Table of Contents

Vision, Mission and Goals
Who To Contact
Where We Make a Difference to Our Students
Directory
School Directory
Payment and Payroll Procedures for Substitutes
What Every Substitute Needs to Know
403(b) Plan
Substitute Online System
Reporting to Your Assignment
What Every Classified Substitute Should Do
Lunch/Changes in School Operation Due to Emergencies
Carnation Elementary School
Cherry Valley Elementary School
Stillwater Elementary School
Eagle Rock K-5 Multi Age Program
Tolt Middle School
Riverview Learning Center
Cedarcrest High School
Cedarcrest High School Schedule
Classified Substitute Summary Form
Classified Substitute Observation Form
Personal Record Sheet
School District Map
School District Calendar
Riverview School District
Mission & Vision

Our Vision
To become a national model of educational excellence

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

The Riverview School District is located 30 miles east of Seattle in the beautiful lower Snoqualmie Valley, serving the communities of Carnation, Duvall, and surrounding areas of eastern King County. The Snoqualmie River winds through the district, with the forested foothills of the Cascade Mountains creating a scenic natural backdrop for the valley.

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.

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.

TOLT MIDDLE SCHOOL located in Carnation, serves approximately 740 students in grades 6-8. Students and teachers are organized in grade level 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.

Our THREE ELEMENTARY SCHOOLS (CARNATION, CHERRY VALLEY AND STILLWATER) provide a positive and caring environment for our K-5 students. The K-5 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 Stone 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.

*The Riverview School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, sex, sexual orientation including gender expression or identity, creed, religion, age, veteran or military status, disability, and use of a trained dog guide or service animal by a person with a disability in hiring, educational programs, services, and activities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district’s Title IX Compliance Officer, Janet Gavigan, at 425-844-4500.”*
# DIRECTORY

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

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>PHONE</th>
<th>OFFICE HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superintendent's Office</td>
<td>425-844-4504</td>
<td>8:00 - 4:30</td>
</tr>
<tr>
<td>Anthony Smith</td>
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<td></td>
</tr>
<tr>
<td>Sandy Bechtel</td>
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<td>8:00 - 4:30</td>
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<tr>
<td>Teaching &amp; Learning Office</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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<tr>
<td>Amy Jacobson</td>
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<td>Dr. Ken Heikkila</td>
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<td>Molly Lutz</td>
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<td>Ruby Perez</td>
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<td>Cindy Sage</td>
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<td>Regan Doyle</td>
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<td>Vicki Bridwell</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

<table>
<thead>
<tr>
<th>SCHOOLS</th>
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<tr>
<td><strong>Carnation Elementary</strong></td>
<td>425-844-4550</td>
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<tr>
<td>Principal</td>
<td>Chris Lupo</td>
<td>425-844-4553</td>
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<tr>
<td>Secretary</td>
<td>Joyce Trowbridge</td>
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<tr>
<td>Principal</td>
<td>Roxanne Luchini</td>
<td>425-844-4753</td>
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<tr>
<td>Secretary</td>
<td>Colleen Mastro</td>
<td>425-844-4751</td>
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<td><strong>Stillwater Elementary</strong></td>
<td>425-844-4680</td>
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<tr>
<td>Principal</td>
<td>Jack Madigan</td>
<td>425-844-4683</td>
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<tr>
<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><strong>Tolt Middle School</strong></td>
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<tr>
<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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<tr>
<td>Secretary</td>
<td>Shann Pattee</td>
<td>425-844-4601</td>
</tr>
<tr>
<td>Secretary</td>
<td>Heidi Stauffer</td>
<td>425-844-4605</td>
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<td><strong>Cedarcrest High School</strong></td>
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<tr>
<td>Principal</td>
<td>Ray LaBate</td>
<td>425-844-4803</td>
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<tr>
<td>Assistant Principal</td>
<td>Michael Ruhland</td>
<td>425-844-4804</td>
</tr>
<tr>
<td>Secretary</td>
<td>Meisha Robertson</td>
<td>425-844-4801</td>
</tr>
<tr>
<td>Secretary</td>
<td>Patricia Koster</td>
<td>425-844-4805</td>
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<tr>
<td><strong>Riverview Learning Center</strong></td>
<td></td>
<td></td>
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<tr>
<td>Principal (CLIP, CHOICE)</td>
<td>John Bomar</td>
<td>425-844-4963</td>
</tr>
<tr>
<td>Receptionist</td>
<td>Kris Roger</td>
<td>425-844-4960</td>
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PERSONNEL AND PAYROLL PROCEDURES FOR SUBSTITUTES
CLASSIFIED SUBSTITUTE COMPENSATION

<table>
<thead>
<tr>
<th>Job Classification</th>
<th>Hourly Rates</th>
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<tr>
<td>Secretary/Clerical</td>
<td>15.54-17.10</td>
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<tr>
<td>Educational Assistants</td>
<td>15.23-16.84</td>
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<td>Food Services</td>
<td>14.15-15.31</td>
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<tr>
<td>Maintenance/Operations</td>
<td>18.66-19.60</td>
</tr>
<tr>
<td>Transportation</td>
<td>19.68-21.59</td>
</tr>
</tbody>
</table>

**Note:** Classified substitutes will be paid ‘Step One’ of PSE Salary Schedule based on current employee’s job classification (ie: Secretary I or II; EA I or II).

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.

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

ATTEND SUBSTITUTE ORIENTATION
Substitutes must attend orientation before working in our schools.

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 submitted.

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 should 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.

W-4 EMPLOYEES WITHHOLDING ALLOWANCE CERTIFICATE
Before a pay warrant can be issued, all employees must have on file a W-4 form identifying their federal withholding status. This form will be completed at the time of orientation.

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.
- Work performed between the sixteenth of the month and the end of the month will be paid on the fifteenth of the following month.

Direct Deposit is a requirement of the District. Contact the Payroll Office at 425-844-4513 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.
WHAT EVERY SUBSTITUTE NEEDS TO KNOW!

PROCEDURE FOR ASSIGNING A CLASSIFIED SUBSTITUTE

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.

ALL SUBSTITUTE ASSIGNMENTS ARE MADE BY THE SUBSTITUTE ONLINE SYSTEM, (with the exceptions below).

- SUBSTITUTE BUS DRIVERS ARE CALLED FROM TRANSPORTATION
- CUSTODIAL SUBSTITUTES ARE CALLED BY THE MAINTENANCE DEPARTMENT
- FOOD SERVICE SUBSTITUTES ARE CALLED BY THE FOOD SERVICE SUPERVISOR

Be sure that, before the conversation ends, you know:

**** 1. NAME OF SCHOOL OR LOCATION
**** 2. NAME OF PRINCIPAL OR SUPERVISOR
**** 3. CLASSIFICATION
**** 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 Riverview School District, 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.

If you have a question about how long you should continue to report to the assignment or should be forced to withdraw from an assignment, phone the Substitute Office at 425-844-4500.
The Opportunity.
You have the opportunity to save for retirement by participating in the Riverview School District’s 403(b) plan (“Plan”). We recommend that all employees view a brief, 3-minute video presentation explaining what a 403(b) plan is, and how to contribute.

The video can be reached at www.403bwhyme.com.

If there are any questions, you may contact The OMNI Group at 877-544-6664.

How Can I Participate?
You can participate in the Plan with pre-tax contributions by completing and submitting a Salary Reduction Agreement (“SRA”) online at http://www.omni403b.com/, or by submitting a completed SRA form, which can be found on the same website, to The OMNI Group either by facsimile to (585) 672-6194 or by mail at 1099 Jay St., Bldg F, Rochester, NY, 14611 (“OMNI”).

How Much Can I Contribute Annually?
You may contribute up to $17,500 in 2014; this amount is subject to change annually. If you have at least 15 years of service with your employer or you are at least 50 years old, you may also be able to make additional catch-up contributions. For appropriate limits for your particular circumstances, please contact OMNI’s Customer Care Center at 1-877-544-6664.

What If I Already Have An Account?
If you are already contributing to the Plan, and you want to change your contribution amount or service provider, simply complete and submit a new SRA. See directions above for on-line and paper submission options.

What If I Do Not Want To Contribute?
If you do not want to take advantage of this program, simply submit an SRA with the option “I do not wish to participate at this time” selected. See directions above for on-line and paper submission options.

How can I get more information?
You can access further information at www.omni403b.com or www.403bwhyme.com.
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 8:00am and 4:00pm 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

Riverview classified substitute hours vary depending on classification and employee being replaced. The hours will be posted on substitute online or you will be given your hours if you are called regarding an assignment.

You are expected to be present during the assigned hours. If you receive an assignment late, this may be impossible on the first day.

On the first day of the assignment and on each subsequent day, be sure to sign in with the school secretary, as this information is sent on to the payroll office. If you are given keys, return the keys as instructed.

CHECK-OUT PROCEDURE

When you have completed an assignment, please follow these steps:
- Fill out a Substitute Employee Summary
- Give the form to the school secretary or supervisor
- Turn in keys and any loaned tools or equipment
- Be sure to take with you all the materials which you brought

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, 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

Kristin Usleman
425-844-4596
WHAT EVERY CLASSIFIED SUBSTITUTE SHOULD DO!

ON THE JOB

The substitute employee is expected to perform those duties normally assigned to the employ-
ee who is on leave, unless otherwise advised.

INTRODUCE YOURSELF  An unidentified stranger in the educational setting makes both
students and staff members uncomfortable.  Be sure they know who you are and why you are
there.

COME PREPARED  Wear clothing appropriate to your classified assignment.  Unless you
are told otherwise, equipment and tools will be supplied at the work location.

CHECK ON EXPECTATIONS  Determine exactly what you are expected to do.  Some
classified employees will have a schedule and/or job description you can follow.  Educational
assistant duties may be written into the lesson plans.

BEGIN ON TIME  You represent change and people tend to resist change.  When you begin
your assignment on time, change is less apparent.

ASK QUESTIONS  Your co-workers and your supervisor understand that you did not come
with all the answers.  They are ready to help.

SMILE A LOT  Show your co-workers and the 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.

WATCH FOR SAFETY  Since you are bringing fresh eyes into the Riverview School Dis-
trict, please tell your supervisor or the principal of the school where you are assigned about
problems you observe.  Your help can make our schools safer for students and staff.

REPORT ANY INJURIES  Should you be injured while substituting in Riverview School
District, file an accident report the same day.  Severity of the injury has no bearing on wheth-
er a report is to be filed.  All accidents must be reported.
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. A 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>KING</th>
<th>KIRO</th>
<th>KIXI</th>
<th>KLSY</th>
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</table>

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: Sign-in is in the main office. ID badges are to be worn at all times. Substitute folder is in the office.

STAFF LUNCH: Order lunch with student lunches. 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.

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. Chris 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 entering the Duvall City limits, turn left sharply onto NE Cherry Valley Road and continue up the hill.

**BEGINNING:** Sign-in is in the main office. Be sure you wear your ID badge at all times. The Substitute folder will be found in the classroom or office. The folder contains the bell schedule, student class list, and a brief outline of the daily schedule. At the end of the day, turn in classified substitute employee summary to Donna.

**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 gym. 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. Hall passes are required of all students before going anywhere in the building. Teachers walk students to the library, music and PE.

**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 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.

**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:  Sign-in at the office and wear your ID badge at all times. 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. At the end of the day, turn in our evaluation form to the school secretary.

STAFF LUNCH:  Staff members have 3 choices most days. Order your lunch from the secretary by 9:00 A.M. Lunch is picked up in the lunchroom. Most of the staff members eat lunch in the staff lounge. Teachers pick-up students from recesses on the playground.

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, PE, and bus. Teachers pick-up students on the playground after the am & 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.

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

DISMISSAL:  Escort your class to the bus area.

DISCIPLINE:  Contact the office for specific information, if needed, by calling 425-844-4860.
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 Multi-Age site is on your left.

BEGINNING: Sign-in is in the office. Substitute folder will be found on desk of the Employee you are subbing for. Be sure to wear your ID badge at all times. Check with office for announcements. If there is a staff meeting, you are not expected to attend.

STAFF LUNCH: Lunch will be at the time noted in the schedule of the person you are substituting for.

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: As assigned in schedule.

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: Duty as assigned.

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: Sign-in is in the main office in front of the campus. Be sure to wear your ID badge at all times. Be sure to lock the classroom whenever you leave the room.

LUNCH: The menu is available in the cafeteria and in the daily bulletin. Lunch is served in multi-purpose room. Hot water and microwave are available in the staff lounge. Bring your own cup. You are welcome to eat lunch in the staff lounge.

BASIC INFORMATION: Each student at Tolt Middle School is placed on a grade level interdisciplinary team consisting of 2-4 teachers.

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. 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 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: Riverview Learning Center is located directly east of the Riverview School District offices on NE 50th Street next to the Snoqualmie Valley Trail.

BEGINNING: Sign-in is in the main office. ID badges are to be worn at all times.

STAFF LUNCH: Order lunch with student lunches by 9:30 with the Secretary. The 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. Students walk in the hallways.

COMMUNICATION FOLDERS: PARADE EA will pick up student communication folders from classes at 9:20am and retrieve bus passes and any student messages.

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

SUPPLIES: You may ask Suzanne or Stacy for certain supplies located in the office area.

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 the emergency folder.

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:        RAY LABATE
SECRETARY:        MEISHA ROBERTSON (ext 4801)
ASS’T PRINCIPAL:  MICHAEL RUHLAND (ext 4804)
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: Sign-in is in the main office. At the end of the day, turn in 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 call 4806 and report any absences at the beginning of each period and mark the absences on the teacher’s attendance sheets. Please leave attendance sheets on the teacher’s desk or put them in their mailbox.

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 Rhuland, 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</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERIOD 1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>(1) OMIT</td>
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<tr>
<td>PERIOD 2</td>
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<td>2</td>
<td>(2) OMIT</td>
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<td>2</td>
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<tr>
<td>PERIOD 3</td>
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<td>PERIOD 4</td>
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<tr>
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<tr>
<td>PERIOD 6</td>
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## Monday and Friday

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>7:35-8:35</td>
<td>1st Period</td>
</tr>
<tr>
<td>8:35-8:45</td>
<td>Break</td>
</tr>
<tr>
<td>8:45-9:40</td>
<td>2nd Period</td>
</tr>
<tr>
<td>9:45-10:40</td>
<td>3rd Period</td>
</tr>
<tr>
<td>10:45-11:15</td>
<td>Lunch 1</td>
</tr>
<tr>
<td>10:45-11:40</td>
<td>Class</td>
</tr>
<tr>
<td>11:15-12:10</td>
<td></td>
</tr>
<tr>
<td>11:45-12:15</td>
<td>Lunch 2</td>
</tr>
<tr>
<td>12:15-1:10</td>
<td>5th Period</td>
</tr>
<tr>
<td>1:15-2:15</td>
<td>6th Period</td>
</tr>
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</table>

## Tuesday (Blocks 1,2,4,5)

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:35-9:00</td>
<td>1st Block</td>
</tr>
<tr>
<td>9:05-9:25</td>
<td>Advisory</td>
</tr>
<tr>
<td>9:25-9:35</td>
<td>Break</td>
</tr>
<tr>
<td>9:35-10:55</td>
<td>2nd Block</td>
</tr>
<tr>
<td>11:00-11:30</td>
<td>Lunch 1</td>
</tr>
<tr>
<td>11:00-12:20</td>
<td>Class</td>
</tr>
<tr>
<td>11:30-12:50</td>
<td></td>
</tr>
<tr>
<td>12:25-12:55</td>
<td>Lunch 2</td>
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</tbody>
</table>

## Wednesday (Blocks 1,3,4,6)

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:00-11:30</td>
<td>Lunch 1</td>
</tr>
<tr>
<td>11:00-12:20</td>
<td>Class</td>
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<tr>
<td>12:25-12:55</td>
<td>Lunch 2</td>
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## Thursday (Blocks 2,3,5,6)

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>11:00-11:30</td>
<td>Lunch 1</td>
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<tr>
<td>11:30-12:50</td>
<td>Class</td>
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<tr>
<td>12:25-12:55</td>
<td>Lunch 2</td>
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TO: SUBSTITUTE EMPLOYEE

Please complete this form and return it to the school office.

Your name ______________________________ Date __________________

Name of regular employee you substituted for ______________________________

Check Yes or No for each of the following: YES NO

1. Introduction, orientation, attitude and general support from the main office were helpful. ___ ___
2. Routine procedures were clear and available. ___ ___
3. Emergency procedures were updated and available. ___ ___
4. General staff attitude and particularly the attitude of regular employees working in the same assignment in which you substituted were helpful. ___ ___
5. Were students courteous and on task? If not, which particular students were behavior problems? Please comment. ___ ___

______________________________________________
______________________________________________

Please leave a written summary of how the day went in the space provided below. (Include any items or situations that require follow-up action.)

______________________________________________
______________________________________________
______________________________________________
______________________________________________

______________________________________________
Signature

Please give this form to the school secretary at the end of your assignment.
TO: PRINCIPAL OR SUPERVISOR

Complete this form after observation of a classified substitute at work.

Name of Substitute _____________________________ ( )Regular ( )Long Term

School/Department ______________________ Classification _____________________

Date of Observation ____________ Activities Observed __________________________

Check one:

____ Superior (very capable and dependable)

____ Satisfactory (services were satisfactory)

____ *Marginal/Poor (weaknesses tend to override strengths; should not be assigned in the future)

*Please summarize specific examples which support your conclusion.

Suggestions:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Comments/Summary Evaluation:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

_________________ __________________________
Date Principal/Supervisor Signature

Please send this completed form to the Human Resources Office.
<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Classification/Position</th>
<th>Location</th>
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