



**SAN MARCOS**

UNIFIED SCHOOL DISTRICT

engaging students...**inspiring futures**

**SUBSTITUTE**

**TEACHER**

**HANDBOOK**



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# Substitute Teacher Evaluation Form

We are requesting that every teacher complete this form each time the teacher has a substitute teacher in the classroom. Evaluations will be made a part of the substitute's personnel file and will be available for viewing by the employee and District Administrator. Please complete this form and return to Human Resources within one week of the substitute assignment. Your cooperation is very much appreciated.

Substitute's Name: \_\_\_\_\_ Date(s) Worked: \_\_\_\_\_

Site: \_\_\_\_\_ Grade/Subject: \_\_\_\_\_ Substitute For: \_\_\_\_\_

Teacher Observation:

- A. Was the lesson plan followed? Yes  No
- B. Did the substitute leave you satisfactory notes? Yes  No
- C. Were the absences and other records kept accurately by the substitute? Yes  No
- D. Was your teaching area left in good order? Yes  No
- E. From all indications, was classroom control satisfactory? Yes  No
- F. Did students provide any feedback about the substitute teacher? Yes  No

Comments:

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Would you want this person to sub for you again? Yes No

\_\_\_\_\_  
Teacher Name

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Date

The following to be completed by the school office staff member. How would you rate this employee's performance?

	Excellent	Good	Satisfactory	Unsatisfactory	Not Applicable
1. Attendance/Punctuality:	1	2	3	4	N/A
2. Personal Appearance:	1	2	3	4	N/A
3. Cooperative Attitude:	1	2	3	4	N/A

\_\_\_\_\_  
Staff Member's Name/Title

\_\_\_\_\_  
Staff Member's Signature

\_\_\_\_\_  
Date

**Do you recommend this substitute be blocked at this site?** Yes  No

\_\_\_\_\_  
Administrator's Name

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

**Return Completed Form to Human Resources and Development**

## HOW TO BE A SUCCESSFUL SUBSTITUTE TEACHER

### ROLE OF THE SUBSTITUTE TEACHER

The substitute teacher is the certificated employee in charge of the classroom in the absence of the regular teacher. The substitute teacher is responsible for delivery of the instructional program to the class. While the substitute teacher is there to ensure the education of each student, the first responsibility is to maintain the care, welfare, safety and security of students in the classroom.

The substitute teacher is responsible for providing for the needs of the class, and for ensuring that established rules, procedures, and all assigned responsibilities are performed in an effective and professional manner.

In a special education class a substitute teacher needs to work closely with the Instructional Aides (IA) and/or regular staff to maintain the continuity and routine of the regular classroom program. Instructional Aides work closely with the classroom teacher each day. They are an invaluable resource who will assist and support you throughout your stay.

### ETHICS

Operating procedures may differ between our schools and classrooms. The San Marcos Unified School District's program strives to establish a system-wide, positive educational culture. Our goal is to encourage and maintain positive working relationships between regular staff and substitute teachers.

### APPEARANCE AND DRESS

The San Marcos Unified School District interacts with the public. When you are substituting in one of our schools, you are representing SMUSD. Common sense in your personal appearance must be exercised in your neatness, cleanliness and clothing. Inappropriate attire is identified as any item of clothing that causes a distraction to other employees, causes a break in the normal flow of the classroom environment, or creates an unsafe situation (for the job being done).

### REPORTING TO THE SCHOOL

#### Arrival Time

You should attempt to arrive at the school 30 minutes prior to the beginning of class. The following must be done as soon as you arrive:

- Check with the school office staff for instructions.
- Go over lesson plans for the day, books, materials, and special procedures.
- Locate and review emergency plans, as well as specific behavior intervention plans for students.
- Put your personal belongings in a secure place when you arrive. **(Do not leave your belongings sitting out. It is your responsibility to keep them secured, preferably in a locked desk or cabinet.)**

#### In the Classroom

Review the following:

- \_\_\_ Daily lesson plans
- \_\_\_ Worksheets or other produced materials for carrying out today's activities in the classroom
- \_\_\_ Attendance directions and materials
- \_\_\_ Special procedures (it is important that you do not vary from the practices of the regular teacher)
- \_\_\_ Seating chart(s)

- \_\_\_\_\_ Notes regarding specific students (e.g., special education, individual health problems, and behavior problems)
- \_\_\_\_\_ Names of student helpers
- \_\_\_\_\_ Name and hours of the instructional aides if applicable
- \_\_\_\_\_ Make sure that the physical conditions of the room are conducive to good learning. Check the lighting, ventilation and temperature for comfort levels.

### **SUBSTITUTE RESPONSIBILITIES**

The following are applicable to all substitute assignments:

- Introduce yourself to the class; write your name on the board.
- Establish your authority as their TEACHER for the day. Let students know your expectations. A positive, but firm attitude will help to make your day successful.
- Start class promptly; this helps to reduce discipline problems.
- Record attendance.
- Supervise students at all times. Circulate the classroom and offer assistance.
- Doing personal business during a substitute assignment is prohibited. The following are some examples of unacceptable behavior: personal use of cell phones in the classroom or during an assignment (including apps or communication relating to job assignments), using the Internet for non-school related purposes, reading magazines, newspapers, etc.
- If you need assistance resolving a problem, call a school administrator.

### **CLASSROOM INSTRUCTIONAL TECHNIQUES**

- Follow the teacher's lesson plans as closely as you can. If you find it necessary to deviate, be sure to leave a note for the teacher with that information.
- It is a good idea to have some plans and activities of your own that can be used if there are no lesson plans, or if the class covers the planned material before the end of the day (or period).
- Use clear, consistent instructions in directing every activity.

### **CLASSROOM MANAGEMENT**

- Start the day out quickly, firmly, concisely. Be pleasant. Appear confident. Let the students know "anything doesn't go." Your first words and actions usually go a long way to set the day's discipline.
- You are legally responsible for the students' safety. While on campus, students are **NOT** to be left unattended at any time. Do not release a student to anyone without approval from the office.
- Maintain established routines as much as possible. Try to hold to time schedules, etc.
- Have students who seek attention help you – even the smallest tasks can put them on your side.
- With any group, smile, be friendly, show enthusiasm, and be positive. Try to see that every student experiences some success or praise.
- Solve problems "on the spot." Never degrade students, but do handle problem situations when they occur.
- Deal with the individual student, not the group, when corrections are necessary. Have all the facts. Listen to both sides of a story. Focus attention on the problem.
- Give the child the benefit of the doubt.
- As a professional, maintain the use of conservative, non-controversial, acceptable language when in the classroom. The use of foul, vulgar, or sexually suggestive language creates a potentially volatile situation for the students as well as the teacher.

- The only time it is legal to physically restrain a student is when you determine the student will injure him/herself or others. The amount of restraint that can be applied is the absolute minimum to control the situation. **Once order is maintained, immediately report the matter to the principal.**
- The dress code prohibits students from wearing clothes that may reasonably be defined as gang-related apparel. This is apparel that, if worn or displayed on a site/school campus, could reasonably be determined to threaten the health and safety of the school environment. Any attire/paraphernalia/symbol that displays a logo or other message relating to alcohol, tobacco, drugs, or gangs may not be worn. Students must wear clothing that covers the body.
- Students must remain on campus for the entire school day. **However, students in grade twelve (12) may be allowed to leave campus regularly during lunch provided they meet District established criteria and that written permission from the parent or guardian is on file. (Board Policy and Administrative Procedure 5112.5)**

## DISCIPLINE

The goal of discipline is to help students build their own self-control. Discipline techniques must be positive and rely on a problem-solving approach. It is important to be patient and consistent.

A few discipline techniques that may be used include:

- A positive approach to discipline is encouraged. Be pleasant, yet firm.
- Discipline problems tend to be minimized in a classroom where the substitute is prepared, organized, adaptable and demonstrates understanding.
- Retaining student attention can be a challenge; however, the manner of presentation can make a difference.
- District policy does not permit corporal punishment.
- Do not touch, push, shove, slap or punch a student in an attempt to discipline the student.
- If serious discipline problems arise and you are unable to solve the problem, contact the principal immediately.
- Whenever talking to a student, squat down to their eye level. However, do not get in their "personal space."
- Encourage students to think of alternative solutions to the conflict. Help the student see the consequences of his/her actions. Don't get into a power struggle with the student. Attempt to give the student(s) options, which will allow him/her to maintain dignity.
- Remind students of the rules. Help them to understand why their behavior may not be acceptable. Use words that a student can understand and be consistent.
- Reward good behavior. Praise behavior that you like. Again, tell the student what you want instead of what you don't want.
- Be a positive role model. Students learn by example.
- It is appropriate to disapprove of a student's behavior, but never the student. You may say,
- "That is not a good thing to do," but never, "You are not a good person."

## AT THE END OF THE DAY

Complete a final written report to the regular teacher. Be sure to include:

- \_\_\_\_\_ What you were able to complete in the lesson plans.
- \_\_\_\_\_ What you were unable to complete, and why.
- \_\_\_\_\_ What you added to the lesson plans, and why.
- \_\_\_\_\_ Which students were helpful and which were problems (be specific and give details).
- \_\_\_\_\_ Leave completed student work for the teacher.

- \_\_\_\_\_ Return supplies and equipment to their proper storage areas.
- \_\_\_\_\_ Re-lock any cabinets that were locked when you arrived and lock the door when you leave.
- \_\_\_\_\_ Return all keys to the appropriate staff.

### **FILMS, MOVIES, AND TV IN THE CLASSROOM**

The use of educational films and television in the classroom can be a valuable tool for instruction. These guidelines must be followed:

- All films used should be part of a standards-aligned lesson plan involving teacher review, planned questions, etc.
- Films should not be used for purely recreational, entertainment or reward purposes.
- The use of any films other than those left by the teacher as part of the lesson plans **must have prior approval** of the site administrator. This includes rentals, videos, and taped television shows.
- Commercial PG-13 and R-rated films are not permitted in the elementary classrooms. PG-13 rated films require parent permission, Department Chair and Principal's approval prior to being used in grades 6-12 classrooms. (**Board Policy and Administrative Procedure 6161.11**)
- Illegally made copies of videos are never permitted.

### **INTERNET POLICY**

Students are required to sign an extensive Internet and Network Use Agreement. As a substitute in the program, **it is important for you to understand the policies and procedures for student Internet use.**

### **STUDENT INTERNET AND NETWORK USE**

Please read the following carefully. This will give you information about the privileges and responsibilities of using the Internet and district networks as part of your student's educational experience. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual people. Students will have access to information and news from a variety of sources and research institutions.

**I. Responsibilities.** San Marcos Unified School District has taken reasonable precautions to restrict access to "harmful matter" and to materials that do not support approved educational objectives. However, on a public network it is impossible to control all materials. "Harmful matter" means matter that, taken as a whole by the average person applying contemporary statewide standards, describes in a patently offensive way material which lacks serious literary, artistic, political, or scientific value for minors (Penal Code, Section 313).

The teacher/staff will choose resources on the Internet that are appropriate for classroom instruction and/or research for the needs, maturity, and ability of their students. San Marcos Unified School District takes no responsibility for the accuracy or quality of information from Internet sources. Use of any information obtained through the Internet is at the user's risk.

**II. Acceptable Use.** The purpose of schools having access to the Internet is to support research and education in and among academic institutions by providing access to unique resources. The use of the Internet must be in support of education and research and consistent with the educational objectives of San Marcos Unified School District. (Use of another organization's networks or computing resources must comply with rules appropriate for that network.)

**III. Prohibited Use.** Access of any "harmful matter" or the transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to:

- a. Any information which violates or infringes upon the rights of any other person;
- b. Any fraudulent, defamatory, inappropriate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material;
- c. Any information which encourages the use of controlled substances or the use of the system for the purpose of inciting crime; and
- d. Any material that violates copyright laws (District Procedure No. 7038).

Any vandalism, unauthorized access, "hacking" or tampering with hardware or, software, including introducing "viruses" or pirated software, is strictly prohibited (Penal Code, Section 502). Also prohibited is the transmission of advertisements, solicitations, commercial ventures, or political lobbying.

**IV. Privileges.** The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The administration, teachers, and/or staff may request the site system administrator or district security administrator to deny, revoke, or suspend specific user access

**V. Netiquette (Network Etiquette).** The use of the Internet requires that you abide by accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not send abusive messages to anyone.
- b. Use appropriate language. In all messages, do not swear or use vulgarities or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden. (Note: E-mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to, or in support of, illegal activities must be reported to appropriate authorities.)
- c. Maintain privacy. Do not reveal the personal address or phone numbers of yourself or other persons. Before publishing a student's picture, first name, or work on the Internet, the school must have on file a parent release authorizing publication.
- d. Respect copyrights. All communications and information accessible via the network should be assumed to be the property of the author and should not be reused without his/her permission.
- e. Do not disrupt the network. Do not use the network in a way that would disrupt the use of the network by others.

**VI. Security.** Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the network you must notify the Technology Department of San Marcos Unified School District either in person, in writing, or via the network. Do not demonstrate the problem to other users. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

**VII. Vandalism.** Vandalism will result in cancellation of privileges and disciplinary action that may include notification of law enforcement agencies. This includes, but is not limited to, the uploading or creation of computer viruses.

**Warning:** Inappropriate use may result in the cancellation of network privileges. The site system administrator(s) or district security administrator may close an account at any time deemed necessary. Depending on the seriousness of the offense, any combination of the following



policies/procedures will be enforced: Education Code, Penal Code, district procedures, and school site discipline/network use policy.

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## **COPYRIGHT (Board Policy and Administrative Procedure 6162.6)**

### **Use of Copyrighted Materials, Trademarks, Servicemarks, and Patented Inventions**

It is the intent of the San Marcos Unified School District to adhere to the provisions of all copyright, trademark, and patent laws and to maintain the highest ethical standards in the protection of intellectual property rights. Willful infringement of copyright, trademark, and patent laws by employees of the San Marcos Unified School District is prohibited. It is the policy of the SMUSD that employees should be informed of the possible consequences of violations of laws related to intellectual property rights.

#### **Copyrighted Works**

Copyright protected works, as defined in section 102 of Title 17, United States Code, may not be reproduced, adapted, distributed, performed, or displayed without permission from the copyright holder unless use complies with the Fair Use guidelines established by law and outlined in Administrative Procedure 6162.6. Original works of authorship are protected by copyright laws, whether in written, electronic, or other formats and, if published on or after March 1, 1989, regardless of whether they contain a notice of copyright.

#### **Trademarks and Servicemarks**

Trademarks and servicemarks, as defined in section 1127 of Title 15, United States Code, whether registered or claimed through legitimate use, carry a legal presumption of ownership and grant the owner an exclusive right to use of the mark. The use by employees of the San Marcos Unified School District of trademarks or servicemarks without the consent of the registrant or in a manner that is likely to cause confusion or mistake or to deceive is prohibited.

#### **Patents**

A patent for an invention, issued in accordance with Title 35, United States Code, grants property rights to the inventor. Infringement of a patent generally consists of the unauthorized making, using, offering for sale, or selling of any patented invention. Patent infringement by employees of the San Marcos Unified School District is prohibited.

The San Marcos Unified School District does not sanction illegal use or unauthorized duplication of copyrighted materials, trademarks, servicemarks, or patented inventions. Employees of the San Marcos Unified School District are hereby notified that willful infringement of the law may result in disciplinary action. When infringement has been a willful act of an employee of the San Marcos Unified School District, that employee may be personally liable for damages, and the San Marcos Unified School District may not indemnify (protect or exempt from loss or damage) the employee. Responsibility for compliance with copyright, trademark, and patent laws and guidelines lies with the originator (the person who requested) of materials to be copied or used, not with an employee reviewing or authorizing the duplication or use.

Employees of the San Marcos Unified School District should be aware that a court may:

- assess actual damages or statutory damages not to exceed one hundred fifty thousand dollars (\$150,000) in cases of copyright infringement. Copyright infringement may also be a crime punishable by imprisonment and/or fine.
- award up to three times the amount of actual damages for violations of trademark laws or up to \$100,000 for each illegal use of a trademark or servicemark.

· award punitive damages up to three times the amount of actual damages in cases of patent infringement.

The San Marcos Unified School District shall maintain administrative regulations and train employees in the lawful use of copyrighted materials, trademarks, servicemarks, and patented inventions in the schools.

## **EMERGENCY PROCEDURES**

### **Policies that must be followed in every emergency preparedness or disaster:**

1. All possible steps will be taken to assure the safety of the pupils who attend our schools.
2. For all emergencies, the teacher is the authority in the classroom and must act as reason dictates. If time permits, the teacher will receive and follow the directions of the principal.
3. The teacher must stay with the children at all times.
4. The teacher will not release the children without direction from the principal.

### **Earthquake**

#### **During an earthquake:**

1. Stay inside the building. Do not evacuate.
2. Take shelter under tables, desks, in doorways, and similar places.
3. Keep away from overhead fixtures, windows, filing cabinets and bookcases.
4. Assist any disabled persons in the area and find a safe place for them.
5. If you are outside, stay outside. Move to an open area away from buildings, trees, power lines, and roadways.

#### **After the earthquake:**

1. Check for injuries, give or seek first aid.
2. Check for safety hazards: fire, electrical, gas leaks, water supply, etc.
3. Do not use telephones or roadways unless necessary. Keep them open for emergency use.
4. Be prepared for aftershocks.
5. Cooperate, keep informed, remain calm and help clean up.

#### **If evacuation is ordered:**

1. Seek out any disabled or injured persons in the area and give assistance. Do not use elevators.
2. Beware of falling debris or electrical wires as you exit.
3. Go to an open area away from buildings, trees, power lines and roadways.
4. Wait for further instructions from emergency personnel.

### **Fire**

Know the location of fire extinguishers in your area and how to use them.

Upon discovery of a small fire:

1. Promptly direct the charge of the fire extinguisher toward the base of the flames.
2. Get help, if necessary.
3. Notify the principal's office when it is safe to do so.

Upon discovery of a large fire:

1. Pull emergency alarm and give verbal alarm.
2. Evacuate building, alerting people as you go. Seek and assist any disabled persons in the area. Exit the stairway. Do not use elevators to evacuate.
3. Make sure all doors leading to the main hallways are closed to prevent further spread of fire. Do not lock doors.
4. Once outside, move to the evacuation area.
6. Wait for further instruction from emergency personnel. Do not reenter the building until they instruct you to do so.

**If someone's clothes are on fire, he/she should drop to the floor and roll. Smother the fire with a blanket, rug or heavy coat. Call for help. Administer first aid. \***

\*Check with the principal of your school for specific emergency procedures.

### **FIRE DRILL AND EVACUATION PLANS**

Each teacher is responsible for seeing that the Fire Drill and Evacuation Plan is posted in a conspicuous place in each classroom to which the teacher is assigned. Each teacher is also responsible for informing all students in each classroom of the evacuation plan for that room.

#### **Special Instructions to the Teacher**

1. Remove the roll book.
2. Check for evacuation of all students.
3. Turn off the lights.
4. Close all doors and windows.
5. Proceed with the class to the evacuation area.
6. If a disaster is within the evacuation path or area, proceed in opposite direction.
7. Take roll.
8. Keep all students quiet, orderly and away from emergency personnel and vehicles.
9. Stay with your students and follow the directions of the administrator or emergency personnel.

**For more information on disaster plans, see your site administrator or office manager to review the disaster plan for the site.**

### **FIRST AID**

Give first aid, if appropriate, until emergency personnel arrives.

**Do not move victim unless absolutely necessary.**

#### **Mouth-to-Mouth Resuscitation**

1. Place victim on side and remove foreign matter from mouth with finger.
2. Place victim on back.
3. Tilt victim's head back to open airway.
4. Check for breathing, if not detected:
  - a. Close victim's nostrils with fingers.
  - b. Inhale and place your mouth over victim. If small child, place mouth over nose and mouth of victim.
  - c. Exhale and give two effective breaths for adults and two half breaths for children or infants.
  - d. Check for rise and fall of victim's chest. If problem, check victim for airway obstruction.
  - e. Repeat every five seconds for adults or older children and every three seconds for young children and infants.
  - f. Check for pulse by palpating (feeling) the carotid artery for 10 seconds. If no pulse, begin chest compressions at the rate of 15 compressions for every two breaths.
  - g. Keep trying until help arrives.

#### **Choking**

1. Check victim's mouth and clear foreign matter.
2. Lower head and give four back blows.
3. If still choking, use four abdominal thrusts.

#### **Burns: Thermal and Chemical**

1. Immerse burned area in cold water.
2. Flood chemical burn with cool water.
3. Cover burn with dry bandage.
4. Keep victim quiet and comfortable.

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#### **Fractures and Sprains**

1. Keep victim still.
2. Keep injured area immobile.

3. Apply ice wrapped in cloth and elevate area to reduce swelling.

### **Fainting, Unconsciousness and Shock**

1. Have victim lie or sit down and rest.
2. Keep victim comfortable, not too hot or cold.
3. Place victim on side if unconscious.
4. Ask or look for emergency medical I.D.
5. Treat other injuries as necessary.

### **Severe Bleeding and Wounds**

1. Apply direct pressure on wound.
2. Use clean cloth or hand.
3. Apply pressure to blood vessel if necessary.
4. Elevate body part.
5. Add more cloth if blood soaks through.
6. Keep pressure on wound until help arrives.
7. Use tourniquet only as a last resort.

### **Heart Attack**

1. Immediately call 911.
2. Help victim to comfortable position.
3. Give resuscitation or CPR as necessary.
4. Keep victim comfortable, not too hot or cold.
5. Ask or look for emergency medical I.D.

### **Poisoning and Overdose**

1. Determine what substance is involved and how taken.
2. Call Poison Control (800) 876-4766.
3. Stay with victim and assist as necessary.
4. If choking, lower head.

### **Seizure**

1. Lay victim down in large area free from desks, tables, and any sharp or hard objects.
2. Protect the victim from injury. Cushion the head with a soft object such as a pillow, coat or blanket.
3. Loosen tight clothes around the neck.
4. Place victim on his/her side.
5. Clear mouth of vomit if present.
6. Check for breathing. If not, conduct Mouth-to-Mouth Resuscitation.

### **7. Do Not:**

- Try to hold victim down.
  - Put a spoon of anything into the victim's mouth to prevent tongue biting.
  - Give victim anything to eat or drink.
  - Give victim any medication unless advised by medical personnel.
  - Throw water on victim's face.
8. Do note how many minutes the seizure(s) lasts and observe the symptoms that take place. Report these to medical personnel.
  9. Try to conclude why seizure took place (epilepsy, head injury, fever, heat stroke, electric shock, poisoning, etc.) Look for/at medical alert bracelet/neck chain or driver's license.

### **Stroke**

Signs and Symptoms:

- Sudden severe headache
- Sudden nausea and/or vomiting
- Warm, flushed, clammy skin
- Slow, full pulse – may have distended neck veins

- ❑ Absent, slurred or inappropriate speech
  - ❑ Partial or complete blindness
  - ❑ Blurred vision
  - ❑ May have unequal pupils
  - ❑ “Facial droop”
  - ❑ Paralysis, weakness or loss of coordination of limbs, usually on one side of the body.
  - ❑ Loss of balance
  - ❑ Salivary drool
  - ❑ Urinary incontinence
  - ❑ Brief loss of consciousness
  - ❑ Unconscious – ‘snoring’ respiration
  - ❑ May have seizures
  - ❑ May show signs of rapid recovery (TIA)
1. Make victim comfortable. Make sure position does not block or obstruct airway.
  2. Check mouth for mucus or saliva that might block the airway.
  3. Call 911.
  4. Talk to the victim, even if unconscious. Make victim feel reassured and safe.
  5. If unconscious, lay victim down on his/her side.
  6. Maintain body temperature.

### **STUDENT ACCIDENT REPORT**

A school employee who either witnesses a student being injured or is supervising the student at the time of injury should complete a Student Accident Report form.

## **HUMAN RESOURCES AND DEVELOPMENT DEPARTMENT**

### **CREDENTIAL REQUIREMENTS**

The position of Substitute Teacher requires possession of a valid California Teaching credential, Emergency 30-Day Substitute Permit or other appropriate credential as determined by the Commission on Teacher Credentialing (CCTC). It is your responsibility to ensure that a current valid credential is registered with our Credentials Department. For questions regarding credential requirements, please contact SDCOE at 858-292-3581.

### **JOB OPPORTUNITIES**

Contracted teaching opportunities may become available during the school year. Serving as a Substitute Teacher affords you the opportunity to gain valuable firsthand experience in working with SMUSD’s students; however, it does not automatically advance you in the selection process. The Human Resources Department posts all current job opportunities online in EDJOIN. You must submit a new online application for each position posting for which you are qualified. For a complete listing of all current job opportunities and application information, please go to: [www.edjoin.org](http://www.edjoin.org)

### **EMPLOYMENT SERVICES CONTACTS**

### **CHANGE OF PERSONAL INFORMATION**

If you change your name, address, phone number or email, remember to report the change to the Human Resources Department. You may submit your change of name or change of address to the Human Resources Department.

## **LENGTH OF WORK DAY**

The standard workday is 7 hours and 30 minutes.

## **RATE OF PAY**

Substitute Daily Rate is paid for working a Full Day's pay (7.5 hours for a Teacher or 6.5 hours as an Instructional Aide)

Substitute Hourly Rate is paid for anything less than the full day requirements

Long Term –On the 21<sup>st</sup> day for the same assignment

## **PAYDAY**

Payday is once a month, on the last working day of the month, one month in arrears. If the last day of the month falls on a weekend or holiday, payday will be the last working day prior to the end of the month.

Checks will be mailed home or you can make arrangements with the Payroll Department for it to be picked up in the District Office in the Accounting Department.

## **TIMESHEETS**

The pay period is from the 1<sup>st</sup> to the last business day of the month. It is necessary to review your time sheet each month, verifying each school site and times you worked. Time sheets are due by the 2nd of the month.

## **NONDISCRIMINATION IN EMPLOYMENT (Board Policy 4030)**

**The San Marcos Unified School District shall not unlawfully discriminate against employees or job applicants on the basis of sex, sexual orientation, race, color, religious creed, national origin, ancestry, age (40 and over), marital status, physical disability, mental disability, medical condition, veteran status, or any other factor not reasonably related to job performance. This includes a perception that a person has any of these characteristics or that a person is associated with someone who has, or is perceived to have, any of these characteristics.**

Equal opportunity shall be provided to all employees and applicants for employment, promotion and transfer in all programs and activities managed or operated by the San Marcos Unified School District. The San Marcos Unified School District shall not unlawfully discriminate against qualified persons with disabilities who, with reasonable accommodation, can perform the essential functions of the job in question.

## **CRIMINAL HISTORY RECORD INFORMATION**

### **Criminal History Record Information for Employment**

The Assistant Superintendent, Human Resources, shall ensure that a criminal records check is conducted for each prospective employee, except those properly exempted by law, regardless of the length of employment, in accordance with applicable provisions of the Education Code.

Individuals appointed to the certificated or classified staff shall submit to fingerprinting as a condition of employment. Offers of employment are contingent upon a review of the applicant's criminal record, if any, with the California Bureau of Criminal Identification Investigation, State Department of Justice, or with the Federal Bureau of Investigation as required by law.

No individual who is offered employment, except those properly exempted by law, shall begin work until the Department of Justice completes its review of the state criminal history records.

Any questions regarding Criminal Offender Record Information (CORI) shall be resolved by the record custodian.

## **Record Keeping**

All information received from the Department of Justice is confidential. Criminal Offender Record Information shall be accessible only to the record custodian and shall be kept in a locked file separate from other files. These records shall be used only for the purpose for which they were requested. The contents of these records shall not be disclosed and shall not be reproduced for secondary dissemination. Upon a hiring determination, the records shall be destroyed to the extent that the identity of the individual can no longer be reasonably ascertained.

The San Marcos Unified School District designates the Assistant Superintendent, Human Resources, as the record custodian of all confidential fingerprint and criminal history record information who shall be responsible for the administration of the information. The record custodian shall be fingerprinted and processed through the California Department of Justice. He/she shall sign an Employee Statement Form acknowledging an understanding of the laws regarding Criminal Offender Record Information. The record custodian shall ensure that the San Marcos Unified School District complies with destruction, storage, dissemination, auditing, backgrounding, and training requirements as set forth in 11 CCR §§ 700-708 and the rules regarding use and security of these records as set forth in Penal Code §11077.

Violation of this administrative regulation may result in suspension, dismissal, or criminal or civil prosecution.

## **CHILD ABUSE REPORTING (Board Policy 4021)**

All employees of the San Marcos Unified School District, who are child care custodians or health practitioners, as defined by Penal Code section 11166.5, are required to report known or suspected instances of child abuse. Persons in the above positions shall sign a Child Abuse Acknowledgment form acknowledging their status and responsibilities as a child care custodian. For specific school site policies and procedures regarding this matter, please contact the site administrator.

## **OATH OR AFFIRMATION OF ALLEGIANCE**

Before taking up their duties, employees of the San Marcos Unified School District must take the oath or affirmation required by law. The Superintendent or his/her designee shall administer this oath when employees are hired. Legally employed aliens shall be exempt from this requirement.

All public employees are disaster service workers. In the event of natural, manmade or war-caused emergencies which result in conditions of disaster or extreme peril to life, property, and resources, all employees of the County Superintendent of Schools are subject to disaster service activities as assigned to them by their supervisors.

## **SEXUAL HARASSMENT (Board Policy and Administrative Procedure 4119.11)**

Sexual harassment of or by any employee or applicant shall not be tolerated. The San Marcos Unified School District Schools considers sexual harassment to be a major offense, which will result in disciplinary action up to and including dismissal of the offending individual and may lead to personal legal and financial liability. This policy also applies to vendors or other third parties who have interactions with the San Marcos Unified School District.

Pursuant to Education Code section 212.5, unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting constitute sexual harassment when:

1. Submission to the conduct is made either an explicit or implicit condition of employment, status, or promotion.

2. Submission to or rejection of the conduct is used as the basis for an employment or academic decision affecting the harassed individual.
3. The harassment substantially interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive work or educational environment.
4. Submission to, or rejecting of, the conduct is the basis for any decision affecting an individual regarding benefits and services, honors, programs, or other available activities at or through the work or educational setting.

Forms of sexual harassment include but are not limited to the following:

1. Verbal Harassment: Derogatory comments, jokes, or slurs of a sexual nature, deprecating sexual remarks, sexually degrading words used to describe an individual, or unwelcome sexual advances or propositions.
2. Physical Harassment: Offensive or unwelcome touching, or impeding or blocking movement.
3. Visual Harassment: Derogatory or offensive posters, cards, cartoons, graffiti, drawings, e-mail, pictures, calendars, or gestures of a sexual nature.
4. Sexual Favors: Unwelcome sexual advances, requests for sexual favors, offering employment in exchange for sexual favors, and other verbal or physical conduct of a sexual nature.

The illustrations stated above are not to be construed as an all-inclusive list of prohibited acts under this policy. Sexual harassment also includes same sex behavior such as male to male or female to female harassment.

A written record of each action taken regarding an employee who is determined to have engaged in prohibited conduct pursuant to the policy and complaint procedure will be placed in the offending employee's personnel file, provided, in accordance with Education Code section 44031, the report shall not be entered or filed unless and until the employee is given notice and an opportunity to review and comment thereon. An employee also shall have the right to enter, and have attached to any derogatory statement to be placed in the personnel file, his/her own comments thereon. Review of the report by the offending employee shall take place during normal business hours, and the employee shall be released from duty for this purpose without salary reduction. The record to be placed in the personnel file will reflect the conduct, the nature, scope, and findings of the investigation, and the warning given or other discipline imposed.

An individual who feels that he/she is being or has been harassed should immediately report such incident to his/her immediate supervisor, Assistant Superintendent, Human Resources, or his/her designee. An applicant for employment who feels that he/she is being or has been harassed should immediately report such incident to the Assistant Superintendent, Human Resources, or his/her designee. Human Resources shall be informed of all such complaints and will assist in resolving these complaints in a thorough and confidential manner. There will be no retaliation against an individual for making a complaint of sexual harassment. Complaints will be processed as outlined in Administrative Procedure 4119.11.

#### **DRUG AND ALCOHOL FREE WORKPLACE (Board Policy 4020 )**

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.

The Superintendent or designee shall:

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 employee receives for a violation occurring in the workplace.

For the purpose of this policy, "conviction" shall mean a finding of guilt, including a plea of 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
  - d. 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 (10) days after receiving notification, from an employee or otherwise, of any conviction for a violation occurring in the workplace.
4. Initiate disciplinary action within thirty (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 bargaining agreement, and district policy and practices.

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 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.

**Communicable, Contagious, or Infectious Disease Control for All Employees (Board Policy 4119.41 and Administrative Procedure 4119.42)**

The Governing Board fully recognizes that each employee must be physically and mentally able to perform duties and responsibilities of his/her position. The Superintendent or designee will take reasonable action to protect the safety and welfare of students, employees, and visitors in schools and programs operated by the San Marcos Unified School District. No employee will be discriminated against because of a disability, and the Governing Board recognizes that legal

protections established for disabled persons extend to individuals significantly impaired by infectious diseases.

The Governing Board encourages each employee to inform the Assistant Superintendent, Human Resources, as soon as possible if the employee contracts an infectious disease which creates a physical or mental disability. Actions taken regarding employees infected with a serious communicable, contagious, or infectious disease shall be made on a case-by-case basis after factual inquiry. No employee infected with a serious communicable, contagious, or infectious disease shall be excluded from the workplace in offices, schools, and programs operated by the

District unless the results of the individual review and evaluation by a physician representative of the District demonstrates that the employee is unable, even with reasonable accommodations, to perform his/her job responsibilities because of the illness, or that the presence of that employee will be potentially harmful to the welfare of other employees or pupils, or there are compelling reason(s) to lawfully exclude the employee.

### **TOBACCO FREE ENVIRONMENT (Board Policy and Administrative Procedure 3513.3)**

The San Marcos Unified School District Governing Board recognizes the health hazards related to the use of tobacco and tobacco products, including the breathing of second-hand smoke and desires to provide a healthy environment for students and staff. Employees are encouraged to serve as models for good health practices that are consistent with the district's instructional programs.

Therefore, the Board, in the best interests of the District, its students, and its employees, and in accordance with State and Federal laws, requires the district to be tobacco-free in all district buildings, facilities, and vehicles owned, leased or operated by the San Marcos Unified School District.

Tobacco-free shall mean prohibition of the use of tobacco or tobacco products on any part of school district grounds or buildings, in district vehicles, and at any time by anyone on district property. This includes tobacco use by staff, students, parents, and other individuals at any district-sponsored event or activity.

The Superintendent or designee shall inform students, parents/guardians, employees and the public about this policy and related procedures.

This policy shall become effective on January 1, 1995.

### **Violence and Threats in the Workplace**

The San Marcos Unified School District has established a zero-tolerance standard regarding any threats and violent behavior, implied or actual, from any person directed toward other employees or members of the public in a facility of the San Marcos Unified School District or in connection with business of the San Marcos Unified School District.

Examples of prohibited behavior are physical assault, verbal threats and/or abuse, bullying or non-verbal threatening behavior (including stalking) which communicates a threat to inflict

physical harm, vandalism, arson, and use of weapons. For purposes of this administrative regulation, the following definitions are provided as guidelines.

## **DEFINITIONS**

*Workplace violence* means acts of violence against an employee or member of the public, threats to inflict physical harm or damage to property, or any purposeful or knowing behavior which would cause a reasonable person to feel threatened with physical harm. Workplace violence may be committed by an employee or non-employee. Workplace violence does not include reasonable force to defend oneself or others.

*Bullying* is the use of physical or verbal coercion to obtain control over others or to be habitually cruel to others.

*Physical assault* is the attempt or act to strike or touch a person or that person's property with a part of the anatomy or an object, with the intent to cause hurt or harm.

*Stalking* is the persistent following, contacting, watching, or any other such threatening actions that compromise the peace of mind or the personal safety of the individual.

*Verbal abuse* is the use of speech, writing, or gestures that is threatening, insulting, intimidating, obscene, crude, or derogatory directed at an individual or group, face-to-face, or by any electronic communication (e.g., telephone, facsimile, modem, e-mail) with the intent to cause a person fear or injury.

## **REPORTING AND INVESTIGATING PROCEDURES**

All threats of workplace violence must be reported and will be taken seriously.

### **Employee Responsibilities**

1. Employees are expected to treat other people and property with respect. No employee is permitted to commit or threaten violence against any other employee or member of the general public.
2. Employees are encouraged to report to their supervisor the existence of any restraining orders against another person and provide a photograph of the person to whom the restraining orders apply.
3. Employees are not permitted to bring any weapon to the workplace unless the weapon is authorized and required to fulfill the employees' job duties.
4. Employees shall immediately report any threat or incident(s) of workplace violence to their supervisor, Assistant Superintendent, Human Resources, or any other member of the management staff. Reports may be made verbally and must be followed by a confidential written report. When the employee believes that there is an immediate serious threat or the commission of a crime, he/she may report the situation or incident to the San Diego Sheriff Department.

## **HELPFUL RESOURCES FOR SUBSTITUTE TEACHERS WEBSITES**

- [www.smusd.org](http://www.smusd.org) — SMUSD Home Page
- [www.edjoin.org](http://www.edjoin.org) — Employment Opportunities
- [www.sdcoe.net](http://www.sdcoe.net) — San Diego County Office of Education-Credential-Human Resources Credentials (Credential Information)
- [www.teachsocial.org](http://www.teachsocial.org) — Substitute Teacher Training Program
- [www.ctc.ca.gov](http://www.ctc.ca.gov) — Credential Information
- [www.cset.nesinc.com](http://www.cset.nesinc.com) — Subject Exams for Teachers