoqualmie and the Tolt. Mountains accent our horizon. Located forty minutes from Seattle in east King County, Riverview encompasses the two communities of Carnation and Duvall and surrounding areas of eastern King County. Nestled in the beautiful, unspoiled Snoqualmie Valley, the district schools are easily accessible to Bellevue, Redmond, Woodinville, and other eastside communities.

Riverview School District is a good place to live and grow. It is one of the fastest growing districts in King County.

CEDARCREST HIGH SCHOOL is located in Duvall. It is a comprehensive high school that serves approximately 930 students in grades 9–12. Cedarcrest utilizes a modified 6 period schedule. Three days a week (Tues, Wed, and Thurs.) students have a 4 class rotating block schedule for 80 minutes, along with a 20 minute advisory period. On Mondays and Fridays, students have all 6 periods.

TOLT MIDDLE SCHOOL located in Carnation, serves approximately 740 students in grades 6-8. Students and teachers are organized in teams for Language Arts, Science and Social Studies, creating an environment that gives a sense of community with the context of a larger school. One of the key curriculum models is instruction through hands-on, project-based learning.

RIVERVIEW LEARNING CENTER located in Carnation, consists of approximately 14,000 sq. ft. of classrooms, science labs, computer labs, kitchen, parent library, conference room, multi-purpose room, and offices. An estimated 170 students attend the three alternative programs: PARADE, CLIP, and CHOICE. Located directly east of the Riverview School District offices, the new RLC provides a superior teaching and learning environment for the district’s alternative learning experience programs.

Our THREE ELEMENTARY SCHOOLS (CARNATION, CHERRY VALLEY AND STILLWATER) provide a positive and caring environment for our K-5 students. Eagle Rock Multi-Age Program has its own site near Cedarcrest High School. Science and math are the basis of the curriculum with the other disciplines integrated into this foundation.

Riverview offers general and special education in an integrated setting, gifted and honors programs, music and fine arts programs, diversified Career and Technical education opportunities, and special offerings such as Stepping Stones Preschool, ECEAP, ESL, and Outdoor Education.

Our students are constantly surrounded by people who care about them and who value education. Sixty-nine percent of our educators hold advanced degrees. Our educational support staff is made up mainly of individuals who live within the school district.

Riverview’s bus system supplies the school transportation needs for those students residing within the boundaries of the 257-square mile district.

The Food Services Department supports the educational process by providing nutritious meals at breakfast and lunch so the students can perform to the best of their abilities.

All Riverview schools are accredited by the Washington State Board of Education. Tolt Middle School and Cedarcrest High School also hold accreditation from the Northwest Association of Schools and Colleges.

Anti-Discrimination
The Riverview School District complies with all federal and state statutes and regulations and 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. This holds true for all district employment and student opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district’s Title IX/RCW 28A.640 Officer (Ms. Janet L. Gavigan, 425-844-4500) and Section 504/ADA Coordinator (Dr. Ken Heikkila, 425-844-4500).
## DIRECTORY

**RIVERVIEW SCHOOL DISTRICT**  
15510 NE 1st Ave/P. O. Box 519  
DUVALL  WA  98019  

<table>
<thead>
<tr>
<th>LOCATION</th>
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<tr>
<td><strong>Superintendent’s Office</strong></td>
<td>425-844-4504</td>
<td>8:00 - 4:30</td>
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<tr>
<td>Anthony Smith</td>
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<td>Sandy Bechtel</td>
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<td><strong>Teaching &amp; Learning Office</strong></td>
<td>425-844-4522</td>
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<td>Dr. Randy Stocker</td>
<td>425-844-4520</td>
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<td>Robin Nordquist</td>
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<td>Amy Jacobson</td>
<td>425-844-4524</td>
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<td>Dr. Ken Heikkila</td>
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<td>Molly Lutz</td>
<td>425-844-4544</td>
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<td>Kim Canady</td>
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<td>Teresa Renner</td>
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<td>Ruby Perez</td>
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<td>Cindy Sage</td>
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<td>Vicki Bridwell</td>
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<td>Janet Gavigan</td>
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<td>Donna Reier</td>
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<td>Stacy Cook</td>
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<tr>
<td>Tracy Graves</td>
<td>425-844-4950</td>
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## SCHOOL DIRECTORY

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<th>SCHOOLS</th>
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<tr>
<td><strong>Carnation Elementary</strong></td>
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<tr>
<td>Principal</td>
<td>Chris Lupo</td>
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<td>Joyce Trowbridge</td>
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<td>Principal</td>
<td>Roxanne Luchini</td>
<td>425-844-4753</td>
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<td>Secretary</td>
<td>Colleen Mastro</td>
<td>425-844-4751</td>
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<td><strong>Stillwater Elementary</strong></td>
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<td>Principal</td>
<td>Jack Madigan</td>
<td>425-844-4683</td>
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<td>Secretary</td>
<td>Karie Cato</td>
<td>425-844-4681</td>
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<td><strong>Eagle Rock K-5 Multi-Age</strong></td>
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<td>Principal</td>
<td>Molly Lutz</td>
<td>425-844-4901</td>
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<td>Program Assistant</td>
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<td>Principal</td>
<td>Amie Karkainen</td>
<td>425-844-4603</td>
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<tr>
<td>Assistant Principal</td>
<td>Tom Oldenburg</td>
<td>425-844-4604</td>
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<td>Secretary</td>
<td>Shann Pattee</td>
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<td>Secretary</td>
<td>Heidi Stauffer</td>
<td>425-844-4605</td>
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<td>Principal</td>
<td>Ray LaBate</td>
<td>425-844-4803</td>
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<td>Assistant Principal</td>
<td>Michael Ruhland</td>
<td>425-844-4804</td>
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<tr>
<td>Secretary</td>
<td>Meisha Robertson</td>
<td>425-844-4801</td>
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<td>Secretary</td>
<td>Patricia Koster</td>
<td>425-844-4805</td>
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<td><strong>Riverview Learning Center</strong></td>
<td>425-844-4960</td>
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<td>Principal (CLIP, CHOICE)</td>
<td>John Bomar</td>
<td>425-844-4963</td>
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<tr>
<td>Secretary</td>
<td>Kris Roger</td>
<td>425-844-4960</td>
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PAYMENT AND PAYROLL PROCEDURES
FOR SUBSTITUTES

SUBSTITUTE TEACHER COMPENSATION

Single Day Service (7.0 hrs) with 1/2 hr unpaid lunch break  $150.00
Half-Day Service (3.5 hours)  $ 75.01
Hourly Rate  $ 21.43
Consecutive Days (1-20*)  $150.00
Consecutive Days (21 and over* in the same substitute assignment) Teacher’s State Salary Schedule

In some cases, an assignment will be other than a full or half day. In those cases compensation will be calculated and paid at the hourly rate (see above). Assignments other than full or half day bell schedule will be specified in the Substitute Online posting. If there is a question regarding the start time, please contact the substitute help desk at 425-844-4500.

CERTIFICATES AND LICENSES

Prior to placement on Riverview School District’s substitute list, you must register any certificate, permit, or license related to your classification with Stacy Cook at the district office. **SUBSTITUTES ARE RESPONSIBLE FOR KEEPING THEIR TEACHING CERTIFICATES CURRENT AND REGISTERING THEM WITH THE HUMAN RESOURCES DEPARTMENT.**

We expect substitute teachers to be prepared for each assignment. In recognition of increasing instructional responsibility, however, compensation increases with 21 or more consecutive days in the same assignment.

LONG-TERM ASSIGNMENTS

Substitute assignments of twenty one (21) consecutive days or more in the same assignment shall be paid in accordance with the Teacher’s State Salary Schedule, retroactive to the first day of assignment. If a day is missed before the completion of the 21st consecutive day, it will be necessary to start re-counting at day one upon return to the assignment. Substitute teachers with long-term assignments will accumulate one (1) sick leave day every twenty (20) days worked.

PAY PERIODS

Substitutes in the Riverview School District are paid twice a month, according to the following schedule:

- Work performed between the first of the month and the fifteenth of the month will be paid on the last working day of the month with the provision that timesheets for that date range are submitted within 3 working days of the fifteenth of the month.
- Work performed between the sixteenth of the month and the end of the month will be paid on the fifteenth of the following month with the provision that timesheets for that date range are submitted within 3 working days of the end of the month.
- Direct Deposit is a requirement of the District. Contact the Payroll Office at 844-4513 to sign up for direct deposit. Your direct deposit advice stub will be mailed directly to your home address.

**BE SURE TO SIGN IN WITH THE SCHOOL SECRETARY AT THE BEGINNING OF EACH ASSIGNMENT.** This information is sent by the secretary to the Payroll Office each month. It is also important to wear your ID badge each time you work.

RETIREMENT CREDIT

Under certain circumstances, substitute teachers can earn retirement credit. For further information on retirement service credit, contact the Payroll & Benefits Office @ 425-844-4513 or write or call:

Director, Washington State Teachers Retirement System
PO Box 48380
Olympia WA 98504-8380
(360) 753-5281
Notice to Eligible Employees of Opportunity
To Make Elective Deferrals to the
Riverview School District 407

You have the right to make elective deferrals to the Riverview School District 407 403(b) plan. Contributing to a 403(b) plan helps to ensure that you will have funds to provide yourself with an income during retirement. A 403(b) plan allows you to contribute a portion of your compensation on a pre-tax basis in order to save for your retirement. Contributions are made to the plan by payroll deduction. If you are already contributing to the 403(b) Plan, you may want to increase your deduction.

What are the benefits of contributing to a 403(b) plan?

- The pre-tax elective deferrals that you make to the plan now are not taxed until you withdraw them. This means you are lowering your taxable income now, and will potentially lower the amount of income tax you will pay on those funds at the time of withdrawal when you may be in a lower tax bracket.
- Both your pre-tax elective deferrals and earnings grow tax-free until they are withdrawn.

What do I need to do in order to start making elective deferrals?

You will need to make a selection regarding how much of your compensation you wish to defer to the 403(b) plan. You will also need to determine where you want to invest your contributions. The list of approved vendor(s) and their contact information can be located by visiting the CPI Participant Website at www.cpiers.com. This list can also be obtained by contacting the CPI Participant Service Center at (877) 488-4040 or email Participant.ServiceCenter@cpicrs.com. The financial advisor representing each vendor will provide you with the forms that will set up the contract or account with the vendor. Once you have completed the paperwork provided by the selected financial advisor, please access the CPI Participant Website at https://www.cpicrs.com to complete the election process.

If you are unable to access the website or want additional information, please contact the CPI Participant Service Center at (877) 488-4040 or email Participant.ServiceCenter@cpicrs.com.

How much can I contribute to a 403(b) plan?

As of 2014, you can make elective deferrals up to $17,500. As this amount is subject to cost of living increases as set by the government, this amount will increase over time. If you will be age 50 or older sometime during the calendar year, you are eligible to contribute an additional amount that is known as an “age 50 catch-up contribution”. The limit on the age 50 catch-up contribution is $5,500 and can be contributed on top of the deferral limit of $17,500.

In addition to the age 50 catch-up, if you have completed at least 15 years of service with Riverview School District #407, you may be eligible to contribute up to $3,000 a year above the elective deferral limit until the amount of the cumulative annual additional contributions made using this special rule equals $15,000. If you have 15 years of service with your employer and want to utilize this additional 15 year of service catch-up contribution no action is required now, once you have exceeded $16,500 we will request additional information from you in order to determine the amount you are able to contribute to the 15 year of service catch-up. Participants who are eligible for both the age 50 catch-up rule and the 15 year of service catch-up contribution are required to use the 15 year of service catch-up contribution first.

For more information on enrolling in your 403(b) Plan, making changes to your current deferral or vendor elections, or any other questions, or requests for information, please contact the OMNI Group @ www.omni403b.com or the district business office @ 425-844-4513.
WHAT EVERY SUBSTITUTE NEEDS TO KNOW!!

PROCEDURE FOR ASSIGNING A CERTIFICATED SUBSTITUTE

All substitute assignments are made through the Substitute Online System. Those substitute needs that are identified early, such as extended sick leave or attendance at workshops, are usually filled before the day of the assignment. The only exception is the need for substitutes which develop overnight; these are always handled in the early morning. Telephone calls for certificated assignments begin at 5:00 AM.

Those of you who make prompt decisions about accepting assignments are among our very favorite people.

Be sure that, before the conversation ends, you know

*** 1. NAME OF SCHOOL
*** 2. NAME OF TEACHER
*** 3. GRADE OR SUBJECT
*** 4. STARTING TIME
*** 5. THE JOB NUMBER

Should you need to get or give information not directly related to your assignment, please telephone Stacy Cook, HR Specialist at 425-844-4500 after 8 am.

LENGTH OF ASSIGNMENT

When you are called to substitute in a Riverview District school, you will be told that the assignment encompasses a specific time period (one day, two days, one week) or that the assignment is indefinite.

Specific time assignment: It is expected that you will return to your assignment each day of the specified period. At the end of the final day, follow the check-out procedure.

Indefinite assignment: You will be expected to return to the assignment each day. (We will do our best to give you 24-hour notice.) Please do not accept an indefinite assignment if you are aware of circumstances that may require your withdrawal. At the end of the final day, follow the check-out procedure.
EMPLOYMENT REQUIREMENTS

Prior to commencing employment, all certificated substitutes new to Riverview School District must meet the following requirements:

CERTIFICATION
As soon as you are placed on Riverview School District's substitute list, you are expected to register your teaching certificate in the Human Resources Office. It is the Substitute’s responsibility to keep your certificate current. If it expires, you will no longer be eligible for teaching assignments.

BACKGROUND CHECK
In accordance with Washington State law, the district requires a criminal background check including a fingerprint check by both the State Patrol and FBI. New hires may not commence work until proof of fingerprinting has been verified.

WA STATE SEXUAL MISCONDUCT DISCLOSURE RELEASE
State law requires all school district substitutes to sign this release form for each school district in which you have been employed. You will not be allowed to substitute unless you have signed this form(s).

DISCLOSURE FORM
Disclosure form will be completed at the time of orientation.

I-9 EMPLOYMENT ELIGIBILITY VERIFICATION
Federal law requires completion of the I-9 form to validate employment eligibility. This form will be completed at the time of orientation.

W-4 INCOME TAX DEDUCTIONS
Before a pay warrant can be issued, all employees must have on file a W-4 form identifying their income tax deduction status. This form will be completed at the time of orientation.

HEALTH SERVICES
IMMUNIZATION HISTORY: Staff born on or after January 1, 1957 are required to have documentation of immunity against measles, mumps, and rubella.

EXPOSURE: If, as a substitute teacher, you have been exposed* to another person's blood or potentially infectious fluids, please take the following steps:
1. Wash "exposed" area immediately
2. Report to Supervisor immediately
3. Complete "Physicians Post-Exposure Evaluation" form
4. Post-exposure medical evaluation and follow-up to be done will be provided by the district
5. Supervisor contacts school nurse for specific steps/procedures - contained in District's Infection Control Plan - as needed

* Exposure incident means that an employee, in performing his/her job responsibilities, has been exposed to another person's blood or potentially infectious fluids, by direct contact to the employee's eye, mouth, or other membrane or break in the skin.

Address any health concerns regarding staff and students to:

District Nurse:
Kristen Uslerman
425-844-4596
WHAT EVERY SUBSTITUTE SHOULD DO!

TEACHING THE CLASS

The substitute teacher is expected to teach the lesson(s) that the regular teacher has outlined.

PREPARE: Come Prepared. Bring an activity which you trust to start off. Get prepared. Use your first minutes in class to study the regular teacher's lesson plans. Find the texts. Ask for equipment and instructional materials if needed. Stay prepared. Write the schedule for the day on the board where you and the class can use it as a check-off.

BEGIN ON TIME: Change is as upsetting to young people as it is to adults. Immediate involvement of students in the change will ease the rest of your assignment. Restlessness and disinterest will rush in to fill any vacuum you leave.

INTRODUCE YOURSELF AS A TEACHER, AN EXTENSION OF THE TEACHER THEY ALREADY KNOW: Emphasize that you have come to continue the regular instructional program and that, as nearly as possible, you will follow their teacher's plan. If it is appropriate, explain why their teacher is not with them.

MAKE CLEAR PRESENTATIONS: Remember how individuals learn. Speak to the ear. Write and diagram to the eye. Invite motion and manipulation. Write assignments and directions on the chalk board when possible.

PROVIDE STUDENT INVOLVEMENT: Give students active roles in planning, discussion, questioning, and decision making. Keep your directions clear and provide supervision.

USE INSTRUCTIONAL TIME FOR INSTRUCTION: In the Riverview District, we recognize instructional time as a precious resource and, therefore, treat it with respect. Extended study sessions during class are usually inappropriate. They are also difficult to supervise. Make your presence felt in the classroom. Circulate the room. Call on all students, not just the volunteers. Give praise when earned.

DISCOURAGE UNNECESSARY TRIPS: The daily schedule should indicate which students are being pulled out of the classroom, when, and for what reason. Review carefully all other requests to leave the classroom. NEVER DISMISS THE CLASS EARLY.
LESSON PLANS

Riverview teachers are expected to leave clear directions for a substitute teacher's use. This information should include a seating chart, daily schedule, lesson plans, and other information about the instructional day.

In performance of their duties, substitute teachers are expected to:
A. Have the same responsibilities and work day as the regular teacher.
B. Follow the lesson plan prepared by the regular teacher or comply with the instructions from the principal.
C. On completing an assignment, prepare a definite statement of the work accomplished in each subject, specifying pages covered in various textbooks. New assignments should be noted in the teacher's assignment book. All papers should be graded, records made and preparations for the next day completed.
D. Maintain the "housekeeping" arrangements of the regular teacher.

RESOURCE MATERIALS, EQUIPMENT

Each Riverview school has a librarian who is responsible for the audio-visual collection. If you need help with a-v equipment, the Librarian can help you.

The school secretary will help you to acquire copies of pages and supplies such as colored paper.

Students usually know where to play and where physical education equipment is stored.

ACCIDENTS AND INJURIES

A substitute in science, shop, and physical education may be required to give particular attention to safety interests. Do take time to examine special safety rules. Asking students to review the rules for you reminds everyone about safety concerns.

If an injury occurs, do not leave an injured student unattended. Ask a dependable student to notify the school office immediately and to secure additional help for you.

Should you be injured while substituting in a Riverview school, file an accident report the same day. Severity of the injury has no bearing on whether a report is necessary. ALL accidents must be recorded.

RELEASE OF STUDENTS

Riverview students are never released from class without specific authorization from the school office.

All visitors to our schools are expected to report to the school office before visiting a classroom. If you are suspicious of a visitor, inform the school office.
CLASSROOM MANAGEMENT

Classroom management is often a major problem for a substitute.

Good management -

- establishes good classroom routines
- provides an efficient learning environment
- promotes mutual respect between teacher and students

BE READY: Early arrival allows time for review of lesson plans, daily schedule, staff bulletin, school policies, and other data you will need to know. We expect you to use the regular teacher's lesson plans. If you cannot, you are expected to rely on your own on-going preparation as a substitute.

ASK QUESTIONS: Because they respect substitutes, the other educators in the school will be glad to supply answers to your questions. Three excellent sources of information are a school's media specialist, day custodian, and secretary.

EXPECT GOOD BEHAVIOR: A positive approach is worth one hundred negative rules. Check school rules to see what expectations are for your students.

USE COMMON SENSE: Rules, regulations, guides, and directives are supplements too, not replacement for, common sense.

BE FAIR, CONSISTENT, PATIENT: Here's how to pass the crucial test that students automatically give to each substitute. Once your students are reassured about your responses, they will cooperate. Understanding, firmness, and respect increases trust. Uncertainty breeds misbehavior.

SMILE A LOT: Show students that you are friendly and happy to be with them. Keep and exhibit your sense of humor. Laugh often. It's good for your blood pressure.

LEAVE SUFFICIENT TIME: In grades 6-12, provide enough time for students to gather their materials before classes exchange. In the elementary schools, crucial times are before recesses, lunch, and end of the day. You can use these few minutes to prepare yourself for the next instructional activity.

GIVE YOUR PROBLEMS AWAY: Your plate is already filled. Refer all behavioral problems or questionable situations to the appropriate school administrator for action.

STAY ON THE JOB: At the end of the school day, use the extra time to correct papers, make plans for the next day if continuing in this assignment, follow check-out procedure if your assignment is ending.
SUBSTITUTE ONLINE SYSTEM

SUBSTITUTE INSTRUCTIONS

To access the Substitute Online System log on to SUBSTITUTEONLINE.COM or from the district home page link to Substitute Online. Your User Name is your Last Name. Your Password (PIN) Number is given to you by the district. Be sure that RIVERVIEW SD is the listed School District and then click the Logon button.

If you do not have access to a computer, you may call the Sub Office at 425-844-4500 between the hours of 8:00 am and 4:00 pm to inquire about available job openings.

If this is your first time using the system, you may wish to click on Enter Demo/Tutorial button located on the logon screen. The demo works like a slide show to walk you through the steps of a sample substitute.

PERSONAL INFORMATION

Once you have logged on to the system, please go to the Personal Info screen and check that your Preferences, Notes and Contact Information are correct. If not, click on each box to change/update and KEY IN THE INFORMATION. You may also enter phone, pager and e-mail information if you wish to be contacted immediately when requested by a teacher. Teachers may have the option to contact AND book you directly.

You may also click to mark yourself unavailable on specific days. You may mark yourself as unavailable every Wednesday for example by checking the box marked WED. If you are unavailable on a specific day or for a specific shift, click the CALENDAR button on the lower left hand corner of your screen and toggle that specific day. When your status changes, it is your responsibility to mark yourself available for contact. You will still be able to view all available jobs. There is also an option for you to set Excluded Sites. You will not see those jobs, e.g. no elementary.

When all of the information is correct, click on UPDATE PERSONAL INFO and wait for confirmation.

OPEN JOBS

Clicking on Open Jobs will give you the most current chronological list of jobs to be filled. You will not see any assignments that conflict with any position that you currently have. If you are specifically requested for an assignment by a particular teacher, the system will e-mail you to let you know that the job is available. The assignment will be held for you and other requested subs only for 48 hours from the time that it is entered or until 6:00 pm the night before the assignment is to begin. If you have not accepted the assignment in that time frame, the system will release it to all other available substitutes. The first substitute to click the Submit button will receive the confirmation message, the job, and the confirmation number.

If you see an assignment that is of interest to you, the procedure is to first click on the Detail box to the left of the teacher’s name. If the teacher has left specific plans or comments, you will be prompted to click the Comments/Lessons button to view and/or print the plans.

Once you decide to request an assignment, click on the SUBMIT JOB REQUEST button at the bottom of the screen. If you do not receive a confirmation number, it may be that another substitute has been assigned to the job. Immediately click the Open Jobs button again to see the latest list of open jobs. You may then submit another request until you are confirmed. The system automatically updates the list every 3 minutes for you.

REVIEW/CANCEL

The Review/Cancel button gives you a chronological history of each assignment for which you have been confirmed during this school year. It shows the assignment, details, and the confirmation number for pay purposes. You may also review and/or print out a work summary at any time.

You may also use this option to cancel an assignment or specific days of a multi-day assignment after you have accepted it. This is especially valuable for long-term assignments where you may be absent one or more days, but still wish to work the remaining days of the absence. To cancel an entire assignment, click the box next to the name of the teacher that you were to substitute for, then click the Submit Cancellations button on the bottom of the screen. To cancel only part of an absence, you must first click on the Detail box, and then choose the days that you wish to cancel and click the Submit Cancellations button.

Once you cancel an assignment, the system will send that assignment to all other available subs for their consideration. Please notify the school site and/or the Substitute Office of your cancellation.
REPORTING TO YOUR ASSIGNMENT

SUBSTITUTE TEACHER HOURS:

FULL DAY
Carnation Elementary 8:45 - 4:15
Cherry Valley Elementary 8:45 - 4:15
Stillwater Elementary 8:45 - 4:15
Eagle Rock Multi-Age K-5 8:45 - 4:15
Tolt Middle School 7:45 - 3:15
Riverview Learning Center (PARADE) 9:00 - 4:00
(CHOICE) 8:00 - 3:00
(CLIP) 10:00 - 5:00
Cedarcrest High School 7:15 - 2:45

HALF DAY AM (including kindergarten)
Carnation Elementary 8:30 - 12:00(12:30 ER DAYS)
Cherry Valley Elementary 8:30 - 12:00(12:30 ER DAYS)
Stillwater Elementary 8:30 - 12:00(12:30 ER DAYS)
Eagle Rock Multi-Age K-5 8:30 - 12:15(12:30 ER DAYS)
Tolt Middle School 7:45 - 11:15(11:45 TBD ER DAYS)
Riverview Learning Center (CHOICE) 7:45 - 11:15(11:45 ER DAYS)
PARADE & CLIP AS ARRANGED
Cedarcrest High School Please call Meisha at 425-844-4801

HALF DAY PM (including kindergarten)
Carnation Elementary 12:00 - 4:00
Cherry Valley Elementary 12:00 - 4:00
Stillwater Elementary 12:00 - 4:00
Eagle Rock Multi-Age K-5 12:00 - 4:00
Tolt Middle School 11:00 - 3:00
Riverview Learning Center (CHOICE) 11:00 - 3:00
Cedarcrest High School Please call Meisha at 425-844-4801

For a middle school assignment you may be asked to report for 3 consecutive periods which would constitute a half day.

You are expected to be present at school during these hours so that you will have sufficient time to prepare for daily lessons, write reports for the regular teacher, and handle other tasks. It is imperative that you be there before classes start. Notify the school secretary immediately if you will be late for class so that the classroom can be staffed on a temporary basis.

CHECK-IN PROCEDURE
On the first day of the assignment and on each subsequent day (unless directed otherwise), report to the school secretary. The secretary will provide you with the daily schedule and a copy of the school rules, and help you locate lesson plans.

CHECK-OUT PROCEDURE
When you have completed an assignment (from one-half day to indefinite), please follow these steps:

- Leave a brief summary of the day’s activities on the teacher’s desk, since good communication between you and the regular teacher is essential to continuity of learning for students. Include any information that the regular teacher should know, such as all assignments made, work covered, and any unusual problems which may have arisen.
- Correct work students have turned in.
- Leave the room orderly.
- Lock the door before leaving.
- Return keys and substitute folder to secretary in the main office.
LUNCH TIME

Some refrigeration and at least one method of heating food (microwave) are available at each Riverview District location. You can bring your lunch and eat it in a staff lunch area.

Lunch is available from the Food Services Department at all schools and includes a variety of entrée and salad bar selections for $4.25. À la carte items are offered daily as well. Please order lunch from the school secretary by 10:00 am if you are having lunch at an elementary school. Breakfast is available at all schools except Eagle Rock Multi-Age and Riverview Learning Center for $2.75.

EMERGENCY OPERATIONS INFORMATION
PLEASE KEEP THIS INFORMATION IN YOUR PHONE BOOK.
EMERGENCY SCHEDULE HOTLINE: 425-844-4542

CONDITIONS, such as snow, ice, power outages, windstorms, and floods may make it necessary to temporarily alter the operation of schools and/or school buses in the Riverview School District.

CHANGES IN SCHOOL OPERATIONS may involve closure of one or more schools for the day, a later than normal starting time, and/or an earlier than normal ending time. If it is necessary to dismiss students early because of heavy snowfall or a widespread utility outage during the school day, notice of the early dismissal will be broadcast on metropolitan area radio stations. If a school is closed, its after-school activities, such as sports events, will be automatically canceled. Community groups using the school after hours should coordinate their activities with the school principal.

EMERGENCY OPERATIONS MESSAGES will be broadcast ASAP by Radio and TV Stations:

<table>
<thead>
<tr>
<th>AM</th>
<th>FM</th>
<th>TV</th>
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<tbody>
<tr>
<td>KING</td>
<td>710</td>
<td>5/6</td>
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<tr>
<td>KIRO</td>
<td>880</td>
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Most stations begin broadcasting school emergency information about 6:00 AM. Stay tuned during the morning; weather conditions can change rapidly in our district, requiring operations changes. If you cannot determine what the district's operation plans are, call the Transportation Schedule Line at (425) 844-4542. PLEASE DO NOT CALL THE SCHOOLS, THE SCHOOL DISTRICT OFFICE, OR RADIO STATIONS FOR SCHOOL OR BUS OPERATIONS INFORMATION. If no message about Riverview School District No. 407 is broadcast on the radio, assume that normal school district operations will prevail for that day. If you are signed up to receive Constant Contact at your school, you may receive notification of any school changes from the Principal.

MESSAGES WILL BE BRIEF when broadcast by radio stations. For example:
“Schools Closed” - All schools in the district are closed for the day.
“1 Hour Late Middle School and High School” – All schools in the district will start one hour late but will be dismissed at their regular time unless otherwise announced. Breakfast will be available on one-hour late days.
AM Kindergarten, ECEAP and Early Childhood will start one hour late, except on Early Release Fridays when there will be no classes for AM Kind., ECEAP and Early Childhood.
**DIRECTIONS:** Carnation Elementary is located on State Highway #203 on the north end of downtown Carnation.

**BEGINNING:** Teacher check-in time is 8:45 and check-out time is 4:15. Sign-in is in the main office. ID badges are to be worn at all times. Substitute folder is in the office. Joyce will give you a key to your classroom. If there is a staff meeting, you may attend if you wish. At the end of the day, lock the door, turn in evaluation form, substitute folder and the key to the office, leave teacher notes in the classroom.

**STAFF LUNCH:** Order lunch with student lunches by 9:00 with Secretary. Menu is available at office. Lunch is served in the multi-purpose room. Most staff eat their lunch in the staff lounge.

**BASIC INFORMATION:** Students are not to be left in the classroom without supervision. Children walk in the hallways. Hall passes are required of all students before going to the office or health room. Teachers walk students to the library, music, PE, and to the buses.

**MESSAGES:** Student messenger should come to the office between 3:00 & 3:15 daily to pick up bus passes and any student messages.

**RECESS:** Teachers usually do not have recess duty, however; if they do, a schedule will be available in the office.

**SUPPLIES:** Supplies are kept in the workroom located in front of the school by the Multi-Purpose room. You may ask Joyce or Brenda for certain supplies located in the office area.

**BUS PASSES:** Bus pass requests are sent to the office in attendance folder.

**STUDENT LUNCH:** Children cannot borrow money. Children may call home for forgotten lunches. Teacher escorts students to lunch.

**EVACUATION DRILL:** Dam breach evacuation alarm rings each Wednesday at noon for testing. Please read the evacuation plan in the sub folder to learn emergency evacuation procedures.

**LOCK DOWN:** If you hear a ‘lock down’ warning over the intercom, please lock your door. For more information, please read emergency folder.

**LIBRARY:** Open at recess. Passes are in classroom.

**DISMISSAL:** Escort your class to the bus area.

**DISCIPLINE:** Carnation Elementary has a detailed all-school plan which will be found in the sub folder. The philosophy of the program is that the staff believes in every student's ability to make good choices regardless of the circumstances. If there is an unusual discipline problem, please confer with Mr. Lupo before taking action.
DIRECTIONS: As you enter Duvall from the Woodinville-Duvall Road, turn left at the light, drive approximately 2 blocks and turn right onto the NE Cherry Valley Rd. Go up the hill 3 tenths of a mile and school is on your right. From northbound State Highway #203, go through the third traffic light in Duvall, turn right on NE Cherry Valley Rd, go up the hill 3 tenths of a mile and school is on your right. From southbound State Highway #203, shortly after you enter the Duvall city limits, turn left sharply onto NE Cherry Valley Road and continue up the hill.

BEGINNING: Teacher check-in time is **8:45** and check-out time is **4:15**. Sign-in is in the main office. Be sure you to wear your ID badge for the day. Substitute folder will be found on the teacher's desk. The folder contains bell schedule, student class list, and a brief outline of the daily schedule. If there is a staff meeting, you are not expected to attend. Check the teacher's mail box in the teachers’ work room for any notes or messages. At the end of the day, leave your notes to the teacher on the teacher’s desk.

STAFF LUNCH: Place your lunch order (on adult lunch form) and money in the lunch envelope, which is in the attendance folder. Lunch is served in the cafeteria. Refrigerator, microwave and pop machine are available in the staff lounge. Most staff eat their lunch in the staff lounge.

BASIC INFORMATION: Students are not to be left in the classroom without supervision. Children **walk** in the hallways and keep hands to themselves. Hall passes are required of all students before going anywhere in the building. Teachers walk students to the library, music, PE, computer lab and lunch room.

RECESS: Teachers do not have recess duty.

SUPPLIES: Supplies are kept in classrooms. Some extra items are in the staff workroom. Be sure to take colored paper with you to make copies. Each grade level has its own color for colored copies.

BUS PASSES: Bus pass requests and all notes are sent to the office with the attendance and passes will be returned with the attendance folder at end of day.

LIBRARY: Open at noon recess most days. Passes are in the classroom; check with library staff for availability of space.

DISMISSAL: Room should be picked up before students leave. Please have children leave in an orderly manner. If any papers need to be corrected, or other work finished, please do so before you leave.

DISCIPLINE: If there is an unusual discipline problem, please confer with building principal, Mrs. Luchini, before taking action.
DIRECTIONS:  **From Carnation** - Take #203 north 2.6 mi, turn right onto Lk Joy Rd/Stillwater Hill Rd, travel 1.5 mi. Turn left onto Big Rock Rd, travel .7 mi. Turn left onto 117th, travel 2 blocks. Stillwater on your left.  **From Duvall** - Take #203 south 1.1 mi. Turn left onto Big Rock Rd, travel 4.4 mi. Turn right onto 117th, travel 2 blocks. Stillwater on your left.

BEGINNING: Teacher check-in time is **8:45** and check-out is **4:15**. Sign-in at the office and please wear your ID badge at all times. Be sure to pick-up an attendance/lunch account sheet for the teacher you are working for by the sign-in sheet. The substitute folder is on the teacher's desk in the classroom. Included are the daily schedule, medical notes, fire drill/earthquake procedures, lunch ordering procedures, etc. Each classroom has a phone, just dial 4680 if you have any questions. If there is a staff meeting, you are not expected to attend.

STAFF LUNCH: Staff members have 3 choices most days. Order your lunch on the attendance/lunch count sheet. Lunch is picked up in the lunchroom. Most of the staff members eat lunch in the staff lounge.

BASIC INFORMATION: Students are not to be left in the classroom without supervision. Students **WALK** in the hallways and are required to have a Hall Pass going to the Office or Nurse's Room. Teachers walk students to the library, music, lunch, PE, bus. Teachers pick-up students on the playground after the am and pm recesses. Stillwater has recess before lunch and has three lunches.

SUPPLIES: Supplies are kept in workroom next to the office. Art supplies are in the Art Cabinet - see office.

BUS PASSES/ATTENDANCE: Ask your students for bus pass requests in the morning and send them to the office in the Attendance Folder with the student absence form provided.

STUDENT RECESS AM AND PM: Teacher picks up students on the playground at the end of the am and pm recesses.

DISMISSAL: Escort your class to the bus area.

DISCIPLINE: Contact the office for specific information, if needed, by calling 844-4860.
DIRECTIONS: From #203 in Duvall, go east on Stephens Street .9 miles (Stephens becomes 152nd). Turn left on to 150 ST, travel 1 mile (just beyond Cedarcrest High School) and the Multi-Age site is on your left.

BEGINNING: Teacher check-in time is 9:40 and check-out is 3:55. Sign-in is in the office. Please be sure to wear your ID badge at all times. Substitute folder will be found on the teacher’s desk. The folder contains a daily schedule, a current student class list, and lesson plans for the day. Check with assistants for announcements. If there is a staff meeting, you are not expected to attend. At the end of the day, please leave the evaluation form, papers, lesson information and additional comments or information inside the teacher’s sub folder.

STAFF LUNCH: Order lunch from educational assistant by 9:05 AM. Menu is available at office and in classrooms. Lunch is served in the multi-purpose room. Staff have a duty-free lunch from 12:15 – 1:00.

BASIC INFORMATION: Students are not to be left in the classroom without supervision. Children walk everywhere, except on the playground. Parents, the PE Specialist and Supervisor provide music, PE, and library opportunities to their students. A bathroom is in each classroom. Bathroom rules are in the sub folder and are posted by the bathrooms.

SPECIAL NEEDS: Students needing special medications will be noted in the sub folder with specific instructions.

RECESS: Teachers do not have recess duty.

SUPPLIES: Supplies are kept in classrooms and the workroom.

BUS PASSES: Bus pass requests and notes are sent to the office with the attendance and passes are issued at the end of the day directly to students.

STUDENT LUNCH: Emergency lunch is available, if necessary. Teacher escorts students to lunch. Student lunch is from 12:15 - 12:40. Student lunch recess is from 12:40 – 1:00.

DISMISSAL: Room should be picked up before students leave. Please have children leave in an orderly manner. If any papers need to be corrected, or other work finished, please do so before you leave. Thank you. Please follow the daily schedule for prompt bus loading.

DISCIPLINE: If there is an unusual discipline problem, please confer with the office staff. They will decide appropriate action.
**DIRECTIONS:** Tolt Middle School is located on State Highway #203 in downtown Carnation.

**BEGINNING:** Teacher check-in time is 7:45 and check-out is 3:15. Sign-in is in the main office in front of the campus. Please be sure to wear your ID badge at all times. Shann will give you a substitute folder and key to your room. The folder contains a master schedule of classes, fire and emergency information, copy of student handbook, attendance policy, and map of campus. Read the daily bulletin to the 1st period class on Tuesday and Thursday. Check the teacher's mail box for announcements and messages. At the end of the day, turn in folder, key, and notes to teacher, into the office. Be sure to lock the classroom whenever you leave the room.

**LUNCH:** Menu is available in cafeteria. Lunch is served in multi-purpose room. Hot water and microwave are available in the staff lounge. You are welcome to eat lunch in the staff lounge.

**BASIC INFORMATION:** Students are not to leave classroom without hall passes. All students are expected to bring their books and writing materials to class. Do not excuse them to obtain these materials. Students are not to be left in the classroom without supervision. Every teacher has a lesson plan included in the grade book. Please attempt to adhere to it as closely as possible.

**COPY MACHINE:** Copy machines are available. Classroom TA’s or support staff will make copies for you.

**BUS PASSES:** Students requiring bus passes acquire them in the attendance office before school starts and during lunch.

**LIBRARY:** Usually open during lunch break. Refer to the daily bulletin.

**EVACUATION DRILL:** Dam breach evacuation alarm rings each Wednesday at noon for testing.

**DISMISSAL:** Students ARE NOT to be dismissed before the periods end.

**DISCIPLINE:** Tolt Middle School has a detailed all-school plan which will be found in the substitute folder. The philosophy of the program is that the staff believes in every student's ability to make good choices regardless of the circumstances. If there is an unusual discipline problem, discipline referral forms need to be turned into the office.
DIRECTIONS: The Riverview Learning Center is located north of the District Offices on NE 50th St. next to the Snoqualmie Valley trail.

BEGINNING: Teacher check-in time is generally 8:00am and check-out time is 3:45pm. Sign-in is in the main office. ID badges are to be worn at all times. Substitute folder is in the classroom. Kris will give you a key to your classroom. If there is a staff meeting, you may attend if you wish. At the end of the day, lock the door, turn in attendance and the key to the office, leave teacher notes in the classroom.

STAFF LUNCH: Order lunch with student lunches by 9:30 with Secretary. Menu is available online. Lunch is served in the multi-purpose room. Most staff eat their lunch in the classroom.

BASIC INFORMATION: Students are not to be left in the classroom without supervision. Children walk in the hallways. Teachers walk students to lunch and to parent pick-up.

RECESS: Teachers usually do not have recess duty.

SUPPLIES: You may ask Kris for certain supplies located in the office area.

STUDENT LUNCH: Children cannot borrow money. Children may call home for forgotten lunches. Teacher escorts students to lunch.

EVACUATION DRILL: Dam breach evacuation alarm rings each Wednesday at noon for testing. Please read the evacuation plan in the sub folder to learn emergency evacuation procedures.

LOCK DOWN: If you hear a ‘lock down’ warning over the intercom, please lock your door. For more information, please read emergency folder.

DISMISSAL: Escort your class to the parent pick-up area.

DISCIPLINE: The Riverview Learning Center has a detailed all-school plan which will be found in the sub folder. The philosophy of the program is that the staff believes in every student's ability to make good choices regardless of the circumstances. If there is an unusual discipline problem, please confer with the Administrator on duty before taking action.
CEDARCREST HIGH SCHOOL
29000 NE 150 ST
DUVALL WA 98019
(425) 844-4800

PRINCIPAL: RAYMOND LABATE
SECRETARY: MEISHA ROBERTSON (ext 4801)
ASS'T PRINCIPAL: MICHAEL RUHLAND
SECRETARY: PATRICIA KOSTER (ext 4805)
ATTENDANCE: JODI CARR (ext 4806)

DIRECTIONS: From #203 in Duvall, go east on Stephens Street .9 miles (Stephens becomes 152nd). Turn left on to 150 ST, travel .9 miles and Cedarcrest High is on your left. From Big Rock Road, go to 275th and take a left. Turn right onto 150th. After the 3 way stop go .3 miles and Cedarcrest is on the left. Turn in to the first driveway and park in the staff parking lot.

BEGINNING: Teacher check-in time is 7:15am and check-out time is 2:45pm. Sign-in is in the main office. Linda will give you substitute folder and key to your room. Be sure to wear your ID badge at all times. Check the teacher’s mailbox for important materials. The daily bulletin will be read in the morning by students. At the end of the day, turn in folder, key, notes to teacher, and evaluation form to the office. Be sure to lock the classroom whenever you leave the room.

STAFF LUNCH: Menu is available in the kitchen. Hot water and microwaves are available in the staff lounge. All staff eat their lunch in the staff lounge.

ATTENDANCE: You will be given a copy of the teacher’s attendance sheets at the beginning of the day with your sub folder. Please fill out the attendance sheets and send them to the attendance office each period.

BUS PASSES: Students requiring bus passes must get them approved in the attendance office before school starts, during lunch, or after school.

LIBRARY: Open during lunch and advisory periods, before and after school.

NURSE’S ROOM: Students must have a note to be admitted to the nurse’s room.

PARKING: Staff parking is at the southwest end of campus, near the water tower.

DISMISSAL: Students ARE NOT to be dismissed before the end of the period.

DISCIPLINE: As an adult supervisor at Cedarcrest High School, we would ask that you help maintain the proper academic atmosphere. This includes adhering to the teacher's expectations of proper behavior in the classroom, as well as encouraging students to maintain good conduct in the halls, lunchroom, and restrooms. If you observe students breaking school rules, remind them of where they should be, and what they should be doing. Report any serious problems or infractions to Michael Ruhland, Assistant Principal.

SEE CEDARCREST SCHEDULE ON THE FOLLOWING PAGE
# CHS Regular Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Monday Block</th>
<th>Tuesday Block</th>
<th>Wednesday Block</th>
<th>Thursday Block</th>
<th>Friday Block</th>
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<tbody>
<tr>
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### Monday and Friday

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>1st Period</td>
<td>7:35-8:35</td>
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<tr>
<td>Break</td>
<td>8:35-8:45</td>
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<td>2nd Period</td>
<td>8:45-9:40</td>
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<td>3rd Period</td>
<td>9:45-10:40</td>
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<td>4th Period</td>
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<tr>
<td>Lunch 1</td>
<td>10:45-11:15</td>
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<tr>
<td>Class</td>
<td>11:15-12:10</td>
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<td>5th Period</td>
<td>12:15-1:10</td>
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<td>6th Period</td>
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### Tuesday (Blocks 1, 2, 4, 5)

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<td>1st Block</td>
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<td>Advisory</td>
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<td>2nd Block</td>
<td>9:35-10:55</td>
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<td>3rd Block</td>
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<tr>
<td>Class</td>
<td>11:30-12:50</td>
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### Wednesday (Blocks 1, 3, 4, 5)

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<td>Class</td>
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<td>Class</td>
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### A PERSONAL RECORD

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