

**CLASSIFIED  
SUBSTITUTE HANDBOOK**

*Riverview School District No. 407*  
**2019-2020 School Year**



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# **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 at 425-844-4500.***

# DIRECTORY

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

<b>LOCATION</b>		<b>PHONE</b>	<b>OFFICE HOURS</b>
<u><i>Superintendent's Office</i></u>		425-844-4504	8:00 - 4:30
Anthony Smith	Superintendent	425-844-4504	
Sandy Bechtel	Executive Assistant	425-844-4504	8:00 - 4:30
<u><i>Teaching &amp; Learning Office</i></u>		425-844-4522	8:00 - 4:30
Dr. Randy Stocker	Asst. Superintendent, Teaching & Learning	425-844-4520	8:00 - 4:30
Robin Nordquist	Executive Secretary	425-844-4522	8:00 - 4:30
Amy Jacobson	Program Assistant	425-844-4524	9:00 - 1:00
Teresa Renner	District Support Specialist	425-844-4518	7:00 - 3:30
<u><i>Student Services Office</i></u>		425-844-4516	8:00 - 4:30
Molly Lutz	Director of Special Services	425-844-4515	8:00 - 4:30
Kim Canady	Administrative Secretary	425-844-4516	7:00 - 3:30
Marky Gehring	Program Assistant	425-844-4517	7:30-12:30
<u><i>Business Office</i></u>		425-844-4500	8:00 - 4:30
Meisha Robertson	Director of Business and Operations	425-844-4505	8:00 - 4:30
Kristin Malone	Payroll and Benefits Coordinator	425-844-4513	8:00 - 4:30
Patricia Koster	Fiscal Coordinator	425-844-4511	8:00 - 4:30
Vicki Bridwell	Accounts Payable	425-844-4512	8:00 - 4:30
Hope Penny	District Support Specialist	425-844-4507	8:00—4:30
<u><i>Human Resources Office</i></u>		425-844-4500	8:00 - 4:30
Robert Gallagher	Director of Human Resources	425-844-4510	8:00 - 4:30
Donna Reier	Human Resources Coordinator	425-844-4506	8:00 - 4:30
Stacy Cook	Human Resources Specialist	425-844-4543	8:00 - 4:30
Rhiannon Inman	Secretary II—Substitute Office	425-844-4500	6:00 - 2:30
Tracy Graves	Substitute Dispatcher	425-844-4540	5:30 - 2:00

# SCHOOL DIRECTORY

SCHOOLS		PHONE	HOURS
<b><u>Carnation Elementary</u></b>			
		425-844-4550	9:25-3:45
Principal	Chris Lupo	425-844-4553	
Secretary	Heidi Stauffer	425-844-4551	
<b><u>Cherry Valley Elementary</u></b>			
		425-844-4750	9:25-3:45
Principal	Michelle Frank	425-844-4753	
Secretary	Colleen Mastro	425-844-4751	
<b><u>Stillwater Elementary</u></b>			
		425-844-4680	9:25-3:45
Principal	Jack Madigan	425-844-4683	
Secretary	Karie Cato	425-844-4681	
<b><u>Eagle Rock K-5 Multi-Age</u></b>			
		425-844-4900	9:40-3:55
Principal	Molly Lutz	425-844-4911	
Program Assistant	Jan Neigel	425-844-4900	
<b><u>Tolt Middle School</u></b>			
		425-844-4600	8:25-2:57
Principal	Amie Karkainen	425-844-4603	
Assistant Principal	Scott Petersen	425-844-4604	
Secretary	Claire Wallace	425-844-4601	
Secretary	Deborah Franco	425-844-4605	
<b><u>Cedarcrest High School</u></b>			
		425-844-4800	7:35-2:15
Principal	Ray LaBate	425-844-4803	
Assistant Principal	Michael Ruhland	425-844-4804	
Secretary	Christal Dixon	425-844-4801	
Secretary	Michelle Clark	425-844-4805	
<b><u>Riverview Learning Center</u></b>			
Principal (CLIP, CHOICE)	John Bomar	425-844-4963	
Receptionist	Kris Roger	425-844-4960	

**PERSONNEL AND PAYROLL PROCEDURES FOR SUBSTITUTES**  
**CLASSIFIED SUBSTITUTE COMPENSATION**

<b><u>Job Classification</u></b>	<b><u>Hourly Rates</u></b>
Secretary/Clerical	\$18.50—\$20.24
Educational Assistants	\$16.76—\$18.72
Food Services	\$15.30—\$16.80
Custodial	\$20.19—\$22.15
Transportation	\$21.28—\$23.75

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***\*\*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 5:30 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**

**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 Rhiannon Inman, Secretary II—Substitute Office at **425-844-4500** before 2:30pm.

### 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.**





# Riverview School Dist. 407

## Are you aware of your 403(b) benefit?

### THE OPPORTUNITY

You have the opportunity to save for retirement by participating in your Employer's 403(b) retirement plan. A 403(b) plan is a retirement plan for certain employees of public schools, tax-exempt organizations and ministers.

### WHY SAVE WITH 403(b)?

- > You do not pay income tax on allowable contributions until you begin making withdrawals from the plan, usually after your retirement.
- > Investment gains in the plan are not taxed until distributed.
- > Retirement assets can be carried from one employer to another in most cases.

### Sample: Future retirement savings value assuming 6% yield on invest.\*\*

Monthly Contributions	5 Years	15 Years	20 Years
\$50	\$3,489	\$14,541	\$23,102
\$200	\$13,954	\$58,164	\$92,408
\$500	\$34,885	\$145,409	\$231,020

### HOW CAN I PARTICIPATE?

Prior to contributing you must open an account with an investment provider participating in the Plan, a list of which is available on the right. You may then complete a Salary Reduction Agreement (SRA) online at: [https://www.omni403b.com/forms\\_SRA\\_403b.aspx](https://www.omni403b.com/forms_SRA_403b.aspx)

### HOW MUCH CAN I CONTRIBUTE ANNUALLY?

You may contribute up to \$19,000 in 2019. For appropriate limits for your particular circumstances, please contact OMNI's Customer Care Center at 877-544-6664.

Contribution Limits		15 Yr. Service Catch-up (if eligible)	Maximum Employer Contributions	Combined Limit	
Age 49 & below	Age 50 & above			Age 49 & below	Age 50 & above
\$19,000.00	\$25,000.00	\$3,000.00	\$56,000.00	\$56,000.00	\$62,000.00

**Looking for Help?**  
Click the link below for an investment professional to reach out to you.

<https://www.omni403b.com/spinforeq.aspx?orgID=7275>



### New accounts may be opened with following approved service providers

- AIG RETIREMENT SERVICES (FORMERLY VALIC)
- AMERICAN FIDELITY ASSURANCE CO.
- ASPIRE FINANCIAL SERVICES
- AXA EQUITABLE LIFE INSURANCE COMPANY
- FORESTERS FINANCIAL (FIRST INVESTORS)
- GLOBAL ATLANTIC FINANCIAL GROUP
- GREAT AMERICAN INSURANCE GROUP
- INVESCO OPPENHEIMERFUNDS
- LINCOLN INVESTMENT PLANNING
- PLANMEMBER SERVICES CORP.
- SECURITY BENEFIT
- VOYA FINANCIAL (RELIASTAR)
- WADDELL & REED INC.



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

## 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** and **Password** (PIN) Number are 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 6:00am and 2:30pm 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-ENDAR 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 request-ed 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 the Riverview School 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 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:

	KING	KIRO	KIXI	KLSY	KMPS	KOMO	KCPQ	KRK O	KPLU
<b>AM</b>		710	880			1000		1380	
<b>FM</b>		100.7		92.5	94.1				88.5
<b>TV</b>	5/6	7				4	13		

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.**

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

**PRINCIPAL: CHRIS LUPO**  
**SECRETARY: HEIDI STAUFFER (ext 4551)**  
**OFFICE ASS'T: JACQUELINE SMITH (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. Chris Lupo before taking action.

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

**PRINCIPAL: MICHELLE FRANK**  
**SECRETARY: COLLEEN MASTRO (ext 4751)**  
**OFFICE ASS'T: KATHERINE HUNT (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 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.

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

**PRINCIPAL: JACK MADIGAN**  
**SECRETARY: KARIE CATO (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: MOLLY LUTZ**  
**ANGIE OLSON - GRADES K, 1**  
**SAMANTHA LETTERMAN - GRADES 2, 3**  
**MOLLY LUTZ - GRADES 4, 5**  
**JAN NEIGEL - PROGRAM ASST. /ED ASST. II (ext 4900)**  
**BROOKE SHWART - EA II (EXT 4905)**

**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:**  
**SECRETARY:**  
**ASS'T PRINCIPAL:**  
**SECRETARY:**

**AMIE KARKAINEN (ext 4603)**  
**CLAIRE WALLACE (ext 4601)**  
**SCOTT PETERSEN (ext 4604)**  
**DEBORAH FRANCO(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:** 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.

**RIVERVIEW LEARNING CENTER**  
32302 NE 50TH STREET  
CARNATION, WA 98014  
425-844-4960

**PRINCIPAL: JOHN BOMAR (4963)**  
**SECRETARY: KRIS RODGER (4960)**

**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:** CHRISTAL DIXON (ext 4801)  
**ASS'T PRINCIPAL:** MICHAEL RUHLAND (ext 4804)  
**SECRETARY:** MICHELLE CLARK (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 Ruhland, 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	7:35-8:35		
Break	8:35-8:45		
2nd Period	8:45-9:40		
3rd Period	9:45-10:40		
4th Period			
<b>Lunch 1</b>	<b>10:45-11:15</b>	<b>Class</b>	<b>11:15-12:10</b>
<b>Class</b>	<b>10:45-11:40</b>	<b>Lunch 2</b>	<b>11:45-12:15</b>
5th Period	12:15-1:10		
6th Period	1:15-2:15		

Tuesday (Blocks 1,2,4,5)	Wednesday (Blocks 1,3,4,6)	Thursday (Blocks 2,3,5,6)
1st Block	7:35-9:00	
Advisory	9:05-9:25	
Break	9:25-9:35	
2nd Block	9:35-10:55	
3rd Block	11:00 –11:30	
<b>Lunch 1</b>	<b>11:00-11:30</b>	<b>Class 11:30-12:50</b>
<b>Class</b>	<b>11:00-12:20</b>	<b>Lunch 2 12:25-12:55</b>
4th Block	12:55-2:15	

**RIVERVIEW SCHOOL DISTRICT NO. 407  
CLASSIFIED SUBSTITUTE EMPLOYEE SUMMARY**

**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?<br>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**

**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:

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Comments/Summary Evaluation:

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\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal/Supervisor Signature

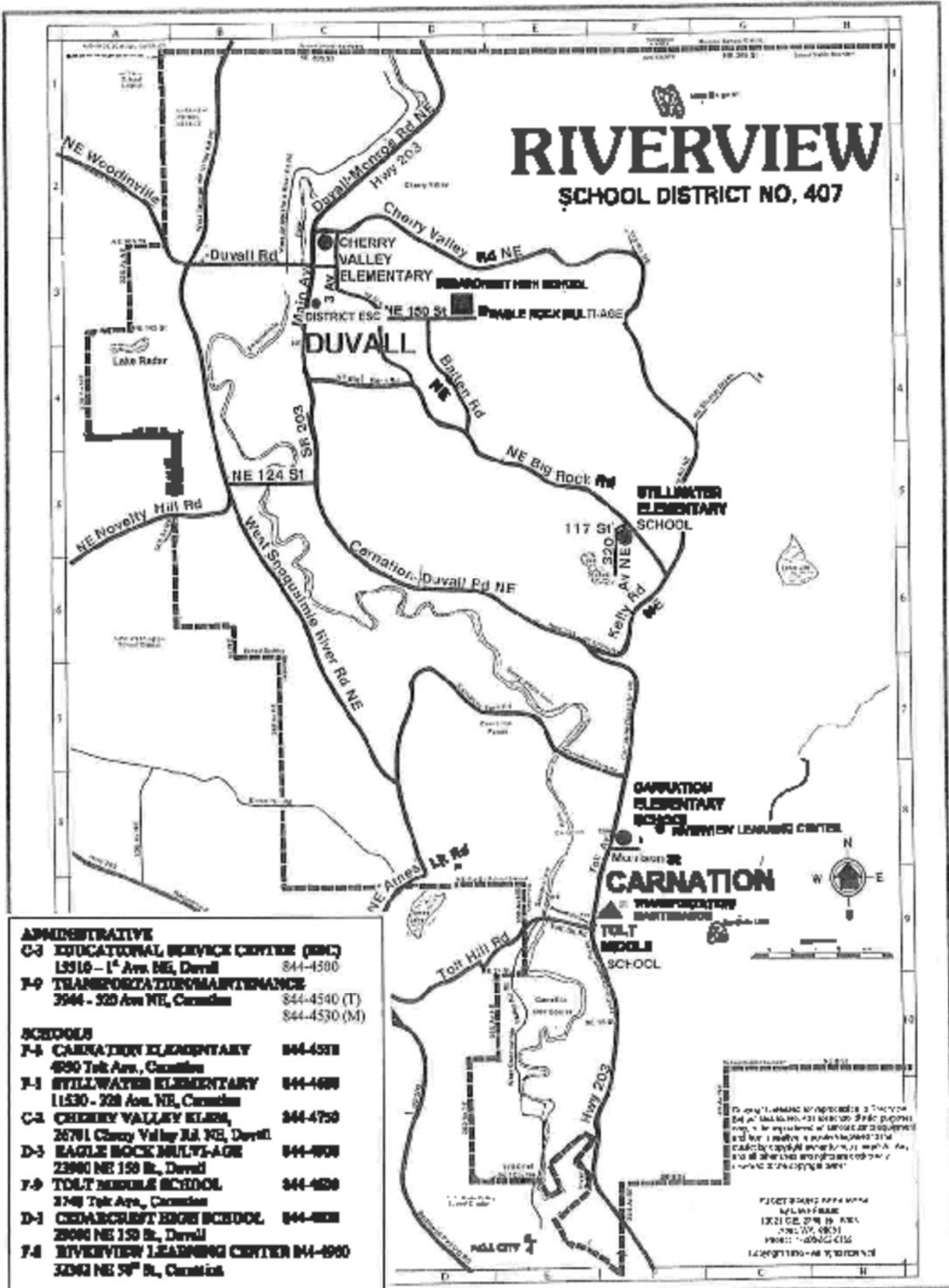
**Please send this completed form to the Human Resources Office.**





# RIVERVIEW

## SCHOOL DISTRICT NO. 407



ADMINISTRATIVE		
C-3	EDUCATIONAL SERVICE CENTER (ESC)	
	13510 - 1 <sup>st</sup> Ave. NE, Duvall	844-4500
F-9	TRANSPORTATION/MAINTENANCE	
	3544 - 323 Ave NE, Carnation	844-4540 (T) 844-4530 (M)
SCHOOLS		
F-4	CARNATION ELEMENTARY	844-4578
	4950 Tolt Ave., Carnation	
F-1	STILLWATER ELEMENTARY	844-4600
	11530 - 328 Ave. NE, Carnation	
C-1	CHERRY VALLEY ELEMENTARY	844-4750
	26781 Cherry Valley Rd. NE, Duvall	
D-3	EAGLE ROCK MULTI-AGE	844-4900
	23980 NE 150 St., Duvall	
F-9	TOLT MIDDLE SCHOOL	844-4620
	3748 Tolt Ave., Carnation	
D-1	CHURCHST HIGH SCHOOL	844-4888
	28000 NE 150 St., Duvall	
F-4	RIVERVIEW LEARNING CENTER	844-4900
	32042 NE 57 <sup>th</sup> St., Carnation	

This map is intended for general informational purposes only. It is not intended to be used for legal purposes. The school district is not responsible for any errors or omissions. All rights reserved.

RIVERVIEW SCHOOL DISTRICT NO. 407  
 12210 E. 27<sup>th</sup> Ave.  
 DUVALL, WA 98015  
 PHONE: 425-450-4100  
 FAX: 425-450-4100