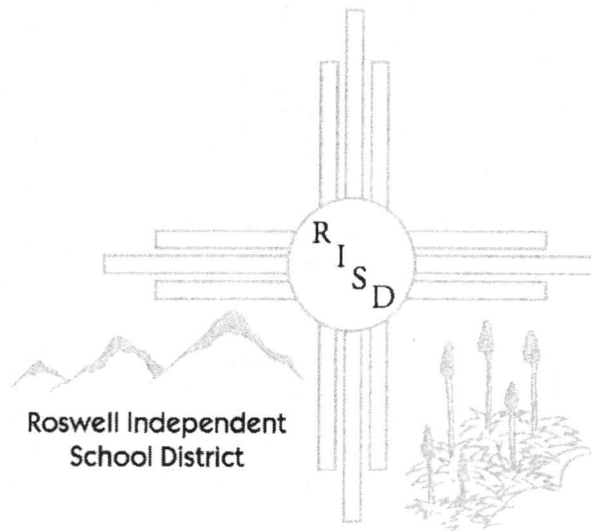


SUBSTITUTE HANDBOOK



2020-2021

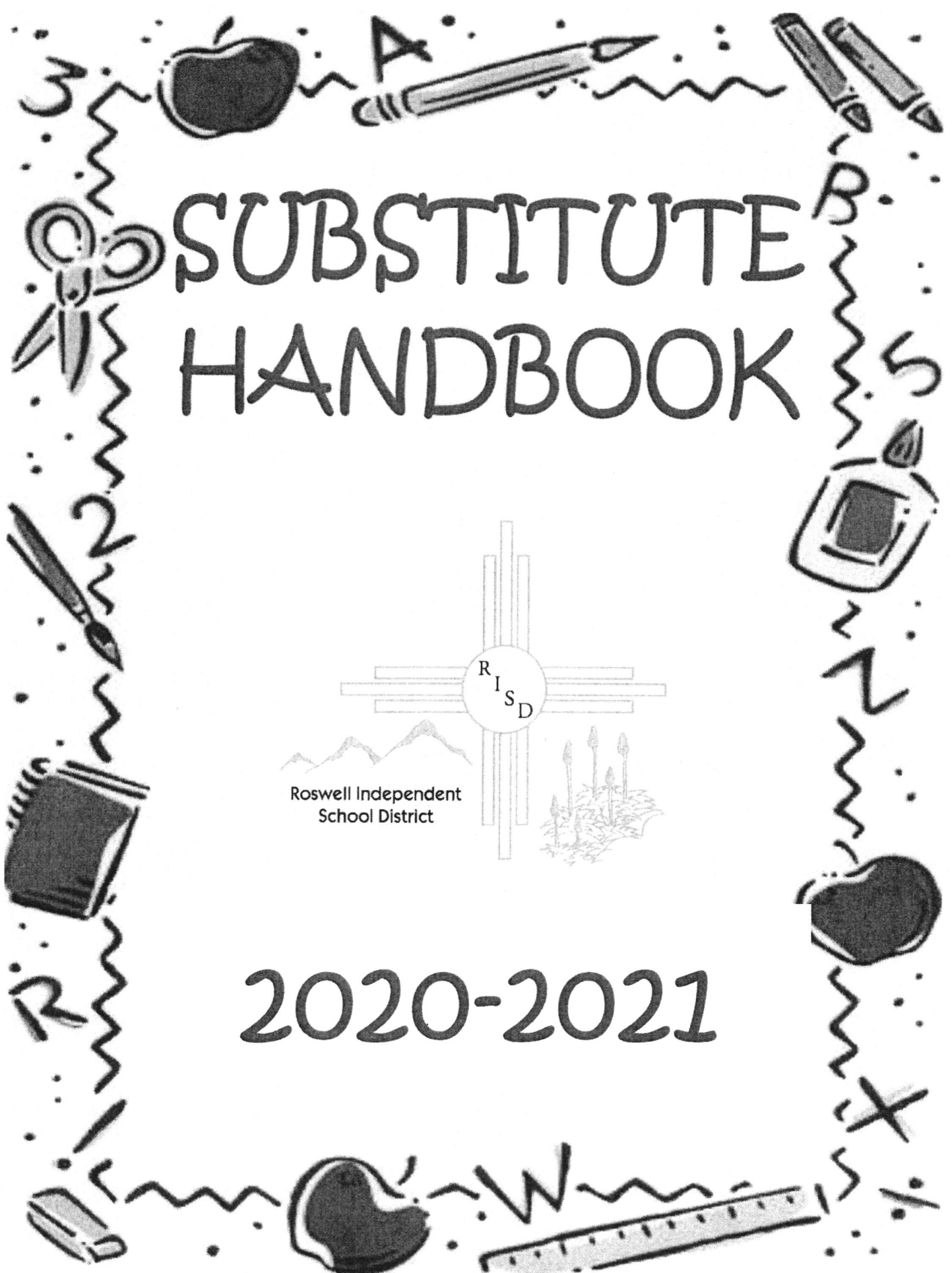


TABLE OF CONTENTS

MISSION STATEMENT & VISION STATEMENT

IMPORTANT PHONE NUMBERS

SUBSTITUTE OFFICE EMAIL

RISD WEBSITE ADDRESS

FRONTLINE SUBSTITUTE SYSTEM

GENERAL INFORMATION

PAYROLL INFORMATION

SCHOOL INFORMATION TABLE

EMERGENCY PROCEDURES

BOARD POLICIES

JOB DESCRIPTION

Mission Statement

RISD will inspire, empower, and educate each student to become a successful, responsible citizen while celebrating diversity through valued partnerships with families, students, staff and community.

Vision Statement

Excellence in Education, Success in Society

IMPORTANT PHONE NUMBER

Substitute Office627-2522

Human Resources.....627-2526

Payroll627-2532

SUBSTITUTE OFFICE EMAIL

clopez@risd.k12.nm.us

RISD WEBSITE

www.risd.k12.nm.us