

**PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

2019-2020 SCHOOL YEAR

Carrie Buck

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Assistant Superintendent  
Human Resources

Nancy Blade  
Director, Human Resources

Cara Robinson  
Director, Human Resources

Erica Diaz  
Human Resources Technician  
(714) 985-8416

## **FORWARD**

We recognize and appreciate the valuable contribution that our substitutes make toward the fulfillment of the District's educational program. It is satisfying to know that our classes will be staffed with qualified and competent teachers each day.

We sincerely hope that you will enjoy working with the students of the Placentia-Yorba Linda Unified School District.

This handbook for substitute teachers has been prepared to assist you in planning and assuming the responsibilities of teachers in this district.

If you have any questions that may make our educational program even more outstanding, please contact the Human Resources Office.

Rick Lopez  
Assistant Superintendent –Human Resources

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT					
2019-2020 SCHOOL DIRECTORY & SCHEDULE					
SCHOOL	GRADE LEVEL	SCHOOL HOURS			OFFICE HOURS
<b>ELEMENTARY</b>					
<b>Brookhaven K-6</b> 1851 N. Brookhaven Ave. Placentia, 92870 Phone: 714-986-7110	Kinder AM	7:50	-	11:10	7:30 – 4:30    Minimum Day 7:50-12:45
	Kinder PM	9:30	-	12:50	
	M.T.TH.F	7:50	-	2:15	
	Wed. only	7:50		1:15	
<b>Bryant Ranch K-5</b> 24695 Paseo de Toronto Yorba Linda, 92886 Phone: 714-986-7120	Kinder AM	7:50	-	11:10	7:30 – 4:30    Minimum Day 7:50-12:45
	Kinder PM	9:30	-	12:50	
	M,T,TH,F	7:50	-	2:15	
	WED. only	7:50	-	1:15	
<b>Fairmont k-6</b> 5241 Fairmont Blvd Yorba Linda, 92886 Phone: 714-986-7130	Kinder AM	8:22	-	11:42	7:30 – 4:30    Minimum Day 8:20-1:17
	Kinder PM	10:02	-	2:09	
	M,T,TH,F.	8:22	-	2:47	
	Wed. Only	8:22	-	1:47	

<b>ELEMENTARY (cont...)</b>					
<b><u>George Key</u></b> 708 East Golden Avenue Placentia, 92870 Phone: 714-986-7170	Ages 1-21	9:00	-	3:30	7:30 – 4:30
	Pre K	9:00	-	1:00	Minimum Day 9:00 -1:30
<b><u>Glenknoll K-5</u></b> 6361 Glenknoll Drive Yorba Linda, 92886 Phone: 714-986-7140	Kinder AM	7:50	-	11:10	7:150 – 4:15
	Kinder PM	9:30	-	12:50	
	M,T,Th,F	7:50	-	2:15	
	Wed. Only	7:50	-	1:15	Minimum Day 7:50-12:45
<b><u>Glenview K-6</u></b> 1775 Glenview Avenue Anaheim, 92806 Phone: 714-986-7150	Kinder AM	7:50	-	11:50	7:00 – 4:00
	Kinder PM	9:30	-	12:50	
	M,T,Th,F	7:50W	-	2:15	
	Wed. Only	7:50	-	1:15	Minimum Day 7:50-12:45
<b><u>Golden K-6</u></b> 740 East Golden Avenue Placentia, 92870 Phone: 714-986-7160	Kinder AM	7:50	-	11:10	7:15 – 4:15
	Kinder PM	9:30	-	12:50	
	M,T,Th,F	7:50	-	2:15	
	Wed. only	7:50	-	1:15	Minimum Day 7:50-12:45
<b><u>Lakeview K-5</u></b> 17510 Lakeview Avenue Yorba Linda, 92886 Phone: 714-986-7190	Kinder AM	7:50	-	11:10	7:30 – 4:30
	Kinder PM	9:30	-	12:50	
	Mon-Fri	7:50	-	2:15	Minimum Day 7:50-12:45

<b>ELEMENTARY (cont...)</b>					
<p><b><u>Linda Vista K-5</u></b> 5600 South Ohio Street Yorba Linda, 92886 Phone: 714-986-7200</p>	<p>Kinder AM Kinder PM Mon-Fri</p>	<p>7:50 9:30 7:50</p>	<p>- - -</p>	<p>11:10 12:50 2:07</p>	<p>7:15 – 4:15  Minimum Day 7:50-12:45</p>
<p><b><u>Mabel Paine K-5</u></b> 4444 Plumosa Drive Yorba Linda, 92886 Phone: 714-986-7210</p>	<p>K SPED K SPED K  M,T,Th,F W only</p>	<p>7:50 7:50 9:30  7:50 7:50</p>	<p>- - -  - -</p>	<p>11:10 11:50 1:32  2:15 1:15</p>	<p>7:30 – 4:30    Minimum Day 7:50-12:45</p>
<p><b><u>Melrose</u></b> K-6 974 South Melrose Avenue Placentia, 92870 Phone: 714-986-7220</p>	<p>Kinder AM <b>M-F</b> Kinder PM <b>M,T,Th,F</b> Kinder PM <b>Wed. only</b> Grades 1-6 <b>M,T,Th,F</b> Grades 1-6 <b>Wed. only</b></p>	<p>8:22  10:10  10:10  8:22  8:22</p>	<p>-  -  -  -  -</p>	<p>11:42  2:09  1:47  2:47  1:47</p>	<p>7:30 – 4:30    Minimum Day 8:22-1:15</p>
<p><b><u>Morse</u></b> 431 East Morse Avenue Placentia, 92870 Phone: 714-524-6300</p>	<p>Kinder AM Kinder PM <b>M,T,Th, F</b> Kinder PM <b>Wed. Only</b> Grades 1-6 <b>M,T, Th,F</b> Grades 1-6 <b>Wed. Only</b></p>	<p>7:50 9:30 9:30  7:50 7:50</p>	<p>- -   - -</p>	<p>11:10 1:37 1:15  2:15 1:15</p>	<p>7:30 – 4:30    Minimum Day 7:50-12:45</p>

<b>ELEMENTARY (cont...)</b>					
<b><u>Rio Vista K-5</u></b> 310 North Rio Vista Avenue Anaheim, 92806 Phone: 714-986-7240	Kinder AM	8:22	-	11:50	7:30 – 4:30
	Kinder PM	10:20	-	2:16	
	M-F	8:22	-	2:47	
					Minimum Day 8:30 – 1:45
<b><u>Rose Drive K-5</u></b> 4700 Rose Drive Yorba Linda, 92886 Phone: 714-986-7250	Kinder AM	7:50	-	11:10	7:15 – 4:15
	Kinder PM	9:30	-	1:41	
	<b>M,T,Th,F</b>	7:50	-	2:15	
	<b>Wed. only</b>	7:50	-	1:15	
<b><u>Ruby Drive K-6</u></b> 601 Ruby Drive Placentia, 92870 Phone: 714-996-1921	Kinder AM	7:50	-	11:10	7:15 – 4:15
	Kinder PM	9:30	-	12:50	
	M, T, Th, F	7:50	-	2:15	
	Wed. Only	7:50	-	1:15	Minimum Day 7:50-12:45
<b><u>Sierra Vista K-6</u></b> 1811 North Placentia Avenue Placentia, 92870 Phone: 714-986-7270	Kinder AM	7:50	-	11:10	7:30 – 4:30
	Kinder PM	9:30	-	12:50	
	Mon-Fri	7:50	-	2:07	Minimum Day 7:50-12:45
<b><u>Topaz K-6</u></b> 3232 Topaz Lane Fullerton, 92831 Phone: 714-993-9977	Kinder AM	7:50	-	11:10	7:15 – 4:15
	Kinder PM	9:30	-	1:15	
	Mon-Fri	7:50	-	2:07	Minimum Day 7:50-12:37

<b>ELEMENTARY (cont...)</b>					
<b><u>Travis</u></b> 5200 Via de la Escuela Yorba Linda, 92887 Phone: 714-986-7460	Kinder AM	8:30	-	11:50	7:30 – 4:30
	Kinder PM	10:10	-	1:30	
	<b>M,T,Th,F</b>	8:30	-	2:47	
	<b>Wed. only</b>	8:30	-	1:47	
					Minimum Day 8:30- 1:25
<b><u>Tynes K-6</u></b> 735 Stanford Drive Placentia, 92870 Phone: 714-996-5550	Kinder AM	8:22	-	11:42	7:30 – 4:30
	Kinder PM	10:02	-	2:06	
	Wed. Only	10:02	-	1:47	
	<b>M, T, Th, Fri</b>	8:22	-	2:47	
	<b>Wed. Only</b>	8:22	-	1:47	Minimum Day 8:22 -1:17
<b><u>Van Buren K-6</u></b> 1245 Van Buren Street Placentia, 92870 Phone: 714-986-7100	Kinder AM	7:50	-	11:10	7:30 – 4:30
	Kinder PM	9:30	-	12:50	
	M, T, Th, Fri	7:50	-	2:15	
	Wed. Only	7:50	-	1:15	
					Minimum Day 7:50-12:45
<b><u>Wagner K-6</u></b> 7171 East Yorba Linda Boulevard Placentia, 92870 Phone: 714-986-7180	Kinder AM	8:22	-	11:42	7:30 – 4:30
	Kinder PM	10:02	-	1:22	
	M-F	8:22	-	2:47	
					Minimum Day 8:22 – 1:47
<b><u>Woodsboro K-6</u></b> 7575 Woodsboro Avenue Anaheim, 92807 Phone: 714-986-7040	Kinder AM	7:50	-	11:10	7:15 – 4:15
	Kinder PM	9:30	-	12:50	
	M, T, Th, F	7:50	-	2:15	
	Wed. Only	7:50	-	1:15	
					Minimum Day 7:50-12:45

<b>MIDDLE</b>						
<p><b><u>Bernardo Yorba 7-8</u></b>                      5350 Fairmont Boulevard                      Yorba Linda, 92886                      Phone: 714-986-7400</p>	<p>Mon. Only</p>	<p>9:05</p>	<p>-</p>	<p>3:15</p>	<p>7:30 – 4:30</p>	
	<p><b>T,W,Th,F</b></p>	<p>8:35</p>	<p>-</p>	<p>3:15</p>		
<p><b><u>Kraemer 7-8</u></b>                      645 North Angelina Avenue                      Placentia, 92870                      Phone: 714-996-1551</p>	<p><b>T, W, Th, Fri</b></p>	<p>8:50</p>	<p>-</p>	<p>3:30</p>	<p>7:30 – 4:30</p>	
	<p>Mon. Only</p>	<p>9:20</p>	<p>-</p>	<p>3:30</p>		
<p><b><u>Travis Middle 6-8</u></b>                      5200 Via de la Escuela                      Yorba Linda, 92886                      Phone: 714-986-7460</p>	<p><b>M,T,Th,F</b></p>	<p>8:20</p>	<p>-</p>	<p>3:45</p>	<p>7:30 – 4:30</p>	
	<p>Wed. only</p>	<p>8:20</p>	<p>-</p>	<p>2:45</p>		
<p><b><u>Tuffree 7-8</u></b>                      2151 North Kraemer                      Boulevard                      Placentia, 92870                      Phone: 714-986-7480</p>	<p>M,T,Th, Fri</p>	<p>8:40</p>	<p>-</p>	<p>3:25</p>	<p>7:30 – 4:30</p>	
	<p><b>Wed. only</b></p>	<p>8:40</p>	<p>-</p>	<p>2:18</p>		
<p><b><u>Valadez Middle K-8</u></b>                      161 East La Jolla Street                      Placentia, CA 92870                      Phone: 714-986-7440</p>	<p>Mon. Only</p>	<p>9:10</p>	<p>-</p>	<p>3:15</p>	<p>7:30 – 4:30</p>	
	<p>T,W,Th,Fri</p>	<p>8:40</p>	<p>-</p>	<p>3:15</p>		



<b>MIDDLE (cont...)</b>					
<p><b><u>Yorba Linda Mid. 6-8</u></b>                      4777 Casa Loma Avenue                      Yorba Linda, 92886                      Phone: 714-986-7080</p>	<p><b>M,T,Th,F</b>                      Wed. Only</p>	<p>8:45                      8:45</p>	<p>-                      -</p>	<p>3:35                      2:10</p>	<p>7:45 – 4:45</p>
<b>HIGH SCHOOL</b>					
<p><b><u>El Camino</u></b>                      1351 East Orangethorpe Ave                      Placentia, 92870                      Phone: 714-986-7060</p>	<p><b><u>1<sup>st</sup> session</u></b>                      Mon. Only                      T,W,Th,Fri</p> <p><b><u>2<sup>nd</sup> session</u></b></p>	<p>8:55                      7:00                      10:35</p>	<p>-                      -                      -</p>	<p>12:38                      12:08                      2:45</p>	<p>7:30 – 4:30</p>
<p><b><u>El Dorado 9-12</u></b>                      1651 North Valencia Avenue                      Placentia, 92870                      Phone: 714-986-7580</p>	<p>Mon. Only                      T,W, Th, Fri</p>	<p>8:30                      7:50</p>	<p>-                      -</p>	<p>2:45                      2:45</p>	<p>7:30 – 4:30</p>
<p><b><u>Esperanza 9-12</u></b>                      1830 North Kellogg Drive                      Anaheim, 92807                      Phone: 714-986-7540</p>	<p>Mon. Only                      T, W, Th, Fri</p>	<p>7:55                      8:28</p>	<p>-                      -</p>	<p>2:45                      2:45</p>	<p>7:30 – 4:30</p>
<p><b><u>Valencia 9-12</u></b>                      500 North Bradford Avenue                      Placentia, 92870                      Phone: 714-996-4970</p>	<p>Mon. Only                      T, W, Th, Fri</p>	<p>8:33                      7:55</p>	<p>-                      -</p>	<p>2:45                      2:45</p>	<p>7:30 – 4:30</p>

<b>HIGH SCHOOL (cont...)</b>											
<p><b><u>Yorba Linda 9-12</u></b>          19900 Bastanchury Road          Yorba Linda 92886          Phone: 714-986-7500</p>	<table> <tr> <td>Mon. Only</td> <td>8:25</td> <td>-</td> <td>2:45</td> <td>7:30 – 4:30</td> </tr> <tr> <td>T, W, Th, Fri</td> <td>7:55</td> <td>-</td> <td>2:45</td> <td></td> </tr> </table>	Mon. Only	8:25	-	2:45	7:30 – 4:30	T, W, Th, Fri	7:55	-	2:45	
Mon. Only	8:25	-	2:45	7:30 – 4:30							
T, W, Th, Fri	7:55	-	2:45								

**GENERAL RULES AND REGULATIONS**  
**PERTAINING TO ELEMENTARY STUDENTS AND FACILITIES**

1. Students should not leave the room without the permission of the teacher.
2. Students should not leave the school without the permission of the principal.
3. Students are not allowed to move heavy equipment.
4. Students should not be permitted in the classroom until the teacher is present.
5. Elementary school students are not allowed to use the paper cutter.
6. All accidents should be reported promptly to the principal. An accident report should be filed on the appropriate form.

**Fire Drills** - Check your teacher's handbook or your neighboring teacher to determine your assembly area. A fire drill is a series of short rings. Upon moving to the assembly area, close the door and pick up the register and grade book if possible.

**Civil Defense Drills** - Civil defense drills are noted by a three-to-five minute warbling siren or short blasts on the horn. Have students duck and cover quietly under their desks.

## **GENERAL RULES AND REGULATIONS**

### **PERTAINING TO MIDDLE SCHOOL STUDENTS AND FACILITIES**

1. Students should not leave the room without the permission of the teacher.
2. Students should not leave the school without the permission of the principal.
3. Students are not allowed to move heavy equipment.
4. Students should not be permitted in the classroom until the teacher is present.
5. All accidents should be reported promptly to the principal. An accident report should be filed on the appropriate form.

**Schedule** - Check in the office first thing in the morning. Pick up substitute information from the secretary.

**Plan Book** - This information is in the substitute folder given to you by the secretary.

**Absences** - Absences should be recorded each period.

**Home Room** - Have the group start by saying the Pledge of Allegiance. Student Council members may give their weekly reports. The remainder of the time will be spent checking student notebooks and assignment sheets.

**Hall Passes** - Hall passes are found in the teacher's desk. Please do not let a student out of class without a hall pass.

**Re-admittance Cards** - Do not allow a student back to class who has previously been absent without an absence card.

**Conduct** - In the case of a real classroom disturbance, fill out completely an office referral card. Send the card to the office. You may call the office in an emergency.

**Student Dress** - If in doubt, check in the Student Folder.

**Dismissal** - Do not allow students to leave the classroom before the bell rings, under any circumstances.

**Duty** - Check teacher lesson plans for duty assignment, if any.

**End of Day** - Check out with the office secretary. Turn in any keys, substitute folder and sign the Daily Substitute Record form. Also, fill out an evaluation form.

**Fire Drills & Civil Defense Drills** - Fire drills can be identified by a series of ten intermittent bells, repeated for one minute's time. Assembly area and civil defense procedure cards are posted in each classroom.

## **GENERAL RULES AND REGULATIONS**

### **PERTAINING TO HIGH SCHOOL STUDENTS AND FACILITIES**

1. Students should not leave the room without the permission of the teacher.
2. Students should not leave the school without the permission of the principal.
3. Students are not allowed to move heavy equipment.
4. Students should not be permitted in the classroom until the teacher is present.
5. All accidents should be reported promptly to the principal. An accident report should be filed on the appropriate form.

**Reporting for Duty** - Please check in with the Principal's secretary in the Administration Building. She will issue the substitute folder listing the teacher's schedule, general school procedures and other necessary information. At the end of the day, the substitute teacher must return the folder and check-out with the Principal's secretary.

**Parking** - Parking spaces are not assigned by number. The substitute may park in the teacher's lot located south of the school. A parking permit is included in the substitute folder.

**Lunch & Conference Room Period** - There is a nutrition break in the morning, a single lunch period for all students and staff, and a conference period for teachers.

**Student Conduct** - Reasonable standards of conduct are expected from PYLUSD students in all cases. Firmness coupled with understanding is a proper guideline in the classroom. If a teacher must refer a student from the classroom, such referrals are to be made directly to the appropriate counselor/administrator. The follow-up before leaving campus is essential; therefore, it is necessary to confer with the counselor/administrator regarding the problem.

**Referrals** - The counseling offices are located in the Administration Building.

**Department Chairperson** - Certain individual subject areas and groups of subjects have a department chairperson. If you desire any additional assistance or have any questions, please contact the individual.

Please return the substitute folder and keys to the principal's secretary. Fill out an evaluation form and sign the Daily Substitute Record form.

**PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT  
2019-2020 STUDENT CALENDAR**

**OPENING/CLOSING OF SCHOOLS**

First Day of School (Pre K-12).....	Tuesday, August 27, 2019
Last Day of School (Preschool only) .....	Wednesday, June 10, 2020
Last Day of School (Preppy K-12 Minimum Day) .....	Thursday, June 11, 2020

**NON-STUDENT/SCHOOL HOLIDAY SCHEDULE**

Non-Student Day .....	Friday, August 30, 2019
Labor Day .....	Monday, September 2, 2019
Veterans' Day .....	Monday, November 11, 2019
Thanksgiving Recess (5 days).....	Monday, November 25 - Friday, November 29, 2019
Parent Conference (Elementary Students Only) .....	Friday, December 13, 2019
Winter Recess (10 days) .....	Monday, December 23 – Friday, January 3, 2020
Martin Luther King Jr. Day .....	Monday, January 20, 2020
Middle/High School End of Semester Grading Day (Secondary Students Only) .....	Friday, January 24, 2020
Lincoln's Birthday.....	Monday, February 10, 2020
Presidents' Holiday (Washington's Birthday).....	Monday, February 17, 2020
Spring Recess (5 days) .....	Monday-Friday, April 6-10, 2020
Memorial Day.....	Monday, May 25, 2020

**MINIMUM DAYS**

Elementary School Grading Day .....	Friday, November 15, 2019
Middle School Grading Day .....	Friday, November 1, 2019
Parent Conference (Elementary Only) .....	Wednesday & Thursday, December 11 & 12, 2019
Semester Finals (High School Only).....	Wednesday & Thursday, January 22 & 23, 2020
Elementary Grading Day .....	Friday, March 6, 2020
Middle School Grading Day .....	Friday, April 3, 2020
Elementary Grading Day .....	Friday, June 5, 2020
Semester Finals (Secondary Only).....	Wednesday, June 10, 2020
Last Day of School.....	Thursday, June 11, 2020

**LATE START/EARLY RELEASE**

Monday late start schools:

Bernardo-Yorba, Kraemer, Valadez, El Dorado, El Camino, Esperanza, Valencia, Yorba Linda HS

Wednesday early release schools:

Brookhaven, Bryant Ranch, Fairmont, Glenknoll, Glenview, Golden, Lakeview, Linda Vista, Mabel Paine, Melrose, Morse, Rio Vista, Rose Drive, Ruby Drive, Sierra Vista, Topaz, Travis Ranch Elem/MS, Tuffree, Tynes, Van Buren, Wagner, Woodsboro, Yorba Linda MS

Monthly early release schools:

George Key

**GRADING PERIOD**

End of First Quarter .....	Friday, November 1, 2019
End of First Trimester .....	Friday, November 15, 2019
End of Second Quarter (1 <sup>st</sup> Semester) .....	Friday, January 24, 2020
End of Second Trimester .....	Friday, March 6, 2020
End of Third Quarter .....	Friday, April 3, 2020
End of Fourth Quarter/Third Trimester (2 <sup>nd</sup> Semester).....	Thursday, June 11, 2020

## **Smart Find Express** **Finger Tip Facts**

### **How does Smart Find Express work?**

PYLUSD utilizes Smart Find Express as its management system to track both teacher absences and substitute teachers. Smart Find Express uses both a telephone Interactive Voice Response (IVR) system and a web-based application. The telephone system (IVR) has easy-to-follow instructions. Access via internet is also very user-friendly

### **How do I register to use Smart Find Express?**

Registration must be initialized via a ***touch tone*** telephone. Follow these easy steps:

1. Call Smart Find Express IVR at **1-(714)-996-2033**
2. Identify yourself using your Access ID and your PIN (given to you upon completion of your Substitute teaching application.
3. When you register you will:
  - a. Record your name
  - b. Review your Personal Information
  - c. Verify your phone number
  - d. Verify the days of the week you can work
4. Once activated through the phone, substitutes may access past, current and future jobs by visiting (<https://smartfind.pylusd.org>)

### **What are Job Numbers?**

Each absence successfully reported is assigned a job number. As a substitute, you will know that you have successfully received a job when your job number matches that of the teacher absence. Job numbers must be used when accessing an existing job for review or cancellation on the phone. NOTE: Anytime you accept a job, MAKE SURE YOU TAKE NOTE OF YOUR JOB NUMBER.

**When does Smart Find call out?**

	<b>TODAY’S JOBS</b>	<b>FUTURE JOBS</b>
Weekdays	Starts at 5:00am and continues until 50% of completion of jobs	5:00 – 09:00pm
Saturdays	None	None
Sunday	None	05:00 – 09:30pm
Holidays	None	05:00 – 09:30pm

**What Are My Menu Options on Smart Find Express?**

- Reviewing available jobs – During the call-out period, you can review any current and future assignments that you are eligible to accept
- Review current jobs – you can view any current and future assignments that you have already accepted. You can view all of the details concerning each job. You may also cancel a job here by clicking on the job ID and choosing Cancel Job. This must be done one hour prior to the beginning of the job assignment.
- Reviewing personal information – your ID number, general information, address and phone number, certifications and their expiration dates as well as your general availability may all be accessed.
- Do Not Disturb/Unavailable – you may add, review and edit your availability.
- Log Out

**HELPFUL HINTS TO REMEMBER**

- Register as soon as possible. You cannot receive or access available jobs until you are activated into the system. You must register via the telephone.
- When accessing the phone system, you must use a touch-tone telephone.
- Smart Find may be accessed through any computer with internet access.
- Take your time and follow the narration or computer prompts.
- When accepting a job, always wait for the job number before leaving the system.
- If you must cancel a job that you have already accepted, please do so as early as possible. At a minimum, you must cancel one hour before the scheduled start time.
- Regular work week may be limited to 4 days a week unless Substitute Teachers are working a Long Term assignment.

**RESOURCES/TOOLS**

- Smart Find TEAM
  - Erica Diaz, Certificated H.R. Technician – Sub. Coordinator 1-714-985-8416
  - Dana Griffiths, Classified H.R. Technician - Sub. Coordinator 1-714-985-8409



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## General Information

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A list of approved substitute teachers is maintained by Personnel Services. Employment is offered only to those on the approved list. Substitutes are employed on an "as needed" basis, and may be released pursuant to Section 44953 of the Education Code. Substitute teachers are limited to no more than 4 days of work per week unless prior arrangement is made between the site administrator and the Personnel Dept.

### **Amount of Service**

It is difficult to predict the amount of service a substitute teacher can expect. Frequency of employment depends on the absence rate of the regular staff, the number of available substitutes and the quality of service rendered by the substitute. In general, substitute service is distributed among the active list of substitute teachers. Long term assignments are pre-arranged by the site administrator and teacher that will be going on leave.

### **Assignments**

PYLUSD manages substitute teacher assignments through an automated system called the Smart Find Express. This phone/web-based application allows you to enter your availability and accept and review assignments. To access by phone, please dial 1-714-996-2033. To access by computer, please type the following URL <https://smartfind.pylusd.org>

### **Change in Status**

It is essential that you keep your availability status up-to-date. You may accomplish this directly from your touch-tone telephone or via SmartFind. In order to change your official personnel/payroll records, please complete a Change of Name/Address form in the Personnel Office.

### **Credentials**

It is the responsibility of each Substitute Teacher to ensure a current copy of their credential is on file with the Personnel office. Any substitute with an expired credential will be terminated from employment.

### **Renew Your Credential/Permit Via the Web**

You can renew your credential in the convenience of your own home. The renewal process for your Clear, Professional Clear, or 30-Day Substitute Teaching Permit can be submitted on-line with the use of a credit card.

### **Follow these steps to renew your credential:**

1. Connect to the Web at [www.ctc.ca.gov](http://www.ctc.ca.gov)
2. Click on the "Renew your Credential" link.
3. Click #1 "Renew your Credential Online".
4. Please allow sufficient time for processing.
5. Once Credential has been issued, please forward notification to [ediaz@pylusd.org](mailto:ediaz@pylusd.org).

### **Tuberculin Examinations**

Substitute teachers must provide proof that they are free of active tuberculosis every **four** years. This must be from a medical provider showing your name, date, the doctor's name, signature, telephone number, and the results of the test. You must request the Mantoux test. Failure to provide proof of freedom from TB will result in ineligibility for service. This is a requirement of the California Education Code Section 49406

# Reporting to Assignment

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## **Hours of Service**

Substitute teachers observe the same hours of service as a regularly assigned teacher at the school to which they are assigned. Substitute teachers are expected to report to their assignments in a timely manner. You are expected to be at the site early enough to pick up keys and prepare for the day before class begins.

PYLUSD will make every attempt to notify substitutes early enough in the day to enable them to report to the school by the specified time so they can be properly prepared to begin the teaching day. Adjustments in the rate of pay will be made if a substitute arrives late, leaves the school before the scheduled dismissal time or declines to work during a prep period.

## **Reporting**

Substitute teachers report first to the site office manager and/or the school principal early enough to check-in for the absent teacher, secure room keys, attendance accounting information, bus duty assignments, the substitute folder, and other necessary materials. Substitute teachers must provide the job number of the assignment that was issued by Smart Find Express to the Office Manager/Clerk.

## **Ending Assignment**

Substitute teachers must return room keys, the substitute folder, and other materials at the close of the teacher's day.

## **Accepting Assignments**

It is the expectation that substitute teachers will accept assignments that are offered. Substitutes have the ability to mark their schedule "unavailable" when they know they cannot work. When marked unavailable, system is able to call substitutes that are available to accept assignments. Periodically throughout the year, job monitoring will occur to ensure that PYLUSD maintains an accurate and working substitute list.

## **Dress and Grooming**

Substitute teachers serve as important role models both at school and in the community. As role models, it is important for teachers to maintain professional standards of attire. Attire for one work assignment may not be the same for all assignments.

A substitute teacher is expected, during school hours, to wear clothing that demonstrates a high regard toward education and presents an image consistent with the job responsibilities. Clothes that may be appropriate for shop instructors or physical education teachers may not be appropriate for classroom teachers.

# Expectations

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## **Expectation of the Teacher Substituting:**

1. Report to the school fifteen minutes before class time, whenever you have received your assignment in sufficient time to do so.
2. Stop by the office for instructions and room assignment. Pick up the room key, locate the teacher's lounge, the restrooms and check the regular teacher's mailbox. Also, check the duty schedule to determine if you have a duty assignment.
3. In most schools, you will find a folder for substitute teaching, the attendance register, a seating chart, and a schedule of events showing recesses and lunch time.
4. Having a teacher substitute may be an upsetting experience for some children. Following the established classroom routine as much as is possible will help you avoid problems.
5. When substituting observe the same teaching hours as the regular teacher. The basic day is one-half hour before class starts and one-half hour after the class has been completed.
6. Tasks such as correcting papers, making reports, making sure the room is in order, etc., should be completed after class hours.
2. As a teacher substituting, you are responsible for the full schedule of the regular teacher. This includes the classroom day and any special duties performed by the absent teacher. Follow the plans of the regular teacher as closely as possible.
3. Exercise care in expressing personal reactions and opinions concerning the school and classroom operation. Refrain from criticizing the regular teacher.

## **Regular Teacher's Expectations of Substituting Teacher's Performance**

1. The continuity of the educational program needs to be followed.
2. An accurate attendance record is to be kept.
3. Work is to be corrected and left in appropriate place.
4. A brief written overview of the day's activities with emphasis on any changes to the lesson plans and any discipline problems encountered is to be left for the regular teacher.
5. A professional attitude toward the subject matter and the students should be demonstrated.

# School Information

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## **Substitute Information**

School sites are encouraged to provide the following information appropriate to the assignment.

- Name and room number of teacher for whom you are substituting
- Bus duty schedules
- Name of teacher next door
- Location of the teacher's workroom, lounge, and rest rooms
- Daily bell schedule, including recess, lunch, and physical education periods
- Emergency drill information
- Special events schedule
- Attendance accounting information
- Lunch procedures
- First Aid procedures
- Bus information as needed
- Names of children with special problems
- Recommended disciplinary procedures
- Lunch money collection procedures
- Names of dependable pupils
- A map of the school and playground
- Special school plan instructions

## **Bus Duty / Schedules**

Substitute teachers assume all bus duty responsibilities assigned to the regular teacher. If there is any question, the school principal, assistant principal or other administrator is to be consulted.

All children riding a bus must be excused from class in order to load the bus on time. Elementary aged children are to be taken to the bus loading zone. At no time should the students be left unattended.

## **Emergency Drills**

Procedures for emergency drills, including signals, evacuation routes, etc., are located in a conspicuous place in the classroom. Becoming familiar with this information prior to the start of the school day is essential.

## **Special Class Activity Schedule**

The schedule is to be checked prior to the start of the school day, and pupils are to be sent to the designated locations. Special events and/or special instructional programs for designated pupils should be reviewed prior to sending students to their designated locations.

## **Attendance Accounting**

Attendance figures must be accurate. The school office manager or attendance clerk will provide the necessary information.

# Your Day in the Classroom

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Your service as a substitute teacher is important. You have the responsibility of maintaining the regular instructional program in the classroom.

The lesson plans of the regular teacher are to be followed. Lesson plans are left in the class room or are given to you when you arrive at the office. Please make notes on the lesson plans to indicate progress made and areas covered.

## **Responsibility**

The substitute teacher is directly responsible to the school principal, who is to be kept informed of any problems regarding pupils, the instructional program, or parents. Parents are not to be contacted without the prior approval of the school principal.

## **Instructional Objectives**

Whenever possible, the pupils' understanding of processes and concepts previously introduced should be emphasized rather than the introduction of new material. This would be especially true on one-day assignments.

## **Instructional Materials**

The instructional materials designated by the regular teacher are to be used.

## **Non-Teaching Duties**

Substitute teachers are expected to cover non-teaching duties usually assigned to the regular teacher during a day of service.

## **Preparation/Conference Periods**

Unless assigned other duties by the principal, during the teacher's preparation/conference period you are responsible for completing any preparation of materials, duplicating, or grading of papers as directed in the teacher's lesson plans.

## **Room Environment**

Proper heating, ventilation, and lighting are to be maintained in the classroom. The room is to be maintained in good order and supplies are to be used carefully. The last few minutes of the day should be used as a clean-up period so the room is ready for the next day or the next teacher. Class sets of books should be returned to shelves and arranged neatly. Desks should be aligned in an orderly fashion.

## **Room Safety**

Doors are to be locked before leaving the room at recess, lunch, or physical education. Keys are not to be given to pupils.

## **Supervision of Pupils**

Students are to be supervised at all times in the classroom. Children are to be supervised on the playground and during the physical education period.

### **Pupils Leaving the School Grounds**

No pupil is permitted to leave the school grounds without the prior authorization of the school principal or designee. Pupils are not to be sent home to get forgotten books or homework at any time.

### **Classroom Visitors**

Classroom visitors (children) are not permitted unless authorized by the school principal or designee. Parents who visit are asked to register in the office prior to their visit, and secure a visitor badge.

### **Inclement Weather**

School hours remain the same during inclement weather. Special instructions regarding recess and lunch on these days are issued by each school.

### **School Records and Information**

School records are confidential and are to be treated in a discreet and professional manner. Individual children, other teachers, and school situations are confidential and not to be discussed.

### **Medications Policy**

Schools follow district procedures for handling students with ongoing medical concerns. The following policies are generally followed, but are by no means hard and fast rules:

1. Students under 18 who need to use an inhaler tell their teacher (or sub) or other school personnel of their need. They then go to the office to get and use the inhaler.
2. Students who take medication regularly tell the teacher (or sub) that it is time for their medication. They then go to the office for their medication. If a student forgets to go, the school office will call for the child.
3. Teachers of students with serious medical conditions will leave notes in their lesson plans explaining to the substitute what the condition is, what the sub should be watching out for, and how the sub should respond.

### **Telephone Usage**

Classroom phones are to be used only for important school business, not for personal calls. Do not use your personal cell phone during class time.

## General Guidelines

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Teaching assignments may be unique and vary from situation to situation. The following hints are proven techniques which may be helpful for a good beginning.

1. Be in your room before the children arrive. This is necessary for effective control and good discipline. Experienced substitute teachers indicate that the chances for a successful day are greater if you arrive early enough to be able to check schedules, note unusual assignments and have time to determine the plan for the day **before** the students arrive.
2. Greet the children with a smile and good morning. Insist on students being seated and remaining so. Have something for the students to do **immediately**; either out of the lesson plan or relevant to the subject. This gives you an opportunity to get into the appropriate routines.
3. Follow the regular routine as much as possible and try not to establish new ones. However, you should use common sense. Rules, regulations, guides and directives have their basis in common sense.
4. Check attendance carefully. When substituting in middle school, report to the office the names of absent students who are not on the absence sheet.
5. Try not to argue with children over routines. Be pleasant but firm as to how you want it done.
6. Start formal lessons as soon as possible. Make opening exercises brief; however, any regular policies regarding them should be followed.
7. If possible, become familiar with the particular school's policy book.
8. Review with the children the classroom rules and consequences.
9. As members of the professional staff of the Placentia-Yorba Linda Unified School District, it is imperative that substitute teachers maintain ethics of confidentiality at all times. It is inappropriate to share personal information about students or staff members with "others".
10. Substitute teaching involves many different situations and often more than one school. Never compare one school with another, one principal with another, one teacher with another, or one group of students with another. If you have problems at a specific school, discuss them with the principal of the school where the problems occurred.
11. Leave important conferences with parents for the regular teacher.
12. Keep copies of all notices, bulletins, etc., and leave them where they may be easily found by the teacher.
13. Within reasonable limits, follow the regular teacher's general program and special programs.



# Classroom Control

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Maintaining order and desirable working conditions in the classroom are a substitute teacher's first priority. A positive approach is always recommended. A pleasant attitude, a warm feeling for children, respect for others, courtesy, and a sense of humor will help to foster a good room atmosphere. Keeping children actively engaged avoids potential problems.

When children fail to respond to positive methods, further actions may be necessary.

## **DO**

- Follow procedures which have been described in the teacher's classroom discipline plan.
- Follow any consequences which may be described in the teacher's discipline plan.
- Leave a list of the names and a description of the behaviors of disruptive students.
- Allow teacher to determine any further consequences upon return. Do not commit the teacher to a specific plan of discipline, i.e., detention, etc.
- If necessary, send a note to the principal or assistant principal requesting that a disruptive student be removed from the classroom, should the teacher's classroom discipline plan fail to solve the problem.

## **DO NOT**

- Administer any form of corporal punishment.
- Place a student unsupervised outside the room, in the hall, or on a bench.
- Send a student directly to the office for disciplinary action. Wait for the principal or designee to escort the student out of the class.
- Deprive a student of an entire recess period.
- Send a note home without the principal's approval.
- Keep students after school without notifying the principal.
- Allow students to leave the classroom without a hall pass.
- Leave the class unattended to go anywhere.

# Safety

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## **EMPLOYEE GROUPS:**

Teachers, Instructional Aides, Student Supervisors

The following outlines the minimum Code of Safe Work Practices for the employee classifications of teachers and instructional aides. As operations change or new equipment and processes are introduced into the workplace, the safe work practices will be modified and updated.

### Workplace Practices:

- Report all unsafe conditions to your supervisor as soon as they are recognized.
- Report all accidents, injuries and illnesses to your supervisor as soon as they are realized.
- Employees should maintain an increased awareness of tripping hazards on general walking surfaces.
- Use only approved ladders or stools for reaching high areas in the classroom. The use of chairs, desks or counters is prohibited.
- When transporting a TV/VCR cart, grasp the cart at high points, moving at slower speeds with an awareness of uneven surfaces. This will help prevent the carts from toppling over.
- Assure that all hands are clear when passing through doors with carts.
- When carrying loads, care should be exercised to avoid over exertion and strain. Use proper lifting techniques (back injury prevention) and carts for heavy loads.
- If at all possible, avoid lifting children. If a child needs to be consoled, stoop down to their level.
- When moving special education children, plan the move. Use two employees to accomplish the move when necessary.
- When packing boxes and other items into boxes do not overload. Keep the overall weight of the box to a minimum to reduce the potential for injury.
- Employees should be aware of assaultive or disturbed students so that they may anticipate an attack.
- Exercise caution when exiting classrooms during class breaks so as not to be struck by a student.
- Establish play zones for specific playground activities. This aids in coordinating various games and reduces the likelihood of a staff member being struck with a ball or other play equipment.
- Establish playground rules that increase control, at the same time reducing teacher and instructional aide exposure on the playgrounds.
- Comply with all appropriate Exposure Control Plan requirements whenever there is potential for exposure to blood or other potentially infectious materials.

### Workplace Conditions:

- Teachers and instructional aides should maintain an orderly arrangement of desks and chairs in the classroom.
- Classrooms should be kept free of excess materials. Teachers and instructional aides should maintain only required teaching material, discarding excess or outdated material.

**EMPLOYEE GROUP:**

Science Teachers

The following outlines the minimum Code of Safe Work Practices for the employee classification of science teachers. As operations change or new equipment and processes are introduced into the workplace, the safe work practices will be modified and updated.

Workplace Practices:

- Report all unsafe conditions to supervisor as soon as identified.
- Report all injuries and illnesses as soon as they occur.
- Employees shall avoid floor chemical storage (even temporarily).
- Employees shall not use the top shelves for chemical storage.
- Storage of chemicals above eye level is prohibited.
- Chemicals and flammable liquids are to be stored by compatible groups versus storage by alphabetical arrangement.
- Only trained and designated employees may attempt to respond to a fire or other emergency (this classification of employee should receive fire extinguisher training).
- Prior to any handling of chemicals, the employee will review current material safety data sheets.
- When conducting laboratory experiments, select the proper glassware for the experiment.
- Employees shall follow safe practices for cutting, cleaning and disposing of glassware.
- Employees are prohibited from pipeting by mouth.
- Employees shall demonstrate due care when working with animals, syringes and centrifuges.

Workplace Conditions:

- Chemical storage areas shall be provided with suitable storage shelves that are secured to the walls.
- Acids shall be stored in approved acid storage cabinets.
- Flammable liquids shall be stored in approved flammable liquid cabinets.

Personal Protective Equipment:

- Employees must wear eye and face protection, respiratory protection and body protection when handling chemicals, acids, and flammables.
- Employees must use laboratory hoods when conducting experiments that utilize toxic chemicals.

**Placentia Yorba-Yorba Linda Unified School District is an Equal Employment Opportunity employer and encourages disabled, minorities, and women to apply.**

# Salary Information

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## **If You Are A Retired Teacher**

As of July 1, 2018 - June 30, 2019, the limit of earnings from retired public school employment increased to \$45,022. per school year. Earnings in excess of the limit will be deducted dollar-for-dollar from the member's monthly STRS allowance. This amount may change from year-to-year.

The California Public Employees' Pension Reform Act of 2013 (PEPRA) extends the separation from service requirement, or zero-dollar earnings limit, to all members who retire on or after January 1, 2013, regardless of your age.

If your most recent retirement date was on or after January 1, 2013 and you return to work within 180 days, or six months, under CalSTRS-Covered employment, your benefit would have been reduced dollar-for-dollar by the amount that you earned in the employment, up to your benefit amount payable in that period. This requirement also applies to Cash Balance annuitants who are under normal retirement age.

For more information, please contact [www.calstrs.com](http://www.calstrs.com)

## **Rate of Pay**

Teachers substituting for a regular employee will serve full or partial day and will be paid the salary rate approved by the Board of Education. Current salary rate in the PYLUSD is \$115.00 for a full day of service and \$57.50 for a half day of service.

The partial day substitute teacher at the secondary level will be paid by the period. The rate of pay is derived by dividing the daily rate of seven periods in the middle schools and six periods in the high school.

The elementary school substitute will serve full or half day only.

3.5 = half day pay (3Hr. 30min.)  
Over 3.5 = 1 full day pay

The teacher substituting for more than 16 consecutive working days in the assignment will be paid at the current long term substitute rate of \$130.00 per full day of service. The substitute's long-term pay rate will become retroactive to the first day in the same assignment. In the event the substitute in a long term assignment exhibits a pattern of absences, the substitute will receive the regular substitute rate until they have worked additional 16 consecutive. Special Education assignments will be paid \$120.00 per full day of service.

Teachers Substituting are paid on the last working day of the month. The pay period runs from the 13<sup>th</sup> of the month to the 12<sup>th</sup> of the following month. Paychecks are mailed on the last working day of each month.

**Payroll Phone Numbers**

Substitutes with last name beginning with:

<b>A-F</b>	Debbie Campbell	1-714-985-8463
<b>G-L</b>	Lynda Maguire	1-714-985-8465
<b>M-R</b>	Sharon St. Aubin	1-714-985-8468
<b>S-Z</b>	Dannette Schroeder	1-714-985-8464

**Deductions**

Income tax, Medicare, and Social Security (for non-STRS members) are deducted from each payroll check varying with the amount earned. The withholding tax statement (W-4) is filed with Personnel Services at time of employment, and is maintained in the Payroll Department.

**Paystubs**

PYLUSD has a paperless system. To view your paystub and Time & Attendance, log into the OCDE Employee Information System (EIS) at <https://employee.ocde.us>

You will need to have the following information available:

- 10 Digit Employee ID No.
- Last 4 digits of your Social Security Number
- Date of Birth
- Valid E-mail Address

### **Retirement Information**

Substitute teachers who are already members of the California State Teachers' Retirement System (STRS), will have deductions taken from all earnings.

Substitute teachers may voluntarily request to become members of STRS before 100 days of service. Membership is mandatory after 100 days of service in a school year (July 1<sup>st</sup> through June 30<sup>th</sup>) as a substitute teacher. These days need not be consecutive.

If employee does not elect to be a **STRS** member, you will automatically be placed in **PARS**. If you have any questions, please contact PARS directly at 1-800-731-7884

### **Special Note**

PYLUSD teachers laid off as provided in Education Code Section 44955, if any, may have certain priority rights to substitute employment pursuant to Section 44956 of the Education Code.

### **Equal Employment Opportunity**

It is PYLUSD's policy to ensure Equal Employment Opportunity for all persons regardless of race, color, sex, national origin, religion or physical or mental disability. It is the policy of the District to continue to make positive efforts to upgrade the recruitment, hiring, and promotional practices with the goal of achieving a fully diversified workforce in all levels of employment.

If you have any questions regarding your rights, responsibilities, or salary, please call Personnel Services. Substitute teachers are protected under the following Equal Employment Opportunity Laws and Regulations. A partial list of these includes the following:

- Title VII of the Civil Rights Act of 1964
- Civil Rights Act of 1991
- The Equal Pay Act of 1963
- The Age Discrimination in Employment Act of 1967
- California Administrative Code, Title 2, Division 4, Chapter 5, Section 8101
- Executive Order 11246
- Section 402 of the Vietnam-era Veterans Readjustment Act of 1974
- Sections 503 and 504 of the Rehabilitation Act of 1973
- Americans With Disabilities Act of 1992
- Sexual Harassment laws under Education Code Section 210 et. seq.

### **DRUG FREE WORKPLACE**

#### A. Purpose and Scope

It shall be the policy of the Placentia-Yorba Linda Unified School District to maintain a drug and alcohol free workplace for all school and district operations.

#### B. General

The responsibility of maintaining a drug free and alcohol free workplace rests with all employees. This responsibility includes refraining from the use of drugs and alcohol at all times on any school district property, including district vehicles; any off school sites where the supervision of district students is involved; or when on a school sponsored activity or function.

C. Forms

Drug and alcohol free workplace notice to employees.

D. Procedure

1. Publish and give to each employee a notification of the above prohibitions. The notification shall specify the actions that will be taken against employees who violate these prohibitions. The notification shall also state that as a condition of employment, the employee will abide by the terms of this policy and notify the employer, within five days, of any criminal drug or alcohol statute conviction which he/she receives for a violation occurring in the workplace.

For the purpose of this policy, "conviction" shall mean a finding of guilt, including a plea to nolo contendere, or imposition of sentence, or both, by any judicial body charged to determine violations of federal or state criminal drug or alcohol statutes.

2. Establish a drug and alcohol-free awareness program to inform employees about:
  - a. The dangers of drug and alcohol abuse in the workplace.
  - b. The district policy of maintaining drug and alcohol-free workplaces.
  - c. Any available drug and alcohol counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug and alcohol abuse violations.
3. Notify the appropriate federal granting or contracting agencies within ten days after receiving notification, from an employee or otherwise, of any conviction for a violation occurring in the workplace.
4. Initiate disciplinary action within 30 days after receiving notice of a conviction for a violation in the workplace from an employee or otherwise. Such action shall be consistent with state and federal law, the appropriate employment contract, the applicable collective agreement and district policy and practices.
5. Make a good faith effort to continue maintaining a drug and alcohol-free workplace through implementation of Board policy.

In taking disciplinary action, the Board shall require termination when termination is required by law. When termination is not required by law, the Board shall either take disciplinary action, up to and including termination, or shall require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by a federal, state or local health, law enforcement or other appropriate agency. The Board's decision shall be made in accordance with relevant state and federal laws, employment contracts, collective bargaining agreements and district policies and practices.

**DRUG AND ALCOHOL-FREE WORKPLACE**

The Governing Board believes that the maintenance of drug and alcohol-free workplaces is essential to school and district operations.

No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance as defined in the Controlled Substances Act and Code of Federal Regulations before, during or after school hours at school or in any other district workplace.

Legal Reference:	THE DRUG-FREE WORKPLACE ACT OF 1988		
	Public Law	100-690, 5151-5160	
	DRUG- FREESCHOOLS AND COMMUNITIES ACT AMENDMENT OF 1989	H.R. 3614	
	CONTROLLED SUBSTANCES ACT	202 schedules I-V, 21 U.S.C., 812	
	21 CODE OF FEDERAL REGULATIONS	1300.1-1300.15	
	EDUCATION CODE	44011	Controlled substance offense
		44065	Issuance of credentials
		44425	Conviction of controlled substance offenses as grounds for revocation of a credential
		44836	Employment of certificated persons convicted of controlled substance offenses
		44940	Compulsory leave of absence for certificated persons
		44940.5	Procedures when employees are placed on compulsory leave of absence
		45123	Employment after conviction of controlled substance offenses
		45304	Compulsory leave of absence for classified persons
	GOVERNMENT CODE	8350-8357	Drug Free Workplace

Policy adopted: 5/11/99



**Evaluation**

Substitute teachers are evaluated after each assignment. Written evaluations are maintained in the substitute's file in the Personnel office. A pattern of negative reports or incidents may result in termination from the substitute list.



## PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT

### SUBSTITUTE TEACHER EVALUATION

**SUBSTITUTES TEACHER'S NAME:** \_\_\_\_\_ **SCHOOL:** \_\_\_\_\_

**SUBSTITUTING FOR:** \_\_\_\_\_

**ASSIGNMENT DATE:** \_\_\_\_\_ **SUBJECT/GRADE:** \_\_\_\_\_

<b>TO BE FILLED OUT BY SUBSTITUTE TEACHER</b>	<b>YES</b>	<b>NO</b>
Were adequate lesson plans provided?		
Were roll sheets available?		
Were seating charts available?		
If special equipment was needed, was it provided?		
Were aides helpful?		
Were you teaching in your prepared field?		
Student discipline was: <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Unsatisfactory		
List specific student problems or comments below: _____ _____ _____ _____		

<b>TO BE FILLED OUT BY PRINCIPAL</b> Observed substitute teacher in classroom: <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Rating Symbol: S: Satisfactory.</b> Meets or exceeds expectations of PYLUSD.			
<b>Rating Symbol: N: Needs to improve.</b> Does not meet the PYLUSD expectations, but appears to have potential for improvement.			
<b>Rating Symbol: U: Unsatisfactory.</b> Performance is not of the quality acceptable for re-employment as a substitute teacher.			
	S	N	U
Teaching Competence			
Communication Skills			
Pupil Control			
Teacher/Pupil Relations			
Personal Qualities			
<b>COMMENTS:</b>			

## Pertinent Codes to Follow

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### **Penal, Education, Business, Professional and California Code of Regulations Title 5**

Substitute teachers in the PYLUSD must be aware of all pertinent sections of the penal and education codes of the State of California as well as some sections of the California Code of Regulations Title 5 and the Business and Professional Code. Several references from these codes are highlighted as examples to assist you in exercising your duties as a substitute teacher.

#### **EC 44014-Assault on Personnel**

When any employee of a school district or the office of a county superintendent of schools is attacked, assaulted, or menaced by any pupil, it shall be the duty of such employee, and the duty of any person under whose direction or supervision such employee is employed in the public school system who has knowledge of such incident, to promptly report the same to the appropriate law enforcement authorities of the county or city in which the same occurred. Failure to make such report shall be a misdemeanor punishable by a fine of not more than \$1,000.00.

#### **EC 49073.5 – Pupil Directory Information**

- a.) It is the intent of the Legislature that a school district, in adopting a policy pursuant to Section 49073 governing the release of pupil directory information, not purposefully exclude any military services representative from access to that information.
- b.) It is further the intent of the Legislature, in the interest of pupil confidentiality, that school districts minimize the release of pupil telephone numbers in the absence of express parental consent. The Legislature finds and declares that the nondisclosure of pupil telephone numbers will reduce the possibility of harassment of pupils and their families by organizations that receive pupil directory information. 1991

#### **EC 49000-49001 – Corporal Punishment**

The Legislature finds and declares that the protection against corporal punishment, which extends to other citizens in other walks of life, should include children while they are under the control of the public schools. Children of school age are at the most vulnerable and impressionable period of their lives and it is wholly reasonable that the safeguards to the integrity and sanctity of their bodies should be, at this tender age, at least equal to that afforded to other citizens. 1986

- a.) For the purposes of this section "corporal punishment" means the willful infliction of, or willfully causing the infliction of, physical pain on a pupil. An amount of force that is reasonable and necessary for a person employed by or engaged in a public school to quell a disturbance threatening physical injury to persons or damage to property, for purposes of self defense, or to obtain possession of weapons or other dangerous objects within the control of the pupil, is not and shall not be construed to be corporal punishment within the meaning and intent of this section. Physical pain or discomfort caused by athletic competition or other such recreational activity, voluntarily engaged in by the pupil, is not and shall not be construed to be corporal punishment within the meaning and intent of this section.

b.) No person employed by or engaged in a public school shall inflict or cause to be inflicted, corporal punishment upon a pupil. Every resolution, bylaw, rule, ordinance, or other act or authority permitting or authorizing the infliction of corporal punishment upon a pupil attending a public school is void and unenforceable. 1986

**CCR Title 5 352 – Detention During Recess or Noon Intermission**

A pupil shall not be required to remain in school during the intermission at noon, or during any recess.

**EC 44807.5 – Detention During Recess**

The governing board of a school district may adopt reasonable rules and regulations to authorize a teacher to restrict for disciplinary purposes the time a pupil under his or her supervision is allowed for recess.

**PC 653b – Loitering**

Every person who loiters about any school or public place at or near which children attend or normally congregate, or who reenters or comes upon such school or place within 72 hours, after being asked to leave by the chief administrative official of that school or, in the absence of the chief administrative official, the person acting as the chief administrative official, or by a member of the security patrol of the school district who has been given authorization, in writing, by the chief administrative official of that school to act as his or her agent in performing this duty, or a city police officer, or sheriff or deputy sheriff, or CHP officer, or California State Police Officer, is a vagrant, and is punishable by a fine of not exceeding \$1,000 or by imprisonment in the county jail for not exceeding six months, or by both fine and imprisonment.

As used in this section, "loiter" means to delay, to linger, or to idle about any such school or public place without lawful business for being present. Am. 992

**EC 52720 – Daily Performance of Patriotic Exercises in Public School**

In every public elementary school each day during the school year at the beginning of the first regularly scheduled class or activity period at which the majority of the pupils of the school normally begin the school day, there shall be conducted appropriate patriotic exercises. The giving of the Pledge of Allegiance to the Flag of the United States of America shall satisfy the requirements of this section.

In every public secondary school there shall be conducted daily appropriate patriotic exercises. The giving of the Pledge of Allegiance to the Flag of the United States of America shall satisfy such requirement. Such patriotic exercises for secondary schools shall be conducted in accordance with the regulations which shall be adopted by the governing board of the district maintaining the secondary school. 1976

**EC 51240 – Religious Beliefs and Training**

Whenever any part of the instruction in health, family life education, and sex education conflicts with the religious training and beliefs of the parent or guardian of any pupil, the pupil, on written request of the parent or guardian, shall be excused from the part of the training which conflicts with such religious training and beliefs. As used in this section, "religious training and belief" includes personal moral convictions. Am. 1973

**EC 51500 – Race, Color, Creed, Handicap, National Origin or Ancestry**

No teacher shall give instruction nor shall a school district sponsor any activity which reflects adversely upon persons because of their race, sex, color, creed, handicap, national origin, or ancestry. Am. 1987

**EC 48910 – Suspension by a Teacher**

- a.) A teacher may suspend any pupil from the teacher's class, for any of the acts enumerated in Section 48900, for the day of suspension and the day following. The teacher shall immediately report the suspension to the principal of the school and send the pupil to the principal or principal's designee for appropriate action. If that action requires the continued presence of the pupil at the school site, the pupil shall be under appropriate supervision, as defined in policies and related regulations adopted by the governing board of the school district. As soon as possible, the teacher shall ask the parent or guardian of the pupil to attend a parent-teacher conference regarding the suspension. Whenever practicable, a school counselor or a school psychologist shall attend the conference. A school administrator shall attend the conference if the teacher or the parent or guardian so requests. The pupil shall not be returned to the class from which he or she was suspended, during the period of the suspension, without the concurrence of the teacher of the class and the principal.
- b.) A pupil suspended from class shall not be placed in another regular class during the period of suspension. However, if the pupil is assigned to more than one class per day, this subdivision shall apply only to other regular classes scheduled at the same time as the class from which the pupil was suspended.
- c.) A teacher may also refer a pupil, for any of the acts enumerated in Section 48900, to the principal or the principal's designee for consideration of a suspension from the school. Am. 1983

**EC 48913 – Make-up Work by Suspended Student**

The teacher of any class from which a pupil is suspended may require the suspended pupil to complete any assignments and tests missed during the suspension. 1983

**CCR Title 5 305 – Pupil Responsible for Care of Property**

A pupil who defaces, damages, or destroys any school property or willfully or negligently injures another pupil or school employee is liable to suspension or expulsion, according to the nature of the offense.

**CC 1714.1 – Liability of Parents**

Any act of willful misconduct of a minor which results in injury or death to another person or in any injury to the property of another shall be imputed to the parent or guardian having custody and control of the minor for all purposes of civil damages, and the parent or guardian having custody and control shall be jointly and severally liable with the minor for any damages resulting from willful misconduct.

**EC 48905 – Damaging School Personnel’s Property**

An employee of a school district whose person or property is injured or damaged by the willful misconduct of a pupil who attends school in such district, when the employee or the employee’s property is (1) located on property owned by the district, (2) being transported to or from an activity sponsored by the district or a school within the district, (3) present at an activity sponsored by such district or school, or (4) otherwise injured or damaged in retaliation for acts lawfully undertaken by the employee in execution of the employee’s duties, may request the school district to pursue legal action against the pupil who caused the injury or damage, or the pupil’s parent or guardian pursuant to Section 48904. Am. 1983

**EC212.5 – Sexual Harassment**

This section applies to students and employees:

“Sexual harassment” means unwelcome sexual advances, request of sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- a.) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual’s employment, academic status, or progress.
- b.) Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- c.) The conduct has the purpose or effect of having a negative impact upon the individual’s work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- d.) Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities at or through the educational institution. 1984

**PC 11166 – Reporting Child Abuse**

Requires any child care custodian, medical practitioner, non-medical practitioner, employee of a child-protective agency who has knowledge of or observes child in his or her professional capacity, or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of a child abuse, to report the known or suspected instance of child abuse to a child-protective agency immediately, or as soon as possible by telephone, and to prepare and send a written report, thereof, within thirty-six (36) hours of receiving the information concerning the incident.

# Special Education



Learning Knows No Bounds