

Lucia Mar Unified School District

SUBSTITUTE TEACHER HANDBOOK 2018 – 2019

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General Information

A substitute teacher is employed to fill the position of a teacher who is temporarily absent. This role is vital to the instructional program and requires individuals who can readily adjust to varied situations and programs. The substitute teacher must be knowledgeable of the district's curriculum and be able to continue the program established by the teacher in the classroom.

Rate of Pay

Substitute Teacher	\$115/day	\$57.50/half day
Long Term Substitute	\$120/day beginning the 21 st day in the same assignment	
Tutors & CSR Teachers	\$15.34-hour (Days1-20)/\$16.00-hour (Days 21-130)	

You should keep a record of the days or half-days you work each month. If you find any discrepancies between your record and that of your salary warrant, you should communicate with the payroll clerk at 474-3000, ext. 1050.

Only substitutes with FULL credentials will be considered for Long-Term Substitutes, Tutors, and CSR Teachers positions.

Once a Substitute Teacher has applied for their Emergency 30-day Permit, they are unable to work until the Permit has been granted.

Procedure for Paying Substitute Teachers

You will have **ONE** time sheet for the entire work month. Carry it with you to each site you sub for, have them verify/sign it, and return it to you. **DO NOT** leave it at a school site. These must be turned in to **Payroll** on the **25th of each month**.

Payroll checks are available for pick-up in the District Office on the **10th of the month** before 2:00 p.m. unless other arrangements are made with the payroll office. Contact ext. 1050 if you have questions about your paycheck.

Paid Sick Leave (Effective July 1, 2015)

Unless exempt, the employee identified on this notice is entitled to minimum requirements for paid sick leave under state law which provides that an employee:

- May accrue paid sick leave and may request and use up to 3 days or 24 hours of accrued paid sick leave per year;
- May not be terminated or retaliated against for using or requesting the use of accrued paid sick leave; and
- Has the right to file a complaint against an employer who retaliates or discriminates against an employee for

1. Requesting or using accrued sick days;
2. Attempting to exercising the right to use accrued paid sick days;
3. Filing a complaint or alleging a violation of Article 1.5 section 245 et seq. of the California Labor Code;
4. Cooperating in an investigation or prosecution of an alleged violation of this Article or opposing any policy or practice or act that is prohibited by Article 1.5 section 245 et seq. of the California Labor Code.

The following applies to the employee identified on this notice:

Accrues paid sick leave only pursuant to the minimum requirements stated in Labor Code 245 et seq. with no other employer policy providing additional or different terms for accrual and use of paid sick leave.

Affordable Care Act Notification

The employee identified on this notice is entitled to enroll in the District's health benefit plan (2-Tier Anchor Bronze) in accordance with the Affordable Care Act. The employee acknowledges and understands that as a returning substitute they must enroll or decline benefits in accordance with the Human Resources Office 2018 open enrollment procedures on the District website.

Partial Days

There will be times when a substitute teacher will be needed for less than a full day. If you work 3 periods or 210 minutes or less, you will receive a half day's pay. It is your responsibility to keep track of time. If you stay later than designated by the substitute coordinator or the school, that is **your own personal time**. Do not expect to be paid overtime. If a school site requests that you stay later than 3 periods or 210 minutes, then you will be compensated for a full day's pay.

Procedure for Obtaining Assignments

Aesop is an electronic telephone-activated system to report and fill teacher and staff absences. Jobs are created by calling Aesop to report an absence. The system then calls substitutes in the database to fill the job openings. Substitutes can also "shop" the system for jobs via telephone and online.

You will receive an Aesop Welcome letter with your User ID # (phone no.) and Password/PIN #. You can interact with Aesop on the internet at <http://www.frontlinek12.com/aesop> or you can also call Aesop at 1-800-942-3767. Substitutes can give staff their ID # so they may be requested by telephone.

The Substitute Coordinator will be on duty in the Human Resources Office from 6:00 a.m. to 2:30 p.m. If you haven't already been assigned a job for that day be prepared for possibly receiving a phone call as early as 6:15 a.m. for any jobs not filled by Aesop.

DO NOT assume any assignment is yours unless you receive the Job * confirmation from Aesop. Any sub who shows up at a school site that wasn't properly arranged will be sent home without pay.

Failure to Complete Assignments

We will be regularly evaluating substitute teachers due to the high number of those who do not show up to assignments, show up late, or are never available to accept assignments.

Substitutes who consistently cancel assignments or do not work during the current school year put themselves at risk of being removed from the substitute pool. It is your responsibility to manage your assignments.

Duty Day

Substitute work days will vary. Please refer to the Substitute Teacher Work Day Schedule enclosed in the handbook. There you will find the reporting times for each school. You are expected to arrive at the reporting time. It is not necessary to arrive thirty minutes early. For example, a full teacher work day at Branch Elementary is 8:00-3:30. The school site secretary will be expecting you promptly at 8:00 a.m., even though class does not start until 8:30 a.m. Teachers may also report partial day absences. **A half day is 3 periods or 210 minutes or less.**

Substitutes are expected to remain on duty following the closing of school until all necessary work has been completed. A substitute **will be required** to serve a standard teacher work day of **420 minutes**. If school ends at 2:30 but your work day is from 8-3:30, then you are still **expected to stay until 3:30.**

If you **leave campus** during a prep period, that time will not be counted towards your pay. Prep periods are to prepare for your following classes and are included in your duties. Lunch periods are duty free and unpaid.

Each Substitute **must** check out at the office before leaving. This procedure is important so that you may turn in your classroom key and pick up your timesheet. If you try to check out before your departing time, it may result in a request that you not return to the school site.

Change of Address, Phone Number, or Name

As a substitute teacher, one of your responsibilities is to keep the Human Resources Office informed of your corrected personal information. Please obtain an Employee Update form from the LMUSD website to make any changes.

Resignation

The Human Resources Office should also be informed in writing if you are no longer available for substitute service and wish to have your name removed from our list.

If you would like to be re-instated after removing yourself, you will be required to complete re-hire paperwork.

Status and Evaluation

Substitutes are periodically evaluated by the principals. These evaluations will be forwarded to the Human Resources Office and placed in your personnel file. *(A copy will always be sent to you.)* This will help the Human Resources Office to identify effective teachers and place them in the most appropriate assignments. The evaluations will be treated confidentially. A Substitute Teacher is allowed up to three negative evaluations before they are terminated from service. If a substitute teacher has been terminated because of misconduct, the Commission on Teacher Credentialing is notified of the termination.

School Site Visitations

Substitute teachers, when not called for duty, are cordially invited to visit schools so they may see various classes in session. Arrangements must be made with the principals of the schools.

Specific Responsibilities of the Substitute as a Classroom Teacher

1. **You MUST arrive on time.**
 - a. Middle School & High School: You are required to arrive for first period regardless whether there is no first period.
2. You should always dress **professionally**. Remember that you will be working with other professionals, parents and students, so the more professional you look and act, the easier it will be gain their respect.
 - a. Open-toed shoes are not recommended.
 - b. Wear something comfortable for PE classes (ex. - jeans, workout clothes, tennis shoes.)

- Specific Responsibilities, continued -

3. Report to the office upon arrival at the school for instructions regarding special duty, classroom assignment, keys and any special information needed to prepare you for the day.
 - a. Do not take it upon yourself to go directly to the classroom without checking in.
4. Check the mailbox of the regular teacher and pick up any announcement(s).
5. When you arrive in your assigned classroom:
 - a. Write your name on the board and the day's date
 - b. Check the teacher's desk for lesson plans and seating charts.
 - c. Set the tone for the class at the very outset. This tone is usually established during the first few minutes. Have something for the students to do as soon as the bell rings. This is one of the most effective techniques known to minimize discipline problems which might otherwise develop during the beginning of the period.
 - d. When applicable, read announcements to the students.
 - e. Leave all such material on the teacher's desk for his/her use when he/she returns.
6. Unless otherwise directed by the principal, the substitute is expected to perform all of the work of the regular teacher, including any hall/yard duty and/or bus duty.
7. Ordinarily, do not erase anything of an apparent "permanent" nature which was left on the chalkboard by the regular teacher. If using the classroom computer, do not change the context or server.
8. Unless instructed to the contrary, correct all written work. Leave the recording of grades for the regular teacher, unless the substitute is assigned for a prolonged period of time, say for two weeks or more. In that case, the substitute should record the grades in the record book.
9. Whenever possible, the substitute should follow the assignments as left by the regular teacher. On short terms of one or two days, the substitute should not assign homework unless the assignments are in the regular teacher's lesson plans.
10. It is very important for the substitute to leave a memorandum for the regular teacher. This note should include:
 - a. A description of the work that was done by the students.
 - b. **An explanation** in case the lesson plan left by the teacher was not followed.
 - c. A report on the general behavior of the class, with comments on individual pupils regarding particularly exemplary or undesirable activities.
 - d. At the end of the school day, you should look around the room and pick up any debris that is on the floor or on the desk. Close and lock windows, turn off lights and equipment, and double check to make sure the room is in good order before you lock the door and head for the office. Sign out for the day and return the room key to the office.

The Substitute and the Student

1. You should expect full cooperation from all students in the room and should help insure such cooperation by making the day worthwhile and productive.
2. A strong teacher makes time to start the day right. He/she is alert to see that the class is in order and that all materials are ready. He/she is aware that the class may be won or lost in the first few minutes.
3. Serious discipline cases should be sent to the principal at the elementary level, and to the assistant principal at the secondary levels.
4. By using the seating chart, you may soon learn students' names. You should put your own name on the board and pronounce it for the students.
5. Much of the skill of a teacher lays in his/her ability to arouse students' interest in a few words.
6. In general, it is a good policy for the substitute to adhere rather strictly to the regular daily schedule and the routines of the room.
7. When you are employed as a substitute teacher, the well-being of the children is in your hands. It is important that you do not take this assignment lightly and that you give the position all the significance that it rightly deserves even though you are in the building for only one day.

The Substitute's Professional Responsibilities

1. It is a breach of professional etiquette for a substitute to criticize the work of the regular teacher or the work of the school in front of the students.
2. As a professional, do not discuss political topics of controversial nature with the students or staff. If a complaint is made against you for discussing any controversial topics, it is at the discretion of the district to continue your employment.
3. Because you hold a professional position, you should prepare adequately for your daily work. You have a definite responsibility to keep abreast of new professional developments.
4. Substitute teachers are encouraged to make use of the professional resources of the schools and the school district. A wide variety of supplies and materials on almost all important aspects of education can be made available.
5. Teachers' meetings provide a source of much needed information which will prove invaluable to you. The opening conference of the year, meetings for new teachers, grade level meetings, and many other meetings are important if the teacher is to fulfill the requirements of his/her profession. Substitutes and prospective substitutes are invited to attend these conferences.
6. You should plan to attend building meetings scheduled during periods you serve.
7. The job of the substitute is an important and professional one and essential to the best welfare of the students. It is the duty of all concerned to help the substitute make the maximum contribution to the students.
8. Be prepared for any changes in your schedule. Last minute changes do occur. It is at the discretion of the school site and substitute coordinator to change classrooms if needed. You must be flexible to be a successful substitute.

9. Do not use your cell phone to text or make calls during classroom time, except in emergency situations and/or during scheduled work breaks. (See Board Policy 4040(b))

Role of the Principal/Designee

1. It is the duty of the principal in charge, or his/her designee, to direct you to the room in which you are to work, locate the regular teacher's plan book, and make available needed supplies.
2. The principal/designee will make any special assignments, such as yard supervision.
3. If you are in doubt about the lesson plan or daily routine, you should feel free to consult the principal, or designee.
4. If possible, the principal/designee may introduce you to at least one of the regular teachers, and/or department chairperson, who may be of assistance to you whenever the principal is not available for consultation.

Role of the Regular Teacher

1. The regular teacher is expected to maintain all information a *substitute* may need. In the "official drawer" of the desk should be the complete lesson plans. **(An up-to-date record of the work of the class, and an outline of the lessons to be covered during the next few days, at a minimum.)**
2. The following items of information with all necessary explanations should also be available to the substitute teacher:
 - a. An up-to-date seating chart **(if applicable)**.
 - b. A copy of the daily schedule.
 - c. A list of all instructional groups within the room, with the names of the students in special seating.
 - d. Instructions for fire drills. These should include the exact plan of action and route of passage to and from the classroom.
 - e. The bell, dismissal, and recess schedules for the building and the room.
 - f. The place in the school auditorium reserved for the students during assemblies, when applicable.
 - g. Special assignments of the regular teacher, such as hall, lunchroom, and recess duties.
 - h. Names of students drinking milk, with instructions for remittance of milk money, when applicable.
 - i. Regulations concerning method of obtaining needed supplies.
 - j. A list of several students, class officers if applicable, who can be a source of help to the substitute.
3. If no lesson plans are found on the regular teacher's desk, contact the school secretary or nearby teacher for help. In your report you should explain how you obtained lesson plans if there were any difficulties finding them.

Directory of Schools

The location directions for each school are quite general. It is hoped, however, that they may be of assistance in reaching a school. A location map follows.

BRANCH ELEMENTARY SCHOOL (K-6)

Principal: Matt David
Secretary: Joanne McPhee-Young
Address: 970 School Road, Arroyo Grande, CA 93420
Telephone: 474-3720
Location: **Southbound Highway 101**: Exit at Grand Avenue. Turn left and continue through the Village of Arroyo Grande. Drive through the town. Come to a 4-way intersection where the buses are parked. Veer right onto Huasna Road. There is a sign that will say "Lopez Lake". Stay on this road until you come to a white bridge on the right hand side of the road. There will also be a sign that says Huasna Road by the bridge. Turn right and go over the bridge continuing for a few hundred yards until you come to the 4-way intersection. Turn left onto Branch Mill Road to the school. **Northbound Highway 101**: Exit at Traffic Way. Go one block and turn right on East Cherry. Go 2 long blocks and the pavement will end. Turn right on Branch Mill Road. It will continue past houses and agricultural fields. Come to the 4-way intersection. Drive straight staying on Branch Mill Road to school on right.

DANA ELEMENTARY SCHOOL (K-6)

Principal: Stacey Russell
Secretary: Lorraine Capley
Address: 920 West Tefft Road, Nipomo, CA 93444
Telephone: 474-3790
Location: **Southbound Highway 101**: Exit at Tefft Road. Turn right on Tefft Road. Drive approximately 1 mile to school on right. **Northbound Highway 101**: Exit at Tefft Road. Turn left on Tefft Road. Drive approximately 1 mile to school on right.

DOROTHEA LANGE ELEMENTARY SCHOOL (K-6)

Principal: Debbie Schimandle
Secretary: Maribel Ortiz
Address: 1661 Via Alta Mesa, Nipomo, CA 93444
Telephone: 474-3670
Location: **Southbound Highway 101**: Exit at Tefft St. Turn right on Tefft St. Turn right onto Eucalyptus Road. Turn left on Osage Street, then right again on Eucalyptus Road. Left on Via Alta Mesa.
Northbound Highway 101: Exit at Tefft St. Turn left on Tefft St. Then turn right on Eucalyptus Road. Turn left on Osage, then right again Eucalyptus Road. Left on Via Alta Mesa.

FAIRGROVE ELEMENTARY SCHOOL (K-6)

Principal: Carol Littlefield-Halfman
Secretary: Michelle Marshall
Address: 2101 The Pike, Grover Beach, CA 93433
Telephone: 474-3740
Location: **Southbound Highway 101**: Exit at Halcyon Road. Stay on Halcyon Road approximately 1.5 miles to The Pike. Turn right on The Pike to school.
Northbound Highway 101: Exit at Traffic Way. Turn left on Fair Oaks Avenue to Halcyon Road. Turn left on Halcyon Road and approximately 1.5 miles to The Pike. Turn right on The Pike to the school.

GROVER BEACH ELEMENTARY SCHOOL (K-6)

Principal: James Snyder
Secretary: Nancy Gonzalez
Address: 365 South Tenth Street, Grover Beach, CA 93433
Telephone: 474-3770
Location: **Southbound Highway 101**: Exit at Five Cities Drive and turn left. Make right on Fourth Street to Grand Avenue. Make left on Grand Avenue to Tenth Street. Turn right on Tenth Street to school. **Northbound Highway 101**: Exit at Fourth Street. Turn left on Fourth Street and follow directions above from here to school.

GROVER HEIGHTS ELEMENTARY SCHOOL (K-6)

Principal: Susan Kesselring
Secretary: Carmen Armstrong
Address: 770 North Eighth Street, Grover Beach, CA 93433
Telephone: 474-3700
Location: **Southbound Highway 101**: Exit at Five Cities Drive and turn left. Make right on Fourth Street. Go over hill. Make left on Atlantic City Avenue to North Eighth Street and turn left to school. **Northbound Highway 101**: Exit at Fourth Street. Turn left on Fourth Street and follow directions above from here to school.

HARLOE ELEMENTARY SCHOOL (K-6)

Principal: Peter Ponomaroff
Secretary: Renee Reyes
Address: 901 Fair Oaks Avenue, Arroyo Grande, CA 93420
Telephone: 474-3710
Location: **Southbound Highway 101**: Exit at Halcyon Road; straight on Halcyon Road to Fair Oaks Avenue. Turn right on Fair Oaks Avenue to school on left. **Northbound Highway 101**: Exit at Traffic Way to Fair Oaks Avenue. Turn left on Fair Oaks Avenue. Go past high school, follow around the curve and cross Halcyon Road to school on the left.

NIPOMO ELEMENTARY SCHOOL (K-6)

Principal: Julia Bowles
Secretary: Lorna Kailiwai-Castillo
Address: 190 East Price Street, Nipomo, CA 93444 (P.O. Box 385)
Telephone: 474-3780
Location: **Southbound Highway 101**: Exit at Tefft Road. Turn left on Tefft Road to Thompson Road. Turn right on Thompson Road to Price Street and turn left on Price Street to school. **Northbound Highway 101**: Exit at Tefft Road. Turn right on Tefft Road and follow directions above from here to school.

OCEAN VIEW ELEMENTARY SCHOOL (K-6)

Principal: Bradley Grumbles
Secretary: Debbie Meritt
Address: 1208 Linda Drive, Arroyo Grande, CA 93420
Telephone: 474-3730
Location: **Southbound Highway 101**: Exit at Halcyon Road. Turn right on El Camino Real to Brisco Road. Turn left on Brisco Road to Linda Drive. Turn right on Linda Drive to school. **Northbound Highway 101**: Exit at Brisco Road. Turn left under freeway on Brisco Road to Linda Drive. Turn right on Linda Drive to school.

OCEANO ELEMENTARY SCHOOL (K-6)

Principal: Michelle Johnson
Secretary: Veronica Johnson
Address: 1551 17th Street, Oceano, CA 93445 (P.O. Box 308)
Telephone: 474-3800
Location: **Southbound Highway 101**: Exit at Halcyon Road. Stay on Halcyon Road approximately 1.5 miles to The Pike. Turn right on The Pike to 17th Street. Turn left on 17th Street to school. **Northbound Highway 101**: Exit at Traffic Way to Fair Oaks Avenue. Turn left on Fair Oaks Avenue to Halcyon Road. Turn left on Halcyon Road and follow directions above from here to school.

SHELL BEACH ELEMENTARY SCHOOL (K-6)

Principal: Sammie Cervantez
Secretary: Mali Rodriguez
Address: 2100 Shell Beach Road, Pismo Beach, CA 93449
Telephone: 474-3760
Location: **Southbound Highway 101**: Exit at Spyglass-Shell Beach Road. Turn left on Shell Beach Road to school. **Northbound Highway 101**: Exit at Spyglass-Shell Beach Road. Turn left under freeway. Turn left on Shell Beach Road to school.

IUDKINS MIDDLE SCHOOL (7-8)

Principal: Ian Penton
Asst. Principal: Jeannie Cross
Secretary: Lourie Amaral
Address: 680 Wadsworth Avenue, Pismo Beach, CA 93449
Telephone: 474-3600
Location: **Southbound Highway 101**: Exit at Price Street. Turn left on Price Street to Wadsworth Avenue. Turn left on Wadsworth Avenue under freeway to school.
Northbound Highway 101: Exit at Wadsworth Avenue. Turn right on Wadsworth Avenue to school.

MESA MIDDLE SCHOOL (7-8)

Principal: Michael Flushman
Asst. Principal: Derek Muetzel
Secretary: Liliana Sansores-Moreno
Address: 2555 Halcyon Road, Arroyo Grande, CA 93420
Telephone: 474-3400
Location: **Southbound Highway 101**: Exit at Halcyon Road to Highway 1 approximately 2 miles. Turn left on Highway 1 over bridge and turn right on Halcyon Road. Continue on Halcyon Road to top of hill to stoplight. Go through intersection to school approximately 1/2 mile. **Northbound Highway 101**: Exit at Traffic Way to Valley Road. Turn left on Valley Road to Highway 1. Turn left on Highway 1 to stoplight at the top of hill. Turn left onto Halcyon Road to school.

PAULDING MIDDLE SCHOOL (7-8)

Principal: Edward Arrigoni
Asst. Principal: Christian Holst
Secretary: Diane Furukawa
Address: 600 Crown Hill, Arroyo Grande, CA 93420
Telephone: 474-3500
Location: **Southbound Highway 101**: Exit at Grand Avenue. Turn left on Grand Avenue to Branch Street. Turn left onto Crown Hill and follow up the hill to the school.
Northbound Highway 101: Exit at Grand Avenue. Turn right on Grand Avenue and follow to Branch Street. Turn left onto Crown Hill and follow up the hill to the school.

ARROYO GRANDE HIGH SCHOOL (9-12)

Principal: Dan Neff
Asst. Principal: Mike Mostajo
Secretary: Rocio Palacios
Address: 495 Valley Road, Arroyo Grande, CA 93420
Telephone: 474-3200
Location: **Southbound Highway 101**: Exit at Fair Oaks Avenue. Turn right on Fair Oaks Avenue to school. **Northbound Highway 101**: Exit at Traffic Way to Fair Oaks Avenue. Turn left on Fair Oaks Avenue to school.

CENTRAL COAST NEW TECH HIGH SCHOOL (9-12)

Principal: Sarah Butler
Secretary: Raquel Lujano
Address: 525 North Thompson Road – Bldg. 900, Nipomo, CA 93444
Telephone: 474-3350
Location: **Southbound Highway 101**: Exit at Thompson Road. Make a left on Thompson Road. Go 2 miles to school on right. **Northbound Highway 101**: Exit at Tefft Road. Turn right on Tefft Road to Thompson Road. Make a left on Thompson Road. Go 1 mile to school on left.

LOPEZ CONTINUATION SCHOOL AND TAPP PROGRAM (9-12)

Principal: Jennifer Bowen
Secretary: Aurora Munoz
Address: 1055 Mesa View Drive, Arroyo Grande, CA 93420
Telephone: 474-3750
Location: **Southbound Highway 101**: Exit at Halcyon Road. Stay on Halcyon Road to Highway 1. Turn left on Hwy 1. Go over bridge. Turn right on Halcyon Road to stoplight at the top of hill. Turn right on Mesa View Drive. Go 1.1mile to school on left. **Northbound Highway 101**: Exit at Traffic Way to Fair Oaks Avenue. Turn left on Fair Oaks Avenue. Turn left on Valley Road. Turn left onto Highway 1 to stoplight at the top of hill. Pass through the light and go 1.1 miles to the school on left.

NIPOMO HIGH SCHOOL (9-12)

Principal: John Denno
Asst. Principal: Rebecca Ferguson
Secretary: Debbie Carter
Address: 525 North Thompson Road, Nipomo, CA 93444
Telephone: 474-3300
Location: **Southbound Highway 101**: Exit at Thompson Road. Make a left on Thompson Road. Go 2 miles to school on right. **Northbound Highway 101**: Exit at Tefft Road. Turn right on Tefft Road to Thompson Road. Make a left on Thompson Road. Go 1 mile to school on left.

MESA VIEW SCHOOL (Adult Transition/HomeStudies)

Area Admin.: Marco Dovideo
Address: 1065 View Dr, Arroyo Grande, CA 93420
Telephone: 805-597-1870

Southbound Highway 101: Exit at Halcyon Road. Stay on Halcyon Road to Highway 1. Turn left on Hwy 1. Go over bridge. Turn right on Halcyon Road to stoplight at the top of hill. Turn right on Mesa View Drive. Go 1.3miles to school on left. **Northbound Highway 101:** Exit at Traffic Way to Fair Oaks Avenue. Turn left on Fair Oaks Avenue. Turn left on Valley Road. Turn left onto Highway 1 to stoplight at the top of hill. Pass through the light and go 1.3 miles to the school on left.

The Lucia Mar Unified School District Instructional Calendar can be located on our website:

www.luciamarschools.org

District

Curriculum

Instructional Calendars – click on the Instructional Calendar 2018 – 2019 link to open.

