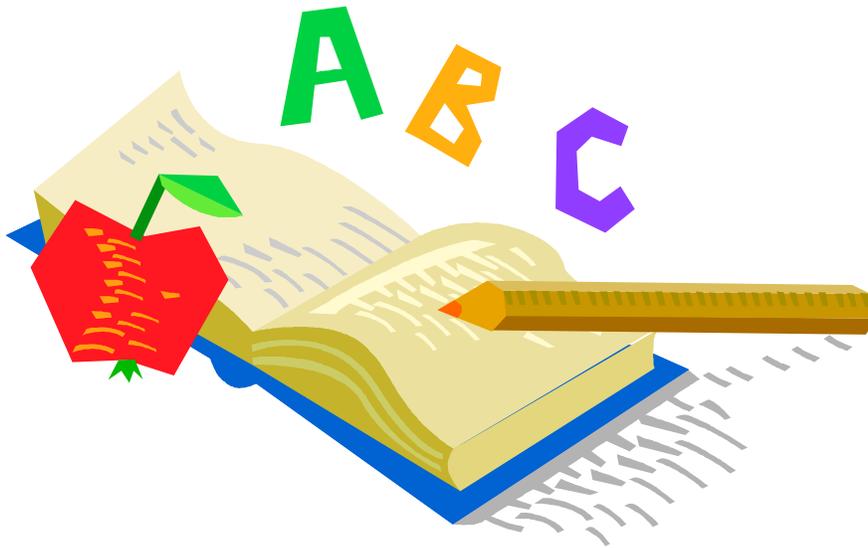




Substitute Handbook



Substitute Office (425) 408-7619
Frontline (800) 942-3767
Frontline Website: www.aesoponline.com
Substitute Office Email: suboffice@nsd.org



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Dear Substitute,

Welcome to the Northshore School District. Whether you are new to the District or a returning substitute, we wish to take this opportunity to thank you for choosing to work for our schools and provide valuable services to students. As a substitute, you will ensure that a meaningful education and a safe and welcoming environment continues for students each day.

Working in a substitute assignment is a very rewarding profession that requires skill, knowledge, flexibility and use of effective strategies in the classroom. In addition to teaching in the classroom, substitutes also have opportunities to provide valuable services in our school offices, through student supervision in the cafeteria or on the playground, and carrying out a variety of other duties that assist staff and students in the educational environment.

We have created this handbook to provide you with a variety of tools and helpful hints to help you get off to a successful start in the new school year. We trust that you will find the information included in this handbook to be useful and beneficial.

Please contact us at (425) 408-7619 or email us at suboffice@nsd.org if you have questions or need assistance.

Again, welcome to the Northshore School District team and thank you for your valuable contribution to the District and support of the students we serve.

Sincerely,

The Substitute Office Team

Strengthening Our Community Through Excellence in Education



Frontline Education Absence Management

Frontline Education-Absence Management is both an online and call out system that is monitored 24/7 by Frontline Technologies. Frontline is also being used by neighboring district such as the Lake Washington and Shoreline school districts – if you are currently a substitute in a school district that uses Frontline, you’re able to merge your accounts into one multi-district account. As you begin to take the online tutorials and acquaint yourself with Frontline’s many unique features, we are sure you’ll agree it is a user friendly program. These tutorials are short in length and can be viewed as many times as necessary.

Here are a few helpful hints as you begin:

- Frontline call out number – 1.800.942.3767
- Frontline Web Address – www.aesoponline.com
- You will receive an email invitation from no-reply@frontlineed.com to create your Frontline ID account – click “Create a Frontline ID” and follow the instructions

Frontline Reporting Systems

Frontline Phone



1-800-942-3767

Frontline Web Center



www.aesoponline.com

FRONTLINE ASSIGNMENTS¹

The Frontline system allows Northshore employees to report absences at their convenience without waiting for Substitute Services office hours. Frontline collects the employee's absence information then attempts to find the most suitable substitute for that position. Frontline Web Center is the online application for the automated system. Employees can enter absences through this web portal and substitutes can view and accept jobs on line as well.

Assignments you receive will nearly always be assigned to you by Frontline or Frontline Web Center. This can happen in four different ways:

1. **Pre-arranged Job.** This means that the absent employee has personally spoken to you and assigned you to the job. You should already know the start and end times for the assignment as well as the location and the job title. You can call or log-in to Frontline or Frontline Web Center to find the job number for these assignments. Frontline will not call you for pre-arranged jobs. As a new substitute in the district, pre-arranged jobs are a goal and will become a consequence of developing solid relationships and teaching performances.
2. **Browsing.** This means that you can call Frontline or log-in to Frontline Web Center to see which assignments are available for you to accept. You can review the assignments and accept or decline them as you wish. Check in as often as you like on this system, as employees enter absences throughout the day and evening.
3. **Call-Out.** This means that Frontline will call you during the scheduled evening or morning call-out period to offer you an assignment. You may listen to the assignment and decide whether to accept or decline a job.
4. **Personal Call from Substitute Services.** Sometimes a substitute may be contacted directly for special assignments or to fill last minute requests. We make every attempt to only hand call those whose profile indicates they are available. We often hand call substitutes who are assigned half day jobs to work a second half either at their same location or at a different location.

¹Northshore School District prohibits discrimination on the basis of age, sex, marital status, genetic information, sexual orientation including gender expression or identity, race, creed, religion, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, unless based upon a bona fide occupational qualification, in all its employment procedures, training, programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) have been designated to handle questions and complaints of alleged unlawful discrimination: Director of Human Resources (Title IX, ADA, and Civil Rights Compliance), Director of Student Services (Section 504), 3330 Monte Villa Parkway, Bothell, WA 98021, (425) 408-6000.

ACCEPTING SUBSTITUTE ASSIGNMENTS

How are absences reported?

Aside from Frontline and the Frontline Web Center, employees occasionally contact the substitute office for assistance in arranging substitute coverage. As with the phone and online application, the substitute office collects the employee's absence information and then attempts to find the most suitable substitute for that position. Not all jobs requested by employees will go out to call. Some jobs are pre-arranged with specified substitutes. Please see below on specified and pre-arranged jobs.

One of the challenges that schools face on a frequent basis is the scheduling of substitute teachers on short notice. *There may be times when the building will need to change your teaching assignment in order to insure that the students receive the support and supervision that they require.* As a rule, the buildings will seek all available options in order to avoid making same day changes to your assignment. However, if this does occur, it is up to the building administrator's discretion to make the assignment change.

How will I get jobs?

1. The automated call system may call you at home during one of the scheduled evening call-out periods, (between 5:00 p.m. to 9:30 p.m.) or morning call-out periods, (starting at 5:00 a.m. until the job is filled).
2. You may call the automated call system at (800) 942-3767 to listen for open jobs.
3. You may log in to www.aesonline.com to review and accept open jobs.
4. An employee or the substitute office may contact you directly to pre-arrange an assignment.

Once you decide to accept a job, it is essential that you write down the job number. If you don't have a job number, you don't have a job. If two people show up for a single job, the one with a job number is the assigned substitute. If you have difficulty identifying a job number, call the employee location or the substitute office for assistance. (See phone list on page 19, right after the tab)

Instructions for accessing both the phone and web application of the automated sub system are included in your sub information packet. Make sure you write your User ID (your chosen callback number **with** the area code) and PIN number in several easily accessible places, including somewhere in your vehicle. (the PIN number will be issued when you register with Frontline)

What is the difference between specified and pre-arranged?

There is a rather large difference between the two concepts.

Favorite Five - The employees have the ability to select five favorite substitutes. These substitutes will be notified by email. Frontline will call these favorite substitutes first during the next evening

call period. However, if you are not able to answer your phone at the time the call goes out, the system will then move on to the next person in an effort to fill the job.

Pre-arranged Jobs – These jobs are when you have already accepted the assignment, even though you didn't receive a phone call from Frontline.

The system does not make outbound calls for pre-arranged jobs because it is assumed the employee and the substitute have already made arrangements before the job is entered.

Important Note: While it is the employee's responsibility to enter their jobs correctly, they sometimes neglect to check the box that indicates the job they entered is pre-arranged. If they do not mark the box indicating the substitute has agreed to the job, you will merely be specified and the job may go to someone else. It may be helpful to remind the employee to check the Save and Assign option. You can check on Web Center to be sure the job has been entered properly. If the job you agreed to work does not show up on your profile, contact the employee to double check that the job is still yours.

How do I let the teachers know that I would like to return to their classroom?

Write your name and request number (the phone number, including area code, that Frontline used to call you) on the bottom of the notes you leave for the day. Some substitutes choose to use computer templates to design and generate business cards with their contact information.

What happens if I need to cancel a job?

Sometimes it is necessary to cancel out of a job due to an illness of yourself or a child. ***Please try to avoid canceling on the day of the assignment.*** If you must cancel on the day of the assignment, it is essential you cancel in Frontline first and then call or email the substitute office to alert us of the late cancellation. Emergencies happen and we understand this, but cancellations are recorded in your profile. A substitute who demonstrates a pattern of last minute cancellations may be removed from the substitute list. If you are canceling a job for the future, it is not necessary to contact the substitute office.

If you must cancel a pre-arranged job, contact the employee to give them an opportunity to pre-arrange the job with another substitute. If it is a late cancellation, call the employee and then cancel the job through the automated system.

What do I do if I get a call for a job and the start time has already passed?

Frontline may call you after a job has actually begun. This means we are still looking for someone to fill the job. Accept the job, and then call the school to let them know you can take the assignment. You are then expected to arrive within one hour from the time you accepted the assignment in the system.

Things Frontline can do for you:

- Frontline can call you at home, your mobile, or any other phone. You can change your phone number. Enter it exactly as you would dial it, including area code and a #1 if necessary.

Frontline remembers your vacations. If you will be out of town or unavailable to work for a period of time, simply change your availability dates. You can block out a period of days during which you do not wish to be called.

- Frontline remembers your days off. If you have certain days each week that you cannot work as a substitute, you can set or modify your daily availability as often as you wish. For example, if you tell Frontline you cannot work on Fridays, you will not be called for jobs that include a Friday. It is your responsibility to modify your availability to allow employees to enter pre-arranged jobs that may fall on days you normally take off.

Failing to show for an assignment you have agreed to:

Sometimes substitutes forget to record an assignment they have accepted. This can sometimes lead to an empty classroom, unsupervised playground, or a shortage of support staff. It is essential that you keep an active and visible calendar of the jobs you have accepted. No-shows cause many problems for the schools and for the substitute office. A single no-show may result in removing you from the substitute pool.

How often must I work to remain on the active sub list?

Substitutes need to work at least 1 assignment every 3 months to remain on the active sub list.

Removal from Substitute List

Substitute may be deactivated for the following reasons:

- Inactivity – You are expected to work at least 1 assignment every 3 months
- Excessive last minute cancelations.
- Failure to report to an accepted assignment.
- Multiple late arrivals or leaving early.

Depending on the circumstances, you will have the opportunity to reapply for this position which requires an online application, review of your history and updating HR & Payroll paperwork.

SUBSTITUTE REPORT FORMS

All substitutes are valuable assets to Northshore School District. However, situations occasionally arise in which substitutes do not meet the expectations of district employees. In the event that a substitute performs below the expected level for our district, administrators, teachers and classified employees have the option of submitting a Substitute Report Form to Substitute Services. An employee may submit this form if they are requesting a particular substitute not return to that location in that capacity.

Actions that may warrant a Substitute Report Form vary. Some typical reasons include, but are not limited to:

- Leaving a job post and /or children unattended
- Not following notes or plans left by the absent employee
- Disrespecting or misusing employee and/or district property
- Failure to properly manage a classroom
- Using inappropriate language or actions with students and/or staff

Procedure for submitting a Substitute Report Form: This form may be initiated by the employee or the building administrator. If initiated by the employee, the form must be read and then signed by an administrator prior to submission. The form is then sent to Substitute Services in Human Resources where it is placed in the substitute's file. Substitute Services will mail a copy to the substitute with an explanation of the procedure and potential ramifications. If a substitute questions the validity of the report, instructions for responding in writing are included in the letter of explanation. *Substitutes are not to respond to the initiating employee or building administrator.*

Results of receiving a Substitute Report Form: A substitute who has received a report will no longer be eligible to work for that particular employee. School administrators may decide on a case by case basis to further limit eligibility to the entire school. Upon receipt of subsequent Substitute Report Forms, Substitute Services will determine whether a meeting with the Director of Human Resources is indicated. All substitutes have the option of union representation at the meeting even if they are not union members. At this meeting, the Director of Human Resources may make special arrangements for the substitute to continue working, or may terminate employment of the substitute. If, after a thorough investigation, *any* incident involving a substitute is determined to be extreme in nature, the Director of Human Resources has the right to terminate the substitute's employment.

Substitute Block Request

In the event that an employee wishes to request that a substitute not return to their position on future dates, but does not think that the circumstances warrant a substitute report form, the employee may verbally request that a substitute not return. This will prevent a particular substitute from returning to the reporting employee's position. Nothing will be placed in the substitute's permanent file, nor will any negative consequences result from multiple requests. Substitutes may review their list of blocked teachers at any time by calling Substitute Services.

Situations that may warrant a Substitute Block Request: An employee may wish to request a block for many reasons. Some typical reasons include but are not limited to:

- Incompatible teaching style
- A perceived mismatch with a particular class
- Personality conflicts
- Lack of experience in a specialized field

CERTIFICATED AND CLASSIFIED ASSIGNMENT QUALIFICATIONS

Certificated Assignments

Certificated assignments cover all areas of endorsement. A substitute teacher may accept assignments outside of their area of endorsement for periods of less than 20 consecutive days. *Any of the certificated assignments may change without notice to meet the needs of the school or the district.*

Classified Assignments

All classified assignments may require additional duties and may be altered at any time to suit the needs of the school and the district. There are four main areas of classified assignments.

Office Personnel

Office personnel substitutes may work at school building site during the school year or at other district office during a 12-month work year. Work hours will vary based on the assignment. Office personnel substitutes may be assigned to a variety of office clerical duties, including answering phones, taking messages or directing callers to others for assistance; copying, assembling, and distributing information packets; sorting and distributing mail; using a computer and standard office support software; and other related duties as assigned.

Qualifications

- Ability to communicate effectively with staff, students, and the public using tact, courtesy, and good judgment
- Ability to understand and execute verbal and written instructions, policies, and procedures
- Ability to demonstrate skills in reading, writing, spelling, and math computation
- Ability to operate standard office equipment such as a computer, photocopier, and fax machine
- Ability to operate various office software applications and to quickly learn other applications
- Ability to report to work on an on-call basis at a variety of work locations with short notice
- Ability to multi-task in a fast paced, rapidly changing environment

School Assistant/ Playground (SA)

These positions help to support our faculty and staff in areas such as playground supervision, assisting in the school office or library, or helping in the classroom. Any assignment may cover more than one area of responsibility.

Qualifications

- Ability to interact with children in a warm, confident manner
- Ability to work cooperatively with teachers
- Ability to maintain effective working relationships with staff, students, parents, and the community
- Ability to communicate effectively both orally and in writing
- Ability to provide basic clerical support
- Ability to maintain confidential information

Paraeducators

These positions will place you in a classroom setting providing assistance to one or more teachers. Since these jobs will vary greatly from one location to another, it is difficult to list specific responsibilities. All paraeducator positions will include a close working relationship with a classroom teacher and one or more students. Paraeducator positions commonly require assisting students with varying degrees of physical, mental, or developmental disabilities.

Qualifications

- Ability to interact with children in a warm, confident manner
- Ability to work cooperatively with teachers
- Ability to maintain effective working relationships with staff, students, parents, and the community
- Ability to communicate effectively both orally and in writing
- Ability to provide basic clerical support
- Ability to maintain confidential information

Registered Nurse

Substitute Nurses will be asked to take over the functions of the school nurse and the district's health program by rendering nursing services to sick and/or injured students and staff; providing emergency first aid to students and staff; administering prescribed medication to students upon written parent/guardian and physician requests and other duties consistent with the scope and intent of the assignment.

Qualifications

- Current Washington State Registered Nurse License
- Valid First Aid Certificate and CPR Certificate
- Ability to demonstrate interest in working with students
- Ability to work effectively with others
- Ability to read, write, speak, communicate, and compute effectively
- Ability to exercise independent judgment
- Ability to maintain the confidentiality of student information

GENERAL EXPECTATIONS

District rules and policies are to be followed at all times. You have been provided with important School Board policies and district rules. These can be reviewed at any school location, in the district Human Resources office, or on the Northshore School District website at <http://esbpublic.nsd.org/>.

Professional behavior is expected at all times while on Northshore campuses. Substitutes are expected to maintain the same professional and ethical standards of conduct and confidentiality held by our district employees and by the community. Any student behaviors that could potentially result in discipline, such as pushing, shoving, fighting, or other violations of the student code of conduct must be immediately reported to a building administrator. Do not attempt to handle sensitive situations alone or allow them to go unreported. In general, substitute teachers are expected to correct or redirect students with dignity and respect. Displaying qualities of leadership provides students with positive adult role models.

Dressing professionally and appropriately, being willing to learn on the job and remaining flexible if job assignments change are all behaviors we expect and ask of our valuable substitute educators. Maintaining strict confidentiality is also extremely important and expected of all staff, whether regular employees or substitutes. It is very important to avoid talking about school staff to students or other school staff in a negative manner. Similarly, it is important that educators carefully consider their verbiage and avoid controversial topics that may affect students differentially in the classroom.

Substitutes should avoid the use of cell phones (calls and texting) during assignment hours. Similarly, district property should never be used for personal reasons. Telephones and computers are for school-related use only. Honoring the privacy and materials of the teachers you are covering for is important as well.

Corporal punishment in the form of hitting, spanking or striking any student is strictly forbidden by Northshore School District and could result in your immediate termination.

Touching of any kind between substitutes and students requires strict judgment and is discouraged in most cases. Students should not be physically restrained or removed from the classroom or office. Contact the school office immediately for assistance in these matters.

Supervision of all students is required at all times. Substitutes are expected to monitor and attend to student behavior and in general avoid putting student safety at risk. Students should never be released from the classroom without written authorization from the school office. Any parent or visitor to a building must report to the office to obtain an appropriate pass before entering any classroom; no exceptions to this rule will be accepted. Students should never be released early from the classroom. Please also remember that all district employees and substitutes are legally required to report abuse or misconduct of a student by another district employee to an administrator.

Punctuality is extremely important. Reporting to assignments on or before the scheduled start time is always expected. If unforeseen events occur to create tardiness, a phone call must be placed to both the substitute office (425) 408-7619 and the assignment location. Failure to do so may result in the cancellation of your assignment.

Work Expectations for substitutes: substitutes must work 1 assignment every 3 months to remain on the active sub list. A substitute may be removed from the substitute list for inactivity, excessive last minute cancelations, failure to report to an accepted assignment or multiple late arrivals/leaving early.

When You Arrive

Report immediately to the school office and sign in for each day and assignment. Your paycheck may be incorrect if you don't sign in each day.

Pick up your Substitute Folder from the main office. Most schools will have a folder with important information about the school and the class that you will be visiting.

Observe regular school hours. All certificated substitutes are required to report to their assignments according to the job assignment start and end time. Certificated substitutes are paid by either the half-day or by the full day. Even if your particular assignment doesn't start until 9:15 on a certain day, you are still required to arrive at the location prior to school starting - *the location may need you for additional responsibilities during your full or half-day*. Office personnel may cancel your assignment and request another substitute if you fail to report on time.

Certificated Work Schedule - Occasionally a teacher may enter incorrect times into Frontline. If you have any questions about actual start times or work schedules, please call Substitute Services at (425) 408-7619.

Classified work schedules will vary per assignment. Frontline will repeat the specific times reported by the employee.

Follow regular plans and building schedules as closely as possible. Make yourself aware of any special events, assemblies, early releases, etc.

Multiple-day assignments require additional responsibilities. You may be required to plan assignments, grade papers, keep records, attend faculty meetings or take over special duties of the absent employee. Check with a school administrator regarding the responsibilities associated with your assignment.

Before Leaving

Leave a written account of all activity for the day. It is important for the absent employee to know all that happened while they were gone no matter how trivial. Explain the steps you followed in executing the lesson plan or requested tasks. If a step could not be completed, explain why. Report any unusual behavior or classroom incidents to the teacher, even if you have already reported it to a building administrator.

Leave contact information. Always leave the teacher your name and phone number. Northshore employees often like to have the same substitute return to their job for future assignments. If you leave your phone number, they can request that you come back.

Protecting and preserving district property is essential. Be sure to return any keys and/or materials you were issued at the start of your assignment.

Important Information

Substitute assignments are not guaranteed and may be canceled or changed at any time to suit the needs of the district or school. In general, substitutes are not entitled to any benefits, except for those qualified substitutes who are represented by Northshore Education Association (NSEA).

HELPFUL HINTS

The following information was compiled from conversations with teachers, administrators, principals, internet resources and other substitutes.

1. **Leave home early.** Road construction in the Northshore area has become an all too familiar sight. Detours are often set up which could take you five to ten minutes out of your way. Leaving home 10-15 minutes early can help you avoid being late and may give you a few extra minutes to get ready for the students.
2. **Know the route.** It is a good idea to get to know your way around the district before you are called to the individual locations. Spend a little time driving to the different schools you may be working at before you are actually called.
3. **Always check in.** Even if you have been working the same job for several days or even weeks, it will help the office staff to know that you have arrived. Certificated subs need to sign in daily to insure proper pay, but it is also helpful for classified subs to check in as well.
4. **Anticipate problems.** Think of everything that you may need to do during the day. Make yourself familiar with school discipline procedures, with the lunch schedule, and with recess or class breaks. Some schools have alternating schedules. Know all of this to avoid potential problems.
5. **Introduce yourself.** Take a few minutes to introduce yourself to the Principal and neighboring teachers. They can often provide you with helpful information or provide guidance.
6. **Avoid political or controversial topics in class.** Your views on the world are no doubt interesting, but keep them out of the classroom to avoid unintentionally offending someone else who may hold opposing views. Take special care in elementary classrooms. While the children may have yet to form their views, they are faithful reporters of what was said and done at school. Parents are particularly sensitive about what is talked about in the classroom.
7. **Find a student helper.** It usually only takes a few minutes to determine which of the students are helpful in confusing situations. Students know their daily schedule as well as the normal teacher's class routine. Some students will try to mislead you by trading names or places or by telling you something in the schedule has changed. A word with or even a glance at the helpful student can help you avoid such problems.
8. **Always follow a lesson plan.** Even if the assignments seem like busy work, it may be a crucial part of the teacher's future lesson plans. This usually only applies to certificated subs.
9. **Keep a file of alternative plans.** You may complete the teacher's lesson plan ahead of schedule, or there may be a few students who will complete assignments early. If you have some word or math puzzles or fun quizzes handy you can keep the students busy without disrupting others in the class. Some teachers may have their own alternative activities, so check before you assign one of your own.

10. **Take notes.** Keep a list of things that happen throughout the day. Note students who were particularly helpful or troublesome. Note any accidents or conflicts. Note anything that you think may be out of the ordinary. Teachers' value receiving this type of information.
11. **Be nice.** This may seem to go without saying, but sometimes it is easy to get upset or disrespectful in some situations. Remember that staff members are often dealing with several things at the same time and it may take a few minutes to get to your needs. Just as employees share information about great substitutes, they also share information about rude or improper behavior. A smile and a "thank you," along with a little patience during periods of high stress can help you a lot in the long run.

PREPARING TO SUBSTITUTE IN THE SPECIAL EDUCATION CLASSROOM

Overview of Special Education

- Every school district must provide every student, including special education students, a free, appropriate public education (FAPE).
- Every public school student who receives special education and related services must have an Individualized Education Program (IEP). The IEP guides the delivery of special education supports and services for students with disabilities.
- There are 14 categories of disabling conditions <http://www.parentcenterhub.org/nichey-resources/>

Legal Requirements, reporting of information, etc.

- The IEP is a legal document. It is required that plans, teaching strategies, documentation, etc., be followed as written, even if it is not the way you would do it in your own classroom.
- Sometimes due to a specific disability/need, you may be asked to implement/teach something that looks different than it would on a typical day due to the level of experience/training you have.
- Where to find information on the student's needs?
 - Paraeducator/staff in the classroom
 - Substitute plans/substitute folder
 - Principal/psychologist
- What to report?
 - CPS mandatory reporting guidelines for injuries, neglect and abuse
 - Anytime a student or staff becomes injured
 - Significant behavioral problems, i.e., screaming, spitting, attacking others
 - Written reports to both teacher and principal
- How to prepare to work in a Special Education Classroom:
 - Wear comfortable clothing
 - Avoid wearing fragrances
 - Keep in mind age appropriate interests
 - Do not eat/bring peanuts or peanut products before going to a special education classroom.
 - Don't talk about the students in front of them or others. Respect confidentiality.
 - If unsure of what to do – ASK! Take initiative, but be sensitive to varied student needs, e.g., some students don't like to be touched.
 - One to one Paraeducators – Ask for specific information about the student you are assigned to, i.e., unique health or safety issues, strengths, challenges, best ways to redirect, any specific language to use, motivators, data keeping charts.

TEACHER/ATHLETICS/AFTER SCHOOL PROGRAMS

QUICK RESPONSE TO SCHOOL HEALTH EMERGENCIES

ASTHMA

(A lung condition caused by an increased reaction of the airway to various stimuli that causes narrowing of the breathing tube.)

1. If student complains of tightness in chest or has repeated coughing:
 - A. Stay calm
 - B. Ask: "Do you have asthma?"
If yes, "Do you have an inhaler and where is it?"
 - C. Give inhaler if available.
 - D. Refer to the Emergency Care Plan
 - E. Contact school nurse/office/parent
2. If student has difficulty breathing, cannot talk and/or skin inside lower lips or nail beds look blue:
 - A. Give inhaler if available AND
 - B. Call 911 (EMS) and state your location
 - C. Have another adult contact the student's parent.
 - D. Remain with student until help arrives

SEVERE ALLERGIC REACTION

(e.g. bee stings, peanut/nut/food allergies, etc.)

1. If a student has obvious facial swelling and/or difficulty breathing or swallowing:
 - A. Stay calm
 - B. Ask: "Do you have a severe allergy?"
If yes, "Do you have an Epi-pen and/or antihistamine and where is it?"
 - C. Give medication as directed – DO NOT DELAY
 - D. Have student lie flat after Epi-Pen
 - E. Call 911 (EMS) and state your location.
Tell them an Epi-pen has been administered
 - F. Refer to the Emergency Care Plan
 - G. Have another adult contact nurse/office/parent
 - H. Remain with student until help arrives

DIABETES

(Diabetes is a condition where the body is no longer able to control blood sugar due to ineffective, little, or no insulin.)

1. If a student complains of "feeling low", weak or dizzy:
 - A. Assist student to consume ANY form of sugar (e.g. candy, non-diet pop, juice).
Check backpack for sugar source or snack.
 - B. Refer to the Emergency Care Plan
 - C. Contact school nurse/office/parent
2. If student recovers after ingesting sugar source, he/she may resume activities with monitoring. Consult parents.
3. If student is not conscious enough to consume a sugar source or becomes unconscious:
 - A. Call 911 (EMS) and give your location
 - B. Have another adult contact nurse/office/parent
 - C. Remain with student until help arrives

SEIZURES

(Seizures are a result of mixed electrical signals in the brain.)

1. If a student has a seizure:
 - A. Stay calm
 - B. Do not interfere with the seizure activity, but PROTECT the student by loosening restrictive clothing and removing items that could cause injury (especially to the head).
 - C. Do not restrain the student or put anything in the student's mouth.
 - D. Contact school nurse/office/parent
 - E. Remain with student until help arrives
2. If a student with a known seizure disorder has a seizure and recovers without complications, call parents and refer to the instructions on the Emergency Care Plan.

*Note – If a student with a known seizure disorder has a seizure lasting more than 5 minutes or successive seizures, CALL 911.

Rev.7/08

Northshore School District Acronyms

AP	Advanced Placement
ATP	Adult Transition Program
CLC	Contained Learning Center
EAP	Elementary Advanced Program
ELL	English Language Learner
FSA	Functional Skills and Academics
IB	International Baccalaureate
IEP	Individualized Education Program
LAP	Learning Assistance Program
LC	Learning Center
NEOPA	Northshore Educational Office Professionals Association
NESPA	Northshore Educational Support Personnel Association
NSEA	Northshore Education Association
OIS	Occupational Information Specialist
OSPI	Office of the Superintendent of Public Instruction
OT/PT	Occupational Therapist/Physical Therapist
PACE	Parents Active in Cooperative Education
PARA	Paraeducator
PBS	Positive Behavior Support
PSY	Psychologist
SA	School Assistant
SAS	Secondary Academy for Success
STS	School Technology Specialist
TRT	Technology Resource Technician
SLP	Speech Language Pathologist
WEA	Washington Education Association

Substitute Resources

The following is a list of places to go for more information. Use them as a starting point for your own investigation into the resources available for substitute educators. While most of the information applies to certificated substitutes, it can be helpful to classified subs as well.

NEA-Substitute Education Resources

<http://www.nea.org/home/16065.htm>

Here are types of resources on substitute teaching: Articles, Books, Courses, Lesson Ideas & Tips, Handbook, Research, and NEA Web Content.

Education World

<http://www.educationworld.com/>

This site provides a lot of resources for teachers, contracted and substitute alike.

ProTeacher!

<http://www.proteacher.com/020019.shtml>

Substitute teacher's advice and tips for teaching in elementary classrooms.

Substitute Teaching Institute

<http://www.subed.usu.edu/>

The Substitute Teaching Institute at Utah State University has a mission to revolutionize the role of substitute teachers into an opportunity for educational excellence. STI researches substitute teaching issues, including training and managing of substitute teachers.

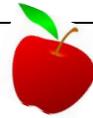
IMPORTANT PHONE NUMBERS

Call the schools directly for job information or questions about your assigned schedule.

All locations are area code (425)

Substitute Services	408-7619
Frontline	800-942-3767
Frontline Web Center	www.aesoponline.com
Payroll A-K	408-7663
Payroll L-Z	408-7661
ELEMENTARY	*Change 0 to 1 to contact Office Manager
Arrowhead	408-4000
Bear Creek	408-4100
Canyon Creek	408-5700
Cottage Lake	408-4200
Crystal Springs	408-4300
East Ridge	408-4400
Fernwood	408-4500
Frank Love	408-4600
Hollywood Hill	408-4700
Kenmore	408-4800
Kokanee	408-4900
Lockwood	408-5800
Maywood Hills	408-5000
Moorlands	408-5100
Shelton View	408-5200
Sorenson	408-5570
Sunrise	408-5300
Wellington	408-5900
Westhill	408-5500
Woodin	408-5400
Woodmoor	408-5600
MIDDLE SCHOOL	
Canyon Park	408-6300
Kenmore	408-6400
Leota	408-6500
Northshore	408-6700
Skyview	408-6800
Timbercrest	408-6900
HIGH SCHOOL	
Bothell	408-7000
Inglemoor	408-7200
North Creek	408-8800
Woodinville	408-7400
OTHER	
SAS	408-6600
Northshore Networks	408-4175
ATP BHS Portable 6	408-7187
Pathway@ Support Services	408-7857

Northshore Schools 2022 - 2023 School Calendar



Significant Dates

August 23, 24, 25	Non-Student Days
August 31	First Day of School
September 5	Labor Day
November 11	Veterans Day (Observed)
November 24	Thanksgiving Day
November 25	Native American Heritage Day
December 19 - 30	Winter Break
January 2	New Years Day Observed
January 16	Martin Luther King Day
January 30	Non-Student Day
February 20	President's Day
February 21 - 24	Mid-Winter Break
April 10 - 14	Spring Break
May 26	Vacation Day/Emergency Make-up Day
May 29	Memorial Day
June 19	Juneteenth
June 20	Last Day of School
June 21	Non-Student Day

Grading Days Elementary and Secondary

January 30, June 21

Calendar Keys

- First Day of School
- Holidays
- Vacation Breaks
- Non-Student Days
- Last Day of School June 20
- Elementary Early Dismissal
- Early Release Wednesdays
- Emergency Make-up Days

Commencement dates:

- June 5, ATI
- June 6, ATP
- June 8, NN and SAS
- June 13, NCHS and WHS
- June 14, IHS and BHS
- June 15, ILHS

Quarter/Semester End Dates

November 4.....	47 Days
January 27	45 Days
April 7	44 Days
June 20	44 Days

JULY				
MON	TUE	WED	THU	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

AUGUST				
MON	TUE	WED	THU	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

SEPTEMBER				
MON	TUE	WED	THU	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

OCTOBER				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

NOVEMBER				
MON	TUE	WED	THU	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

DECEMBER				
MON	TUE	WED	THU	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JANUARY				
MON	TUE	WED	THU	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

FEBRUARY				
MON	TUE	WED	THU	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

MARCH				
MON	TUE	WED	THU	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

APRIL				
MON	TUE	WED	THU	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

MAY				
MON	TUE	WED	THU	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JUNE				
MON	TUE	WED	THU	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Revised: 1/15/21, 11/30/21, 3/16/22, 5/12/22, 8.31.22, 9.15.22

NORTHSHORE SCHOOL DISTRICT
2022-23 START TIMES

SCHOOL	2022-23 START & DISMISSAL TIMES (M, T, TH, F)	WEDNESDAY RELEASE	2021-22 SCHOOL START & DISMISSAL TIMES	TIME ADJUSTMENTS	REASON
ARROWHEAD	9:00- 3:30	2:00	9:05- 3:35	5 MIN EARLIER	SPECIAL ED/ EAP TO ML
CANYON CREEK	9:15- 3:45	2:15	9:15- 3:45	NA	
COTTAGE LAKE	9:30- 4:00	2:30	9:35- 4:05	5 MIN EARLIER	MEET 8-4
CRYSTAL SPRINGS	9:25- 3:55	2:25	9:30- 4:00	5 MIN EARLIER	ACTIVITY BUSES
EAST RIDGE	9:05- 3:35	2:05	9:05- 3:35	NA	
FERNWOOD	9:20- 3:50	2:20	9:20- 3:50	NA	
FRANK LOVE	9:10- 3:40	2:10	9:10- 3:40	NA	
HOLLYWOOD HILL	9:30- 4:00	2:30	9:35- 4:05	5 MIN EARLIER	MEET 8-4
KENMORE	9:10- 3:40	2:10	9:10- 3:40	NA	
KOKANEE	9:30- 4:00	2:30	9:30- 4:00	NA	
LOCKWOOD	9:30- 4:00	2:30	9:30- 4:00	NA	
MAYWOOD HILLS	9:05- 3:35	2:05	9:10- 3:40	5 MIN EARLIER	SPECIAL ED COMBO ROUTES
MOORLANDS	9:15- 3:45	2:15	9:20- 3:50	5 MIN EARLIER	ACTIVITY BUSES
RUBY BRIDGES	9:30- 4:00	2:30	9:30- 4:00	NA	
SHELTON VIEW	9:25- 3:55	2:25	9:25- 3:55	NA	
SUNRISE	9:25- 3:55	2:25	9:25- 3:55	NA	
WELLINGTON	9:10- 3:40	2:10	9:05- 3:35	5 MIN LATER	BUSES FROM WHS
WESTHILL	9:30- 4:00	2:30	9:30- 4:00	NA	
WOODIN	9:10- 3:40	2:10	9:10- 3:40	NA	
WOODMOOR	9:30-4:00	2:30	9:30-4:00	NA	
ELEMENTARY ASSUMPTIONS: 15 MINUTE SUPERVISION AM/15 MINUTE SUPERVISION PM TO ACCOMMODATE LATE BUSES FORM WHS					
CANYON PARK	8:00- 2:35	1:05	7:55- 2:30	5 MIN LATER	MEET 8-4
KENMORE	8:00- 2:35	1:05	7:50- 2:25	10 MIN LATER	MEET 8-4
LEOTA	8:00- 2:35	1:05	7:50- 2:25	10 MIN LATER	MEET 8-4
NORTHSHORE	8:00- 2:35	1:05	7:50- 2:25	10 MIN LATER	MEET 8-4
SKYVIEW	8:00- 2:35	1:05	7:55- 2:30	5 MIN LATER	MEET 8-4
TIMBERCREST	8:00- 2:35	1:05	7:50- 2:25	10 MIN LATER	MEET 8-4
MIDDLE SCHOOL ASSUMPTIONS: 25-30 MINUTE DROP AM TO ACCOMODATE INNOVATION LAB SHUTTLE DEPARTURE TIME OF 7:35/ NO SUPERVISION NEEDED PM					
BOTHELL HS	8:15- 3:15	1:45	8:15- 3:15	NA	
INGLEMOOR HS	8:15- 3:15	1:45	8:15- 3:15	NA	
NORTH CREEK HS	8:15- 3:15	1:45	8:15- 3:15	NA	
WOODINVILLE HS	8:20- 3:20	1:50	8:20- 3:20	NA	
INNOVATION LAB	8:10- 3:00	1:30	8:10- 2:55	ADD 5 MINUTES TO SCHEDULE	6 HOURS 50 MIN
SAS	8:20- 2:55	1:25	8:20- 2:55	NA	
ATI	TBD		8:00- 1:30	NA	
ATP NETWORKS	9:30-3:00		10:00-3:30	POSSIBLE EARLIER SHIFT	
ATP SS	8:00-2:35		8:00-2:35	NA	
HIGH SCHOOL ASSUMPTIONS: 15 MINUTE DROP AM/10 MINUTE SUPERVISION PM ASSISTANCE AT WHS WITH TRAFFIC FLOW WHILE EXITING LOADING ZONE IN PM					
HEADSTART & ECAP	10:10-1:40	NO SCHOOL	10:10-1:40	NA	
WM AM	9:30- 12:00	NO SCHOOL	8:30- 11:00	NA	
WM PM	1:30- 4:00	NO SCHOOL	12:30- 3:00	NA	
SECC AM	TBD	NO SCHOOL	8:20- 10:50	NA	
SECC PM	TBD	NO SCHOOL	12:00- 2:30	NA	
PRESCHOOL ASSUMPTIONS: 15-20 MINUTES AM/ 5 MINUTES PM					

DRIVING DIRECTIONS

ELEMENTARY SCHOOLS

Arrowhead Elementary

6725 NE Arrowhead Dr.
Kenmore, WA 98028-4343
(425) 408-4000

Driving Directions

Coming From I-405:

- Take Exit 23 (SR 522) Westbound to Bothell
- Turn Left onto 68th Ave N.E.
- 68th becomes Juanita Drive
- Turn Right at the stop light onto Arrowhead Drive
- Arrowhead Elementary will be immediately on your Left

Coming Eastbound Lake City/Bothell Way:

- Turn Right onto 68th Ave N.E.
- 68th Ave. N.E. becomes Juanita Drive
- Turn Right at stop light onto Arrowhead Drive
- Arrowhead Elementary will be on your Left

Bear Creek Elementary

18101 Avondale Road NE
Woodinville, WA 98077
(425) 408-4100

Driving Directions

Coming from I-405

- Exit 23 onto SR 522 Eastbound
- Follow SR 522 Eastbound
- Take 195th Street Exit
- Turn Right at 195th, it will become Woodinville Way and eventually Woodinville-Duvall Road
- Continue onto Woodinville-Duvall Road until reaching Avondale Road N.E.
- Turn Left on Avondale Road N.E and go past shopping center and fire station
- Bear Creek Elementary is located at the end of Avondale Road

Coming From 520

- Eastbound 520 becomes Avondale Road
- Follow Avondale Road N.E. until reaching Woodinville-Duvall Road
- Cross Woodinville-Duvall Road and pass fire station

Canyon Creek Elementary

21400-35th Avenue SE
Bothell, WA 98021-7899
(425) 408-5700

Driving Directions

Coming From I-405

- Take Exit 26 (SR 527/Bothell-Everett Highway/Mill Creek)
- From Northbound, turn Left onto Bothell-Everett Highway
- From Southbound, turn Right onto Bothell-Everett Highway
- Turn Left (East) onto 228th Street S.E.
- Turn Left onto 31st Avenue
- Follow 31st Avenue until you see Canyon Creek Elementary on your left, just past Skyview Junior High

Coming From Lake City Way/Bothell Way

- Go through Lake Forest Park to Kenmore, Kenmore to Bothell (following Lake City Way/Bothell Way)
- Turn Left on SR 527/ Bothell-Everett Highway (major intersection)
- After approximately one mile, turn Right on 228th Street S.E. (Canyon Park Shopping Center)
- Turn Left on 31st Avenue S.E.
- Follow 31st Avenue until you see Canyon Creek Elementary on your left, just past Skyview Junior High

Cottage Lake Elementary

15940 Avondale Road NE
Woodinville, WA 98077
(425) 408-4200

Driving Directions

Coming From I-405:

- Take Exit 23 (SR 522) Eastbound Woodinville/Monroe
- Follow SR 522 past the first Woodinville exit (SR 202)
- Exit at N.E. 195th Street (2nd Woodinville Exit)
- Turn Right onto N.E. 195th Street (Cross tracks, then uphill)
- Continue straight at the light, onto Woodinville Way/Woodinville-Duvall Road
- Turn Right onto Avondale Road
- Follow Avondale Road until you see Cottage Lake on your left

Coming From SR520:

- Take SR 520 Eastbound
- Take Avondale Road exit
- Follow Avondale Road N.E. until reaching Woodinville-Duvall Road
- School is on the Right just past N.E. 159th Street

Crystal Springs Elementary

21615 9th Avenue SE
Bothell, WA 98021-7697
(425) 408-4300

Driving Directions

Coming From I-405 North or South:

- Take Exit 26 (Bothell Everett Highway)
- If Northbound, turn Left onto Bothell Everett Highway
- If Southbound, turn Right onto Bothell Everett Highway
- Turn Right (west) onto 228th Street S.E.
- Turn Right onto 9th Avenue S.E.
- Follow 9th Avenue S.E. to Crystal Springs Elementary (on your right)

Coming on the Bothell-Everett Highway:

- **If Northbound:**
 - Turn Left (west) onto 228th Street S.E.
 - Turn Right onto 9th Avenue S.E.
 - Follow 9th Avenue S.E. to Crystal Springs Elementary (on your right)
- **If Southbound:**
 - Turn Right (west) onto 228th Street S.E.
 - Turn Right onto 9th Avenue S.E.
 - Follow 9th Avenue SE to Crystal Springs Elementary (on your right)

East Ridge Elementary

22150 NE 156th Place
Woodinville, WA 98077
(425) 408-4400

Driving Directions

Coming from I-405:

- Take Exit 23 (SR 522/Woodinville/Monroe) Eastbound
- Go past the 1st Woodinville exit (SR 202)
- Exit at N.E. 195th St. (2nd Woodinville exit)
- Turn Right onto 195th Street
- Continue straight at the light onto Woodinville Way and Woodinville-Duvall Road
- Follow approximately 6 miles to Saybrook Drive N.E.
- Turn Right onto Saybrook Drive N.E.
- Turn Right onto N.E. 166th Street
- Continue onto 223rd Avenue N.E.
- Turn Right onto N.E. 156th Place to East Ridge Elementary

From 520 Eastbound:

- Follow 520 East
- Take the Avondale Road N.E. exit
- Follow Avondale Road N.E. until reaching Woodinville-Duvall Road
- Turn Right onto Woodinville-Duvall Road
- Follow approximately 6 miles to Saybrook Drive N.E.
- Turn Right onto Saybrook Drive N.E.
- Turn Right onto N.E. 166th Street
- Continue onto 223rd Avenue N.E.
- Turn Right onto N.E. 156th Place to East Ridge Elementary

Fernwood Elementary

3933 Jewell Road
Bothell, WA 98012-7331
(425) 408-4500

Driving Directions

Coming from I-405:

- Take Exit 26 (Bothell-Everett Highway)
- If Northbound, turn Right onto Bothell Everett Highway
- If Southbound, turn Left onto Bothell Everett Highway
- Turn Right onto SR 524 (Maltby Road)
- Turn Left onto York Road
- Turn Right onto Jewell Road (not signed) to Fernwood Elementary

Northbound on Bothell-Everett Highway (SR 527):

- Turn Right onto Maltby Road (SR 524)
- Turn Left onto York Road
- Turn Right onto Jewell Road into Fernwood Elementary

Frank Love Elementary

303 224th Street SW
Bothell, WA 98021-8335
(425) 408-4600

Driving Directions

North or Southbound I-405:

- Exit 26 (Bothell-Everett Highway) from I-405
- If Northbound, turn Left onto Bothell-Everett Highway
- If Southbound, turn Right onto Bothell-Everett Highway from either direction:
- Turn Right onto 228th Street S.E.
- Turn Right on Meridian (second light on top of 228th hill)
- Turn Left onto 224th Street S.W. (The first stop sign)
- Frank Love Elementary will be directly on your right

Lake City Way:

- Follow Lake City Way into Bothell, following Bothell Way N.E.
- Turn Left onto 80th Avenue N.E. (80th Ave N.E. becomes Meridian at the Snohomish County line.)
- Turn Left onto 224th Avenue S.W.
- Turn Right into Frank Love Elementary

Hollywood Hill Elementary

17110-148th Avenue NE
Woodinville, WA 98072-9099
(425) 408-4700

Driving Directions

Coming from I-405:

- Take Exit 23 (SR 522) Eastbound to Woodinville
- Take 1st Woodinville exit and turn Right onto SR 202
- Continue straight through light onto 131st Avenue N.E. (past Gateway Park)
- 131st Avenue N.E. will curve to the left and turns into N.E. 171st.
- Continue on 171st. It will become 146th Place N.E., to N.E. 172nd Street (road will cross Woodinville-Redmond Road and continue up a steep hill)
- Turn Right onto 148th Avenue N.E. (very sharp cutback turn)
- Follow 148th to Hollywood Hill on your Left

Kenmore Elementary

19121 71st Avenue NE
Kenmore, WA 98028-2699
(425) 408-4800

Driving Directions

Coming From I-405:

- Exit 23 (SR 522) Westbound to Bothell
- Follow SR 522 (Bothell Way) through Bothell to Kenmore
- Turn Right onto 73rd Avenue N.E.
- Turn Left onto N.E. 185th.
- Turn Right onto 71st Avenue N.E.
- Follow 71st Ave N.E. into Kenmore Elementary

Coming From Lake City Way/Bothell Way:

- Follow Lake City Way Eastbound
- Turn Left onto 73rd Avenue N.E. into Kenmore
- Turn Left onto N.E. 185th.
- Turn Right onto 71st Avenue N.E.
- Follow 71st Avenue N.E. to Kenmore Elementary

Kokanee Elementary

23710 57th Avenue SE
Woodinville, WA 98072-8625
(425) 408-4900

Driving Directions

Coming From I-405:

- Take Exit 23 (SR 522 Eastbound)
- Exit at N.E. 195th St. (2nd Woodinville exit)
- Turn Left onto N.E. 195th Street
- Turn Right onto 136th Avenue N.E.
- Turn Right onto N.E. 205th (also 244th S.E.)
- Turn Left onto 238th Street S.E.
- Turn Right onto 57th Avenue N.E.
- Kokanee Elementary will be on your left

Lockwood Elementary

24118 Lockwood Road
Bothell, WA 98021-9499
(425) 408-5800

Driving Directions

Coming From I-405:

- Exit 23 (SR 522) Westbound to Bothell
- Follow SR 522/Bothell Way through Bothell to Kenmore
- Turn Right onto 73rd Avenue N.E.
- Lockwood Elementary will be on your left about two miles down 73rd Ave N.E, just past Carter Road.

Coming from Lake City Way/Bothell Way:

- Traveling East on Lake City Way, Lake City Way becomes Bothell Way N.E.
- Proceed through Lake City and Lake Forest Park to Kenmore
- In Kenmore, turn Left onto 73rd Avenue N.E.
- Lockwood Elementary will be on your left about two miles down 73rd Ave N.E, just past Carter Road.

Maywood Hills Elementary

19510 104th Avenue NE
Bothell, WA 98011-2499
(425) 408-5000

Driving Directions

Coming From I-405:

- Take Exit 23 (SR 522) Westbound to Bothell
- Turn Right onto Kaysner Way (1st light)

- At the stop sign, continue straight onto 104th Avenue N.E.
- Proceed approximately 2 miles and Maywood Hills will be on your right

Coming From Lake City Way/Bothell Way N.E.:

- Go Eastbound through Kenmore to Bothell
- Continue on Bothell Way (SR522) past Bothell-Everett Highway (SR 527) toward I-405
- Turn Left at the next light (Kaysner Way)
- At the stop sign continue straight onto 104th Avenue N.E.
- Proceed approximately 2 miles and Maywood Hills will be on your right

Moorlands Elementary

15115 84th Avenue NE
 Kenmore, WA 98028-4798
 (425) 408-5100

Driving Directions

Coming North or South on I-405:

- Take Exit 22 (N.E. 160th St.)
- Turn Westbound (Right from Southbound, Left from Northbound) onto N.E. 160th St. (will become Juanita-Woodinville Way)
- Turn Right onto N.E. 145th Street
- Turn Left onto 100th Avenue N.E.
- Turn Right onto Simonds Road
- Turn Left onto 155th Street (traffic light at Inglemoor High School)
- Turn Left onto 84th Avenue N.E.
- Moorlands Elementary will be on your right approximately two blocks down 84th Avenue N.E.

Coming from Lake City/Bothell Way:

- Turn Right onto 68th Avenue (will become Juanita Drive)
- Turn left onto Simonds Road
- Go up hill and turn Right onto 84th Avenue N.E.
- Moorlands Elementary will be on your right approximately two blocks down 84th Avenue N.E.

Shelton View Elementary

23400 5th Avenue West
 Bothell, WA 98021-8599
 (425) 408-5200

Driving Directions

Coming on I-405:

- Take Exit 26 (Bothell-Everett Highway)
- If Northbound, turn Left onto Bothell-Everett Highway
- If Southbound, turn Right onto Bothell-Everett Highway
- Turn Right onto 240th Street S.E. (240th turns into 240th St. S.W. as you cross Meridian)
- Turn Right onto 5th Avenue W.

- Follow 5th Avenue W. into Shelton View Elementary

Coming From Lake City/Bothell Way:

- Turn Left onto 80th Avenue N.E. in Kenmore
- Turn Left onto 240th Street S.W.
- Turn Right onto 5th Avenue W.
- Follow 5th Avenue W. into Shelton View Elementary

Sunrise Elementary

14075 172nd Avenue NE
Redmond, WA 98052-2197
(425) 408-5300

Driving Directions

Coming on I-405:

- Take Exit 20 (N.E. 124th Street)
- If Northbound, turn Right onto 124th Street
- If Southbound, turn Left onto 124th Street
- Turn Left onto 172nd Avenue N.E. at the top of the hill
- Follow until you see Sunrise Elementary on your left after approximately 1 mile

Coming from 520 Eastbound:

- Follow 520 East
- Take Avondale Road N.E. exit
- Follow Avondale Road N.E. until reaching N.E. 128 Way
- Turn Left onto N.E. 128 Way
- Turn Right onto 172nd Avenue N.E.
- Sunrise Elementary will be on your left after approximately 1 mile

Wellington Elementary

16501 NE 195th Street
Woodinville, WA 98072-8414
(425) 408-5900

Driving Directions

Coming North or South on I-405:

- Take Exit 23 Eastbound (SR 522 Woodinville/Monroe)
- Follow SR 522 East past the 1st Woodinville Exit (SR 202)
- Exit onto N.E. 195th Street
- Turn Right onto N.E. 195th Street
- Continue straight at the light, up hill and eventually onto Woodinville Way and then Woodinville-Duvall Road
- Turn Left onto 168th Avenue N.E. (Mack's Corner)
- Turn Left onto N.E. 195th Street. Wellington Elementary will be on your left at the end of the road

- **Coming From 520 Eastbound:**

- Follow 520 East
- Take the Avondale Road N.E. exit
- Follow Avondale Road N.E. until reaching Woodinville-Duvall Road
- Turn Left onto Woodinville-Duvall Road
- Turn Right on 168th Avenue N.E. (Mack's Corner)
- Turn Left onto N.E. 195th Street
- Wellington Elementary will be on your left at the end of road

Westhill Elementary

19515 88th Avenue NE
Bothell, WA 98011-2198
(425) 408-5500

Driving Directions

Coming North or South on I-405:

- Take Exit 23 (SR 522 Westbound to Bothell)
- Continue on Bothell Way N.E. turning Left at main Bothell intersection
- Turn Right onto N.E. 180th Street (Chevrolet dealer)
- Turn Right onto 88th Avenue N.E.
- Westhill Elementary will be on the left

Coming Eastbound from Lake City/Bothell Way:

- Turn Left onto 83rd Place N.E.
- Turn Left onto 88th Avenue N.E. (top of hill)
- Westhill will be on your left

Woodin Elementary

12950 NE 195th Street
Bothell, WA 98011-2599
(425) 408-5400

Driving Directions

Coming on North or South on I-405:

- Take Exit 23 (Eastbound SR 522)
- Take 1st Woodinville exit (SR 202)
- Turn Left onto 132nd Avenue N.E.
- Continue for 1 mile on 132nd Avenue N.E.
- Turn Left on 195th.
- Woodin Elementary will be on your left.

Woodmoor Elementary

12225 NE 160th
Bothell, WA 98011-4167
(425) 408-5600

Driving Directions

Coming North or South on I-405:

- Exit 22 (N.E. 160th Street)
- If Northbound, take a Right onto N.E. 160th Street
- If Southbound, take a Left onto N.E. 160th Street and cross over the freeway
- Woodmoor Elementary will be on your right, approximately one-half mile down N.E. 160th Street

Canyon Park Middle School

23723 23rd Avenue SE
Bothell, WA 98021-9597
(425) 408-6300

Driving Directions

Coming from North or South on I-405:

- Take Exit 26 (Mill Creek)
- If Southbound, turn Right at stop light
- If Northbound, turn Left onto Bothell-Everett Highway
- Turn Left at light onto 228th Avenue S.E.
- Turn Right at the second light onto 19th Avenue S.E.
- Take the first Left onto 232nd Avenue S.E.
- 232nd Avenue S.E. will curve and become 23rd Avenue S.E.
- Continue up hill. Canyon Park Junior High will be at your left

Coming from Lake City/Bothell Way:

- Traveling East on Lake City Way, it becomes Bothell Way N.E.
- Proceed to the main intersection in downtown Bothell (SR 527/Bothell-Everett Highway)
- Drive straight through this light (street becomes Main Street)
- Turn Left onto 104th Ave N.E. (road will become 23rd Avenue S.E. after crossing the King-Snohomish County Line)
- Continue on this road and Canyon Park Junior High will be on your right

Kenmore Middle School

20323 66th Avenue NE
Kenmore, WA 98028-2099
(425) 408-6400

Driving Directions

Coming North or South on I-405:

- Take Exit 23 (SR 522 Westbound to Bothell)
- Follow SR 522/Bothell Way through Bothell to Kenmore
- Turn Right onto 73rd Avenue N.E.
- Continue through about two miles to a 4-way stop sign (66 Avenue N.E. or Carter Road)
- Turn Left at stop sign
- Kenmore Junior High will be on your right, after approximately one block

Coming from Lake City/Bothell Way:

- Traveling East on Lake City Way, Lake City Way will become Bothell Way N.E.
- Proceed through Lake City and Lake Forest Park to Kenmore
- Turn Left onto 73rd Avenue N.E.
- Continue approximately two miles to a 4-way stop sign (66th Avenue N.E. or Carter Road)
- Turn Left at the stop sign
- Kenmore Junior High will be on your right, after approximately one block

Leota Middle School

19301 168th Avenue NE
Woodinville, WA 98072-8453
(425) 408-6500

Driving Directions

Coming North or South on I-405:

- Take Exit 23 Eastbound (SR 522 Woodinville/Monroe)
- Follow SR 522 East past the first Woodinville exit (SR 202)
- Exit on N.E. 195th Street
- Turn Right on N.E. 195th Street
- Continue straight at the light, onto Woodinville Way and eventually onto Woodinville-Duvall Road
- Turn Left on 168th Avenue N.E. (Mack's Corner)
- Leota Junior High will be on your left

Coming from 520 Eastbound:

- Follow 520 Eastbound
- Take Avondale Road N.E. exit
- Follow Avondale Road N.E. until reaching Woodinville Duvall Road
- Turn Left onto Woodinville Duvall Road
- Turn Right onto 168th Avenue N.E. (Mack's Corner)
- Leota Junior High will be on your left

Northshore Middle School

12101 NE 160th Street
Bothell, WA 98011-4198
(425) 408-6700

Driving Directions

North or South on I-405

- Take Exit 22 (N.E. 160th)
- If Southbound, turn Left at exit stop sign and cross over the freeway
- If Northbound, take a Right at exit stop sign
- Northshore Junior High will be on your right, approximately 3 blocks down N.E. 160th Street

Skyview Middle School

21404 35th Avenue SE
Bothell, WA 98021-7869
(425) 408-6800

Driving Directions

North or South on I-405:

- Take Exit 26 (SR 527/Bothell-Everett Highway)
- If Northbound, turn Left onto Bothell-Everett Highway
- If Southbound, turn Right onto Bothell-Everett Highway
- Turn left onto 228th Street S.E. (heading East)
- Proceed East through two stop lights, under I-405 and across a small valley to the base of a hill
- Turn Left onto 31st Avenue S.E. The road will curve around and bring you up onto a plateau and eventually become 35th Avenue S.E.
- Skyview Junior High will be on your left

Lake City/Bothell Way N.E.:

- Turn left at Bothell's main intersection (SR 522/Bothell Way and SR 527/Bothell-Everett Highway)
- Continue North on Bothell Way and turn Right at 228th Street S.E.
- Proceed East through two stop lights, under I-405 and across a small valley to the base of a hill
- Turn Left onto 31st Avenue S.E. The road will curve around and bring you up onto a plateau and eventually become 35th Avenue S.E.
- Skyview Junior High will be on your left

Timbercrest Middle School

19115 215th Way NE
Woodinville, WA 98077
(425) 408-6900

Driving Directions

I-405:

- Take I-405 to Eastbound Exit 23 (Woodinville/Monroe)
- Turn Right onto N.E. 195th Street (2nd Woodinville exit)
- Continue straight at light onto Woodinville Way and eventually onto Woodinville-Duvall Road
- Continue East on Woodinville-Duvall Road past Avondale Road N.E.
- Turn Left onto N.E. 222nd Way N.E. into the Aspenwood development
- 222nd Way merges into N.E. 194th Street
- Turn Left from onto 215th Way N.E. into the school site

520 Eastbound:

- Follow 520 Eastbound
- Take Avondale Road N.E. exit
- Follow Avondale Road N.E. until reaching Woodinville Duvall Road

- Turn Right onto Woodinville-Duvall Road
- Turn Left onto N.E. 222nd Way N.E. into the Aspenwood development
- 222nd Way merges into N.E. 194th Street
- Turn Left from onto 215th Way N.E. into the school site.

Bothell High School

Bothell High School is located at:

9130 NE 180th Street
Bothell, WA 98011-3398
(425) 408-7000

The Northshore Performing Arts Center is located on the east side of the Bothell High School campus:

18125 92nd Avenue NE
Bothell, WA 98011

Driving Directions

North or South on I-405

- Exit 23 Westbound (SR 522/Bothell). Ramp will join SR 522 Westbound, which becomes Bothell Way NE
- Turn Right at NE 180 St
- Continue East through the intersection of NE 180 St & 92nd Avenue NE
- Bothell High will be on your right

Lake City/Bothell Way

- Drive East through Kenmore
- Turn Left onto 91 AVE NE
- Slight Left onto 92 AVE NE Bothell High will be on your left at the top of the hill

Inglemoor High School

15500 Simonds Road NE
Kenmore, WA 98028-4430
(425) 408-7200

Driving Directions

North or South on I-405:

- Take Exit 22 (N.E. 160th Street) from I-405
- From Northbound, take a Left onto N.E. 160th Street
- From Southbound, take a Right onto N.E. 160th Street
- N.E. 160th Street turns into Juanita-Woodinville Way N.E.
- Turn Right onto N.E. 145th Street
- Turn Left onto 100th Avenue N.E.
- Turn Right onto Simonds Road
- After approximately one mile, Inglemoor High School will be on your right

Lake City/Bothell Way N.E.:

- Turn Right from Eastbound onto 68th Avenue N.E.
- Turn Left from Westbound onto 68th Avenue N.E.
- Turn Left onto Simonds Road N.E.
- After approximately one mile, Inglemoor High School will be on your left

North Creek High School

3613 191st Place SE
Bothell, WA 98012
(425) 408-8800

Driving Directions

Coming from Northbound or Southbound I-405

- Take Exit 26 (Bothell-Everett Highway)
- If on I-405 Northbound, turn Right onto Bothell-Everett Highway
- If on I-405 Southbound, turn Left onto Bothell-Everett Highway
- Turn Right onto SR 524 (Maltby Road)
- Turn Left onto York Road
- Stay to left at “Y” in road
- York Road becomes 35th Ave SE
- Take a right onto 192nd St SE
- North Creek High School is up the hill on the left

Coming from Northbound Bothell-Everett-Highway (SR 527)

- Turn Right onto Maltby Road (SR 524)
- Turn Left onto York Road
- York Road becomes 35th Ave SE
- Take a right onto 192nd St SE
- North Creek High School is up the hill on the left

Woodinville High School

19819 136th Avenue NE
Woodinville, WA 98072-8798
(425) 408-7400

Driving Directions

North or South on I-405:

- Take Exit 23 (SR 522 Eastbound)
- Follow SR 522 past the 1st Woodinville Exit (SR 202)
- Take 195th Street exit (2nd Woodinville exit)
- Turn Left onto N.E. 195th Street
- Turn Right onto 136th Ave N.E.
- Woodinville High School will be on your left

Secondary Academy for Success (SAS)

22107 23 DR SE
Bothell, WA 98021-4409
(425) 408-6600

Driving Directions

Going North on I-405

- Exit 26 (Bothell-Everett Hwy)
- Turn Right on to the Bothell-Everett Hwy
- At the first light Turn Right onto 220th St. SE (Canyon's Restaurant)
- Turn Right on 23rd Drive SE
- Turn Left at 22105

Going South on I-405

- Exit 26 (Bothell-Everett Hwy)
- Turn Left going over I-405 on the Bothell-Everett Hwy
- At the first light Turn Right onto 220th St. SE (Canyon's Restaurant)
- Turn Right on 23rd Drive SE
- Turn Left at 22105

From Administration Center

- East on Monte Villa Parkway toward 35th Ave. S.E.
- Left onto 35th Ave. S.E.
- Left on 228th St. S.E.
- Right onto 29th Dr. S.E.
- 29th Dr. S.E. becomes 26th Ave. S.E.
- Turn Left onto 223rd St. S.E.
- Turn Right onto 23rd Dr. S.E.
- Support Services will be on the Right

Sorenson Early Childhood Center

19705 88th Avenue NE
Bothell, WA 98011-2121
(425) 408-5570

Driving Directions

Coming North or South on I-405:

- Take Exit 23 (SR 522) Westbound to Bothell
- Continue on Bothell Way N.E. turning Left at main Bothell intersection
- Turn Right onto N.E. 180th Street
- Turn Right onto 88th Avenue N.E.
- The Sorenson entry will be on your left, just past Westhill

Coming Eastbound from Lake City/Bothell Way:

- Turn Left onto 83rd Place N.E.
- Turn Left onto 88th Avenue N.E. (top of hill)
- Follow 88th Avenue N.E. past Westhill Elementary School
- The Sorenson entry will be on your left, just past Westhill

OTHER:

Adult Transition Program (ATP)

BOTHELL HIGH SCHOOL – PORTABLE 6

7:15 a.m. – 2:15 p.m.

18125 92nd Avenue NE

Bothell, WA 98011-3398

(425) 408-7000

Northshore Networks

3330 Monte Villa Parkway

Bothell, WA 98021

(425) 408-4175

From North or Southbound I-405:

- Take exit 24 (195th/Beardslee Blvd.
- Head east on 195th
- Turn left at light onto 120th Ave NE (Seattle Times Bldg. is on the right)
- 120th Ave NE turns into 39th Ave SE
- Travel 0.6 miles (0.2 miles past light at North Creek Parkway) and turn left onto Monte Villa parkway, head to the last driveway on left (street ends). Sign reads “Northshore School District Administrative Center.”

Pathways:

LOCATED IN THE SUPPORT SERVICES CENTER

7:15 a.m. to 2:15 p.m.

22107 23rd Drive SE

Bothell, WA 98021-1928

(425) 408-7857

Coming from North or South on I-405

- Take Exit 23 Eastbound onto SR 522 (Bothell-Everett Highway)
- At the first light, turn right onto 220th St. SE (by Canyon’s Restaurant)
- Turn right on 23rd Drive SE
- Turn left at 22105

