

GOLETA UNION SCHOOL DISTRICT

Human Resources



Substitute Teacher Handbook

2022-2023

This handbook is a reference for certificated substitute employees. Please use it in conjunction with additional information supplied by your school principal.

This handbook also fulfills the District's legal obligation to inform you annually of several policies and procedures.

Should any of the information presented in this handbook conflict with State or Federal Law or the Board Policies of the Goleta Union School District, the laws, policies, or agreement will be deemed to be correct.

This handbook is also found on the Goleta web page: <https://www.gusd.us>

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Alcohol and Drug-Free Workplace

Under the terms of Federal legislation and [Board Policy 4020](#), all employees are prohibited, at the workplace, to unlawfully manufacture, distribute, dispense, possess or use any alcohol, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other controlled substance as defined in the Federal Drug-Free Workplace Act of 1988. The policy further states that disciplinary action will be taken against employees for violations of the prohibition.

“Workplace” is defined as any place where work of the Goleta Union School District is performed, including all school sites, District buildings, and facilities; any District-owned vehicle, or vehicle used for District business, including the transportation of students to and from District programs or activities; and any off-District site where District-sponsored activities occur and students are under the jurisdiction of the Goleta Union School District.

Employees are entitled to know the dangers of alcohol and drug abuse in the workplace, the policy of this District, and the help that may be made available to address drug-related problems. Assistance and rehabilitative programs may include: medical benefits information for substance abuse treatment; information regarding community resources for assessment and treatment; counseling and employee assistance programs. In addition, this office will provide supervisory training to assist in identifying and addressing illegal drug use by employees.

As a condition of continued employment with the Goleta Union School District, you must:

- I. Comply with the terms of the Drug-Free Workplace Policy.
- II. Notify the Human Resources Department within five days of any conviction (including pleas of guilty and nolo contendere) of any criminal drug statute violation occurring in the workplace.

Please refer any questions on this policy or any information on Employee Assistance Programs to David Simmons, Assistant Superintendent, Human Resources.

Answers to Questions

The following persons can answer questions about:

Change of Address	Human Resources	x2216
Credential Renewal	Irma Gomez	x2216
	Tom Heiduk, County Schools Office	964.4711
Harassment	David Simmons	x2214
Instructional Materials	Rosie Rodriguez	x2221
Payroll	Sylvia Williams	x2212
	Irma Gomez	x2216
Safety	Amanda Martinez	x2220
Substitutes	Irma Gomez	x2216
Technology	Jeremiah Johnson	x2251
Textbooks	Rosie Rodriguez	x2221
Work Injury and Workers' Compensation	Stephanie Gardner	x2218

Assignments

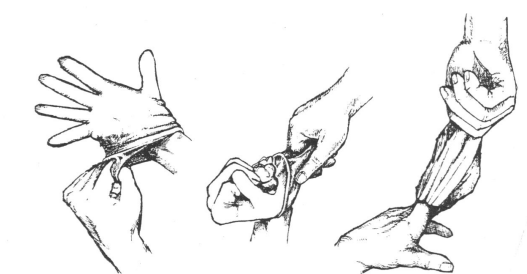
Frontline Education (formerly Aesop) is used for the majority of substitute jobs. If there are vacancies that have not been filled in the morning, calls are made anytime after 7:00 a.m. each school day. Please do not make any substitute arrangements with the teacher directly, as it can sometimes cause confusion and misunderstandings. All arrangements are made through the Personnel Technician in the district office or the School Office Manager at the school site you're in. If an assignment continues for more than one day, you can confirm that with the School Office Manager.

If you know in advance that you will not be available to substitute either for the next day or for any time in the future, please let Irma Gomez know as soon as possible. You can call Irma Gomez at (805) 681.1200 ext. 2216 between 7:00 a.m. and 4:00 p.m.

Bloodborne Pathogens – Precautions

When handling blood or other potentially infectious materials (OPIM), you should:

- Observe Universal Precautions. Consider all blood or OPIM to be infectious regardless of the perceived status of the source individual.
- Wear disposable gloves when handling blood or OPIM.
- Remove disposable gloves according to this procedure:
 - With both hands gloved, peel one glove off from top to bottom and hold it in the gloved hand.
 - With the exposed hand, peel the second glove from the inside, tucking the first glove inside the second.
 - Dispose of the entire bundle promptly.
 - Never touch the outside of the glove with bare skin.
 - Wash your hands with soap and running water as soon as possible.



- Use hand wipes if running water is not available.
- Use pocket masks when performing mouth-to-mouth resuscitation.
- Use dustpan, brush, tongs or forceps to pick up broken glass or contaminated material.
- Handle soiled clothing with tongs or gloves.
- Do not eat, drink, apply cosmetics or lip balm, or handle contact lenses in areas where there is a likelihood of exposure to blood or OPIM, such as the nurse's office or bathroom.
- **If an exposure incident should occur:** please notify your School Office Manager, Principal, Nurse, or **Personnel Services** immediately and file Form 6150, "Report of Bloodborne Pathogen Exposure Incident" available in school offices.

Please be sure to read the definition of "exposure incident" carefully before deciding whether or not to file a report. An exposure incident is defined as "a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral (piercing) contact with blood or other potentially infectious materials that results from the performance of an employee's duties."

Please call **Personnel Services** if you have any questions regarding a possible exposure to bloodborne pathogens.

Board of Trustees

The Board of Trustees generally meets on the first and third Wednesday of each month in the District Board Room at 7:30 p.m. The agenda is posted at each school and on the Goleta web site (<http://www.goleta.k12.ca.us>). Substitute teachers are welcome to attend.

President	Carin Ezal 401 N. Fairview Ave. Goleta, CA 93117	Email: carin.ezal@goleta.k12.ca.us
Vice President	Dr. Richard E. Mayer 401 N. Fairview Ave. Goleta, CA 93117	Email: mayer@psych.ucsb.edu
Clerk	Vicki Ben-Yaacov 401 N. Fairview Ave. Goleta, CA 93117	Email: vbenyaacov@goleta.k12.ca.us
Member	Sholeh Jahangir 401 N. Fairview Ave. Goleta, CA 93117	Email: sholeh.jahangir@goleta.k12.ca.us
Member	Luz Reyes-Martin 401 N. Fairview Ave. Goleta, CA 93117	Email: luz@goleta.k12.ca.us

Changes in Address, Phone, Marital Status, or Dependents

Please notify Irma Gomez in Personnel Services (x2216) immediately and fill out Form 6200 if you change your name, address, or telephone number.

Form 6200 is available on the District web site (www.gusd.us).

If you change your name, you will need to obtain a new social security card and submit it to Personnel Services.

If you change your marital status, or if dependents are added, you should consult a staff member in Personnel Services. You may want to change the person designated to receive your pay warrant in the event of your death, and your tax withholding.

Child Abuse – Duty to Report

Under the law, you have an obligation, as a **Mandated Reporter**, to report known and suspected incidents of child abuse.

Section 11166 of the Penal Code requires any child care custodian, medical practitioner, non-medical practitioner, or employee of a child protective agency who has knowledge of or observes a 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 36 hours of receiving the information concerning the incident.

Common District practice is for you to refer any known or suspected incidents of child abuse to the school nurse and/or the school principal so that these individuals, who are familiar with the procedures, **can assist you**. However you must make the appropriate report to a child protective agency **yourself**.

Reporting is an individual responsibility, although you may **also** report to your administrator, supervisor or the school nurse. No supervisor or administrator may interfere with the individual reporting responsibility; nor may a mandated reporter be absolved of responsibility by relying on a supervisor or administrator to meet his or her individual reporting responsibility. Failure to report may risk loss of license or credential.

The identity of all persons who report known or suspected child abuse is confidential. Mandated reporters are provided immunity from civil or criminal liability as a result of making a required or

authorized report of known or suspected child abuse.

How Do I Report?

As a Mandated Reporter, if you suspect child abuse or neglect, YOU MUST ADHERE TO THE FOLLOWING PROCEDURES:

1. Immediately call Child Welfare Services (CWS) to make a Suspected Child Abuse Report (SCAR). You must report by phone and in writing. The SCAR forms (Form #SS8572) are available in the school office.
(800) 367-0166, Santa Barbara County Hotline
(805) 683-2724, After Hours
In the case of an emergency, please call 911.
2. Complete the Suspected Child Abuse Report (SCAR) form, and mail a copy within 36 hours to:
Child Welfare Services
1100 W. Laurel Avenue
Lompoc, CA 93436
3. Retain a legible copy of the SCAR form following school site procedure.
4. YOU CANNOT ALLOW anyone to make the report for you, or assume because another co-worker has some of the same information that they will make the report.
5. Do not attempt to investigate, conduct interviews, or interfere with the information you hold.

When in doubt, call CWS or law enforcement and get their input about the scope of your report.

New legislation (January 2015) requires that all employees that work with children complete mandated reported training on an annual basis. This training can be completed by going online to <http://www.getsafetytrained.com> and enter as a new user with your email. The course name is Child Abuse Reporting for Educators. Completion of this training will result in a certificate that will be placed in your personnel file.

Complaint Procedures

Board Policy 1312.1 – Complaint Procedures

The [“Williams Uniform Complaint Procedures”](#) form is available on the Goleta web site.

Confidentiality

In the course of your employment, you may have access to privileged information regarding students, parents, or employees. Privileged information is knowledge that you obtain while in the legitimate pursuit of your duties.

It is extremely important that you protect the confidentiality of this information and not share it inappropriately with anyone who would not ordinarily have access to the information.

Similarly, in the pursuit of your duties, you may have access to District information systems. This access is restricted to information that you need to perform your duties. It is a serious violation for anyone to use database information for personal or business reasons.

If you have any questions regarding confidentiality, please contact your principal or supervisor.

Copyright Laws and Guidelines

Board Policy 6162.6 covers the use of copyrighted materials.

All district staff shall adhere to the provisions of the federal copyright law and maintain the highest ethical standards in using copyrighted materials. The district shall provide no legal support to any employee who violates the copyright law. Willful infringement of this law by

students or staff may result in disciplinary action.

The Governing Board recognizes that computer software piracy contributes to higher costs and decreases commercial incentives for the development of quality educational computer software. In circumstances where the interpretation of the copyright law is ambiguous, the district shall determine appropriate use of computer software by referring to the license agreement and/or policy statements contained in the software packages used in the district. Computer-related instruction for students and staff shall address the ethical and practical problems caused by software piracy.

The Superintendent or designee shall be the only individual who may sign license agreements for software for district schools. Each school using license software shall have a signed copy of the software agreement.

In addition, the following guidelines are reprinted for your information.

Fair-Use Doctrine

According to copyright law (H.R. Rep. No. 94-1476, pages 61-62), " . . . a copyrighted work would be infringed by reproducing it in whole or in any substantial part, and by duplicating it exactly or by imitation or simulation." However, there are instances when reproduction of a copyrighted work is allowable. The principle for determining when it is okay to reproduce instructional items is called the principle of "fair use" of a copyrighted work. According to the fair-use principle (Section 107, Title 17, *United States Code*), when "determining whether the use made of a work in any particular case is a fair use, the factors to be considered shall include:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for non-profit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use upon the potential market for or value of the copyrighted work."

Guidelines for Multiple Copies for Classroom Use (from *School Services of California*)

More specifically, in an agreement on guidelines for fair use between the Ad Hoc Committee of Educational Institutions and Organizations on Copyright Law Revisions, the Authors League of America, Inc., and the Association of American Publishers, Inc., the following is prohibited regarding classroom use:

1. "Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacement or substitution may occur whether copies of various works or excerpts there from are accumulated or reproduced and used separately.
2. "There shall be no copying of or from works intended to be 'consumable' in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets, and like consumable material.
3. "Copying shall not substitute for the purchase of books, publishers' reprints or periodicals; be directed by higher authority; or be repeated with respect to the same item by the same teacher from term to term."

Therefore, copying to avoid buying materials may lead to very steep penalties imposed for illegal reproduction or sale of copyrighted materials. Any penalty would be on top of the considerable embarrassment if someone has, inadvertently or otherwise, found them to be poor stewards of the intellectual property entrusted to them.

That makes the rule easy; the default position is that we buy the materials we need from the publisher. Only in the cases outlined above should copies be made, and above all, use good judgment." - *Schools Services of California*

Credentials

You must have a valid credential registered with the County Education Office in order to teach

legally and your credential must be current in order to receive your pay warrant. The credential must also match your current assignment.

Renewal - If you have a credential that needs to be renewed, you will need to start the renewal process six months in advance of the expiration date. Failure to do so may result in unnecessary complications. Failure to renew a credential in a timely manner can jeopardize your status with the District.

As a courtesy, Human Resources will usually notify you one month prior to your credential expiring. However, you are completely responsible for your credential renewal and registration.

Custodial Services

Classrooms are cleaned daily. You can help the custodial staff by doing the following:

Have students put chairs on desks or tables before leaving for the day.

Have students empty smaller recycling bins into the bigger bins found around the campus.

Remove all food waste that results from cooking projects on the same day.

Close and latch all windows.

Close, lock, and **pull** on classroom doors before leaving for the day.

Emergencies

In the event of a school closure that is announced and is implemented prior to the beginning of the school day, you are not expected to report to your school site. The lost day will either be forgiven by the State or be made up at a later time. School closure would be announced on local radio and television stations, and occasionally by means of a phone call from the principal.

In the event that school closure is announced or implemented following the opening of the school day, or that a disaster or emergency occurs during the school day, you are expected to remain at your school site until children are released to parents and the principal releases you from your obligations.

To report after-hour emergencies such as running water, vandalism, open doors, or tripped alarms, please call the Director of M.O.T., Shawn Dahlen at x2210.

To report life-threatening emergencies or criminal activities, call 911.

Energy Conservation

The District appreciates efforts by all staff to turn out lights when rooms are not in use, to keep doors and windows closed while the heater is on, and any other measures to conserve energy and funds.

The District does not permit the use of private refrigerators at school.

Feedback Reports

The District requests that teachers and principals evaluate your performance in a substitute assignment. The evaluation is based on the following criteria:

- maintained classroom control
- followed lesson plans
- corrected students' class work
- had rapport with class
- left summary of the day's activities
- left room in order
- performed in a generally satisfactory manner
- checked in at the office

- arrived on time
- followed school schedule
- followed safety procedures
- checked in after school for messages and directions
- returned room key

Satisfactory performance on the feedback reports generally assures continued assignments. Unsatisfactory evaluations may result in administrative action ranging from a phone call to discuss the report, to dismissal of the substitute teacher. Most reports are positive and require no action. Copies of the evaluations are maintained in the substitute's personnel file and are available for you to review by appointment.

Food in Classrooms

The District requests that all food that is stored in classrooms be kept in sealed containers, be kept to a minimum, and be kept for a short duration of time. This will help in pest management.

Please be sure that all food prepared in classrooms is taken to the trash bins on the same day as the event.

Harassment

Harassment of any person by an employee of the District is strictly forbidden by State and Federal law, and [Board Policy 4119.11](#).

If you believe that you have been the victim of harassment or if you have witnessed harassment, please be sure to make a report following the procedures outlined in the policy that follows.

Identification Badges

For everyone's safety, and to facilitate in the identification of persons who do not belong on campus, the District provides identification badges for all staff, substitutes, volunteers, and visitors.

Upon arrival to your assignment, go to the school office to sign in, receive an ID badge and get the room key. Please wear your badge at all times.

Volunteers and visitors who come to your classroom need to stop by the office and sign out a badge. Please ask them to do so.

Thank you for your cooperation in this important effort.

Textbook Room Information

1. Instructional materials will remain under the Instructional Services Department.
 - a. Instructional Services staff and the Superintendent's assistant will coordinate the inventory and distribution of textbooks, instructional materials, and teacher editions to schools.
 - b. Consumable textbooks and workbooks will be ordered through Instructional Services and distributed to schools with the assistance of Warehouse staff.
 - 1) Library/Media specialists will work with the school principals over the course of the school year to collect and distribute instructional materials from the District Office to classroom teachers.
 - 2) Science specialists or the principal designee will order the consumable supplies that are needed for the science program each year and the District will fund the order.

Nondiscrimination in Employment

[AR 4030](#) – Nondiscrimination in Employment

[AR 4032](#) (a) - Reasonable Accommodation in Employment

Pay Rates

2022-2023 Substitute Teacher Pay Rate

	Current Daily Rate 2020-2021	2022/2023 Increased Daily Rate
Daily Substitutes and Designated Site Subs	\$180	\$210
Long-Term Substitutes	\$299	\$299

Substitute Handbook Language

Daily Substitutes and Designated Site Substitutes: \$210/day (\$105/half day) - designated to be at a specific school site each day to cover whatever coverage needs the site has.

Designated site substitutes and daily substitutes shall be available for the assignments as directed by site administration. This may include coverage of classified or certificated positions, supervision, or support or intervention periods. Any auxiliary period such as homeroom, reading break, learning support, or intervention support shall be included part of the substitute assignment provided it is part of the teacher's regular assignment. In instances where coverage is needed in one of these auxiliary periods and it is not part of the regular teacher assignment the sub is covering.

Assignments in which a designated substitute is assigned to cover a teacher on a long term leave of absence shall be paid at long term assignments shall be at least 20 consecutive work days -on the 21st day will get paid at \$299, retroactive to day 1 of that assignment.

Long Term Substitutes: \$299/day - cover a teacher's full assignment due to the teacher being on a long term leave of absence.

Long term substitutes shall take on all teaching responsibilities related to the long-term teaching assignment. Long term assignments shall be at least 20 consecutive work days - on the 21st day paid at \$299, retroactive to day 1 of that assignment.

Again, on behalf of our schools and our entire district, I want to thank you for the role you play in making sure our schools are staffed with qualified and quality people to teach and support our students.

Pay Warrants and Payroll Deductions

In order for your pay warrant to be issued you must submit your time sheet according to the payroll time sheet deadline. You can always ask the Office Manager at the school site when the deadlines are and you can also submit your timesheet to the Office Manager at the school you are working at that day.

Pay Warrants are issued for the time from the 16th to the 15th. If a payroll deadline is before the 15th, the days not on that timesheet will be added to your next month's pay warrant.

Employees are **paid on the last business day of the month**. Reminder your, Credential must be current at the time of the issued pay warrant in order for it to be released to you.

In order to receive prompt mail delivery of your pay warrant, please report your address change to Irma Gomez by filling out address change form 6200.

If you wish to modify your W-4 form (State and Federal withholding), please contact Sylvia Williams at x2212 or Irma Gomez at x2216. Or check your Escape Portal.

You may sign-up to become a CalSTRS member, however if you have not elected to sign-up and reached 100 days worked in that school year, CalSTRS will automatically start taking deductions from your pay warrant.

If you wish to have your pay warrant automatically deposited to your account at a bank or credit union, you may fill out a form available in the Payroll Department. Allow two pay warrant cycles for your direct deposit to take affect

Each of you has designated a person or persons who would be authorized to receive your pay warrant in the event of your death. If your personal circumstances warrant a change in the form, please be sure to fill out a new one. These are available in the Human Resources Department.

If you wish to have a verification of employment done, contact Irma Gomez at x2216. Due to weekly Fiscal deadlines, please allow 3 business days for your request to be completed.

If you wish to have copies of your previous pay warrants and/or W-2's, contact Sylvia Williams at x2214. Due to weekly Fiscal deadlines, please allow 3 business days for your request to be completed.

Timesheets

On your first assignment of a payroll period, request a Substitute Teacher Time Sheet from the School Office Manager. Keep the timesheet for the entire payroll period and have it initialed at each school for each assignment. On the day that the time sheets are due to payroll, total the number of days worked and sign the timesheet. Give the time sheet to the Office Manager at the school you are working at that day or email it to Irma Gomez. Your time sheet must be received by the time sheet due date in order for a payroll warrant to be issued that month.

Personnel Files

Your official personnel file is maintained in the Human Resources Department. It contains your application, sign-up papers, changes of address forms, correspondence, evaluations, offers of employment, tuberculosis clearance, W-4 forms, and other permissible documents.

If you wish to examine your personnel file, please call Irma Gomez at x2216. You will be able to review your file with a personnel staff member present. You may obtain copies of materials in your file by making a written request and paying for the cost of copying.

Recycling

The District strongly encourages the recycling of paper, cans, cardboard, certain plastics, and glass at school. The benefits for students, the environment, and the District are well-known.

Classroom teachers need to have students empty the classroom recycling bins into the bigger bins that are located throughout the school. The day custodian will transfer the contents of the big bins into the large recycling dumpsters.

The District appreciates the excellent recycling efforts by all.

Responsibilities of Substitute Teachers

Ethical Behavior

You have a responsibility to conduct yourself in a professional manner at all times when carrying out your duties.

Confidentiality

You must treat with confidentiality matters pertaining to students. Student behavior, performance,

and achievement levels are not subjects of general conversation and should not be discussed outside of the school setting. When working with special needs students, you must exercise an even greater degree of caution when discussing school children assigned to you.

No Solicitation

You may not take advantage of your position by selling, promoting, or otherwise soliciting goods or services for personal gain or benefit while on duty or on any District property. You may not promote or market your personal availability as a substitute to teachers or administrators through the distribution of resumes, business cards, phone calls, or email messages.

Substitute/Student Relationships

You should exercise extreme caution and good judgment in verbal and physical relationships with students. You should establish a position of authority with the students; you may "be friendly" without "befriending" the students. Yelling at students, calling them derogatory names, and using insults or other threatening verbal attacks will not be tolerated and may be grounds for dismissal.

Punctuality

You are expected to be on duty the same length of time as the regular classroom teacher. This includes **reporting to duty thirty (30) minutes before the start of school**. This will allow time to find the office, sign in, find the classroom, locate the lesson plans, prepare the room and instructional materials, and otherwise prepare for a successful day of substitute teaching. The exact beginning and ending times for substitute teachers may vary from school to school.

Reporting for Duty

Please report to the school office before assuming your duties in the classroom. While in the office, **sign in first** and then ask for a substitute's ID badge. Please ask the School Office Manager or Principal if there are any special instructions or other information needed to carry out the day's activities. Finally, please ask in the office where the absent teacher's lesson plans can be found.

Other Duties as Assigned

Occasionally, you may be asked to perform duties in addition to those of a substitute teacher. Also, you may be asked to teach in a classroom other than the one to which you had been assigned. In both cases, you are expected to demonstrate **flexibility and cooperation** with the school administration in its attempts to meet the instructional and safety needs of the students under their care.

At the End of the Day

When the children have been dismissed for the day, you will have several more duties to perform. Please check the room to ensure that it is restored to the way you found it. Books, supplies, and instructional materials should be returned, desks placed in their original positions, etc. Please take a few minutes to leave a detailed note for the teacher. The teacher appreciates knowing how much of the lesson plans was accomplished and any other important information about your instructional efforts. The teacher would also want to be informed of any behavior problems or unusual events that may have occurred during his/her absence. Remember to check the room for any personal items such as sweaters, brief cases, cups which you may have brought from home. Finally, check out in the office when leaving for the day, and return our badge and room key. Please sign out on the required sheet in the office.

Classroom Duties and Instructional Responsibilities

You are expected to perform all the duties of the regular teacher unless the administrator releases you from a particular responsibility. Check the teacher's master planning book to see if there are any students with special needs or medical conditions of which to be aware. If the planning book is unavailable, please check with the School Office Manager. Maintain the regular routine of the class, and follow the daily class schedule and lesson plans provided by the regular teacher.

Lesson Plans

When teachers are absent from school, they will leave lesson plans for the substitute teacher to follow in order to maintain continuity of instruction in the classroom. You are expected to implement the lesson plans exactly as the teacher wrote them. You are expected to adhere to the scope and sequence of instruction documented in the teacher's lesson plans.

Most of the time, teachers anticipate their absences when due to scheduled appointments or staff development requirements. However, if a teacher is absent due to an emergency, you may not have lesson plans provided by the teacher. When this occurs, help is available from other teachers and support staff in the school. Teachers from the same grade level should be able to help with missing lesson plans.

Student Attendance and Lunch Count

You are expected to take student attendance and lunch count promptly and in accordance with district and school procedures.

Classroom Management

You are expected to model and reinforce the expectations of the permanent teacher. Classroom rules are posted in most classrooms and, except for the first few days of class, all students know what the rules of behavior are and what the consequences are for not following them. Effective classroom management will lead to effective teaching.

Discipline

When students cause behavior problems that are disruptive to the learning environment, you should attempt to maintain discipline in the classroom using acceptable behavior management strategies. However, sometimes even the most effective classroom management strategies will fail and individuals or groups of students may need to modify their behavior in order to resume effective teaching. You may not administer corporal punishment, physically discipline a student in any way, or verbally abuse the students. Shouting at students or calling them derogatory names may constitute verbal abuse and is forbidden. Sarcasm is ineffective in the classroom and should not be used with students. Only when all reasonable efforts to maintain order have failed should the substitute refer students to school administrators with a discipline slip or note explaining the circumstances.

Referral Process

The District uses a standard referral form to be used when sending a student to the office. A supply of these forms should be in the substitute folder or they are available from any teacher. When completing the form, indicate your name on the line for the teacher AND the teacher's name for whom you are substituting. Send the student with the completed form to the office or send the completed form to the office with another student if the situation warrants.

Supervision of Students

You must actively supervise your students at all times, except during recess and lunch. If a student leaves your room without permission or is missing, contact the office immediately, using a student runner or the white classroom phone. Dial 0. They will handle the situation. If you need to leave the classroom for personal reasons, a nearby teacher should be notified so that the classroom will be supervised.

Rainy Day Schedule

On days when it is raining or too wet for the children to go outside, you may have a shortened lunch. Check with the Principal or School Office Manager for rainy day procedures.

Safety Concerns

Please report safety concerns to the Principal or School Office Manager.

School Wellness Policy

Smoking

Smoking and the use of tobacco products are strictly prohibited in all District facilities, including buildings, grounds, and vehicles.

[Board Policy 3513.3 B](#)

Technology

Electronic Mail and Internet Access

The District provides substitutes with an electronic mail address for direct deposit pay stubs. The e-mail address is configured as follows:

firstinitiallastname@goleta.k12.ca.us

e.g., Richard Jones is: rjones@goleta.k12.ca.us

If you forget your password, call Irma Gomez x2216.

If you use e-mail incorrectly, i.e., make a mistake on an address, or someone tries to send mail to you but incorrectly addresses it, you will receive a message from “the postmaster.” You will need to correct your error or that of your correspondent in order to communicate.

It is imperative that you not divulge your e-mail address to commercial organizations that are likely to sell or distribute your address to others. Such an event may result in a large amount of unsolicited e-mail being sent to you, which far exceeds the capacity of the District’s server.

The District provides e-mail and Internet access to facilitate communication and collaboration with people inside and outside of the District and to allow the use, for instructional and business purposes, of the extensive resources on the Internet. Inappropriate uses of e-mail or of the Internet access will subject an employee to suspension of privileges and possible disciplinary action. Inappropriate uses would include sending, soliciting, downloading, or storing materials that are likely to be considered threatening, disruptive, inflammatory, profane, obscene, pornographic, sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs, or that is in violation of any State or Federal law or District regulation.

Personal e-mail should be restricted to occasional use.

E-Mail Instructions

Our District’s e-mail system is provided by Google App (Gmail). You may access e-mail from any web browser or by using a mail client such as Apple Mail, Microsoft Entourage or Outlook. Contact Irma Gomez at x2216 or Jeremiah Johnson at x2251 for instructions on how to establish a district e-mail account. Your e-mail address is firstinitiallastname@goleta.k12.ca.us.

Telephones – Use of

Classroom telephones (white) may be used to communicate within and outside the school. You also have voice mail.

To reach a party within the school, just dial the three-digit extension.

To reach a party in another school or other District site, press 8 and the school’s three-digit number.

To reach a party outside the school District, press 9 and the 11-digit number.

A phone directory of District employees will be available early in the year.

A list of commonly used District and school numbers is on the back outside cover of this book.

Your school office manager can provide you with a list of phone features and instructions on accessing your voice mail.

Use of Cellular Phone or Mobile Communications Device

A substitute should not use a cellular phone or other mobile communications device for personal business while on duty, except in emergency situations and/or during scheduled work breaks.

Any substitute that uses a cell phone or mobile communications device in violation of law, Board policy, or administrative regulation shall be subject to discipline and may be referred to law enforcement officials as appropriate.

Tuberculosis Testing

California law requires that school staff working with children and community college students be free of infectious tuberculosis (TB). These laws reflect recommendations for targeted TB testing from the federal Centers for Disease Control and Prevention (CDC), the California Department of Public Health (CDPH), the California Conference of Local Health Officers and the California Tuberculosis Controllers Association (CTCA).

The law requires a quadrennial TB risk assessment, and TB testing based on the results of the TB risk assessment, for the following groups:

- Persons employed by a school district, or employed under contract, in a certificated or classified position (California Education Code, Section 49406)
- Persons employed, or employed under contract, by a private or parochial elementary or secondary school or any nursery school (California Health and Safety Code, Sections 121525 and 121555)
- Persons providing for the transportation of pupils under authorized contract (California Health and Safety Code, Section 121525)

The law also requires a TB risk assessment, and TB testing based on the results of the TB risk assessment, for school district volunteers with “frequent or prolonged contact with pupils” in elementary or secondary schools, or nursery schools (California Health and Safety Code, Section 121545 and California Education Code, Section 49406).

Human Resources will send you a renewal notice when your clearance expires and Pupil Services will provide you will an assessment. Otherwise, you will be expected to make an appointment with Occupation Medicine to complete a new risk assessment. If you choose to use another facility at another time, you are responsible for the cost.

If you have tested positive on a prior skin test, you will henceforth be required to have a chest X-ray instead of the risk assessment or skin test to protect your health. Please advise the clinic of that fact.

Who may I contact to get further information or to download the TB risk assessment?

- California Department of Public Health, Tuberculosis Control Branch: (510) 620-3000
<https://cdph.ca.gov/tbcb>
- California School Nurses Organization: (916) 448-5752 or email csno@csno.org
<http://www.csno.org/>

Vandalism

To report after-hour emergencies such as running water, vandalism, open doors, or tripped alarms, please call the M.O.T. Director, Shawn Dahlen at x

To report life-threatening emergencies or criminal activities, call 911.

Work-Related Injury or Illness

If you suffer a work-related injury, illness, or exposure, please do the following:

- File a Report of Work-Related Injury, Illness, or Exposure – [Form 6900](#). The form is available in any school office and on the Goleta web site.
- If you need treatment:
Obtain an Authorization to Treat Employee (Form 6830) from your school office manager or

principal.

Take the form to the treating physician or emergency room.

If you have designated a physician for work-related injuries, you may go to that physician. Forms for this purpose are available in Human Resources and on the Goleta web site.

If you have not designated a physician ahead of time, you must go to:

Sansum Santa Barbara Medical Foundation Clinic Occupational Medicine Center, 101 S. Patterson, Santa Barbara, 898.3311, for non-emergency, non-hospitalization illness or injury.

OR

Goleta Valley Cottage Hospital Emergency Room, 351 S. Patterson, Santa Barbara 967.3411 or 911: Emergency care of serious nature that may require hospitalization.

Return to Work

After any treatment (no matter how minor) by a doctor or other facility, you must present a written release from the physician clearing you to return to work and stating specific restrictions, if any. Your supervisor will determine whether the District can accommodate your restrictions.

NOTE: If the injury results in exposure to bloodborne pathogens through contact with mucous membrane or broken or chapped skin, please report the injury to your principal or school office manager immediately. Additional steps to those above need to be implemented in the special case of exposure to bloodborne pathogens.

Please see the section on Bloodborne Pathogens – Precautions.

Stephanie Gardner, x2218, can respond to your questions regarding Workers' Compensation.

District Office and Expanded Learning Program Telephones:
The main number for the district office is 805-681-1200
DATE August 1, 2022

Superintendent's Office (2)

Dr. Diana Roybal, Superintendent.....	2201
Christy Rockwood, Executive Assistant	2201

Fiscal Services (7)

Conrad Tedeschi, Assistant Superintendent.....	2205
Rosi Maldonado-Shaqr, Administrative Secretary.....	2205
Vanessa Sandoval, Accountant.....	2208
Christine Blaney, Buyer	2240
Lina Budiardjono, Accounting Technician (Classified Payroll).....	2209
Sylvia Williams, Accounting Technician (Certificated Payroll & Payables).....	2212
Leslie Menegon, Accounting Technician	2206

Duplicating (1)

Bruce Talgo, Duplicating Services Technician	2227
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Food Services (3)

Hannah Carroll, Director of Food Services	2255
Joe Beavers, Lead Food Service Worker	2256
Maria Alcantar, Secretary	2247

Maintenance, Operations and Transportation (4)

Shawn Dahlen, Director	2210
Justina Dattilo, Administrative Secretary.....	2230
Lisa McDonough, Transportation Operations Supervisor	2229
Tim Berry, Custodial Supervisor.....	2235

Technology Services (IT) (Group Ext. 2290) (4)

Jeremiah Johnson, Director of Technology Services.....	2251
Nikolai Gruzdev, Computer/Electronics Technician	2260
Maki Ling, Computer/Electronics Technician	2259
Simon Martinez-Ramirez, Help Desk Technician.....	2258

Warehouse (2)

Zubir Putih, Warehouse Operator	2257
Matt Hardy, Warehouse Operator	2244

Human Resources (7)

David Simmons, Assistant Superintendent	2217
Juanita Gonzalez, Administrative Secretary.....	2217
Maureen Ray, Database Administrator/Personnel Specialist	2213
Maija Miller, Personnel Specialist.....	2215
Irma Gomez, Personnel Assistant.....	2216
Stephanie Gardner, Account/Personnel Technician.....	2218
Yvonne Freeman, Personnel Technician.....	2232

Instructional Services (10)

Dr. Mary Kahn, Assistant Superintendent.....	2203
Kim Bruzzese, Director of Instructional Services.....	2224
Vanessa Lazcano, Administrative Secretary	2203
Rosie Rodriguez, Senior Secretary.....	2221
Jill Means, TOSA, (GES/Curriculum)	2265
Kristina Munoz, TOSA, (MTSS/ELD)	2243

~OVER~

Amy Welbourn, TOSA, (TK/K)	2264
Sylvia Sifuentes, District Translator	2222
Irene Rebollo-Franco, District Translator	2241
Petra Whitehead, Secretary	2262

Expanded Learning (6)

HELP LINE	2211
Ryan Sparre, Director	2226 or direct line: 805-681-1203
Kathy Serrano, Assistant Director	2271
Jorge Silva, Program Office Manager	2269
Rosa Greening, Program Office Manager	2270
Janeth Banuelos, Nina Hoke Claudia, Program Specialists/Leads	2267
Rocio Melchor, Program Secretary	2268

Pupil Services (6)

Amanda Martinez, Assistant Superintendent	2220
Ashley Johnson, Coordinator of Special Education	2245
Sherese Van Mieghem, Administrative Secretary	2220
Keila Aguilar, Senior Secretary	2242
Michael Galvan, Adaptive P.E. & Tanya Sorich, APE Paraeducator	2223
OPEN, Occupational Therapist	2223

Fairview Preschool (10)

Sheila Guzman, School Office Manager	2228
Esther Ortega, State Preschool Teacher	2246
Victoria Mesa, SPED Preschool Teacher	2225
Erin Smith, SPED Preschool Teacher	2239
Stefanie Williams, SPED Preschool Teacher	2252
Shampa Karandikar, Speech and Language Pathologist	2238
Alexa Dell, SPED Speech and Language Pathologist	2248
Kristine Hewes, Speech and Language Pathologist	2249
Kim Grant, School Psychologist	2233
Denise Sommer, Nurse	2234