

**CLASSIFIED
SUBSTITUTE HANDBOOK**

Riverview School District No. 407
2010-2011 School Year



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Riverview School District Strategic Plan | Mission, Vision, & Goals

Our Vision

To become a national model of educational excellence

Our Mission

Educate Children

Our Goals

Goal #1: Increase the academic achievement of all students.

- 1A Continue implementation of increased Student Learning Protocols and Learning Targets district-wide.
- 1B Improve K-12 district-wide assessment score averages in reading, writing, math, and science by spring 2011.
- 1C Increase student performance in the arts, social studies, health/fitness, career and technical education, and world language.
- 1D Evaluate the K-12 Academically Talented/Honors program.
- 1E Identify additional interventions to support student learning.
- 1F Improve on the partnership between technology and teaching through technology integration.
- 1G Study other district models for implementing thinking skills/strategies and 21st century skills across the district.

Goal #2: Provide a financial process, business practices, and safe facilities to support the improvement of student learning.

- 2A Ensure the financial integrity of the district.
- 2B Manage the implement of the capital improvement projects.
- 2C Monitor and exercise the Comprehensive Safety Plan.
- 2D Implement an annual district policy review process.

Goal #3: Provide Human Resources and Communication practices to improve student learning.

- 3A Continue to implement a five-year Human Resources (HR) plan.
- 3B Continue to implement the district's Communication Plan.
- 3C Develop and implement a parent and community relations program.

Who to Contact for Questions at the District Office

<u>Questions Regarding:</u>	<u>Name</u>	<u>Extension</u>
Accounts Payable	Vicki Bridwell	4512
Accounts Receivable	Mary Barr	4500
ADA Compliance	John Mark	4532
Affirmative Action	Anthony Smith	4520
Assessment/Testing	Anthony Smith	4520
Benefits	Cindy Sage	4513
Board of Directors	Cheryl Layman	4504
Collective Bargaining Agreements	Anthony Smith	4520
Communications	Cheryl Layman	4504
Computers	Paul Censullo	4508
Construction	Conrad Robertson	4504
Counseling Program	Ken Heikkila	4515
Curriculum	Robin Nordquist	4522
Distribution of Materials/Students	Cheryl Layman	4504
ECEAP	Ken Heikkila	4515
Enrollment	Regan Doyle	4511
Facility Use	John Mark	4530
Finance	Bill Adamo	4505
Fingerprinting	Mary Barr	4500
Food Services	Kaye Wetli	4560
Harassment (Bullying/Sexual)	Anthony Smith	4520
Hazardous Chemicals	John Mark	4532
Health Services	Brenda Crook	4582
Home School	Suzanne Olsen	4518
Human Resources	Sandy Bechtel	4506
Insurance-Medical, etc.	Cindy Sage	4513
Keys	Rhoda Klune	4530
Maintenance	John Mark	4532
PARADE Program	Suzanne Olsen	4518
PAT Program	Doug Poage	4553
Payroll	Cindy Sage	4513
Personnel Records	Sandy Bechtel	4506
Policies/Procedures	Cheryl Layman	4504
Professional Development	Anthony Smith	4520
Purchase Orders	Regan Doyle	4511
Retirement	Cindy Sage	4513
Riverview Educational Foundation	Paul Censullo	4508
Safety Committee	Jenny Bullard	4537
Special Education Services	Kim Canady	4516
Student Records	Regan Doyle	4511
Student Waivers (except Home School)	Cheryl Layman	4504
Substitutes	Mary Barr	4500
Superintendent's Office	Cheryl Layman	4504
Technology	Paul Censullo	4508
Telephone Systems/Problems	Regan Doyle	4511
Title IX Officer	Anthony Smith	4520
Transportation	Jenny Bullard	4537
Career & Technical Programs	Donna Bielstein	4855
Voter Information	Mary Barr	4500
Worker's Comp Claims	Regan Doyle	4511

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 880 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 720 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.

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.

Riverview School District is a smoke-free work environment.

DIRECTORY

RIVERVIEW SCHOOL DISTRICT 32240 NE 50 ST CARNATION WA 98014

LOCATION		PHONE	OFFICE HOURS
<u><i>Superintendent's Office</i></u>		425-844-4504	8:00 - 4:30
Conrad Robertson	Superintendent		
Cheryl Layman	Executive Assistant	425-844-4504	8:00 - 4:30
<u><i>Assistant Superintendent's Office</i></u>		425-844-4522	8:00 - 4:30
Dr. Anthony Smith	Assistant Superintendent	425-844-4520	8: 00 - 4:30
	Learning and Teaching Human Resources		
Robin Nordquist	Executive Secretary	425-844-4522	8:00 - 4:30
<u><i>Special Services Office</i></u>		425-844-4516	8:00 - 4:30
Dr. Ken Heikkila	Director of Special Services	425-844-4515	8:00 - 4:30
Kim Canady	Program Assistant	425-844-4516	7:00 - 3:30
Suzanne Olsen	Program Assistant, PARADE	425-844-4518	7:00 - 3:30
<u><i>Business Office</i></u>		425-844-4500	8:00 - 4:30
Bill Adamo	Director of Business and Operations	425-844-4505	8:00 - 4:30
Cindy Sage	Payroll and Benefits Coordinator	425-844-4513	8:00 - 4:30
Regan Doyle	Fiscal Coordinator	425-844-4511	8:00 - 4:30
Vicki Bridwell	Accounts Payable	425-844-4512	8:00 - 4:30
Mary Barr	Receptionist	425-844-4500	8:00 - 4:30
<u><i>Human Resources</i></u>		425-844-4500	8:00 - 4:30
Sandy Bechtel	Human Resources Coordinator	425-844-4506	8:00 - 4:30
Mary Barr	Program Assistant	425-844-4500	8:00 - 4:30
Deanna Schneider	Substitute Dispatcher	425-844-4950	8:00 - 4:30

SCHOOL DIRECTORY

SCHOOLS		PHONE	HOURS
<hr/>			
<u><i>Carnation Elementary</i></u>		425-844-4550	9:15-3:25
Principal	Doug Poage	425-844-4553	
Secretary	Joyce Trowbridge	425-844-4551	
<u><i>Cherry Valley Elementary</i></u>		425-844-4750	9:15-3:30
Principal	Darcy Becker	425-844-4753	
Secretary	Renate Oestreich	425-844-4751	
<u><i>Stillwater Elementary</i></u>		425-844-4680	9:15-3:25
Principal	Amy Wright	425-844-4683	
Secretary	Sue Heyting	425-844-4681	
<u><i>Eagle Rock K-5 Multi-Age</i></u>		425-844-4900	9:30-3:15
Principal	Judy Kay Harris	425-844-4901	
Program Assistant	Jan Neigel	425-844-4900	
<u><i>Tolt Middle School</i></u>		425-844-4600	8:15-2:45
Principal	Janet Gavigan	425-844-4603	
Assistant Principal	Tom Oldenburg	425-844-4604	
Secretary	Shann Pattee	425-844-4601	
Secretary	Sharon Gray	425-844-4605	
<u><i>Cedarcrest High School</i></u>		425-844-4800	7:20-2:00
Principal	Clarence Lavarias	425-844-4803	
Assistant Principal	Ray LaBate	425-844-4804	
Secretary	Linda Bjornsen	425-844-4801	
Secretary	Geffen Myers	425-844-4805	

PERSONNEL AND PAYROLL PROCEDURES FOR SUBSTITUTES
CLASSIFIED SUBSTITUTE COMPENSATION

<u>Job Classification</u>	<u>Hourly Rates</u>
Secretary/Clerical	\$12.64-14.59
Educational Assistants	13.00-13.22
Food Services	12.08-14.56
Maintenance/Operations	15.93-19.06
Transportation	16.79

*****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 Mary Barr 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

Orientations are held the first Thursday of each month. 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.

Substitute requirements that develop overnight are addressed in the early morning.

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**

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).

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.**

**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 an election 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.cpicrs.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?

In 2010, you can make elective deferrals up to \$16,500. 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 2010 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 \$16,500. Consequently, participants eligible to make the age 50 catch-up contributions can contribute up to \$22,000 to the 403(b) Plan for the 2010 calendar year.

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 CPI Participant Service Center at (877) 488-4040 from 7:00 a.m. to 7:00 p.m. Central Time, Monday through Friday. You can also send an e-mail-mail to Participant.ServiceCenter@cpicrs.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 **CAL-NDAR** 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 employee 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 Riverview District, 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 whether 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 selections at **Carnation Elementary, Cherry Valley Elementary, Stillwater Elementary, Multi-Age K-5** are: (please order lunch from the school Office Assistant by 9:00 AM)

Breakfast	\$2.50
Regular school hot lunch	\$3.75

Selection at Cedarcrest High and Tolt Middle schools includes a variety of hot lunch selections at \$3.75 each. A la Carte items are offered daily as well.

CHANGES IN SCHOOL OPERATION DUE TO EMERGENCIES

Weather in Riverview District is an important consideration. Temperature, precipitation, and road conditions change quickly, sometimes requiring that we alter school hours and/or bus routes. We ask that you listen to the radio for school change information.

Among area radio stations cooperating to broadcast information about school schedule changes are:

	<i>KING</i>	<i>KIRO</i>	<i>KIXI</i>	<i>KJR</i>	<i>KLSY</i>	<i>KMPS</i>	<i>KOMO</i>	<i>KVI</i>
AM	1090	710	880	950	1540	1300	1000	570
FM				92.5	94			

Most stations begin broadcasting school emergency information about 6:00 AM. **KIRO** broadcasts school information at 25 and 55 minutes past the hour. **KLSY** broadcasts it every 15 minutes. 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**.

School operation messages are:

- "Schools Closed"** - All schools in the district are closed for the day.
- "One Hour Late"** - The school day begins one hour late, but ends at the regular time. Buses will be one hour late.
- "No Kindergarten"** - Neither AM nor PM kindergarten classes.
- "No Special Education"** - No special education classes will be held in Riverview School District facilities.
- "No Out of District Special Ed Classes"** - Special education students will not be transported outside of Riverview School District boundaries to other school districts or facilities for classes.

CARNATION ELEMENTARY
4950 TOLT AVENUE
CARNATION WA 98014
(425) 844-4550

PRINCIPAL: DOUG POAGE
SECRETARY: JOYCE TROWBRIDGE (ext 4551)
OFFICE ASS'T: BRENDA WILLIAMS (ext 4554)

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. Poage before taking action.

CHERRY VALLEY ELEMENTARY
26701 NE CHERRY VALLEY RD
DUVALL WA 98019
PHONE: (425) 844-4750

PRINCIPAL: DARCY BECKER
SECRETARY: RENATE OESTREICH (ext 4751)
OFFICE ASS'T: SALLY SANDEN (ext 4754)

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 Renate.

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. Becker, before taking action.

STILLWATER ELEMENTARY
11530 320 AVE NE
CARNATION WA 98014
(425) 844-4680

PRINCIPAL: AMY WRIGHT
SECRETARY: SUE HEYTING (ext 4681)
SECRETARY: SHARON NELSON (ext 4684)

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.

EAGLE ROCK K-5 MULTI-AGE PROGRAM
29300 NE 150 ST
DUVALL WA 98019
(425) 844-4900

SUPERVISOR: JUDY KAY HARRIS
DEB EDWARDS - GRADES K, 1,2
DEBORAH STUFFEL - GRADES 2, 3
JUDY KAY HARRIS - GRADES 4, 5
JAN NEIGEL - PROGRAM ASST. /ED ASST. II (ext 4900)
CHRISTINE LEMONS - EA II

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.

TOLT MIDDLE SCHOOL
3740 TOLT AVE
CARNATION WA 98014
(425) 844-4600

PRINCIPAL:	JANET GAVIGAN
SECRETARY:	SHANN PATTEE (ext 4601)
ASS'T PRINCIPAL:	TOM OLDENBURG (ext 4604)
SECRETARY:	SHARON GRAY (ext 4605)

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: Menu is available in cafeteria. 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 upon an interdisciplinary team consisting of 2-4 teachers. This model allows students to be organized into smaller units and receive common expectations for classroom management. The team model allows teachers to teach within their subject area of expertise, helps students develop skills and learn concepts and provides a “home” for each.

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.

CEDARCREST HIGH SCHOOL
29000 NE 150 ST
DUVALL WA 98019
(425) 844-4800

PRINCIPAL: CLARENCE LAVARIAS
SECRETARY: LINDA BJORNSEN (ext 4801)
ASS'T PRINCIPAL: RAYMOND LABATE(ext 4804)
SECRETARY: GEFEN MYERS (ext 4805)
ATTENDANCE: TRACY SCOTT (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 Raymond LaBate, Assistant Principal.

SEE CEDARCREST SCHEDULE ON THE FOLLOWING PAGE

CHS REGULAR SCHEDULE

PERIOD	MONDAY	TUESDAY BLOCK	WEDNESDAY BLOCK	THURSDAY BLOCK	FRIDAY
PERIOD 1	1	1	1	(1) OMIT	1
PERIOD 2	2	2	(2) OMIT	2	2
PERIOD 3	3	(3) OMIT	3	3	3
PERIOD 4	4	4	4	(4) OMIT	4
PERIOD 5	5	5	(5) OMIT	5	5
PERIOD 6	6	(6) OMIT	6	6	6

MONDAY AND FRIDAY			
1st Period	7:20-8:20		
Break	8:20-8:30		
2nd Period	8:30-9:25		
3rd Period	9:30-10:25		
4th Period	10:30-11:55		
Lunch 1	10:30-11:00	Class	11:00-11:55
Class	10:30-11:25	Lunch 2	11:30-12:00
5th Period	12:00-12:55		
6th Period	1:00-2:00		

Tuesday (Blocks 1,2,4,5)	Wednesday (Blocks 1,3,4,6)	Thursday (Blocks 2,3,5,6)
1st Block	7:20-8:40	
Advisory	8:45-9:05	
Break	9:05-9:15	
2nd Block	9:15-10:35	
3rd Block	10:40 –12:30	
Lunch 1	10:40-11:10	Class 11:10-12:30
Class	10:40-12:00	Lunch 2 12:05-12:35
4th Block	12:35-2:00	

**RIVERVIEW SCHOOL DISTRICT NO. 407
CLASSIFIED SUBSTITUTE EMPLOYEE
OBSERVATION REPORT**

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.

