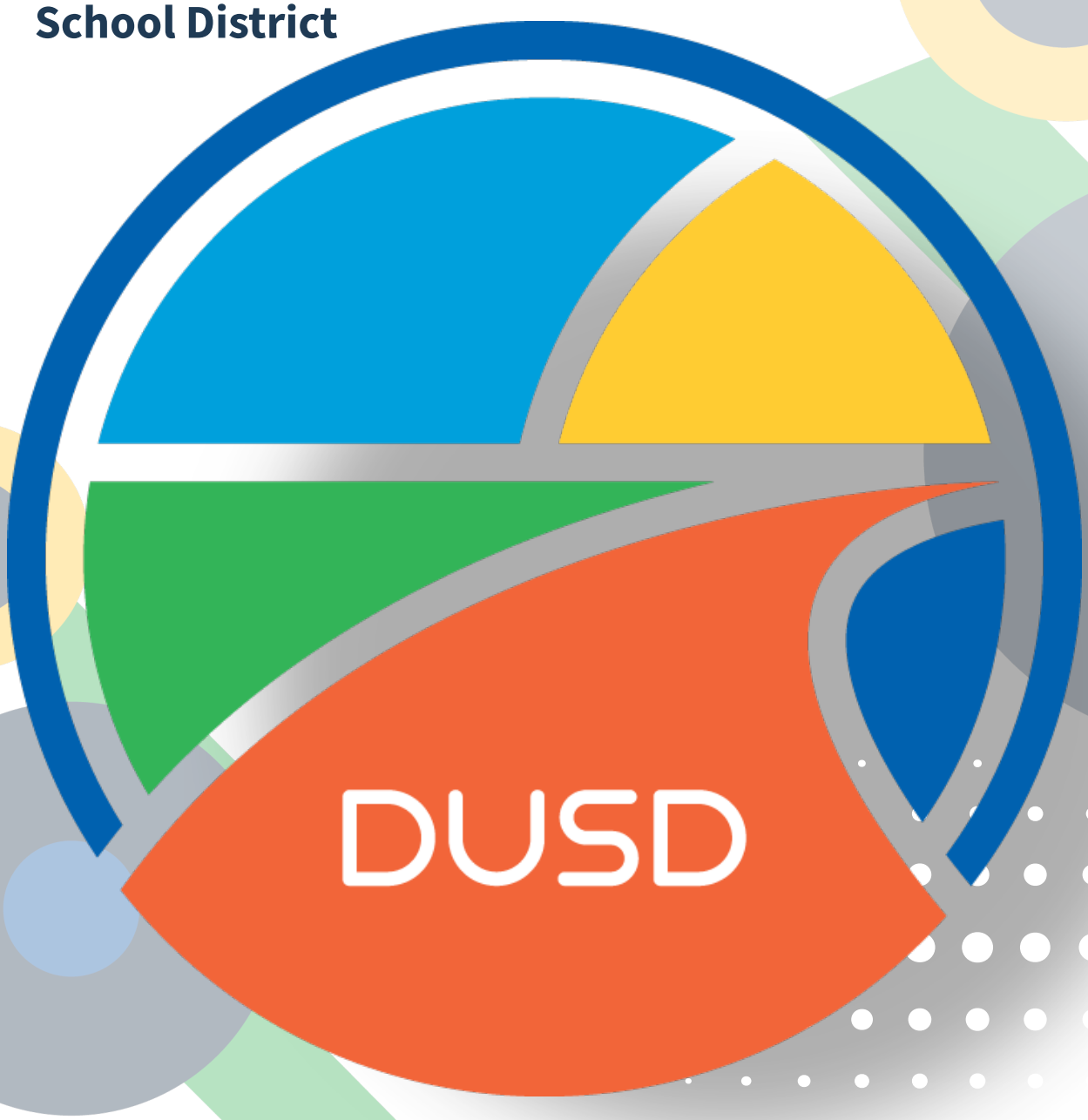
Downey Unified
School District



Substitute

HANDBOOK

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Downey Unified School District

updated 7/26

WELCOME

Welcome to the Downey Unified School District! As a lifelong educator and proud member of this remarkable school district for over 30 years, it is an incredible honor to serve as Superintendent. My commitment has always been to ensure that every student receives a top-quality education and is empowered to reach their full potential.

For decades, our district has enjoyed the reputation of being a part of a renowned school system and has been recognized for our outstanding performance. We are constantly working on improving to be the best we can be for the benefit of our students and the entire Downey community.

As we improve daily as a district, we continue to keep in mind the needs of our students via the phrase, “Our Downey Unified students deserve the best!”

On behalf of the Board of Education and myself, welcome to the Downey Unified family. I look forward to meeting you at one of our wonderful school sites soon!



Roger Brossmer, Ed.D.

Downey Unified School District
Superintendent



VISION

All students graduate with a 21st Century education that ensures they are college and career ready, globally competitive and citizens of strong character.

Downey Unified
School District

OUR SCHOOLS • Elementary



Alameda
8613 Alameda Street
Downey, CA 90242
(562) 904-3589

Principal: Barak Stanley, Ed.D.
Office Manager: Gabriela Ruiz
Extension: 2081



Carpenter
9439 Foster Road
Downey, CA 90242
(562) 904-3588

Principal: Diana Verduzco
Office Manager: Veronica Gonzalez
Extension: 2181



Gallatin
9513 Brookshire Ave.
Downey, CA 90240
(562) 904-3583

Principal: David Cid
Office Manager: Claudia Gomez
Extension: 2181



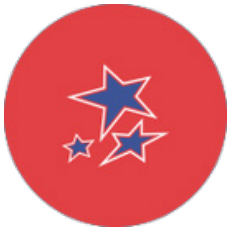
Gauldin
9724 Spry Street
Downey, CA 90242
(562) 904-3582

Principal: Heather Curcio
Office Manager: Rosey Andrade
Extension: 2381



Garcia
8133 Imperial Highway
Downey, CA 90242
(562) 904-3578

Principal: Cary Calvo
Office Manager: Regina Rodriguez
Extension: 2481



Lewis
13220 Bellflower Blvd.
Downey, CA 90242
(562) 904-3590

Principal: Tami Francis
Office Manager: Sheila Huckabee
Extension: 2581



Old River School
11995 Old River School Rd.
Downey, CA 90242
(562) 904-3561

Principal: Caryn Jasich
Office Manager: Diane DeAnda
Extension: 2681

OUR SCHOOLS • Elementary

Price
9525 Tweedy Lane
Downey, CA 90240
(562) 904-3575

Principal: Peggy Meehan
Office Manager: Linda Sandoval
Extension: 2881

Rio Hondo
7731 Muller Street
Downey, CA 90241
(562) 904-3568

Principal: Natalie Kacou, Ed.D.
Office Manager: Armony Villalobos
Extension: 2981

Rio San Gabriel
9338 Gotham Street
Downey, CA 90242
(562) 904-3567

Principal: Rose Zeisel
Office Manager: Annete Jimenez
Extension: 3681

Unsworth
9001 Lindsey Avenue
Downey, CA 90240
(562) 904-3576

Principal: Garry Naval
Office Manager: Laura Lopez
Extension: 3781

Ward
8851 Adoree Street
Downey, CA 90242
(562) 904-3591

Principal: Lindsey Cozart
Office Manager: Jessica Perez-Mendoza
Extension: 3881

Williams
7530 Arnett Street
Downey, CA 90242
(562) 904-3564

Principal: Sylvia Estrella
Office Manager: Liliana Garduno
Extension: 3981

OUR SCHOOLS • Middle

Doty
10301 Woodruff Avenue
Downey, CA 90241
(562) 904-3586

Principal: Scott Fleming
Office Manager: Aemee Adame-Castellon
Extension: 4081

Griffiths
9633 Tweedy Lane
Downey, CA 90240
(562) 904-3580

Vanessa Bedolla, Ed.D.
Office Manager: Evelyn Velasco
Extension: 4281

Stauffer
11985 Old River School Rd.
Downey, CA 90242
(562) 904-3565

Principal: Joseph Ortiz
Office Manager: Maria Ruano
Extension: 4681

Sussman
12500 Birchdale Avenue
Downey, CA 90242
(562) 904-3572

Principal: Kathy Nicassio
Office Manager: Alondra Sanchez
Extension: 4481

OUR SCHOOLS • High and Adult

Columbus
12330 Woodruff Avenue
Downey, CA 90241 (562) 904-3552

Principal: Xochitl Ortiz, Ed.D.
Office Manager: Alejandra Estrada-Segoviano
Extension: 4081

Downey
11040 Brookshire Ave
Downey, CA 90241
(562) 869-7301

Principal: Adrian Quintero
Office Manager: Jessica Martin
Extension: 5503

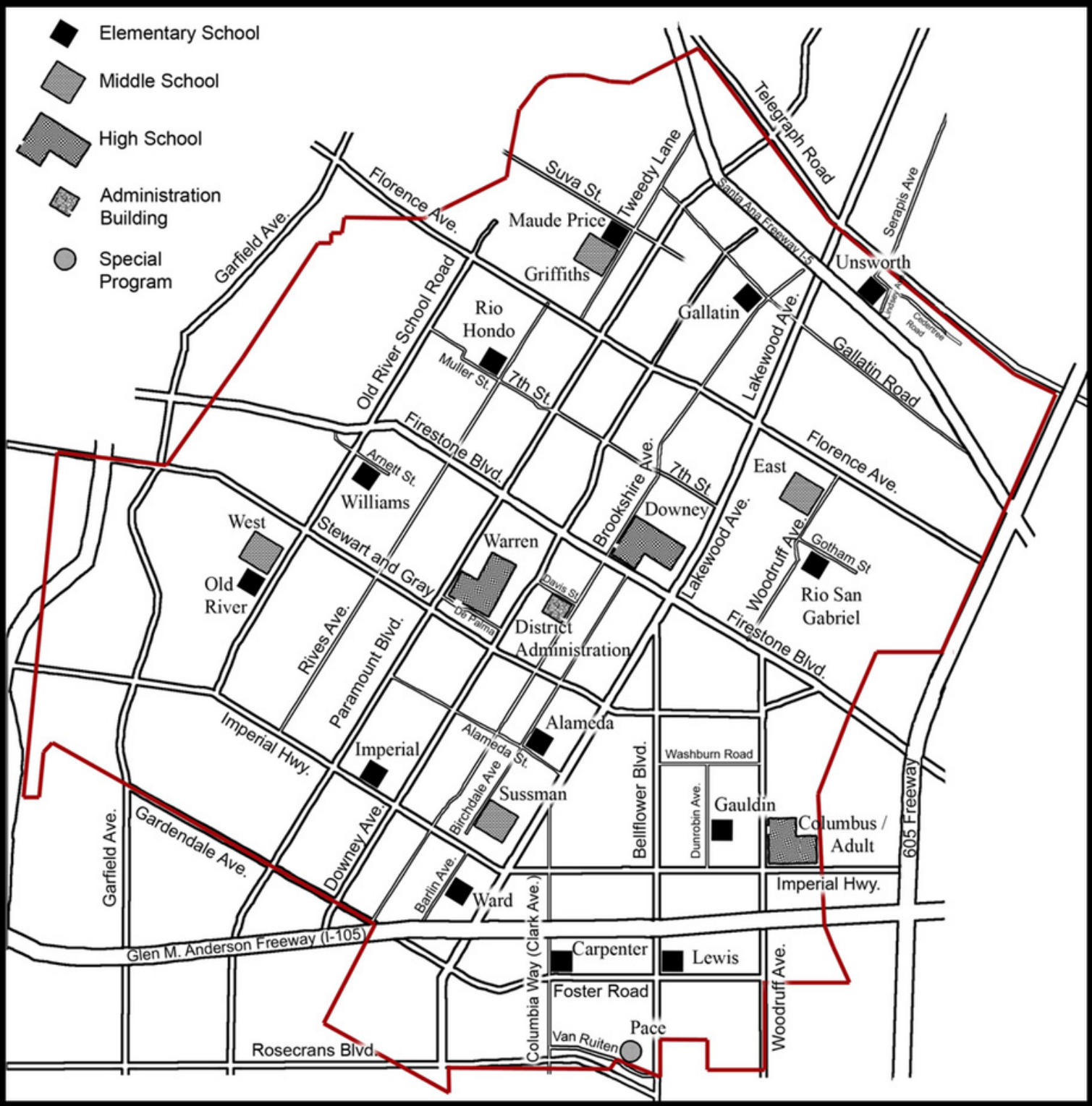
Warren
8141 De Palma Street
Downey, CA 90241
(562) 869-7306

Principal: Cari White, Ed.D.
Office Manager: Rosie Abrego
Extension: 5801

Downey Adult School
12340 Woodruff Avenue
Downey, CA 90241
(562) 940-6200

Principal: Travis Crow
Office Manager: Frances Sanchez
Extension: 6211

DISTRICT MAP



EMPLOYMENT INFORMATION

JOB DESCRIPTION:

A substitute teacher is a teacher who is called upon to serve in the capacity of the classroom teacher or subject teacher when the regularly employed teacher is absent from the classroom.

The substitute teacher becomes an important member of the instructional staff and has the responsibility of carrying out the regular instructional program and daily responsibilities of the teacher they are replacing. By becoming familiar with the District's policies and procedures, the substitute teacher will be better able to fulfill the regular classroom teacher's plans.

A long-term substitute teacher is one who serves continuously for more than ten (10) consecutive days in the same assignment in the place of the regular classroom teacher.

SUBSTITUTE WORK DAY:

-FULL DAY ~ 7.5 Hours
-HALF DAY ~ 4 Hours or Less

RATE OF PAY:

The substitute rate is established by the Board of Education.
The current rate of pay is:

-$200.00 ~ Daily Rate
-$100.00 ~ Four (4) hours or less on assignment
-$230.00 ~ Beginning the eleventh (11) consecutive day of a long-term assignment

SUBSTITUTE TIME REPORTS:

Your monthly Substitute Time Report will be generated through AESOP, making this process completely paperless. In other words, you will no longer have to carry around a hard copy of your time report from school to school. Certificated Payroll will generate your time report through the AESOP at the end of each pay period. Please be sure to verify all jobs worked to assure that all information is correct.

MONTHLY PAY:

Certificated Payroll will generate your monthly Time Report through our AESOP and your check will be mailed to you on the 5th day of each month. Direct deposit is available upon request.

EMPLOYMENT INFORMATION

STRS MEMBERSHIP:

Membership in STRS is mandatory after substituting 100 days or more per school year in a district. After substituting 100 days, will automatically become a member and 10.205% of your gross earnings will be deducted from your pay warrant and deposited into your retirement account. You will need to monitor your total days worked, as the deduction is retroactive to the eligibility date and could result in a large initial deduction if not reported promptly. Classic STRS members (membership prior to January 1, 2013) pay the rate of 10.25%. The funds deposited into your account from the 10.25% or 10.205% deduction belong to you and may be withdrawn if you terminate your employment as a substitute teacher with all districts.

Substitute teachers are subject to payroll deductions required by law. This includes Federal Withholding Tax and California State Income Tax. This amount varies according to the number of dependents listed on the W-4 Form which is completed at the time of employment; income tax also varies with the amount earned. A Withholding Tax Statement (W4) must be filed with the Certificated Human Resources Office prior to employment.

SUBSTITUTE SYSTEM:

Frontline (formerly Aesop) information has been given to you in your hiring packet. Please be sure to familiarize yourself with this system, as this is the way that you will get all of your assignments/jobs. You will be emailed your log-in information and temporary password when your hiring process is complete.

DISTRICT EMAIL ACCOUNT & BADGE:

In order to get a DUSD email address you MUST complete and sign an Acceptable Use Agreement Form. Once your Frontline (Aesop) log-in information is emailed to you, you will also receive information on obtaining your DUSD email account & badge.

DAILY NOTES:

Please use this feature on Frontline (Aesop) to leave daily notes to the teacher about your day. Log into Aesop, select "Current Job", select "add" and enter your notes for the day. This feature becomes available after you start the job assignment. Frontline (Aesop) will notify the teacher you are subbing for when the notes are available. It is also a good idea to leave a handwritten note for the teacher to inform them that you left comments in Frontline.

EMPLOYMENT INFORMATION

FREQUENCY OF WORK:

It is impossible for the District to guarantee definite assignments or frequency of work. The amount of work varies with the needs of the District and the Credential(s) held by the individual. Although you will probably be able to work every day if you choose to, there will be those rare occasions where there are no jobs available; these times are usually during testing periods.

SUBSTITUTE EVALUATIONS:

The quality of work performed by a substitute does affect the frequency of employment. Each school is advised to send our office a Substitute Evaluation to let us know how you are doing. Three (3) reports of unsatisfactory service will be cause for termination. In some instances, if the infraction is severe enough, you will be terminated on the first negative evaluation. It is not legally required to give a substitute teacher a termination notice.

CANCELING A JOB ASSIGNMENT:

We ask that you DO NOT cancel an assignment which you have accepted unless it is absolutely necessary. It is very difficult for us to fill an assignment that has been cancelled at the last minute, it creates unnecessary disruption for us and the office manager at the school site. DO NOT cancel a job to accept a different job. This is completely unacceptable.

CONTACT INFORMATION:

It is critical for us to be able to reach you in the event that adjustments to your assignment need to be made. Please be sure that we have your correct contact information on file and that we are able s to reach you at all times.

ADMINISTRATIVE REASSIGNMENTS:

There will be times when you will be contacted by our office requesting that you report to a different assignment than that which you had selected. This will only happen when we have elementary jobs that have not been filled. We ask that you please work with us and be flexible; we do not do this often, but covering elementary absences is a District priority and we will need your absolute cooperation.

EMPLOYMENT INFORMATION

STANDARDS OF PROFESSIONAL DRESS (BP 4165):

The Governing Board believes that since District staff serve as role models, they should maintain professional standards of dress and grooming. Just as overall attitude and instructional competency contribute to a productive learning environment, so does appropriate dress and grooming.

The Board encourages staff during school hours to wear clothing that demonstrates their high regard for education and presents an image consistent with their job responsibilities. Clothes that may be appropriate for shop instructors, physical education teachers, or maintenance workers may not be appropriate for classroom teachers.

Employees shall not dress or groom themselves inappropriately such that the manner of dress or grooming has an adverse effect on the District's ability to deliver professional educational services, detracts from the District's public image, tends to undermine the public confidence in the District and its educational programs, or endangers the health and safety of employees or students.

This policy shall apply to all certificated and classified employees in the same manner unless their assignments provide for modified dress as approved by their supervisor.

Employees should adhere to the following guidelines:

- **All clothes must be neat, clean, not frayed, in good repair and be an appropriate size; "Distressed" clothing, such as faded or torn blue jeans are not acceptable.**
- **Footwear must be worn at all times.**
- **Clothes shall conceal undergarments at all times. See-through fabrics, halter-tops, tube tops, off-the-shoulder, spaghetti straps, low-cut tops, short skirts, or bare midriffs are prohibited.**

RESPONSIBILITIES

Be in your room when the students arrive. This is not only a legal responsibility, but a necessity in establishing good discipline and effective control. Classrooms should be locked during recess, snack periods and at lunch time. If the teacher finds it necessary to leave the classroom during the school day, the office should be notified so that a relief person can be provided. Students are never allowed in the classroom unless the teacher is present (some elementary schools have their students line up on the blacktop area- ask about lineup procedures.)

Check schedules and names of students involved in special instructional programs, such as speech and remedial classes, see that these students report to the designated place as scheduled. Check schedule revisions for inclement weather, special events, etc.

It is essential for the substitute teacher to keep an accurate account of absences.

As a guest teacher on campus who serves in many classrooms and schools, you will observe different operating procedures as well as differences in teaching methods from one classroom to another. These different approaches to instruction are considered desirable, since studies confirm that there are few, if any, absolutes in education.

You are considered to be on the same professional level as a regular teacher when you are substituting, and you are expected to observe the same ethical codes as the regular teacher. There may be many different methods and philosophies as to the basic aims of education. However, individual criticisms of other teachers or administrators in other schools tend to destroy public faith in all teachers and all schools. Any constructive criticism you may have should be shared privately with those involved.

You should be aware that expressions by the teacher which reflect personal, religious, or political beliefs, are explained to students as opinions and not facts. Teachers should use extreme caution in giving these types of solicited or unsolicited opinions to students.



RESPONSIBILITIES

ADDITIONAL RESPONSIBILITIES

- It is your responsibility to report to your assignment on time. If an emergency arises and you cannot make your assignment on time or at all, you must contact Certificated Human Resources immediately so another substitute can be secured to work the assignment. If you fail to show for an assignment you may immediately be released from your at-will, on-call position.

- Do not leave your assignment early. If you must leave early because of illness or an emergency, contact Certificated Human Resources and the school office manager.

- No visitors, friends, relatives, or family members are allowed on campus while you are at work. No one may be brought to the site to assist you in completing your assignment. Downey Unified School District maintains closed campuses.

- Smoking on campus, other District sites, and in District vehicles is prohibited!

- Use of alcohol or drugs while at work, or in the hours before work which leaves you with a prohibited level in your system is prohibited.

- Do not have a cell phone turned on while working. You are expected to work your full shift. Personal phone calls should be made during break times. Do not speak on your cell phone while working.

- Offensive language of any type is prohibited.

- Any changes in your personal information such as address and phone numbers must be reported to Certificated Human Resources as soon as they occur. Changes of address is especially important as your paycheck will be mailed to the address on record. It is also your responsibility to update/renew Credentials and turn in TB verification when needed.

- Do not discuss school matters outside your job and do not repeat confidential or personal information. Requests for personal information about students should be referred to an administrator or the classroom teacher.

- Supplies and equipment are for District business only. Personal use of District equipment is not allowed, including the use of computers.

RESPONSIBILITIES

CHILD ABUSE REPORTING

Section 11166.5 of the California Penal Code States, in part:

...on and after January 1, 1985, any mandated reporter as specified in Section 11165.7, with the exception of child visitation monitors, prior to commencing his or her employment, and as a prerequisite to that employment, shall sign a statement on a form provided to him or her by his or her employer to the effect that he or she has knowledge of the provisions of Section 11166 and will comply with those provisions.

Section 11166 of the California Penal Code states, in part:

...a mandated reporter shall make a report to an agency specified in Section 11165.9 whenever the mandated reporter, in his or her professional capacity or within the scope of his or her employment, has knowledge or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. The mandated reporter shall make a report to the agency immediately or as soon as is practicably possible by telephone, and the mandated reporter shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

Section 11165.7 of the California Penal Code, in part, defines a "mandated reporter" as any of the following:

...teachers, instructional aides, teacher's aides, or teacher's assistants, administrative officers, employees of school district security, supervisors of child welfare and attendance or certificated pupil personnel employees of any public or private school;...licensees or employees of a licensed day care facility;...also includes classified employees of any public school who have been trained in the duties imposed by this article.



RESPONSIBILITIES

ANNUAL MANDATED REPORTER TRAINING FOR ALL SCHOOL EMPLOYEES:

Effective January 1, 2015, AB1432 (D-Gatto) requires all local educational agencies (LEAs) to train all employees each year on what they need to know in order to identify and report suspected cases of child abuse and neglect. "All employees" includes anybody working on the LEA's behalf, such as teachers, teacher's aides, classified employees and any other employees whose duties bring them into direct contact and supervision of students. An online training module has been developed specially for educators and is located at the California Child Abuse Mandated Reporter Training.

Log onto: http://mandatedreporterca.com and click on the "The new Educators Training is Available Now".

The California Penal Code Section 11172(a), provides that mandated reporters are IMMUNE FROM LIABILITY, as provided, in part, as follows:

No mandated reporter, ...who reports a known or suspected instance of child abuse, shall be civilly or criminally liable for any report required or authorized by this article.

The California Penal Code Section 11166(b), provides penalties for FAILURE TO REPORT as follows:

Any mandated reporter who fails to report an incident of known or reasonably suspected child abuse or neglect as required by this article, is guilty of a misdemeanor and is punishable by up to six months confinement in the county jail or by a fine of one thousand dollars ($1,000) or both.



Mandatory Online Trainings

WORKDAY

Please report directly to the school office manager's office to check in for your assignment. You will need to secure room keys and check duty assignments (yard, hall, etc.). You will also be issued a temporary substitute teacher identification badge while you are on the school campus. This I.D. badge must be visible at all times! Be sure to check the regular teacher's mailbox for bulletins, urgent messages, or call slips for students before leaving the school office.

A substitute folder will be given to you by the school office manager which contains the daily program of activities, bell schedule, class list, seating charts and other helpful information which the regular teacher has prepared to assist you. Seating charts, attendance rolls, teacher guides, reference books, etc., are to be returned to the place where the regular teacher had them before you leave for the day (these materials should be in a folder in the plan book- if not ask for this information).

To insure consistency in substitute practices and the instructional programs throughout the District, substitute teachers will be required to remain at their assignments until staff dismissal time. This would include all conference periods. This time requirement is consistent with practices for regular classroom teachers throughout the District.

After class is over:

- be sure that the room is left in order.
- correct assignments given that day, unless otherwise directed.
- enter your "Daily Notes" into Aesop, or leave a concise written report on the day's activities and any problems you encountered.
- lock windows, doors, cabinets, etc.
- report to the school office manager to return room keys, I.D. badge, and any reports and/or necessary paperwork.

Ask for information regarding the following day; should information not be available, you will be contacted as soon as the regular teacher's status is known. All substitute teacher assignments are automatically terminated at the end of the last school day of the week unless other arrangements have been made.



Our Kids Deserve the Best!

GETTING TO KNOW THE SCHOOL

ON SITE RESOURCES

ADMINISTRATION: PRINCIPALS, ASST. PRINCIPALS, VICE PRINCIPALS:

Are your best sources for District and school policies. They are always willing to help inform you about school and District policies, or any other questions you may have. NEVER HESITATE TO ASK FOR HELP OR CLARIFICATION.

SCHOOL OFFICE MANAGER:

Your go-to person. They have a wealth of information to share with you. This is the first person that you will meet when reporting to your assignment. Keep an open line of communication with the office manager, as they will truly be the person that will most likely be able to answer any and all of your questions and help you with any supply needs you may have.

DEAN OF STUDENTS (Secondary sites only):

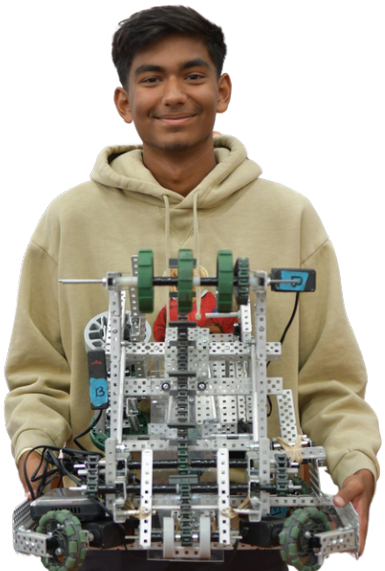
Excellent resource for any discipline or safety related concerns on the secondary school sites.

UTILITY WORKER:

Find out who he/she is, they will be a big help in obtaining unexpected cleanups, extra equipment, moving furniture, T.V., etc.

HEALTH SERVICES:

Ask your school office manager about the procedures for sending ill students to the office and making referrals on students with possible health problems.





LOCKDOWN PROCEDURES

Downey Unified School District

EMERGENCY LOCKDOWN PROTOCOL

This **Emergency Lockdown Protocol** is universal for all Downey Unified Schools. It applies to all on-campus activities and will be used during class time, snack, lunch, and also before or after school.

	STEPS TO FOLLOW:
1.	There will be three (3) short bells, followed by this announcement that is repeated several times. **"THIS IS A LOCKDOWN. GET INSIDE THE NEAREST ROOM AND LOCK THE DOOR."** ***Spanish Version*: "ESTO ES UN CONFINAMIENTO. ENTRE AL CUARTO MAS CERCANO Y CIERRE LA PUERTA CON LLAVE."**
2.	Students, directed by faculty/staff, get inside nearest room.
3.	Faculty, staff, and/or students close and lock doors.
4.	Close the window blinds, sit or lie down on the floor, and stay away from windows.
5.	***In an ACTIVE SHOOTER SCENARIO*:** Barricade doors or block entry ways with desks, chairs, filing cabinets, etc. DO NOT OPEN THE DOORS UNDER ANY CIRCUMSTANCES!
6.	Keep phone lines open. Stay calm and be quiet. Silence all cell phones and electronic devices. Listen for instructions from school administrators and/or police.
7.	No one leaves the room until the police come and escort students/faculty out **or** you get the "ALL CLEAR" on the intercom or class phone.
8.	Updates regarding the incident will be given as soon as possible through the most appropriate and available means of communication (i.e. loudspeaker, e-mail, telephone, texts, etc.).

SUBSTITUTE EVALUATIONS

EVALUATIONS

To insure that all of our students receive a quality instructional program, the Certificated Human Resources Services Department has developed a Substitute Evaluation Form that will be completed by the classroom teacher and principal. This Substitute Evaluation Form will provide us with the necessary information regarding our substitutes' performance to ensure that we continue providing our schools with nothing but highly-qualified and competent substitute teachers.

All principals are instructed to submit a Substitute Evaluation Form for each substitute teacher following the completion of their assignment. Subsequent Evaluations may be submitted when commendations or unsatisfactory behavior need to be reported. These Evaluations will be premised upon visitations/observations made by the principal/school staff and from follow-up reports submitted by the regular classroom teacher for whom the substitute served.

Unsatisfactory service may reduce further use of the substitute teacher; three (3) unsatisfactory evaluations will be cause for termination of the substitute teacher. The Certificated Human Resources Services office shall reserve the right to determine when the termination of services of any substitute teacher shall be invoked, whether or not three (3) unsatisfactory evaluations have been received.

COMMON REASONS FOR TERMINATION:

- Cell phone usage
- Reading personal books/newspaper
- Doing personal work
- Not following lesson plans
- Leaving students alone (even with an aide)
- Showing up late or not at all
- Cancelling late
- Inappropriate dress
- Rude to office staff
- Rude or inappropriate language with students

SUBSTITUTE EVALUATION FORM

DOWNEY UNIFIED SCHOOL DISTRICT
Certificated Human Resources

CERTIFICATED SUBSTITUTE EVALUATION FORM

Teachers: Please complete an evaluation for every substitute the first-time s/he works in your classroom.

This section is to be completed by the Permanent Teacher:

Substitute Teacher's Name: _____ Date: _____

Permanent Teacher's Name: _____ School: _____

Grade: Subject: _____

Total Days Worked: Periods: 1 The following areas were ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐

handled in a satisfactory manner:

1. Lesson Plans followed Yes ☐ No ☐
2. Report left of work accomplished Yes ☐ No ☐
3. Room left in order Yes ☐ No ☐

OBJECTIVE COMMENTS:

Permanent Teacher's Signature:

Date:

*PLEASE NOTE: THE SUBSTITUTE WILL RECEIVE A COPY OF THIS EVALUATION IF IT IS REQUESTED.

This section is to be completed by the Principal:

1. Duty schedule followed Yes ☐ No ☐
2. Worked well in subject/grade assigned Yes ☐ No ☐
3. Discipline handled satisfactorily Yes ☐ No ☐
4. General Rating ☐ ABOVE AVERAGE SATISFACTORY UNSATISFACTORY
5. Assign this teacher to this school again? YES ☐ NO ☐

COMMENTS:
OBJECTIVE

Principal's Signature:

Date:

*PLEASE NOTE: THE SUBSTITUTE WILL RECEIVE A COPY OF THIS EVALUATION IF IT IS REQUESTED.

Human Resource Action:

HR Signature:

Date:

Rev. 11.2018

SUBSTITUTE RELATIONSHIPS

SUBSTITUTE - TEACHER RELATIONSHIPS:

The substitute teacher is responsible for the full schedule of the regular teacher. This includes the classroom day and any other duties performed by the regular teacher. The substitute teacher is expected to follow the plans of the teacher as closely as possible. Your job is to provide a meaningful, structured learning environment that is like the ongoing plans of the regular teacher. Remember, you are not a "babysitter." A brief report of your day's activities with notations of any significant problems should be left for the regular teacher. Papers should be corrected for any written assignments included in the regular teacher's plans or the substitute's lessons.

SUBSTITUTE - PRINCIPAL RELATIONSHIPS:

Each school principal is responsible for his/her school, its instructional program and its students. The principal delegates these responsibilities to the teacher by developing needed schedules and policies. Specific regulations interpreting the individual school's policy may vary from school to school. Be sure to familiarize yourself with the school's policies. All substitute teachers are expected to adhere closely to yard duty schedules and building policies.

The substitute teacher is to report directly to the school principal, assistant principal or vice principal. They are to be kept informed of any problems regarding pupils, the instructional program, or parents. Parents are not to be contacted without prior approval of the school principal. If a parent visits the substitute teacher in an attempt to discover how well their student is doing, refer them to the school principal. No substitute teacher can truly evaluate a student's work after just a day or two in the classroom.

SUBSTITUTE - PUPIL RELATIONSHIPS:

The substitute teacher should make every effort to have the same relationships with pupils as the regular teacher; the temporary nature of the situation sometimes makes this difficult. To have a pleasant and meaningful experience, the substitute needs to recognize his/her responsibility for good order and quality teaching. Successful discipline is not attained by rules and regulations; it is the result of the teacher's own personality, attitude, planning and manner of dealing with pupils.

SUBSTITUTE RELATIONSHIPS

SUBSTITUTE - PUPIL RELATIONSHIPS (continued):

PUPILS EXPECT A SUBSTITUTE TO:

- have the same qualities they expect to find in their regular teacher. Examples include fairness, friendliness, patience with firmness, avoidance of preaching and threatening, and a sense of humor.
- have pride in their school.
- command the respect of the class.
- be capable of keeping good order.
- familiarize themselves with their names.
- know the curriculum of the grade being taught.
- carry out the planned instructional program with certainty and confidence so that they will feel secure.

DISCIPLINE:

It is desirable to maintain a disciplinary policy in our schools which is fair and consistent. This can best be accomplished with the cooperation of all faculty members and substitute teachers. Most disciplinary problems should be handled by the substitute teacher in the classroom as they arise. The administration of each school realizes that the substitute teacher may encounter greater discipline problems than the regular teacher. Substitute teachers should always feel free to call for the administration's help when situations arise that become too difficult to handle. Do not hesitate to send students to the office; each principal is willing to assist the substitute teacher to achieve a successful school day. Various guidance techniques should be used as they best apply to the individual student. You may discuss the student's problems with the school principal if necessary. Never take away a student's recess/lunch or confiscate personal items such as cell phones. Call an administrator if you need any assistance.



SUBSTITUTE RELATIONSHIPS

SUBSTITUTE - PUPIL RELATIONSHIPS (continued)

CLASSROOM CONTROL:

We have listed below some suggestions gathered from substitute teachers that will help you better prepare for the class and help to eliminate discipline problems before they start:

- Have clear and definite directions for lessons and for passing and collecting papers; fairness and careful follow through are invaluable in maintaining good order.

- Positive requests and suggestions, consistency, encouragement and praise are effective methods of classroom control. A negative or sarcastic approach is not part of a good teacher's classroom technique.

- The teacher's own behavior is by and large the biggest factor in successful classroom control. A courteous attitude which depicts a basic fairness and a sincere interest in the work, contributes to a well-controlled classroom.

- The physical condition of the room is extremely important to pupil behavior. Be sure ventilation, temperature and lighting are conducive to a comfortable environment.

- Work habits and general classroom procedures should be maintained so that continuity in learning will take place.



REMINDERS

HELPFUL SUGGESTIONS:

- Be fair, courteous and encouraging.
- Be positive; avoid ridicule and sarcasm.
- Model the behaviors you expect from your students.
- Tell your classes the behaviors you expect.
- Expect good behavior; students respond to a positive approach.
- Enforce established classroom rules and don't make threats you cannot carry through.
- Handle disruptive students individually when possible.
- Be patient and consistent.
- Use common sense and keep your sense of humor. Not all problems are tragedies.

- Familiarize yourself with school rules.
- Be prepared and organized; this may eliminate discipline problems before they start.
- Read your lesson plan and determine your goals.
- Have an activity planned that starts as soon as the class begins (for example: agenda, quiz, handout sheet, reading, etc.).
- Give students responsibilities with clear and specific directions.
- BE ALERT!
- DO NOT TALK ON YOUR CELL PHONE!!!!
- Circulate around the room.
- Never leave your class unattended.
- Write your name, room number and date on the board every day.
- Keep a log of the day's happenings as they occur; it is often difficult to remember everything at the end of the day.
- Plan a convenient time to take roll each period; be sure to check list of students excused for extra-curricular activities.
- If you have any questions, ASK!

THE SUCCESSFUL SUBSTITUTE

- The successful substitute teacher has a positive attitude. Expect the day to go well. Set high expectations for the students. Be enthusiastic.

- The successful substitute teacher demonstrates an understanding of students' needs. Realize that each student is unique. Identify students with special needs and address those needs.

- Treat students with respect at all times. Handle emergencies and discipline problems quickly, calmly and with good judgment.

- The successful substitute teacher is cooperative with students, with school faculty and staff, and with parents if the need arises.

- The successful substitute teacher maintains a sense of humor.

- The successful substitute teacher uses appropriate language. Never call students disrespectful names or use sarcastic/disrespectful phrases. Never use profanity or embarrass students.



- The successful substitute teacher dresses appropriately. Dress professionally, but appropriately for the grade level or subject – not in jeans, shorts, or mini skirts unless appropriate for a special outing, such as a field trip.

- The successful substitute teacher refrains from showing dissatisfaction with the regular teacher and his/her work. Never discuss any dissatisfaction with other teachers or students. If necessary, consult with the school office manager at the end of the day.

- The successful substitute teacher refrains from making negative remarks about the school, administration, teachers, or students to others in the community. Remember that you are a member of the professional team that implements our District's strategic plan. A major component of that plan is developing and maintaining positive home, school and community relationships. If you have concerns, address them with the school office manager or administrator.

THE SUCCESSFUL SUBSTITUTE

- The successful substitute teacher follows the direction of the school office manager. Stay for the entire workday. Be flexible; at times unexpected situations arise and the school office manager may need your assistance with supervisory duties.

- The successful substitute teacher exercises confidentiality. As a substitute teacher you may have access to confidential information regarding students. It is your responsibility as a professional to respect that confidentiality. It is policy of Downey Unified School District that confidentiality is strictly maintained.

- The successful substitute teacher is dependable and punctual. If you are called to substitute teach, be willing to accept the position. You may have preferences regarding grade level and subject area, but be willing to work. If you are asked to change your assignment, please cooperate as we do this only in times of emergencies. If you are not available on a given day, make yourself unavailable in Aesop Arrive at school earlier than the appointed time. You will need time to prepare for the day.

- The successful substitute teacher responsibly uses the Aesop System. It is very important for substitute teachers to register with the Aesop System. Be sure to keep your personal PIN number on hand at all times, properly follow procedures for utilizing Aesop and bring the assigned job number to the job.

- The successful substitute teacher maintains poise, patience, and self-control. Remember that you are the adult. You will gain the respect of your students if you maintain your poise, patience, and self-control. Students will always test a substitute. Failure to remember that you are the professional may cause you to become a victim to certain games students try with substitutes.

- The successful substitute teacher is organized. Start a card file or notebook of ideas and information that have been beneficial in previous substitute teacher experiences. Remember to carry it with you to each new assignment for easy reference and updating. Also, be sure to keep a log of your jobs as a substitute and include the date, school, absent teacher, subject and job number.

DO'S AND DON'TS

DO:

- Do arrive at least 30 minutes before school starts.
- Do establish a feeling of being in charge.
- Do introduce yourself to the teacher next door – you may have a problem and need him/her before the day ends.
- If the class has a two-way communication system, do feel free to call for help or information. If no system is available, send a student to the office for help.
- If lesson plans, roll, or other needed materials can't be found, do ask for assistance from the school office manager.
- Do try to meet the Principal or Assistant Principal.
- Do use positive reinforcement whenever possible.
- Follow the lesson plan and use the materials that have been left by the teacher.
- Set expectations for behavior at the beginning of the day and be consistent in your implementation of discipline. Avoid idle threats.
- Leave a brief note for the teacher letting him/her know how your day went and what was accomplished. Inform him/her of any problems.
- Do work until the end of the period. Students with nothing to do will misbehave; so, keep them busy.

DON'T:

- Don't leave the students unattended for any reason. The students must be carefully supervised and monitored at all times.
- Don't discuss anything that you see or hear in the classroom, including student behavior, grades, performance in class, the teacher's methods, etc. with outside parties. This information must be kept strictly confidential. If you have concerns, please direct them to an administrator at the school, the regular classroom teacher, or Certificated Human Resources.
- Don't share personal opinions regarding sensitive subjects. Your assignment is to conduct a lesson on a topic selected by the teacher.
- Don't read or distribute any materials to the students that have not been approved by the teacher.
- Don't lose your cool. Be in control of yourself at all times.
- Don't let one child take over.
- Don't talk on your cell phone.
- Don't be afraid to ask questions.

CHECKLIST FOR SUBSTITUTE TEACHERS

1. REPORT TO THE OFFICE MANAGER

- ☐ Identify yourself and your assignment.
- ☐ Obtain keys, I.D. Badge and any special instructions.
- ☐ Obtain parking permit where necessary.
- ☐ Check teacher's mailbox.

2. CHECK THE ROOM ASSIGNMENT

- ☐ Locate lesson plans, attendance materials, seating chart; if there are no lesson plans see the school office manager.
- ☐ Locate necessary teaching materials and resources for assignment.
- ☐ If you have any questions, ask your neighboring teachers.

3. DAILY PROGRAM

Read lesson plans and schedules before class begins.

- ☐ Follow teacher's plans as completely as possible to maintain continuity.
- ☐ Leave a note (handwritten or on Aesop (Frontline) summarizing the day.



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