

HANDBOOK FOR SUBSTITUTE TEACHERS

2014 – 15



San Luis Coastal Unified School District

1500 Lizzie Street

San Luis Obispo CA 93401

(805) 549-1235

**Substitute Telephone Line: 1 (866) 223-6101
or www.slcsd.org and click on SubFinder Icon
or <https://sanluis.subfinderonline.com/login/login.asp>**



SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT

1500 Lizzie Street - San Luis Obispo CA 93401

(805) 549-1235

www.slcsd.org

WELCOME!

Substitute teachers play a vital role in the daily education of San Luis Coastal students. Your role is far more than filling the vacancy of a teacher who has to be away from his or her class. Your importance to students and parents alike is in the unique opportunity you bring for students to have a new learning experience, to relate to another adult, and to specifically teach in a way that may bring new insight and knowledge to the students. Additionally, as a substitute, you have the great opportunity to learn about the curriculum, the differences in classes, the needs of students and, hopefully, to take the benefits of this experience to each classroom in which you work.

The regular staff recognizes the difficulty of many of your assignments. We all appreciate greatly the energy and skill you put forth to make our schools run smoothly.

This Handbook has some good suggestions to assist you in substituting. They are set forth for your consideration and direction. We hope you will refer to this Handbook when necessary. I personally solicit your suggestions for the continued improvement of our schools.

School begins on August 25, 2014. Have a great year!

Sincerely,

*Christin Newlon
Director of Personnel Services*

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INFORMATION ABOUT SUBSTITUTE TEACHING

I. ABOUT BEING A SUBSTITUTE TEACHER

A. DEFINITION

A substitute is a teacher who is employed to fill the place of an instructor who is temporarily absent.

B. QUALIFICATIONS FOR CONTINUED EMPLOYMENT

1. Substitute teachers must:
 - a) possess a valid California teaching credential authorizing teaching in one or more subject areas or grade levels from kindergarten through grade 12—or possess a 30-day Emergency Substitute Permit;
 - b) file their credentials/permit with the San Luis Obispo County Office of Education, located across from the Cuesta College entrance on Highway 1, phone number 543-7732;
 - c) take and pass the California Basic Educational Skills Test (CBEST) if they have not taught within the past 39 months.
2. If a Credential or Emergency Permit is due to expire, a renewal may be obtained on www.ctc.ca.gov using a VISA or MasterCard. **Your paycheck will be held** due to an expired credential or permit and you will not be able to substitute until your credential is current.
3. Each substitute teacher must present evidence of freedom from active tuberculosis at least every four years. Evidence may be a certificate or letter from a doctor or health officer, or other authorized agency, stating that an intradermal tuberculin test (skin test) was taken, that the results were negative, and the date the test was taken. Notification will be sent when a TB clearance is due to expire. Paychecks will be held until TB clearance is received in the Personnel Office.
4. Substitute teachers must be fingerprinted by the San Luis Obispo County Office of Education and clearance from the Department of Justice must be received prior to beginning work. Their phone number is 782-7236.
5. Substitute teachers must continually display their effectiveness and reliability as classroom teachers.

C. DUTY DAY

If a substitute works in excess of 3 hours and 30 minutes (including lunch), he/she will be paid a full day's salary. If this occurs, the substitute will be expected to remain on campus and assist as needed for the full day.

When working a full day, the substitute teacher is expected to remain on duty following the closing of school until all necessary work has been completed, including other duties assigned by the principal or the principal designee. **The substitute is expected to remain on campus the entire school day and be available to receive assignments from the School Secretary during preps and supervision periods. Please check in with the School Secretary at the beginning of your prep period to see if help is needed in another classroom.**

When called to work for a teacher who has been summoned for jury duty, it is not always possible to know how long the assignment may be. Sometimes when the teacher reports in the morning for jury duty, he/she is dismissed before the afternoon and the teacher will report for work in the afternoon. Please be aware that this may happen and the site administrator may ask you to work elsewhere in the afternoon.

All Schools will be starting late on Mondays this year between 9:20 AM and 9:30 AM. **On late start Mondays, please report at 8:00 AM unless otherwise instructed by SubFinder or the Substitute Office.**

D. RATE OF PAY

The long-term substitute teacher (one who serves 20 or more consecutive days in the same assignment) will receive a higher rate of pay retroactive to the first day because of the added responsibility of doing more of the regular contract teacher's work, e.g., lesson plans, grading, remaining at the worksite for longer hours.

All substitute teachers will be paid at the full or half-day rate. No substitute teacher will be paid for a preparation period in an hourly assignment. The following are criteria for full or half-day pay for elementary and secondary assignments:

Half Day

If a substitute teacher works 3 hours and 30 minutes or less, he/she will be paid for a half day. A half day's pay is \$50.

Full Day

If a substitute teacher works greater than 3 hours and 30 minutes, he/she will be paid for a full day. A full day's pay is \$100.

Varied Schedules

The usual half and full day rules apply during any special school schedules, e.g., Finals Week, Rainy Day Schedule, Late-Start Mondays.

Plus One

A notation of "+ 1" will only be placed on your timecard if you are required to teach prior to the beginning of the school day or are required to stay after classes have been dismissed, e.g., elementary music, secondary librarian, or a zero period. A + 1 is \$20.

When Certificated substitutes work in "Classified" positions, they will be paid at the Classified rate of pay and will not be paid for lunch break. Listen carefully to the automated system for the exact times to report to work.

Summer School: The substitutes will be paid a full day's rate for covering the day's session.

E. CHECKING IN/OUT

Always let the School Secretary know you've arrived. She will give you a Guest Teacher Badge which must be worn at all times while on campus. Remember, your identification as a Guest Teacher is imperative in case of an emergency. Please surrender the badge to the School Secretary when checking out for the day.

F. PARKING RESTRICTIONS

C.E. Teach: Park in the Slack Street lot. Only if that is full should they look for a space in the interior lot accessed by entering the Chris Jespersen drive off of Grand and pulling in to the inside lot.

Laguna Middle School: You may park anywhere except the first row nearest the office.

Los Osos Middle School: You may park anywhere you desire, no sticker required.

Morro Bay High School: You may park in the visitor parking in front of the cafeteria or obtain a visitor's temporary parking permit from the Receptionist.

San Luis Obispo High School: You may park in a staff parking space with appropriate sub parking tag on dash. Be sure to "sign in" in the Visitor's Log located on the front counter, directly next to the Principal's Secretary desk. You need to list the make, model, color and license plate number of your car. If you fail to do this you may be ticketed by the San Luis Obispo Police Department.

G. MILEAGE REIMBURSEMENT

If you are covering for a teacher who travels from one site to another during the course of a school day, you may be compensated for your mileage at the current IRS rate.. You will be reimbursed only for the mileage between sites—not to or from your home. Please complete an orange Monthly School Business Mileage Log throughout the month (see Page 29). At the end of the month, submit it to Debbie Jergens for approval. You may obtain the log from any School Secretary.

H. TIMECARDS

Time is reported on a white Substitute Teacher Timecard (see Page 27) for teaching assignments and on a pink Classified Substitute Timecard for instructional aide, clerical, and library technician assignments. Timecards may be obtained from the School Secretary on the first day of service for each pay period. The timecard should be used from the 26th of a month through the 25th of the next month and turned in **to Payroll no later than the 26th**. If you want a copy for your records, please don't ask the secretaries to make one for you.

The timecard may be left with the School Secretary if the substitute teacher is working at a school on the 25th. Ask the School Secretary if the mail will reach Payroll by the end of the day. If not, it may need to be hand-delivered to Payroll. Payroll is in the building behind Personnel. Otherwise it may be mailed or brought to the Payroll Office, 1500 Lizzie Street, San Luis Obispo. If mailing to Payroll, please remember to adhere to the deadline. It must be in Payroll no later than the 26th in order to meet the 10th payday. If the substitute fails to meet the deadline, he/she will be paid the next month.

June timecards for substitute teachers MUST be in the Payroll Office no later than 4:30 pm as soon as school is over for the year. Any timecards that are received in Payroll after the deadline will be paid in July. If the person will be working again in June, it is necessary to start another timecard. Any timecards, for work done the last part of June, need to be in Payroll on June 30. Do not, under any circumstances, combine June and July hours on the same timecard!

Use your legal name only on the timecard. Put your Employee I.D. Number on each timecard. Be sure to sign your card; we cannot pay without your signature. Please be sure the job number is entered for each day you work.

I. NOTIFICATION OF ASSIGNMENT

The District attempts to maintain a list of substitute teachers to adequately meet the needs of absent teachers. There will be times during the year when substitute work will be slow and occasions when it will be terribly busy. The database on the automated substitute calling system contains the names of all of our teachers, their work hours, teaching assignments and locations. It also contains the names of all substitute teachers, the grade levels and/or subject areas in which they are qualified to teach, the sites at which they will work and their days of availability. Special requests for particular substitute teachers come from the sites or departments and can be accommodated by our automated substitute calling system. Otherwise, the computerized system randomly distributes jobs.

We are aware of your preferences for substitute assignments. If you are asked to teach in a subject area or grade level other than that which you prefer, it is because there is no other substitute at that time who can teach that subject or level. ***We appreciate your flexibility in taking these assignments.***

You have been provided a SubFinder Guide for using the automated caller. The system will call you to offer jobs and to notify you of canceled jobs. You may call the system (1-866-223-6101) or log into the Internet at www.slcsd.org to hear about available jobs, review an assignment and to modify your availability. The features available to you are described in greater detail in the SubFinder Guide.

You will be given your PIN number from Personnel that will be used to log into SubFinder. This number is the same as your Employee Identification Number and is a six digit number. If a teacher would like to request or prearranged for you to sub for them by telephone, they will need your ID number, which the computer assigns. This number is three or four digits and can be found by dialing SubFinder and listening to your Personal Information #4 or logging on to the Internet version of SubFinder and clicking on Personal Information tab. Please give this number to the teacher requesting you.

J. CHANGE OF NAME, ADDRESS, TELEPHONE NUMBER, OR CREDENTIAL

Substitute teachers are urged to keep the Personnel Office notified of any changes in name, address or telephone number. It is important that you notify us of a change in your permanent telephone number as **the computerized system will need to be programmed** to accept your new phone number. Another good reason to notify Personnel of any permanent change in your phone number is for the Substitute Teacher List that is distributed to all teachers. It's important that the phone numbers in the system and on the list match so the teacher can request you.

Please notify us of any changes in your credential and send a copy to us and to the County Office of Education when it's renewed. If you fail to renew it by the time it expires, the County Office of Education has the authority to hold your paycheck and they will do so. You will not be able to teach with an expired credential and be removed from SubFinder.

II. YOUR RESPONSIBILITIES AS A CLASSROOM TEACHER

- A. It is not necessary to wear "dress up" clothing, but avoid a too casual appearance. Remember that you need to gain the respect of the students; the more professional you look and act, the easier it is to set that tone.
- B. You are expected to stay on campus until students have been dismissed—even if the last period is a prep.
- C. Unless otherwise directed by the principal, you are expected to perform all of the work of the regular teacher whose place you are taking, including any yard or bus duty.
- D. Ordinarily, do not erase anything of an apparent "permanent" nature which is left on the board by the regular teacher.
- E. Unless instructed to the contrary, correct all written work you assign. Leave the recording of grades for the regular teacher to complete, unless you are assigned for a prolonged period of time, say for two weeks or more. In that case, you should record the grades in the record book.
- F. Normally you should follow the assignments left by the regular teacher. On short terms of one or two days, you should not assign homework unless the assignments are in the regular teacher's lesson plans.
- G. Any keys or records issued to you should be kept in a secure place—INACCESSIBLE TO STUDENTS. Insure at all times that your personal property is secure. The District has no means of replacing personal property lost while substituting.

- H. Any accidents that occur on school property, particularly when students receive bumps or bruises on the head, should be reported to the office immediately. Some teachers keep a supply of band-aids on hand. Feel free to apply if you feel comfortable doing so. If not, contact the office.

In case of accidents in the classroom which seem to require the assistance of the custodian, call or send a messenger to the office and a custodian will be summoned immediately.

- I. Substitute Teachers do not dispense medications to students or toilet students.
- J. If you are injured at school, please fill out an accident report with the school secretary immediately and notify the Substitute Office at 549-1235.
- K. Fire and Civil Defense Drills must be held once each month. Please check with the principal at the site where you are working to learn of that site's signal for drills and the procedures to be followed.
- L. Be engaged in student instruction—don't just sit and read. Make it fun, lively.
- M. You may be the recipient of confidential information. Please keep it that way.
- N. POWER SCHOOL ATTENDANCE – You will be given the site password when you check in with the school secretary. **NEVER allow any student access to POWER SCHOOL while you are logged into the teacher's computer.** If you have trouble taking attendance, please contact the POWER SCHOOL Hot Line at 549-1313 directly or http://www.slcsd.org/district/departments/infoservtech/psadminresources?category_id=attendance&tip_id=232

III. YOUR RELATIONSHIP WITH THE STUDENTS

- A. You should be "in charge" to the extent that you have materials and lesson plans ready at the beginning of the day. As you know, it is important to start the day well. You should always have a "survival kit" in case lesson plans are not available. The internet is a good source of lesson plans and sponge activities.
- B. You should expect full cooperation from all pupils. The students are expected to:
 - 1. Take their regular seats.
 - 2. Follow your directions.
 - 3. Bring their materials to class so they can work.
 - 4. Not do anything to disrupt the class or show disrespect to anyone in the class.
- C. You will find it useful to follow the example of successful teachers in matters of student discipline. Following are some of the procedures:
 - 1. Be fair, firm, and consistent.
 - 2. Do not "group" punish.
 - 3. Call attention to a student's good behavior rather than his misbehavior.
 - 4. Praise in public; criticize in private.
 - 5. District policy does not permit corporal punishment.
 - 6. Do not touch, push, shove, slap, or punch a student in an attempt to discipline the student.
 - 7. Sarcasm or other embarrassing methods have no place in the teacher's relationship with students.
 - 8. Set up reasonable standards and stick to them.
 - 9. Have a sense of humor.

If a student does not obey the classroom rules and will not respond to your direction, after all reasonable measures and techniques have been used, the student should be referred to the principal at the elementary level and to the assistant principal or dean at the secondary level. This will allow you to be a more effective teacher and will provide a lesson in responsibility to the students. Prior to sending the student to the office, telephone the office with the student's name and reason for referral.

IV. YOUR PROFESSIONAL RESPONSIBILITIES AND PRIVILEGES

- A. You are not permitted to "solicit" your services at the various school sites. Please do not leave flyers or business cards in the teachers' lounges, teachers' boxes, or on the bulletin boards. Once you have established a working relationship with teachers through our computerized system, you may build on those existing relationships.
- B. It is a breach of professional etiquette to criticize the work of the regular teacher or the work of the school in front of the students. Constructive criticism should be made to the regular teacher or to the principal.
- C. You are encouraged to make use of the professional resources of the schools and the school district. A wide variety of supplies and materials on almost all important aspects of education can be made available. Feel free to see the principal, consult with staff, and visit our Instructional Media Center. The Instructional Media Center is located at 937 Southwood in San Luis Obispo. You are allowed to check out materials from the Media Center.

- D. District-sponsored teachers' meetings provide a source of much information which will prove invaluable to you. You are usually welcome to attend and at least observe at these meetings. Check with the Instructional Services Department at 549-1247.
- E. It is important that, if you suspect child abuse, you discuss this with the Principal immediately. If the Principal is unavailable, please see the teacher-in-charge or School Secretary. The school administrator can assist you with the appropriate paperwork for making a report. It is, however, your ultimate responsibility to report to Social Services or the Police/Sheriff. Other information is available at http://www.egusd.net/riskmanagement/Docs/CA_Child_Abuse_Prevention_Handbook_2007_ADA.pdf
- F. The District has a Sexual Harassment policy in place. The following is a brief synopsis of the policy.

Any form of sexual harassment directed toward students, employees, applicants for employment or any other persons associated with the school district is prohibited. District personnel who permit and/or engage in sexual harassment are subject to disciplinary action. Such disciplinary action may include dismissal from employment. Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature made by someone in the work or educational setting. Some examples of sexual harassment, whether committed by a supervisor or any other employee are:

1. Unwelcome leering, sexual flirtations or propositions;
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions;
3. Graphic verbal comments about an individual's body, or overly personal conversation;
4. Sexual jokes, stories, drawings, pictures or gestures;
5. Spreading sexual rumors;
6. Touching an individual's body or clothes in a sexual way;
7. Cornering or blocking of normal movements;
8. Displaying sexually suggestive objects in the educational or work environment; and
9. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or one who participates in the investigation of a sexual harassment complaint.

If you have need to report a sexual harassment policy violation, please contact Personnel.

- G. It is imperative that you not misuse the District's access to the Internet. It is available to you for District-related business only.
- H. All San Luis Coastal Unified School District offices, schools, and grounds are to be free of the use and possession of illegal drugs and tobacco products.
- I. The Board of Trustees strongly discourages school staff to use non-nutritious foods as a reward for students' academic performance, accomplishments, or classroom behavior. Food provided in the classroom by school staff must meet or exceed state and federal nutrition standards. The Board strongly encourages the use of physical activity as a reward for students, when appropriate.

V. THE ROLE OF THE PRINCIPAL

- A. If possible, the principal in charge, or his/her designee, will take you to the room in which you are to work, locate the regular teacher's plan book, and make available needed supplies.

- B. The principal will make any special assignments, such as yard supervision.
- C. If you are in doubt about the lesson plan or daily routine, you should feel free to consult the principal, or his/her designee.
- D. If possible, the principal will introduce you to at least one of the regular teachers, and/or department chairperson, who may be of assistance to you whenever the principal is not available for consultation.

VI. RESPONSIBILITIES OF THE REGULAR TEACHER

- A. The regular teacher is expected to maintain all information you may need. In the "official drawer" of the desk should be the complete lesson plans (an up-to-date record of the work of the class) and an outline of the lessons to be covered during the next few days, at a minimum.
- B. Most of the following items of information, with all necessary explanations, should also be available to you. If they are not, ask about them.
 - 1. An up-to-date seating chart.
 - 2. A copy of the daily schedule.
 - 3. A list of all instructional groups within the room, with names of the pupils in special seating arrangements.
 - 4. Instructions for fire drills and emergency response drills. These should include the exact plan of action and route of passage to and from the classroom.
 - 5. The bell, dismissal, and recess schedules of the building and the room.
 - 6. Special assignments of the regular teacher--such as hall, lunchroom, and recess duties.
 - 7. A list of pupils or class officers who can be a source of help to the substitute teacher.

VII. EVALUATION - (also see *Substitute Teacher Evaluation on page 17*)

The District wants you to know that you may be evaluated by the teachers and/or principals if your services prove to be exceptional, either positively or negatively. If your services are such that you are not wanted back in a particular class or school, a written statement, signed by the principal, and indicating the nature of the problem(s) must be sent to the Personnel Office. A copy of this evaluation will be forwarded to you. In such a case, this written statement will be used as a basis for counseling with you concerning your work. You are entitled to provide written comments to be attached to evaluations submitted.

VIII. LETTERS OF RECOMMENDATION

Upon working as a substitute teacher at a school and becoming acquainted with the teacher(s) and administrator(s), you may wish to request a letter of recommendation for your personnel file. It is best that you make such requests in person, followed up by a brief note to the person from whom you are asking for a recommendation.

IX. MEMBERSHIP IN STATE TEACHERS' RETIREMENT SYSTEM (STRS)

Substitute teachers who are not already members of the State Teachers' Retirement System (STRS) and who work less than 100 complete days during the school year do not have to become members of the retirement system. However, substitute teachers may elect to become members in the system at any time during this 100-day period. The necessary forms for electing to become a member of STRS are available in the Personnel Office or the County Office of Education. Once a substitute teacher has worked more than 100 days in any school year (for any one employer), he/she must become a member.

Once enrolled, substitute teachers may not terminate their membership in STRS as long as they are still employed by any district or county. If employed as a substitute teacher greater than 5 years, the teacher becomes vested in STRS. Once no longer employed, a member must sign the Election From Membership form and take a refund of all contributions to terminate membership. This form is available either at the Personnel Office or the County Office of Education.

If you have at some time been a member of STRS and are not sure whether or not you are now a member, you can find out by calling the STRS office in Sacramento. The phone number is 1-800-228-5453, (Ask for Accounts and Adjustments Section). When you call, you will probably need to give your name, your retirement account number (which is the same as your social security number), and your date of birth. You may also check their website: www.strs.com.

X. SUGGESTIONS FOR CLASSROOM MANAGEMENT

- A. 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.
- B. You are legally responsible for the students’ safety. While on campus, students are not to be left unattended at any time.
- C. Maintain established routines as much as possible. Try to hold to time schedules, etc.
- D. Know the students’ names. Pick out the “troublemakers” and have them help you – even the smallest tasks can put them on your side.
- E. Smile, be friendly, show enthusiasm, be positive. Try to see that every student has some success or praise. A pleasant word or an appreciative smile works wonders.
- F. Problems might be eliminated if questions are phrased so only one student will answer, or so students will raise hands.
- G. Solve problems “on the spot”. Never degrade students, but do handle problem situations when they occur.
- H. Deal with the individual student, not the group, when corrections are necessary. Have all the facts. Listen to both sides of the story. Focus attention on the problem. Give the student the benefit of the doubt.
- I. 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. Please caution yourself in this area.
- J. There should never be any physical contact with the students. Should a behavioral situation occur which might require the restraint of a student, report the matter immediately to the supervising administrator.

XI. A SUCCESSFUL DAY

Before You Arrive at School

- A. Realize that much of the day’s success depends on what the teacher brings to school: attitude, preparation, organization, understanding, and adaptability.
- B. Remember the positive effects on morale (of teacher and children) of good grooming and an attractive appearance.
- C. Be ready to accept an assignment if called on a day you have indicated availability.
- D. Assemble materials needed. Anticipate that there may not be a lesson plan, so bring some general follow-up work appropriate to the grade level.
 - 1. Some substitute teachers keep substitute lesson kits in their car trunks.

2. Some arrange file boxes or folders by subject; others arrange them by grade level.
 3. It is suggested that personal material (especially books or cassettes) be labeled with your name and telephone number.
 4. Keep a notation of the number of materials brought into the classroom as a check against leaving anything behind.
- E. Expect that schools, their personnel and students will vary.
- F. Remember that each day of good substitute teaching contributes to the ongoing education of students, the maintenance of high professional standards, and the creation of a favorable image of the substitute teacher in the school and community.

Before the Students Come into the Classroom

- A. Report to the principal's office upon arrival at the school for keys, instructions regarding school procedures, e.g., school discipline plan, emergency or drill procedures, special duty (if any), attendance procedures, coming events, etc.
- B. Check the mailbox of the regular teacher; pick up announcements and notices; read announcements to the students; leave all such material on the teacher's desk for his/her use when he/she returns to duty.
- C. Determine the method of taking attendance and collecting money.
- D. Note how the plans for the day might be affected by the time and place for special activities (such as auditorium programs, radio or television programs, playground activities) or visits of special personnel.
- E. Locate textbooks and necessary supplies.
- F. Lock up your valuables.
- G. Write your name on the board.
- H. If time permits:
1. Write assignments on the board.
 2. Duplicate follow-ups, following school procedures.
 3. Pass out necessary supplies.
- I. Do as much as possible to eliminate the need for asking questions of the class. If more information is needed, question an individual child or two before class, privately during class or at recess. Get acquainted with neighboring teachers. They, too, will help if they can.
- J. Find out which students must leave the classroom early for various reasons (cafeteria helpers, special programs, etc.). Learn their times of departure and return to the classroom. Check how alternates are arranged, in case regular helpers are absent.

Meeting the Students

- A. Meet the students at their assigned place to line up, or by the doorway if they come into the room informally.
- B. Greet them pleasantly. Establish rapport. Smile!
- C. Permit no boisterousness while students are putting away materials. If this occurs, have students take their seats and excuse them by small groups.
- D. Maintain an attitude of authority, confidence and poise.

As the Day's Work Begins

- A. Introduce yourself and call attention to your name on the board. Explain that the regular teacher must be away and that you will help students carry on their work. Explain that no two teachers or students are just alike. Say something positive about the regular teacher and do not tell students why the teacher is out.
- B. Take attendance. (Checking can be done quickly by using the seating chart. With older students, this can be checked later by a student.)
- C. Make no changes on the permanent seating chart.
- D. Address questions to specific individuals to avoid simultaneous responses.
- E. Give the students a quick overview of the day's work; establish expectations. Let the students know you received direction to follow the plans for the day.
- F. Get the students to work at their seats as quickly as possible.
- G. Organize your lesson in such a way as to minimize distribution of materials by students.

During the School Day

- A. Come prepared with basic lessons in the event that no plans are found. Check the internet for lesson plans and sponge activities.
- B. Adhere to the regular, familiar program as closely as possible, and follow the plan suggested by the regular teacher whenever feasible; include your own material for enrichment as time and conditions permit.
- C. Plan lessons which can be presented with confidence and which will be of value to the class.
- D. Have a planned program in mind for every part of the day, but be prepared for the unexpected. Use good judgment about what is appropriate for a situation.
- E. Review and reinforce basic skills rather than introduce new skills, concepts, or textbooks, unless definite direction has been given by the regular classroom teacher or principal.
- F. Have variety in motivation and in the types of activities planned (quiet, active, routine, creative). Show enthusiasm for the subject.

- G. Remember that learning results more readily if students are given the opportunity to participate actively rather than listen to a lecture.
- H. **Tell students at the beginning of each lesson what they are expected to do. Let them know you will work together to accomplish their goals.**
- I. Give one direction at a time, clearly and concisely. Be consistent. Follow through on instructions.
- J. Establish standards for working before the work period begins (method of passing and collecting papers, sharpening of pencils, amount of communication permitted, when it is permissible to leave seats). If plans differ from those established by the regular teacher, say, "For today, we will . . . "
- K. Circulate to give individual and small group help, as needed.
- L. Be aware that deserved praise gets better results than scolding. Be realistic in expectations. Consider the time of school year and the amount of experience students have had in the grade.
- M. Prepare students for the next activity. Plan an activity for those who finish early (sponge activity).
- N. Capitalize on your strengths. Perhaps you have a special talent, such as music or art ability which would enrich the students' day. Conversely, it is wise to recognize limitations (if you can't sing, another way to present the music lesson should be planned).
- O. Bear in mind that the regular teacher may plan to use special supplies for particular projects, so request special supplies you need from the office. Guide students in the economical use of school supplies.

On the Alert

- A. Be aware at all times of your responsibility for safety. Students must not be left unattended in the classroom or on the playground.
- B. Make a quick check of attendance after a recess...count noses!
- C. Know the whereabouts of students in the class. Students should not be released during the school day to anyone, including parents, nor should they leave the premises, without approval from the office.
- D. Supervise students to prevent or stop dangerous play.
- E. Notice the presence of adults other than school employees on the playground. Report any suspicious activity to the office.
- F. Refrain from sending notes to parents without the principal's approval.
- G. Refer requests from parents for confidential information, such as that on cumulative records, to the principal; or ask the parent to confer with the regular teacher. Leave a note for the regular teacher about the request.
- H. Always feel free to ask for assistance when uncertain about an action.

Before the Students Leave

- A. Evaluate with the class. Have students review what they have learned.
- B. Provide time before dismissal for checking housekeeping standards. It is important to leave the room clean and picked-up. Tell the students the custodian cleans up, not picks up.
- C. Dismiss students only at a legal closing time, unless specifically directed otherwise. Be sure that students who must meet a bus schedule are dismissed on time.
- D. Dismiss according to established traffic patterns.
- E. Establish a spirit of friendship before dismissing the class.

Before You Leave

- A. Check any papers left for the regular teacher.
- B. It is very important for you to leave a memorandum for the regular teacher. This note can be written directly on the sub plan and should include:
 - 1. A description of the work that was done by the students.
 - 2. An explanation in case the lesson plan left by the regular teacher was not followed.
 - 3. A report on the general behavior of the class, with comments on individual pupils regarding particularly exemplary or undesirable activities. Complete reports and leave a note for the regular teacher which summarizes what has been done.
 - 4. Be careful what you say in a note to the teacher. If of a confidential nature, put in sealed envelope and place in teacher's box.
- C. Return materials to their proper places. Leave an orderly desk and room. Turn off the computers in the room.
- D. Lock windows and doors. Report to the office to check out, to return keys, badge, and other materials to be left there, and to learn about the continuation or termination of the assignment.
- E. Use any time left after class is dismissed to prepare for future assignments. Consult teaching guides; prepare follow-up. Check with the school office about facilities for duplication of follow-up materials.

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
Personnel Services

SUBSTITUTE TEACHER EVALUATION

Name of Substitute Teacher _____ School _____

Name of Classroom Teacher _____ Grade/subject _____

Date of Assignment _____

THIS PORTION TO BE COMPLETE BY CLASSROOM TEACHER:

The Substitute:

	YES	NO
1. Maintained classroom control	_____	_____
2. Followed lesson plans	_____	_____
3. Corrected student class work	_____	_____
4. Had rapport with class	_____	_____
5. Left summary of day's activities	_____	_____
6. Left room in order	_____	_____

Would you request this substitute teacher again? _____

(If this is checked NO, we must have a signature from the site administrator)

Teacher's comments:

Teacher's signature: _____

Date _____

THIS PORTION TO BE COMPLETED BY PRINICPAL OR SITE ADMINISTRATOR:

The Substitute:

	YES	NO
1. Checked in at the office	_____	_____
2. Arrived on time	_____	_____
3. Followed school procedure	_____	_____
4. Followed safety procedure	_____	_____
5. Checked after school for messages/directions	_____	_____
6. Returned the key to the office	_____	_____

Would you have this substitute teacher return to your site in the future? YES NO

Did you personally speak to the substitute teacher about this evaluation YES NO

Principal's comments :

Principal's signature: _____ Date: _____

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT START & DISMISSAL TIME SCHEDULES 2014 -15					Minimum Days Elementary November 17-21 and March 5-13				
					Minimum Days Mondays		Minimum Days Tuesdays-Fridays		
Monday - Late Start		Tuesday - Friday			Start		Dismissal		
Start	Dismissal	Start	Dismissal		Start	Dismissal	Start	Dismissal	
Baywood									
Kindergarten	9:25	2:30	8:25	2:30 Fri 12:00		9:25	1:00	8:25	1:00 Fri 12:00
Grades 1-6	9:25	2:30	8:25	2:30		9:25	1:00	8:25	1:00
Bishop's Peak/Teach									
Kindergarten	9:25	12:00	8:25	12:00		9:25	12:00	8:25	12:00
Grades 1-6	9:25	2:30	8:25	2:30		9:25	1:00	8:25	1:00
Del Mar									
Transitional Kindergarten	9:25	12:20	8:25	12:20		9:25	1:00	8:25	1:00
Kindergarten-	9:25	1:30	9:25	2:30		9:25	1:30	8:25	1:30
Grades 1-6	9:25	2:30	8:25	2:30		9:25	1:00	8:25	1:00
Hawthorne									
Kindergarten	9:25	2:00	8:25	2:00		9:25	12:00	8:25	12:00
Grades 1-6	9:25	2:30	8:25	2:30		9:25	1:00	8:25	1:00
Los Ranchos									
Kindergarten	9:25	12:20	8:25	12:20		9:25	12:20	8:25	12:20
Grades 1-3	9:25	2:30	8:25	2:30		9:25	1:00	8:25	1:00
Grades 4-6	9:25	2:33	8:25	2:33		9:25	1:00	8:25	1:00

Monarch Grove									
Kindergarten-AM	9:20	12:17	8:20	12:17		9:20	12:17	8:20	12:17
Grades 1-3	9:20	2:25	8:20	2:25		9:20	1:00	8:20	1:00
Grades 4-6	9:20	2:30	8:20	2:30		9:20	1:00	8:20	1:00
Pacheco									
Kindergarten	9:25	2:30	8:25	2:30 Tu, W 12:00 Th, Fr		9:25	12:00	8:25	12:00
Grades 1-3	9:40	2:30	8:25	2:30		9:40	1:00	8:25	1:00
Grades 4-6	9:25	2:35	8:25	2:35		9:25	1:00	8:25	1:00
Sinsheimer									
Kindergarten - Early Birds	9:25	2:25	8:25	1:10 Tu, W, Th 11:55 Fr		9:25	1:01	8:25	1:01
Kindergarten - Later Gators	9:25	2:25	9:40	2:25		9:25	12:25	9:25	11:55
Grades 1-6	9:25	2:30	8:25	2:30		9:25	1:01	8:25	1:01
C. L. Smith									
Kindergarten	9:25	2:30	8:25	2:30 M-Th 12:00 F		9:25	12:00	8:25	12:00
Grades 1-6	9:25	2:30	8:25	2:30		9:25	1:00	8:25	1:00
C.E. Teach									
Grades 4- 6	9:25	2:30	8:25	2:30		9:25	1:00	8:25	1:00
Laguna Middle School	9:22	2:59	8:15	2:59				8:15	12:50
Los Osos Middle School	9:22	2:55	8:10	2:55				8:10	1:30
Morro Bay High School	9:57	2:55	8:18	2:55				8:18	12:28
San Luis High School	9:30	3:10	8:00	3:10				8:00	12:15
Pacific Beach High - AM	8:15	11:30	8:15	11:30					
Pacific Beach High - PM	12:15	3:30	12:15	3:30					

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
1500 Lizzie Street
San Luis Obispo CA 93401

School Locations

ELEMENTARY SCHOOLS

BAYWOOD ELEMENTARY SCHOOL - 1330 9th Street, Los Osos; 534-2856

Located at the corner of 9th and El Moro in Los Osos. From Los Osos Valley Road or Highway 1, turn onto South Bay Blvd. When coming from Los Osos, turn left at the stop sign onto Santa Ysabel. When coming from Highway 1, turn right at the stop sign onto Santa Ysabel. Proceed to 11th Street and turn left; then right at El Moro. Proceed to 9th Street and turn right. The parking area is on the north side of the school.

Principal: Jennifer Dinielli Secretary: Diane DuBois

BISHOP'S PEAK ELEMENTARY SCHOOL - 451 Jaycee Drive, SLO; 596-4030

Once on Foothill Blvd., turn on Patricia and left on Craig, then right on Jaycee. Proceed to the school at the top of the hill.

Principal: Dan Block Secretary: Sarah Johnson

DEL MAR ELEMENTARY SCHOOL - 501 Sequoia, Morro Bay; 771-1858

Take Highway 1 to San Jacinto stop light in north Morro Bay. Turn east at the light and proceed to Fir Street. Turn left and proceed one (1) block to corner of Fir and Sequoia. You will be directly in front of the school parking lot.

Principal: Janet Gould Secretary: Laurie Vallens

HAWTHORNE ELEMENTARY SCHOOL - 2125 Story St., SLO; 596-4070

From Broad Street (Highway 227), turn onto Sandercock Street. The school is on the corner of Sandercock and Story. The office can be reached from Sandercock Street.

Principal: Kirt Collins Secretary: Josie Grady

LOS RANCHOS ELEMENTARY SCHOOL - 5785 Los Ranchos Road, SLO; 596-4075

From *Broad Street (Highway 227)*, proceed several miles out of the city center. Just south of the airport, turn at the signal at *Los Ranchos Road*. The school will be on your left after about ½ mile.

Principal: Marlie Schmidt Secretary: Cherie Bruce

MONARCH GROVE ELEMENTARY SCHOOL - 348 Los Osos Valley Rd., Los Osos; 534-2844

Take *Los Osos Valley Road* going to Los Osos. Go past the shopping centers in Los Osos, then turn right on *Doris Street*. Monarch Grove is located at the corner of *Los Osos Valley Road* and *Doris Street*.

Principal: Lara Storm Secretary: Debby Hymas

PACHECO ELEMENTARY SCHOOL - 261 Cuesta Drive, SLO; 596-4081

From *Foothill Blvd.*, turn north on *Ferrini Road* (near McDonald's). The school is one block up on the left side of the street.

Principal: Rick Mayfield Secretary: Monique DeLeon

SINSHEIMER ELEMENTARY SCHOOL - 2755 Augusta, SLO; 596-4088

Take *Johnson Avenue*, then turn west on *Sydney Street*. Then turn left on *Augusta Street* and proceed about two (2) blocks. Sinsheimer is on the right-hand side of the street. Additional parking is on the left.

Principal: Jeff Martin Secretary: Jaime Wampler

C.L. SMITH ELEMENTARY SCHOOL - 1375 Balboa, SLO; 596-4094

From SLO: Take *Madonna Road* and turn north on *Oceanaire*. Turn left on *Lakeview Street*, then right on *Balboa*. The parking lot is at the far end of the school.

From Foothill/Los Osos: Turn left on *Oceanaire* (first street past Laguna Middle School); go to stop sign at *Balboa* and turn right. The school is about ½ block ahead.

Principal: Joyce Hansen Secretary: Deb Loberstein

C.E. TEACH ELEMENTARY SCHOOL – 165 Grand Avenue, SLO,

Take Grand Ave north towards Cal Poly University. Turn left at the stop sign at the entrance to Cal Poly, Slack Street. The school is located in the portable classrooms on Slack Street to the left of the front of the school. Parking for staff and substitutes is in the circular drive in front of the portable or Only if that is full should they look for a space in the interior lot accessed by entering the Chris Jespersen drive off of Grand and pulling in to the inside lot. This lot will be primarily used by SLOCA.

Principal: James McMillan Secretary: Janet Crabb

SECONDARY SCHOOLS

LAGUNA MIDDLE SCHOOL - 11050 Los Osos Valley Road, SLO; 596-4055

From *Highway 101* or *Madonna Road*, take *Los Osos Valley Road* going west. Laguna is on the east side of the road, opposite the golf course.

Principal: John Calandro Assistant Principal: Scott Schalde Secretary: Teresa Smith

LOS OSOS MIDDLE SCHOOL - 1555 El Moro Street, Los Osos; 534-2835

From *Highway 1* or *Los Osos Valley Rd.*, take *South Bay Blvd.* Located at the corner of *El Moro Street* and *South Bay Blvd.*

Principal: André Illig Assistant Principal: Karl Blum Secretary: Carrie Trujillo

MORRO BAY HIGH SCHOOL - 235 Atascadero Road, Morro Bay; 771-1845

Take *Highway 1* to the *Atascadero Rd.* off-ramp (*Highway 41*). Turn west on *Atascadero Road* until you reach the driveway leading into MBHS (right-hand side, across the street from the Motel 6 entrance).

Principal: Kyle Pruitt, Ed.D. Assistant Principal: Kathy Buehler-Lipsey Secretary: Cindee Varni

PACIFIC BEACH HIGH SCHOOL - 11950 Los Osos Valley Road, SLO; 596-4023

The school is between *Madonna Road* and *Highway 101* on the east side of *Los Osos Valley Road*.

Principal: Andrew Marinello Secretary: Kelly Lowe

SAN LUIS OBISPO HIGH SCHOOL - 1499 San Luis Drive., SLO; 596-4040

The entrance is on *San Luis Drive*, between *California Blvd.* and *Johnson Ave.* Park in the staff parking area or behind the District business offices. Report to the Main Office in the two story building at the top of the grassy hill.

Principal: Leslie O'Connor Assistant Principal: Julie Mamo-Beckius Secretary: Shaw Van Dyke

OTHER LOCATIONS

ADULT EDUCATION - 1500 Lizzie Street, SLO; 549-1222

From *Johnson Ave.*, turn east on *Lizzie Street* (opposite French Hospital entrance). Go two (2) blocks; turn left.

Coordinator: Sally Ames Secretary: Judy Adkison

Preschool Early Education Program **(C.L. Smith Elementary School)**

1375 Balboa Avenue (Room 26) SLO, CA.

From SLO: Take *Madonna Road* and turn north on *Oceanaire*. Turn left on *Lakeview Street*, then right on *Balboa*. The parking lot is at the far end of the school.

From Foothill/Los Osos: Turn left on *Oceanaire* (first street past Laguna Middle School); go to stop sign at *Balboa* and turn right. The school is about ½ block ahead.

INSTRUCTIONAL MEDIA CENTER (IMC) - 937 Southwood, SLO; 596-4114

Take *Johnson Avenue* or *Orcutt Road* to *Laurel Lane*. Then turn onto *Southwood*. Turn left into the driveway just before entering the parking lot for Sinsheimer Pool. The IMC is the building directly ahead of you as you go down the driveway.

District Elementary Librarian: Sharon Haupt

BELLEVUE-SANTA FE CHARTER SCHOOL - 1401 San Luis Bay Drive, SLO; 595-7169

From Highway 101, take the San Luis Bay Drive turnoff. Go West about 1.5 miles. The school will be on your left.

Administrator: Brian Getz Office Manager: Donna Helete

San Luis Coastal Unified School District

Instructional Calendar for 2014-15

180 School Days, 186 Teacher Work Days

Local Recess - No students or teachers in attendance. All other employees work unless otherwise indicated in their work year calendars.

Legal Holiday for all employees and students

Professional Development (PD) Day/Teacher Work Day - No students in attendance -

2014						
Month	M	T	W	Th	Fr	Comments
July			1	2	3	4 - Independence Day
		7	8	9	10	11
		14	15	16	17	18
		21	22	23	24	25
August						
					1	20 - 21 Prof Development
		4	5	6	7	8
		11	12	13	14	15
September						22 - Teacher Work Day
						25 - School Begins
		18	19	20	21	22
		25	26	27	28	29
October						
						1 - Labor Day
		8	9	10	11	12
		15	16	17	18	19
November						
December						

2015						
Month	M	T	W	Th	Fr	Comments
January						
February						
March						
April						
May						
June						

Approved by the Board of Education on March 19, 2013

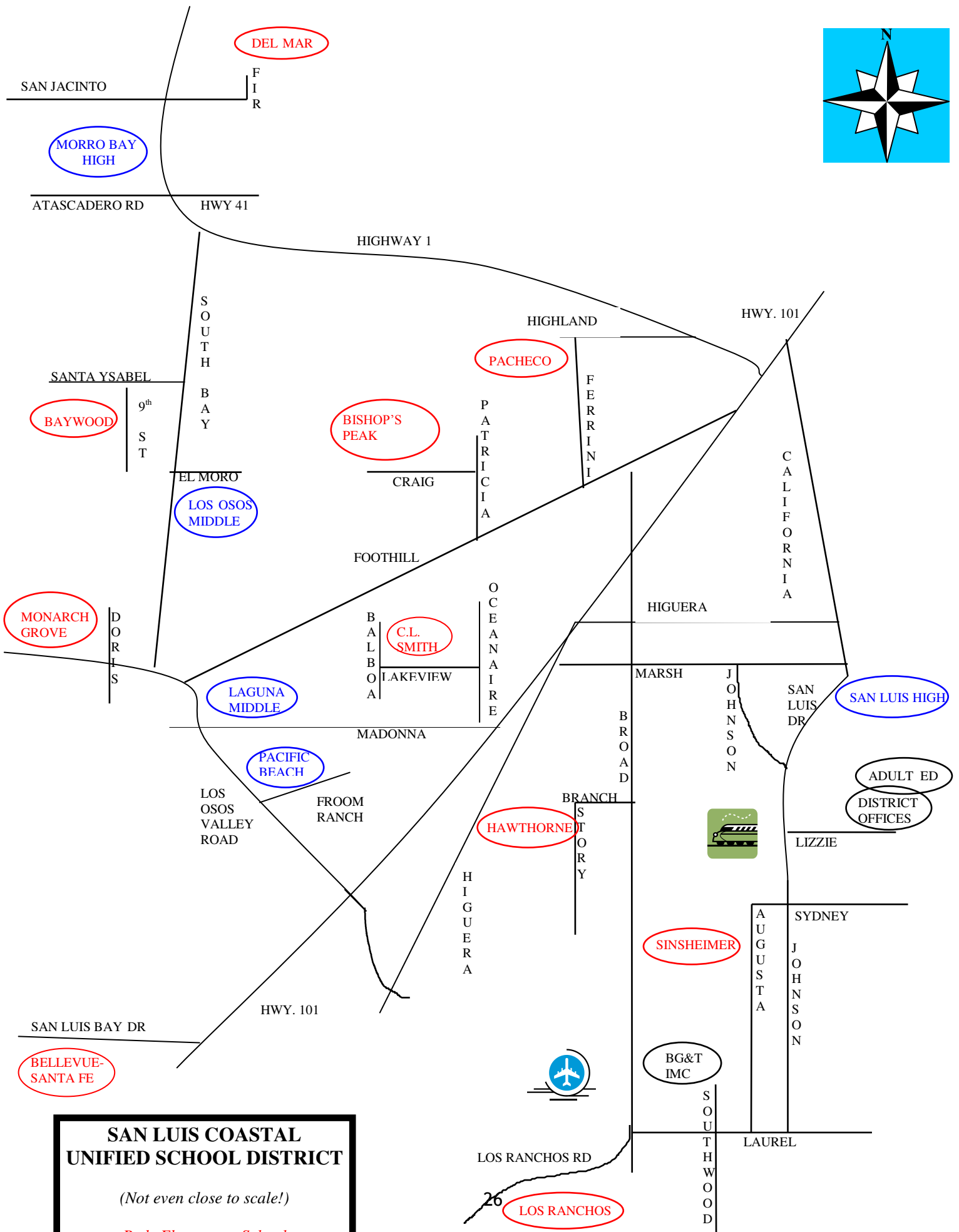
SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
SUBSTITUTE TEACHER TIMECARD

NAME							Employee #				
							MONTH/YEAR				

Date	Full or Half Day	+ 1	School	Job #	Teacher Absent	Reason P or SB	Account Code (if SB)	Verified by: <small>(Principal or Sec'y)</small>
26								
27								
28								
29								
30								
31								
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								

Sub Teacher Signature: _____

NOTE: Timecards are due on the 26th of each month.
If not received by this date your paycheck may be delayed one payroll cycle.



Red=Elementary School
Blue=Secondary School

**SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
MONTHLY SCHOOL BUSINESS MILEAGE LOG/CLAIM**

Site-to-Site Mileage Chart can be found at [W:\Reference\Mileage Reference Chart](#)

Claimant

Position _____ **Month** _____

[illegible]

Total School Business Miles _____ x \$./mile = \$ _____

Claimant's Signature _____

Budget Account* _____

Supervisor's Approval* _____ Fiscal Services _____

****Not required if claim is for mileage to attend school business-related meeting or training only.***

1/5/2010 BusSyvs

MILEAGE REFERENCE CHART

Site-to-Site Mileage

	BA	BP	DM	HA	LR	ME	MG	PA	SI	SM	SU	LAMS	LOMS	MBHS MBCY	PBHS	SLHS DO	BSF	TE	SLCY BGT/IMC	VI
BA	0	11.5	7	16	20	5	2	14	16.5	10.5	1.5	10	1	6	11	15.5	16	15	15	11
BP	11.5	0	14.5	3.5	8	12.5	11	1	4	4.5	10.5	4	11	13.5	5	3	9.5	2.5	4.5	4.5
DM	7	14.5	0	17	21.5	2.5	9	14	17	18	8.5	18.5	6.5	1.5	19	16	23	15.5	17.5	19
HA	16	3.5	17	0	4.5	14.5	12.5	2.5	2	2.5	12	3	13.5	15	4	1.5	7.5	2.5	2	2.5
LR	20	8	21.5	4.5	0	18.5	16.5	6.5	4.5	6.5	16	7	19.5	19	5.5	5.5	9.5	6.5	4.5	6.5
ME	5	12.5	2.5	14.5	18.5	0	7	12	15	16	6.5	16.5	4.5	1.5	17	14	21.5	13.5	15.5	17
MG	2	11	9	12.5	16.5	7	0	11	14.5	10.5	1	9.5	2.5	8	10.5	15	16	12.5	14	10.5
PA	14	1	14	2.5	6.5	12	11	0	3.5	5	10.5	4	13.5	13	5	3	9.5	2	4	5
SI	16.5	4	17	2	4.5	15	14.5	3.5	0	4.5	14	5	16	15.5	5.5	1	9.5	2.5	1	4.5
SM	10.5	4.5	18	2.5	6.5	16	10.5	5	4.5	0	10	1	10.5	17	1.5	3.5	7.5	4	4	1
SU	1.5	10.5	8.5	12	16	6.5	1	10.5	14	10	0	9	2	7.5	10	14.5	15.5	13.5	13.5	10
TE	15	2.5	15.5	2.5	6.5	13.5	12.5	2	2.5	4	13.5	4.5	15.5	15	5	2	9	0	3	5
LAMS	10	4	18.5	3	7	16.5	9.5	4	5	1	9	0	10.5	18	1	5	6.5	4.5	5.5	1
LOMS	1	11	6.5	13.5	19.5	4.5	2.5	13.5	16	10.5	2	10.5	0	5.5	9.5	15.5	16	15.5	14	10.5
MBHS MBCY	6	13.5	1.5	15	19	1.5	8	13	15.5	17	7.5	18	5.5	0	17	15	22	15	16.5	18.5
PBHS	11	5	19	4	5.5	17	10.5	5	5.5	1.5	10	1	9.5	17	0	6	5.5	5	4.5	0.5
SLHS DO	15.5	3	16	1.5	5.5	14	15	3	1	3.5	14.5	5	15.5	15	6	0	9	2	1.5	5
BSF	16	9.5	23	7.5	9.5	21.5	16	9.5	9.5	7.5	15.5	6.5	16	22	5.5	9	0	9	9	5.5
SLCY BGT/IMC	15	4.5	17.5	2	4.5	15.5	14	4	1	4	13.5	5.5	14	16.5	4.5	1.5	9	3	0	4
VI	11	4.5	19	2.5	6.5	17	10.5	5	4.5	1	10	1	10.5	18.5	0.5	5	5.5	5	4	0
SLOCOE	9	6	9	8	12	6.5	11	6	8	9	10.5	10	8.5	8	10	7.5	14	7	9	10