Mission Statement

The East San Gabriel Valley ROP & Technical Center (ESGVROP/TC) provides all students with the highest quality academic and technical skills necessary to be well educated citizens, and responsible, productive employers and employees, and to be successful in obtaining high wage, high demand, continuous employment.

www.esgvrop.org
Dear Substitute,

The East San Gabriel Valley Regional Occupation Program & Technical Center (ESGVROP/TC) serves an average of 6,000 students per year. Students are enrolled in a variety of secondary and post-secondary Career Technical Education (CTE) Programs offered at twenty-one high schools within the seven (7) school districts served and the main ESGVROP/TC campus located at Del Norte.

We are pleased to have you as a member of our instructional team to share your industry related work experience and technical skills with our students. We think of our substitute teachers as a qualified reserve force, called upon to ensure the continuity of high quality CTE programs in accordance with the ESGVROP/TC Mission Statement and expected Student Learner Outcomes. This handbook conveys important information to ensure your and students’ success.

If at any time you have questions, concerns, or wish to pass along comments, please contact the Human Resources Office.
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I. AT-WILL EMPLOYMENT

All ESGVROP/TC instructors, including substitutes, are employed on an hourly as needed at-will basis. Substitute teachers are assigned on a day-to-day, on-call basis. Substitute assignments are available during the regular school year, mid-August through the beginning of June. Substitutes are not assigned during the summer or other scheduled recess periods.

CREDENTIAL REQUIREMENT

To remain employed, all substitute instructors must maintain a valid California State Teaching Credential authorizing substitute services pursuant to California Education Code 44830. For credential renewal requirements, go to www.ctc.ca.gov. Please contact the Human Resources Office with any questions or for technical assistance related to your credential.

REASONABLE ASSURANCE

Substitute instructors are not assigned during the scheduled recess periods, including the summer months, unless notified in writing. A Reasonable Assurance Letter is provided at the conclusion of the school year based on satisfactory performance and continued availability.

CHANGES IN AVAILABILITY

Please communicate all availability changes to Human Resources. If you know in advance that you will be unavailable on specific days/times, or cannot accept substitute assignments for an extended period of time, contact Human Resources to update your availability.

CONSIDERATION FOR REGULAR EMPLOYMENT OPPORTUNITIES

Substitute teachers work at the pleasure of ESGVROP/TC. Substitute teachers are not automatically notified of regular employment opportunities available. Available employment opportunities with East San Gabriel Valley ROP/TC and other Districts are posted online at www.edjoin.org. To be considered for an employment opportunity, one must submit an application at www.edjoin.org with the required documentation by the closing deadline.

RESIGNATION

Substitute instructors may leave employment at any time. Please notify the Human Resources Office of your resignation in writing.
SATISFACTORY SERVICE

Substitute assignments are offered as long as the substitute instructor provides satisfactory service. When a report of unsatisfactory service is received, the Human Resources Department may terminate employment immediately based on the severity of the complaint.

TUBERCULOSIS CLEARANCE

California law requires that school staff be free of infectious tuberculosis (TB). A TB risk assessment administered by a health care provider verifying the person is free of infectious TB must be submitted to the HR Office upon hire. If there is a documented history of positive TB test or TB disease, then a symptom review and chest x-ray should be performed at initial hire.

Repeat risk assessments should occur every four years (unless otherwise required) to identify any additional risk factors, and TB testing based on the results of the TB risk assessment. Retesting should only be done in persons who previously tested negative, and have new risk factors since the last assessment. Once a person has a documented positive test for TB infections that has been followed by a chest x-ray (CXR) that was determined to be free of infectious TB, the TB risk assessment (and repeat x-rays) are no longer required.

Persons with any of the following symptoms that are otherwise unexplained should be medically evaluated: cough for more than 2-3 weeks, fevers, night sweats, weight loss, and hemoptysis.

CalSTRS POST-RETIREMENT EMPLOYMENT

State law provides that a retired teacher may serve as a Substitute teacher. Prior to employment, retired teachers must submit Form 503-708 “LA County Schools Employment Authorization for Retiree” to the HR Office.

There are annual limits on post-retirement earnings from public school employment, per Education Code Section 24214. To find the current year earnings limitation dollar amount, visit www.calstrs.com. It is the responsibility of the retired teacher employed as a substitute teacher, not to exceed this amount in earned salary.

ADDRESS AND EMERGENCY CONTACT CHANGES

Please document changes in address, phone, or emergency contact information on the Employee Emergency Form and submit to the HR Office.
II. SUBSTITUTE TEACHING ASSIGNMENTS

AUTHORITY

Substitute assignments are coordinated and scheduled by the Human Resources Office. Assignments requested through any other source, must be authorized by the Human Resources Office or the substitute may not receive compensation.

Substitute assignments are scheduled with advance notice when possible. Same-day assignments are typically offered between 5:30 am and 7:00 am.

Daily substitute assignments are compensated for a minimum of two (2) periods per day.

LONG-TERM ASSIGNMENTS

The placement of a substitute teacher in a long-term assignment is offered by the Human Resources Office in consultation with the Instructional Supervision team. Because a long-term substitute teacher may assume the same responsibilities as the regular employee, it may be necessary for the substitute teacher to confer with the ROP Instructional Supervisor for an explanation and clarification of duties.

III. REPORTING TO SUBSTITUTE ASSIGNMENTS

Substitute teachers must report to the school office manager or designated school official at the assigned work location to secure room keys, attendance accounting information, school schedule, and any other necessary materials or specific instructions. Substitute teachers are expected to arrive at the site with sufficient time prior to the start of class, to report, sign in, and review lesson plans and other directions, before students arrive.

Adjustments in compensation will be made if a substitute teacher fails to report to the school by the specified time. Adjustments in compensation will be made when a substitute teacher leaves the assignment early.

IV. EVALUATIONS

Substitute instructors are compensated to provide students with the opportunity to continue learning while the regular teacher is absent. Substitute teachers are expected to engage all students during the entire class period by following the instructions left and supplement with additional employability skills activities if students complete the assignment early.

As an official representative of the East San Gabriel Valley ROP/TC, you are expected to uphold high ethical and professional standards in your contact with students, parents, teachers, and school administrators.
The substitute teacher should systematically assess his or her own teaching skills. The performance of substitute teachers may be evaluated by the supervisor, and/or the school official or designee of the school. The supervisor, school official, or designee of the school, may submit an evaluation of the substitute teacher after a classroom visitation.

The substitute evaluation form is accessible on the ROP website. Substitutes who receive unsatisfactory performance evaluations may be dropped from the substitute roster. Each substitute teacher should be evaluated at least once during the year. Substitute teachers who wish to discuss evaluations, may arrange a conference with the Director of Human Resources.

V. COMPENSATION

Substitute teachers are compensated per class period, according to placement on the Certificated Substitute Salary Schedule.

If assigned for one (1) period only, the substitute teacher will be compensated for two (2) periods minimum per day.

The long-term substitute rate and prep hours (11.25% of total periods subbed) is applicable for substitute assignments in excess of ten (10) days.

TIME SHEETS

The pay period for substitute assignments is from the 26th of the current month through the 25th of the following month. Substitute timesheets must be submitted to the Human Resources Office no later than the 26th of the month.

It is the substitute’s responsibility to submit a signed, completed time sheet to the Human Resources Office by the 26th of the month.

Document the following information on a separate line for each day worked:

- Date
- ROP/TC Instructor and/or Class Substituted
- Total Periods Subbed

For long-term substitute assignments of the same class, a single line may be used to document total hours subbed in a week.

PAYCHECK ISSUANCE DATE

Paychecks are issued on the 5th of the following month for the total periods subbed during the pay period. If the fifth (5th) falls on the weekend, paychecks will be issued on the Friday prior. Paychecks are direct deposited or available for pickup after 1:00 pm on the issuance date. Paystubs and warrants not picked up are sent via US mail on the following business day.
SICK LEAVE

Substitute employees are provided with 24 hours of sick leave at the start of the school year. A substitute employee may use paid sick days to care for themselves or a family member for the diagnosis, care or treatment of an existing health condition or preventive care, or specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking. Paid sick leave cannot exceed 48 hours within a school year. The available sick leave balance is printed on the monthly paystub. Unused Sick leave is reported to CalSTRS when a member applies for retirement and converted into additional service credit.

Procedure for Requesting Use of Paid Sick Leave

When declining an offer to work a substitute assignment due to illness or personal necessity, the substitute must indicate at the time of the offer that they want to use available sick leave. Employees will be compensated with paid sick leave according to the number of periods of the substitute assignment declined. A doctor’s note may be required for verification purposes.

PAYROLL DEDUCTIONS

Income tax is deducted from each salary warrant and varies with the amount earned and the number of dependents claimed. A withholding tax statement (W-4 Form) must be filed with the Human Resources Office prior to employment. Changes to tax withholdings are processed upon submission of a signed W-4 Form to the Human Resources Office.

CALIFORNIA STATE TEACHERS’ RETIREMENT SYSTEM (CalSTRS)

Detailed information about the California State Teachers’ Retirement System (CalSTRS) benefits can be accessed online at www.calstrs.com.

Permissive Membership
Substitute teachers who are existing CalSTRS members, will continue to have employee deductions taken from all earnings. Upon hire, substitute teachers who are non-members have the right to irrevocably elect to become a member of CalSTRS. The percentage of earnings deducted for CalSTRS employee deductions and employer contributions is regulated by CalSTRS and determined by the established membership date.

Mandatory Membership
After 100 days of substitute service in California, for one or more districts in any one school year, CalSTRS membership is mandated. Employee deductions will automatically be taken when mandated membership becomes effective.
VI.  **DRESS CODE**

These are general guidelines regarding expectations of employee dress:

- Employees should maintain high standards of professional appearance, thereby reflecting the dignity of the education profession and serving as role models for students.
- Shorts, and other garments resembling shorts, are generally not acceptable attire, except in the gym, and/or on the athletic fields. Gym attire (shorts or warm-ups) are not acceptable dress for teaching in the regular classroom.
- Jeans are generally not acceptable professional attire. They may be worn on certain designated special occasions. On occasions when jeans are permitted in the regular classroom, “dress” jeans are the recommended norm.
- Collarless T-shirts are generally not acceptable.
- Tennis shoes are generally not acceptable for teachers, except for physical education activities.
- Clothes with rips, tears and holes are generally not acceptable.
- Plunging necklines and hems of dresses/skirts higher than four (4) inches above the knee are generally not acceptable.

VII.  **SUBSTITUTE GUIDELINES**

**The Day Before**

- Have writing materials ready and next to the phone.
- Have access to street maps to locate schools with which you are not familiar.
- Keep the phone on and close to your bed for early morning assignments.
- Organize and prepare your wardrobe.
- Replenish your “Substitute Backpack” with student activities, sample lesson plans, extra paper, writing materials, and your ROP ID Badge.

**Before You Enter the Classroom**

- Arrive early.
- Present your ROP ID Badge to the security and report to the school office. Find out how to report student absences, determine if there are any students with special needs, review school map, pick up keys, check teacher’s box for lesson plans and/or instructions for the day, etc.
- Meet other teachers, especially those teachers in adjacent rooms, and obtain advice and information from them.
Before Students Arrive

- Write your name on the board.
- Review classroom behavior standards.
- Locate and review the lesson plans and student seating charts.
- Stand at the door and greet students when they enter.
- Have student work ready and prepared for students to begin immediately when they enter the classroom.

At the Beginning of Class and During the Day

- Introduce yourself briefly.
- Take attendance or utilize sign-in sheets.
- Get students started on their assignment right away.
- Follow the lesson plan provided.
- Ask for help when needed.

At the End of the School Day

- Have students turn in their completed assignments.
- Review daily learning objectives with students.
- Remind students of homework assignments.
- Ask students to straighten the classroom and pick up trash.
- Be sure students leave the classroom in an orderly fashion.
- Leave notes for the regular teacher detailing the work accomplished and any significant events or occurrences during the day.
- Leave the classroom in better order than how you found it.
- Close windows and lock the doors.
- Submit attendance sheets and return any keys to the School Office.
- Thank School Office Staff for the opportunity to substitute at the school.
- Document the date, class and/or teacher name, and total periods subbed on the time sheet.

VIII. SUBSTITUTE TEACHER BACKPACK

Suggested Items

- Emergency Lesson Plans (sample lessons can be accessed online at www.cteonline.org)
- Student activities for students to use after they finish their assignments
- Copies of instructional materials that you may wish to use with the class
- Seating Chart Forms
- Ream of duplicating paper
- Name Tags
- Paper Clips
- Marking Pens
- Literature Selections
- Copy of your own Discipline Plan (laminated and ready to post, if needed)
IX. EXPECTATIONS

Regular classroom teachers establish the expectancy that students are to treat substitutes with the same dignity and respect as they would treat a guest in their own home. The teacher will hold students accountable for their behavior and for all assigned work.

A clearly marked “Substitute Folder” should be located in each classroom on the desk or another obvious location. The folder should include the following information:

**Student Activity / Assignment**
If the teacher knows in advance they will be absent, the student activity and assignment should be written on the board for students and the substitute to follow during the day.

**Class Schedule/Class Routine**
A copy of the daily class routine. Information such as how attendance is taken and where it goes, how student work is collected, when students are able to use the restroom, how students are dismissed, etc.

**Classroom Discipline Plan**
A classroom behavior plan. Substitutes are expected to follow the behavior plan and leave a detailed note if a student misbehaved.

**School Policies**
The school behavior plan should cover how to handle early dismissal, late start, rally schedule, tardy procedure, computer usage, rules, etc.

**Seating Chart**
A copy of the class seating chart clearly labeled with each student’s name and any important information about each student.

**Emergency Procedures/Fire Drills**
A copy of the school’s emergency procedures with escape routes and exit doors indicating where to take students in case of an emergency.

**Important Student Information**
A list of student’s food allergies, medical information (such as medicine), and any other special needs and any special accommodations for learning disabilities.

**Emergency Lesson Plans**
Emergency lessons, including sufficient copies of work and review sheets for the entire class.

**Colleagues Contact Information**
A list of names and numbers of the surrounding classroom teachers and faculty.

**Substitute Note**
A worksheet for the substitute to complete at the end of the day. This will allow the substitute to provide feedback regarding the class, activities, problems, etc.
Personal Belongings
Lock up your personal belongings; you do not want students to have access to your personal information.

Supervisors and Site Administrators

- Supervisors and/or Site Administrators should make every effort to visit classrooms with Substitute teachers, as early in the instructional day as possible.
- Supervisors and/or Site Administrators should reinforce with students the school’s behavior and learning expectancies, when substitute teachers are in the classroom.
- Supervisors and/or Site Administrators should clearly communicate their expectations of the substitute teacher, and to reaffirm that they are there to support the substitute teacher.

LEGAL RESPONSIBILITIES OF SUBSTITUTE TEACHERS

Theory of Common Law: Courts have held that schools have a special relationship with students and have a legal duty to protect students from foreseeable harm. The basic theory underlying the Theory of Common Law is “negligence.” In order for districts and/or schools to be held liable for injuries to students, all four of the following elements need to be present:

1. A duty of reasonable care
2. A breach of duty
3. Actual damage to plaintiff
4. Breach must be the proximate cause of the damage

Loco Parentis: While under the supervision of school personnel, staff members serve in ‘loco parentis’ (in place of the parents).

Theory of Reasonableness: Courts will attempt to determine if school personnel acted as a reasonable and prudent adult would normally act, under the same given circumstance, if a student is injured.

Degree of Foreseeable Harm: Courts will seek to determine if an injury to a student could have been anticipated and prevented. The degree of foreseeable harm often determines the extent in which the regular teachers, substitute teachers, administrators and school districts, are held liable for injuries to students.

Student Supervision Requirements: In California, except during lunch periods, certificated staff must maintain visual contact and assume the primary responsibility for the supervision of students (classified staff may not legally assume this role except during lunch periods).

Respondent Superior “Let the Master Pay”: When acting within the scope of employment, school districts are held legally responsible for the acts and omissions of their employees. If an employee acts outside the scope of employment, the individual, and not the school district, will be held liable for acts and omissions resulting in injury to students and others.
Leaving Students Unattended and Locking Classrooms: Substitute teachers should never leave students in classrooms unattended, without supervision from a certificated employee. Substitute teachers are responsible for all students under their charge and are legally responsible for the welfare of all students.

Reporting Dangerous Situations: If an employee at a school observes the existence of a dangerous situation, it is imperative that it be reported to school officials as soon as possible so that preventive and/or corrective actions can be taken. Dangerous situations can include unsafe equipment, physical obstacles, unknown objects, potential and actual student confrontations, substance abuse, gang activities, etc.

Missing Students: Missing students should be reported to the School Office immediately.

Injuries to Students: If any doubt exists in the mind of a substitute teacher about moving an injured student, don't move the student. The School Office should be notified immediately for medical assistance. An observing student may need to be sent to the office for assistance while the substitute teacher attends the injured student.

Release of Students: Students should not be released directly to anyone, other than school personnel, without the written permission from office staff. Anyone who requests that a student be released to his or her care, and the substitute teacher is uncertain about the person's legal authorization to assume custody of the student, the substitute teacher should send the individual to the School Office for written authorization, before the student is released.

District Photo IDs: All substitute teachers are required to display their district photo identification badges. To ensure safety, it must be worn throughout the substitute teaching service.

Confidentiality: Any request for information regarding students or families from outside school sources should be referred to the School Official or designee. Substitute teachers need to be diligent in protecting the privacy rights of students and families.

Due Process: Courts have held that education is a property right. Student property rights may not be abridged without observing students’ legal due process rights. The guarantee of a fair and impartial hearing must be afforded all students.

Child Abuse Reporting: Every suspected child abuse or neglect must be reported to the proper legal authorities. Substitute teachers should seek guidance from the School Administrator and ROP Instructional Supervisor but have a personal legal responsibility to file a report.

Students on Medication: Students are prohibited from taking medication without being under the immediate supervision of appropriately designated and trained staff. Students who bring medications to class should be referred to the School Office immediately.

Letting Students Out Early: Letting students out early is disruptive to other classrooms, and it often results in students being unsupervised. If unsupervised students are injured, the School District and the assigned Substitute teacher(s) is/are legally responsible. The early release of students should not be permitted without prior authorization of the School Administrator or designee, and without appropriate student supervision being provided.
**Weapons and Drugs:** California has a ‘zero tolerance’ law regarding weapons and drugs in schools. Any student suspected of being in possession of weapons, drugs or under the influence of drugs, is in violation of the law; the School Official and/or designee should be notified immediately.

**Student Searches:** While substitute teachers serve in *loco parentis* for students under their charge, students may not be searched without reasonable suspicion. Substitute teachers are not to conduct different gender student body searches. Even same-sex student body searches should only be done when reasonable suspicion exists, and when at least one other staff member is present to serve as a witness. Strip searches are strictly prohibited by law.

**Sexual Harassment:** Sexual Harassment (use of sexually explicit language, requests for sexual favors, sexually graphic materials, language, and/or the creation of a sexually hostile work or learning environment) between and among students, between staff and students, or between staff members, is legally prohibited and should be reported immediately to the appropriate School Administrator. The Sexual Harassment Policy posting should be located in every classroom and ROP Office. For a copy, please contact the HR Office.

**Anti-Bullying**

All students have a right to a safe and healthy school environment. Any behavior that infringes on the safety of another student is not tolerated, nor any behavior that serves to intimidate or harass another student through words or actions. Students and staff are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying should be promptly investigated. The Anti-Bullying Policy posting should be located in every classroom and ROP Office. For a copy, please contact the HR Office.

**Personal Use of School Property:** The personal use of school property constitutes a ‘gift of public funds’ and is prohibited by law.

**School Visitors:** Most schools require school visitors to report to the School Office prior to actually visiting classrooms. If you observe individuals at the school who you believe are unauthorized to be there, report them to the School Office immediately. Most schools will provide visitors with name tags or written authorization. Check with the office personnel to become familiar with their policies.

**Use of Physical Force:** Rarely, and only under emergency situations, is it legally or professionally permissible for substitute teachers to use physical force with students. Physical force may only be used to prevent injury to students, others, or self. The use of physical force must be limited to the amount of force absolutely necessary to prevent injury. Substitute teachers should avoid placing themselves in danger of injury when supervising students.

**Corporal Punishment in California:** The use of physical punishment is prohibited by California Education Code 40001.

The East San Gabriel Valley ROP/TC is not responsible for lost or stolen items. Leave valuables at home.

All school sites are TOBACCO FREE Workplaces
Smoking is prohibited in all District Buildings and Vehicles Located on School Grounds
XIV. CORPORAL PUNISHMENT

A substitute teacher may not place his or her hands upon the person of a pupil, except as follows:

*California Education Code 49001*

(a) An amount of force that is reasonable and necessary for a person employed by or engaged in a public school to quell a disturbance threatening physical injury to persons or damage to property, for purposes of self-defense, or to obtain possession of weapons or other dangerous objects within the control of the pupil, is not and shall not be construed to be corporal punishment within the meaning and intent of this section.

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