

Pleasant Valley School District



SUBSTITUTE TEACHER HANDBOOK

2022 – 2023

Department of Human Resources

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ED CODE 44953 Governing boards of school districts may dismiss substitute employees at any time at the pleasure of the board.

Mission and Three-Year Goals Pleasant Valley School District

Vision Statement

Excellence for all.

Mission Statement

The Pleasant Valley School District prepares 21st century learners who are responsible members of our global society.

Core Values

Student Centered

Equity

Teamwork

Integrity

Embracing and Celebrating Diversity



Goals

1. Ensure increased student achievement through high expectations for all
2. Provide a healthful environment where all students feel welcome, safe, and connected
3. Maintain a fiscally sound budget that equitably aligns and maximizes available resources
4. Engage in open, meaningful, and continuous communication with all stakeholders

Accountability Measures

Four accountability measures will be monitored and measured in the Pleasant Valley School District Strategic Plan. These markers represent the District's drivers in securing high levels of achievement for all our students:

- student achievement
- safe environments conducive to learning
- fiscal stability
- comprehensive and consistent communication

District Overview

Pleasant Valley School District is located in the city of Camarillo California population 65,201 and serves 6,200 students in Preschool through eighth grade. PVSD operates 12 schools, one preschool (PEEP), six k-5 elementary schools, three K-8 schools, two comprehensive Middle schools, and oversees on direct funded Charter school.

School	Grades	Address	Phone
Camarillo Heights Elementary	K-5	35 Catalina Dr., 93010	(805) 383-5305
Dos Caminos Elementary	K-5	3635 Appian Way, 93010	(805) 383-5310
Preschool Early Education	Pre	3635 Appian Way, 93010	(805) 383-5310
La Mariposa Elementary	K-5	4800 Corte Olivas, 93012	(805) 383-5315
Las Posas Elementary	K-5	75 Calle La Guerra, 93010	(805) 383-5325
Rancho Rosal Elementary	K-5	3535 Village at the Park Dr. 93012	(805) 383-5350
Tierra Linda Elementary	K-5	1201 Woodcreek Rd., 93012	(805) 383-5360
Santa Rosa Technology	K-8	13282 Santa Rosa Rd., 93012	(805) 383-5355
Pleasant Valley School of E.A.	K-8	700 Temple Ave, 93010	(805) 383-5340
Los Primeros School of S.A.	K-8	1555 Kendall Ave., 93010	(805) 383-5330
Monte Vista Middle School	6-8	888 North Lantana St., 93010	(805) 383-5335
Las Colinas Middle School	6-8	5750 Fieldcrest Dr., 93012	(805) 383-5320
University Prep Charter	K-8	550 Temple Ave., 93010	(805) 482-4608

Welcome to Pleasant Valley School District

Dear Substitute Teacher:

As a substitute teacher, you play a vital role in the daily education of our pupils. Your importance goes far beyond filling the vacancy of teachers who are away from their classes. You provide our students with a unique learning experience based upon your own background, insights, and knowledge. You have the opportunity to learn about the curriculum, the classes, and the needs of students — and to take the benefits of these experiences to each group of students with whom you work.

This handbook has been compiled especially for you. It also serves as a helpful guide for teachers and administrators who work with substitutes. It is intended to provide general information on the assignments, procedures, responsibilities and performance objectives for substitute teachers. By providing this information resource, we endeavor to establish clear communication that will promote consistency throughout our schools and maintain continuity in the education process.

After reading this booklet, if you still have questions, please feel free to contact the **Human Resources Department at (805) 389-2100**. We will do our best to provide you with the information you need.

We recognize the challenge of your assignments, appreciate the energy and skills you put forth to make our classrooms run smoothly, and hope your experiences as a substitute teacher in Pleasant Valley School District will be rewarding and enjoyable.

Sincerely,

A handwritten signature in blue ink, appearing to read "N. Torres".

Natalia Torres, Ed.D.

Director of Certificated Human Resources

Requirements for Substituting in Pleasant Valley School District

CREDENTIALS

At minimum, a valid California 30-Day emergency teaching credential is necessary for substitute teaching in California public schools.

APPLYING FOR A SUBSTITUTE POSITION

All applications must be submitted through [EdJoin](#) and include a complete application form.

REQUIREMENTS

It will be necessary to furnish the Office of Human Resources with the following items before your pay warrant for services can be released:

1. Credential

Substitute employment candidates must possess a California 30-Day emergency Credential, Preliminary or Clear multi-subject or Single Subject Credential.

2. FBI / DOJ Clearance

Substitute employment candidates must submit and pay for fingerprinting through the Ventura County Office of Education. Contact PVSD Human Resources Department for instructions on how to submit your fingerprints.

3. Chest X-ray or Tuberculin Test

Substitute employment candidates must have an examination within the past 60 days to determine that he/she is free of active tuberculosis. This examination shall consist of an X-ray of the lungs, or an approved intradermal tuberculin test which, if positive, shall be followed by an X-ray of the lungs. If this certification is on file in another school district, a transfer can be accepted if the test was done during the past four years. After initial employment, employees are required to have this examination at least once every four years.

4. Loyalty Oath

Required from each employee in a school district.

5. W-4 (Withholding Tax Form)

Authorization to withhold income tax from your pay.

6. Immigration Form (I-9)

Employment eligibility form.

STATE TEACHERS' RETIREMENT SYSTEM

Membership in the State Teachers' Retirement System is mandatory for a substitute teacher upon completion of 100 days of substitute teaching in the same school year. This membership is effective until the member terminates employment.

Salary Information

Salary Schedule

Regular Day Rate	\$175.00	Long-Term Rate (After 21 Days)	\$190.00
Extended Long-Term (After 91 Days)	Step 1, Column 1 Teacher's Salary Schedule		

Long-term Pay is ONLY assigned for those substitute teachers who are designated as having a Long-Term Substitute assignment. Substitute assignments eligible for long-term pay are those generally designated as replacing a teacher out on Family/Medical Leave (FMLA) or extended personal leave.

All Long-Term assignments are arranged by Human Resources in conjunction with School and/or Department Administrators. Once you are approved and assigned to a Long-Term Substitute position, after twenty (20) consecutive working days, Long-Term Pay will start and continue for each day worked on that assignment from the twenty-first (21) day until the end of the assignment or the 90th consecutive working day, whichever occurs first.

After ninety (90) consecutive working days, Extended Long-Term Pay will start and continue for each day worked on that assignment from the ninety-first (91) day until the end of the assignment at Column one, step one of the current teacher's salary schedule.

Once you reach the Long-Term Pay, the rate will not be affected by an absence on your part. You simply will not be paid for that day. However, any excessive absences or pattern of absences during a Long-Term assignment may cause you to be removed from that assignment. Your next assignment will revert to the regular daily rate. Refer to the qualifications for long-term substitutes.

Paychecks

Salary payment is made on the last day of the month. The pay period will be from the first through the last day of the previous month (i.e., a check dated September 29th would be for the pay period of August 1st—August 31st). If a normal payday falls on a District recognized holiday, paychecks will be distributed one workday prior to the schedule explained above.

After the first paycheck, all pay is distributed by direct deposit. Please ensure your home address is up to date. It is the employee's responsibility to make sure their bank account information is up to date. Updates to home addresses and bank account information must be made through the employee portal..

Half Day vs. Full Day

Any assignment of 3.5 hours and less will be considered a half day. Anything assignment over 3.5 hours will be considered a full day.

District Directory



District Office Directory
 Pleasant Valley School District - Phone 805-389-2100
 600 Temple Ave., Camarillo, CA 93010

Superintendent's Office (e-Fax 445-8675)		
Dr. Danielle Cortes	Superintendent	1102
Himelda Rubio	Executive Assistant	1101

Ranch House Reception Desk		
Natalie Mendez	Ofc Asst/Receptionist	1120

Human Resources (e-Fax 388-1468)		
Certificated		
Dr. Natalia Torres	Director	1305
Vacant	Certificated Specialist	1301
Vacant	HR Technician	1307
Classified		
Shellie Pote	Director	1303
Pilar Romero	Classified Specialist	1302
Vanessa Olmos	HR Technician	1304

Business Services (e-Fax 445-8772)		
Chris Johnston	Asst Supt Business Svcs	1165
Vivian Patrick	Administrative Assistant	1162
Benefits		
Marce Arce	Employee Benefits	1164
Business Office		
Joshua Valdivia	Director of Finance	1166
Giovanni Arevalo	Supervisor of Payroll/Acct	1167
Christian Martinez	Payroll (A-L)	1169
Jeanine Artmont	Payroll (M-Z)	1168
Vacant	Accounting Assistant	1161
Gayle Peterson	Accounting Asst	1170
Purchasing (e-Fax 445-8675)		
Edward Chavez	Supervisor of Purchasing	1174
Melode Sabilla	Purchasing Technician	1175
Erby Lopez	Delivery Driver	

Educational Services (e-Fax 445-8675)		
Dr. Veronica Ortega	Asst Supt Ed Services	1110
Carmen Reeves	Administrative Asst	1111
Debbie Maki	Director	1113
Beth Harris	Dir of Ed Options & Expanded Learning	1125
Gabriel Covarrubias	Asst Principal of Instruction	1121
Kristin Hicks	Asst Principal of Instruction	TBD
Mary Ann Moore	Asst Principal of Instruction	TBD
Christy Jimenez	Special Projects Coordinator	1122
Jill Belkin	Curriculum/GATE	1115
Sharon Mitchell	ELD Content Specialist	1107
Miriam Rivas	Bilingual Translator	1112
Betty Weyek	Music Support Specialist	1119

Measure C Bond		
Sandra Lovaas	Bond Manager	1160
Dick Jones	Construction Manager	1159

Administrative Services (e-Fax 445-8675)		
Carol Bjordahl	Asst Supt Admin Services	1103
Cindy Marquez	Senior Staff Secretary	1104
Martha Vazquez	Enrollment & Attendance	1109

Health Services		
Wendy Fendrick	Health Svcs Sr Staff Sec	1108
Jinky Mosdale	District Nurse	1116
Viridiana Pool Cauich	Sr. Health Svcs Specialist	1118
Vacant	Health Svcs Specialist	1117
Kayshawn Burnley	Health Svcs Specialist	805-464-9722

Childcare and Preschool		
Stefanie Lawson	Child Dev Program Manager	1105
Patty Gomez	Child Dev Staff Secretary	1163

Special Education (e-Fax 388-1563)		
Katie Burchell	Director	1333
Chantal Mika	Senior Staff Secretary	1334
Laura Orozco	SPED Data Technician	1337
Donna Chisholm	Program Specialist	1335
Amy Sachs	Program Specialist	1336
Katie Stuart	Program Specialist	1326
Lori Bowe	School Psychologist PEEP	1338
Sindy Leonard	Sub SPED Translator	1344

Facilities / Maintenance & Operations (e-Fax 445-8675)		
Mike Valdez	Director of FMO	1225
Cindy Kuhlman	Senior Staff Secretary	1226
Brad Wilson	Lead Maintenance	1227

Food Services (e-Fax 445-8675)		
Leslie Tuimauluga	Food Svcs. Supervisor	1200
Vacant	Lead Food Svcs. Worker	1223

Transportation (e-Fax 445-8675)		
Dan Sprague	Supervisor	1171
Leonel Medina	Interim Scheduler	1172
Agustin Rico	Mechanic	1176

Technology Services (e-Fax 445-8675)		
HELPDESK 805-389-2110 or ext. 1503		
Devin Holzer	Director	1151
Karen Goles	Technology Assistant	1150
Thomas Lamberson	Lead Systems/Network Engineer	1152
Justin Lewis	Lead Technology Support Svcs	1154
Ali Alnouri	Information Systems Analyst	1157
Rob James	Network Specialist	1158
Jonathan Mills	Technology Support Tech1	1153
Scott Meier	Technology Support Tech1	1155
Patrick Ploszaj	Technology Support Tech1	1156

updated 8/17/2022

School Site Directory



School Site Directory
 Pleasant Valley School District - Phone 805-389-2100
 600 Temple Ave., Camarillo, CA 93010

Camarillo Heights STEM Academy 35 Catalina Drive, 93010		Phone 383-5305
Juanita Castro	Principal	1901
Melissa Hinds	SAA	1925
Monica Alexander	Health Technician	1980
CHS 010	TK-5	Fax 389-4002

Dos Caminos Elementary School 3635 Appian Way, 93010		Phone 383-5310
Robert Waggoner	Principal	1902
Atalie Luhrs	SAA	1926
Dayna Justice-Klinshaw	Health Technician	1981
DCS 020	Preschool-5	Fax 389-4004

La Mariposa Elementary School 4800 Corte Olivas, 93012		Phone 383-5315
Claudia Stepan	Principal	1903
Michele Sprague	SAA	1927
Tanzy Vartanian	Health Technician	1982
Leah Perkins	SOA	1952
LMS 140	TK-5	Fax 389-4006

Las Colinas Middle School 5750 Fieldcrest Drive, 93012		Phone 383-5320
James Jenkins	Principal	1904
Kayleigh Kelp	Asst Principal	1914
Linda Stevens	Asst Principal (various days)	3529
Tania Luna	SAA	1928
Eleanor Pettigrew	Health Technician	1983
Martha Primera	SOA	1953
Lorena Mecagni	SOA	1954
Mollie Meddleton	SOA	1955
LCS 090	6-8	Fax 389-4008

Las Posas Elementary School 75 E. Calle La Guerra, 93010		Phone 383-5325
Tomas Holtke	Principal	1905
Brenda Gallardo	SAA	1929
Elisabeth Stansbery	Health Technician	1984
LPS 050	Preschool - 5	Fax 389-4010

Los Primeros School of Sciences & Arts 1555 Kendall Ave, 93010		Phone 383-5330
Kate Snowden	Principal	1906
Ruth Shramek	SAA	1930
Kim Gascon	Health Technician	1985
Jill Pichette	SOA	1956
LPSSA 180	K-8	Fax 389-4014

Monte Vista Middle School 888 North Lantana Street, 93010		Phone 383-5335
Kayce Betzel	Co-Principal	1907
Jessie Green	Co-Principal	1916
Linda Stevens	Asst Principal (various days)	5015
Angie Hernandez	SAA	1931
Maribel Naranjo	Health Technician	1986
Lisa Bertels	SOA	1961?
Denise Canas	SOA	
Rebecca Hayes	SOA	1960?
MVS 110	6-8	Fax 389-4016

Pleasant Valley School of Engineering & Arts 700 Temple Ave, 93010		Phone 383-5340
Maria Magaña	Principal	1908
Araceli Cerna	SAA	1932
Carina Gonzalez	Health Technician	1987
Sandy Buckley	SOA	1966
PVSEA 100	Preschool - 8	Fax 389-4022
PVSEA-EEC	550 Temple Ave	383-5345
Vacant	SAA	1967

Rancho Rosal Elementary School 3535 Village at the Park, 93012		Phone 383-5350
Jacey Dexter	Principal	1910
Leanne Kelly	SAA	1934
Monica Ortiz	Health Technician	1989
Julie Feller	SOA	1968
RRS 150	TK-5	Fax 389-4018

Santa Rosa Technology Magnet School 13282 Santa Rosa Road, 93012		Phone 383-5355
Kelly Borchard	Principal	1911
Annette Leifson	SAA	1935
Desiree Alcomendas	Health Technician	1990
Nellie Cousino	SOA	1969
SRS 130	TK-8	Fax 241-7088

Tierra Linda Elementary School 1201 Woodcreek Road, 93012		Phone 383-5360
Fayanne Bakoo	Principal	1912
Suzanne Capellini	SAA	1936
Ginger Willson	Health Technician	1991
Vanessa Sotelo	SOA	1970
TLS 070	TK-5	Fax 389-4020

Miscellaneous Contacts		
Tino Espinoza	School Resource Officer	947-8322
University Prep Charter		482-4608
Charmon Evans (Internal extension = X7512)		

updated 8/17/2022

Pleasant Valley School District: 2022-2023 School District Calendar

JULY '22						
S	M	T	W	Th	F	S
					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	26	27	28	29	30
31						

July
4 July 4th Observed

Jan.
2 New Year's Day
12/23-1/6 Winter Break
9 Staff Development
16 Martin Luther King Jr. Day Holiday
20 End of 2nd Quarter
15/22 Days

JANUARY '23						
S	M	T	W	Th	F	S
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	26	27	28
29	30	31				

AUGUST '22						
S	M	T	W	Th	F	S
	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	26	27
28	29	30	31			

Aug.
22 Staff Development
23 Teacher Prep Day
24 First Day of School

6/23 Days

Feb.
20-24 President's Week Observed

15/20 Days

FEBRUARY '23						
S	M	T	W	Th	F	S
			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
26	27	28				

SEPTEMBER '22						
S	M	T	W	Th	F	S
				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	26	27	28	29	30	

Sept.
5 Labor Day Holiday

21/22 Days

Mar.
10 End of 2nd Trimester
12 Daylight Saving
13-15 Parent Conferences
TK-5, 4-5 Early Dismissal
23/23 Days

MARCH '23						
S	M	T	W	Th	F	S
			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
26	27	28	29	30	31	

OCTOBER '22						
S	M	T	W	Th	F	S
						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	26	27	28	29
30	31					

Oct.
21 End of 1st Quarter
28 Non-Student Day
31 Staff Development

19/21 Days

Apr.
14 End of 3rd Quarter
3-7 Spring Break
14 End of 3rd Quarter

15/20 Days

APRIL '23						
S	M	T	W	Th	F	S
						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	26	27	28	29
30						

NOVEMBER '22						
S	M	T	W	Th	F	S
		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	26
27	28	29	30			

Nov.
1-7 Parent Conferences
TK-5 Minimum Days
1-9 Parent Conferences
4-5 Minimum Days
Daylight Savings
6 Veterans Day Holiday
11 Thanksgiving Break
21-25 Thanksgiving Break
16/22 Days

May
8-19 CAASPP Testing
19 Minimum Day
29 Memorial Day Holiday (observed)

22/23 Days

MAY '23						
S	M	T	W	Th	F	S
	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	26	27
28	29	30	31			

DECEMBER '22						
S	M	T	W	Th	F	S
				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	26	27	28	29	30	31

Dec.
2 End of 1st Trimester
12/23-1/6 Winter Break

16/22 Days

June
16 Last day of school/Minimum Day
16 End of 4th Quarter/ End of 3rd Trimester

12/22 Days

JUNE '23						
S	M	T	W	Th	F	S
				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	26	27	28	29	30	

School Not In Session	Quarters	#	Trimesters	#	Early Dismissal 1:25	Minimum Days 12:00
Teacher Work Day	1 st Quarter	42	1 st Trimester	64	Back to School	Nov 1- Nov. 7, 2022 (TK-3)
Staff Development	2 nd Quarter	44	2 nd Trimester	52	Open House	Nov 1- Nov. 9, 2022 (4-5)
First & Last Day of School	3 rd Quarter	50	3 rd Trimester	68	Mar. 13-15, 2023 (TK-5)	*May 19, 2023 (TK-8)
	4 th Quarter	44				June 16, 2023 (TK-8)

Board Approved: 2/10/22

Code of Conduct

The Official Documents of the Pleasant Valley School District (PVSD) are comprised of board bylaws, board policies, administrative regulations and operational procedures. There are more than 250 and are available on the PVSD home page at www.pleasantvalleypsd.org

It is the intention of Pleasant Valley School District to conduct all aspects of its operations with the highest moral, legal, and ethical principles. In that regard, the superintendent, managers, classified and certificated staff, classroom staff and all other employees, including substitutes, and volunteers and contractors (collectively referred to herein as "staff") shall, adhere to, comply with, and advocate the principles set out in this Code of Conduct governing their professional and ethical conduct in the fulfillment of their responsibilities.

a) Legal Requirements

PVSD will conduct its operations in compliance with the laws of all jurisdictions. In any instance where the laws are difficult to interpret, management will seek legal advice.

b) Relationships with Customers and Suppliers

Sales and purchases by PVSD shall be based on price, quality, and service. Prime consideration should be given to PVSD interests while developing long-term relationships with customers and suppliers. If you are unsure about a potential conflict of interest, please contact your direct supervisor or the Director of Certificated Human Resources for advice.

A PVSD employee shall not:

- Accept or solicit any gift, favor, or service that might reasonably influence him or her in the discharge of official duties, or that employee knows or should know is being offered with intent to influence his or her official conduct.
- Accept employment or engage in any business or professional activity that the employee might reasonably expect would require or induce him or her to disclose confidential information.
- Accept other employment or compensation which could reasonably be expected to impair the employee's independence of judgment.
- Make personal investments that could reasonably be expected to create a substantial conflict between the employee's private interest and the public interest.
- Intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised his or her official powers or performed his or her official duties in favor of another.
- Hold financial interests that are in conflict with the conscientious performance of his or her official duties.
- Use his or her public office or position for private gain. *An Employee shall:*
 - Act impartially and not give preferential treatment to any private or public organization or individual.
 - Protect and conserve public property and shall not use it for other than authorized activities.
 - Promptly disclose waste, fraud, abuse, corruption, and noncompliance with federal and state laws to appropriate authorities.
 - Endeavor to avoid any actions that would create the appearance that they are violating the law or the ethical standards of PVSD.

c) Relationships with Staff

All staff must operate under sound personnel practices and policies, which are characterized by fairness and equity to all.

- Sexual harassment of PVSD staff or students will not be tolerated. Under State Education Code Section 212.5, sexual harassment has been defined as "unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature."
- The PVSD is committed to providing a workplace free of discrimination as well as harassment, based on such factors as sex, race, color, religion, national origin, sexual orientation, ancestry, age, medical condition, marital status, disability, or veteran status.

- Any deliberate act which might endanger the safety or lives of others is prohibited. Threatening, intimidating, or coercing fellow employees or students is prohibited.
- Unlawful harassment of any form, including verbal, physical and visual contact, threats, demands and retaliation, is not allowed. Harassing behavior, whether visual, physical, verbal or by way of telephone, mail, or electronic mail is strictly prohibited.

d) Relationships with Students

All staff must operate under the highest standards of conduct set forth by federal, state, local regulations, and PVSD policies and procedures, without exception.

- Respect the confidentiality of all students, including their histories and disabilities.
- Refrain from sharing confidential information in public, showing written records to unauthorized personnel, sharing information about another student to a parent; or using a student's name in email.
- Each student must always be treated with dignity and respect as a human being . Students with disabilities have a right to be respected as a whole person and not judged by their disability.
- PVSD maintains a deeply held belief that all students in our care can learn.

e) Comments about Others

Employees must not engage in communications that are defamatory, obscene, offensive, disruptive, or harassing. This includes sexual comments or images; racial slurs; gender-specific comments; or any offensive comments about age, sexual orientation, religious or political beliefs, national origin, or disability.

f) Conflict of Interest

Conflicts can arise in many situations. They occur most often in cases where the staff member, or a member of his or her immediate family, obtains some personal benefit at the expense of PVSD's best interests. Staff members are expected to avoid any activity, investment or association that interferes with the independent exercise of their judgment in PVSD's best interest.

g) Use of Electronic Communication, Information Systems, and Confidentiality

- All staff are required to read and sign the '**Employee Use of Technology Agreement.**'
- All equipment, including telephone, email, voicemail, fax, copiers and Internet access systems are to be used for business-related purposes, except when their infrequent and brief use for personal communication is necessary and when not in conflict with the work of the office.
- Pass codes should never be shared except under special circumstances, and should be changed periodically to protect confidentiality.
- The full names of students and staff should never be used in confidential electronic messages; so that confidentiality is maintained, only their first names should be used. Confidential communications and information should never be sent or forwarded to individuals or agencies not authorized to receive that information. Employees should not disclose personal information.
- Copying or transmitting any documents, software, or other information protected by copyright law or trade secret is not allowed.

h) Political Contributions

In many cases PVSD is prohibited from making any contributions or expenditures in connection with an election, as well as engaging in any activity that furnishes something of value to an election campaign.

Prohibited as a matter of PVSD policy are indirect contributions of PVSD funds made either through a third person or entity, or through a staff member who receives or expects to receive reimbursement out of PVSD funds.

Staff are encouraged to participate in the political process and are free to make personal campaign contributions. However, PVSD funds or resources shall not be used directly or indirectly for contribution to political parties or candidates, even where permitted by local law.

Under certain circumstances, PVSD may provide information about legislation or ballot measures that affect the welfare of PVSD, its staff, or the community in which PVSD operates. Use of PVSD's name for these purposes requires prior approval by the Board of Education.

No staff may, on behalf of PVSD, request assistance, outside the normal contracting process, of any elected representative or government officer without prior approval of the superintendent.

i) Accounting Standards and Obligations for Financial Reporting

PVSD shall keep and maintain its accounting records in such a manner that accurately and fairly reflects the transactions and dispositions of the assets of PVSD in reasonable detail. All assets, liabilities, revenues, and expenses shall be recorded in the regular books and records of PVSD. All transactions shall be supported by documents that fully describe the purpose of the transaction. A system of internal controls shall be developed and maintained to monitor the adherence to these standards.

As a public entity, PVSD is required to follow strict accounting principles and standards, to report financial information accurately, completely and in a timely manner to interested parties. These principles and standards are supported by appropriate internal controls and processes to ensure that accounting and financial reporting comply with federal and state laws. All staff of PVSD must comply with these requirements.

The rules for accounting and financial reporting require the proper recording of, and accounting for, revenues, expenses, assets, and liabilities. Therefore, staff must accurately and completely record and report all information, and must not assist anyone to record or report any information inaccurately or in a way that could be misleading.

The Business & Financial Services Department are bound by PVSD's Code of Conduct as well as the following financial principles:

- Ensure full, fair, accurate, timely, and understandable disclosure in reports and documents that the SCCOE files with, or submits to, government agencies and in other public communications.
- Comply with rules and regulations of federal, state and local governments, and other appropriate private and public regulatory agencies.
- Achieve responsible use of and control over all assets and resources employed by PVSD.

Violations of laws associated with accounting and financial reporting can result in fines, penalties, and imprisonment, and can lead to a loss of public faith in an organization. All staff are required to report, or cause to be reported, any such perceived violations. Violations of this Code of Conduct, including failures to report potential violations by others regarding financial responsibilities, will be viewed as a severe disciplinary matter that may result in personnel action, up to and including termination of employment.

j) Disclosure, Reporting, Whistle Blower Protection, and Resources

All PVSD staff should use discretion when reporting evidence of activity by a PVSD department or staff that may constitute a violation of this Code of Conduct, any board policy outlined, or any potential illegal or unlawful activity, including:

- Harassment
- Discrimination
- Conflicts of interest
- Fraud
- Financial reporting and disclosure concerns
- Accounting controls and procedures
- Other potential improper activities

The report of any perceived violation can be either oral or in writing to the staff member's immediate supervisor, to someone higher in the management structure, to Human Resources. In instances where

staff is not satisfied with the supervisor's or manager's response or is uncomfortable for any reason addressing such concerns to their supervisor or the manager, staff may contact the Superintendent of Schools.

Any PVSD staff member who in good faith reports such a violation will be protected from threats of retaliation, discharge, or other types of discrimination including but not limited to compensation or terms and conditions of employment that are directly related to the disclosure of such reports.

k) Accountability and Reporting

All staff are expected to behave in a professional, ethical, and exemplary fashion. There may be occasions, however, when an individual's actions are determined to conflict with the Code of Conduct, and, in most of these cases, that individual will first be notified to cease such conduct. Failure to cease such conduct will subject the individual to disciplinary action, which may include termination of employment. Behavior that constitutes a serious breach of this Code of Conduct may lead directly to immediate suspension or termination of employment as specified in bargaining unit agreements and the Education Code.

The Director of Certificated Human Resources (or designee) shall promptly determine actions to be taken in the event of violations of the Code of Conduct by any staff. In determining what actions are appropriate in a particular case, the Director of Certificated Human Resources (or designee) shall act consistently and shall take into account relevant information.

Injured Worker Process

When an Employee is injured

- a. Employee must notify Supervisor ASAP
- b. Employer gives WC Packet (even if employee does not seek medical attention)
- c. Employee must complete Employee Incident Report
- d. Supervisor (or designee) must complete Supervisor's Report

If employee does not seek medical attention the employee Incident Report and Supervisor's Report are completed and sent to the Employee Benefits Specialist.

If employee seeks medical attention,

- a. Employee must also complete the WC Claim form (DWC 1). This must be completed by the Injured Employee
- b. Supervisor (or designee) will complete the bottom half of the WC Claim form
- c. ALL paperwork must be forwarded to the Employee Benefits Specialist within 24 hours of incident being filed as we can get penalized from OSHA
- d. Employee is sent to CMH Urgent Care (unless employee has pre-designated a doctor and has a pre-designation form on file)
- e. Employee must send a copy of the Dr.'s Progress Reports to the Employee Benefits Specialist's attention ASAP.

1. If no restrictions

- a. Employee is sent back to work as normal.

2. If there are restrictions:

- a. Restrictions are reviewed by the HR Classified Director/Asst. Supt., Certificated HR
- b. If we are approving or denying modified duty a letter is drawn up and signed by the HR Director
- c. If modified duty is approved, modified duty is only approved for 60 days. Once 60 days has depleted and employee still is not cleared to come back to work full-duty, the HR Director will re-evaluate if we can extend modified duty or the employee is put on TD until further notice.

3. The Employee Benefits Specialist will notify employee's Supervisor, SSAA, and HR regarding employee's status

- a. Supervisor is to contact injured employee regarding the work status decision.

f. Employee continues to go to the doctor

1. After each appointment, the employee is responsible in sending the Employee Benefit Specialist a copy of the Progress Report

2. The Employee Benefits Specialist will notify employee's Supervisor, SSAA, and HR regarding any updates on the employee's status

g. If employee is out for more than 5 days, the Employee Benefits Specialist will send out an FMLA notice to employee, copying HR.

ReadySub

ReadySub is a state of the art employee absence management and substitute placement system. As a substitute, you can review jobs, accept jobs, add your availability, and be requested for jobs for which you are qualified. You can also track your work history, review job notes and lesson plans, and receive announcements from administrators.

To log in, enter www.readysub.com into your internet browser. Navigate to the top right corner of the screen and select Log in. You will be redirected to the ReadySub login page where you can enter your email address and password. Once your account is activated, you will receive a Welcome email with a temporary password. You can then update your password for future logins. If you would like ReadySub to remember your username and password, make sure to check the Remember Me box towards the bottom left corner of the screen.

Below is information on how ReadySub works and how to access and use it.

Sign In

Once your account has been activated, ReadySub will send you a welcome email with your username, password, and a link to login. If you have not received an email; please send an email to humanresources@pleasantvalleysd.org or call our office at 805-389-2100 , regarding the status of your account.

Change your Password

Change your password by selecting your name followed-by the Password tab. Input the original password from the ReadySub welcome email, then the password you would like to use from now on.

Update your Profile

Update your profile by selecting your name followed-by the Account tab. Click Edit Account to upload a photo and update your name, address, and phone number (if necessary).

Update your Account Preferences

Update your notifications by highlighting the Notifications and Preferences tabs towards the middle of the page. Update your Scheduled Leave and Weekly Availability using the adjacent tabs so ReadySub can show you only jobs that fit within your schedule.

Accept your First Job

You are now ready to accept your first ReadySub job! From your Dashboard, simply look under the Available Jobs tab to see if there are any jobs to accept.

ReadySub Resources

Here is a one-page [Quick Start Guide](#) which will take you through the 5-step setup process and prepare you to accept your first job! You can also view a more in-depth [Substitute User Guide](#) and a short [Getting Started Video for Substitutes](#).

Responsibility of Day-to-Day Substitutes

The substitute is responsible for the conduct of the class. He/she should not expect the regular teacher to take disciplinary action when he/she returns to school. This technique disturbs the relationship between the regular teacher and the pupils. It also causes pupil resentment against the substitute.

When and if special problems arise, the substitute should feel free to turn for help from the principal's office.

THE SUBSTITUTE IS RESPONSIBLE FOR THE FULL SCHEDULE OF THE REGULAR TEACHER

In addition to the classroom assignment, the substitute is responsible for any special duties performed by the absent teacher. The substitute is expected to follow the plans of the teacher as closely as possible. Long-term substitutes are invited to attend faculty meetings.

Substitutes shall:

- a. Leave a report of work done in the plan book for the regular teacher, especially if lesson plans have been altered;
- b. Maintain normal classroom discipline procedures;
- c. In cases of serious discipline problems, contact the principal;
- d. CORPORAL PUNISHMENT OF ANY KIND IS NOT ALLOWED;
- e. Leave adequate notes regarding absences, transfers, new students, etc.;
- f. Maintain regular classroom routines;
- g. Correct all papers;
- h. Leave corrected papers and list grades for regular teacher;
- i. Leave the room as neat as possible at the end of the day with things approximately in the same place in which they were found;
- j. Check with the office staff for additional supplies as needed and with the school office staff regarding daily record attendance reporting procedures;
- k. Lock classrooms whenever the teacher and children are out of the room;
- l. If you are the last session teacher, make sure all windows and doors are locked and the lights are off.

Day-to-day substitutes should refrain from doing the following:

Beginning a new unit/finishing a unit
Changing seating unless absolutely necessary
Criticizing a regular teacher in front of pupils
Changing/regrouping

Leaving money or valuables in desk
Dismissing class early

Rules regarding students:

No student is to be absent from his/her room without an excuse.

No student is to leave the school grounds during the day without written permission from the office.

ATTIRE

Your attire should reflect professional standards and serve as a model to students. Dress safely, comfortably and appropriately for the classroom and playground.

RESPONSIBILITY OF LONG-TERM SUBSTITUTES

Assume the same responsibilities as the regular classroom teacher. Consult with the principal for clarification of duties. Check with the principal for a copy of the school rules. Confer with the regular teacher at the end of the substitute assignment. Submit any written report deemed advisable after conferencing with the regular teacher.

QUALIFICATIONS FOR LONG-TERM SUBSTITUTES

Substituting for one regular teacher, at **\$125.00** per day, for 20 consecutive teaching days. On the 21st day, the substitute will obtain long-term status **at \$140.00** per day until the long-term status ends. The substitute may use three unpaid days of personal illness without losing long-term status.

Any excessive absences results in loss of long-term assignment.

Workday Summary

During your employment with Pleasant Valley School District you will have to adapt to many schools, each with its own unique requirements. Please remember that when reporting to an assignment you need to report to the main office promptly and at the designated time. You need to arrive 15 minutes before school starts and use that time to “prep” and use the 15 minutes after to “clean-up.”

Request information regarding procedures, room assignment, materials, lesson plans, special policies, class attendance sheets, seating charts, records and other scheduled duties performed by the regular teacher. **On minimum days substitute teachers are not to leave the schools grounds until they have checked with the school office for any additional assignments.**

Finally, remember that you are an important member of the school faculty, and as such should conduct yourself accordingly in a professional manner. Should you need to cancel a substitute assignment, please cancel the assignment as soon as possible via the **ReadySub** system but no later than 6:00 AM on the morning of the assignment. Failure to do so may result in documentation of a No Call/No Show report.

Your workday will closely mirror the duty day of the teacher you are replacing. However, since you are not required to “prep” for additional classes as a regular teacher would, unless you have a long-term assignment, administrators may call upon you to perform additional work-related duties during the regular teachers prep period. As such, this means you may be instructed to substitute for another class. Since you will be paid according to half-day and full day pay schedules, leaving the premises is prohibited. If an emergency arises which requires you to leave school grounds during your assignment, please contact an administrator for direction.

Completing an Assignment:

- Please leave the classroom in good order.
- Never collect money from students. NEVER leave money in a desk or classroom. For further information, contact the school office.
- Please check with the office concerning the disposition of special equipment.
- When your assignment has been completed, report to the main office at the end of the school day to accomplish the following:
 - Inquiries as to the need of your services for the following day.
 - Return of information and any keys provided to you regarding your assignment.
 - Verify and sign Substitute Daily Report

Notification of Reasonable Assurance

You are hereby notified that you have reasonable assurance to return to work as a substitute after the close of all holiday and recess periods during the school year. Your services will not be needed during the recess periods unless you are notified in writing.

We are required by law to inform you that you may file an Unemployment Insurance (UI) claim during school recess periods. If you choose to file a claim, your entitlement to benefits will be determined by the Employment Development Department (EDD) and not by this school district. If you are not rehired after the recess period, you may be entitled to UI benefits retroactive to the date you filed an initial UI claim, if you are otherwise eligible and you filed a claim for each week, and if a claim for retroactive benefits is made within 30 days of the start of the next school year/term. If you have any questions concerning UI benefit eligibility, please contact the Employment Development Department at 800-300-5616 or visit their website at www.edd.ca.gov/eddhome.htm

If you file a UI claim, the following address should be written on your claim form:

Pleasant Valley School District C/O TALX UCeXpress
PO Box 23020
Oakland, CA 94623-2302

Classroom Management Tips

Advice from a retired school principal and veteran school psychologist

1. **Your mantra: Don't take the bait!** Some students can be savvy at trying to take the class off task. Acknowledge the comment or behavior and redirect the class back to the task at hand. Do your best not to react emotionally to distractions.
2. **Dress the part.** As a substitute teacher you will be on stage all day long. Be mindful of what you wear and the signal that it sends to students. We recommend "business casual." There is no need to wear a suit, but if you show up dressed in sweats students may think that you are not serious about your work.
3. **Everyone (even adolescents) loves predictability.** At the beginning of the period tell students what to expect from the day. Laying out a road map will help them feel more comfortable about where you are going and will give some structure to the day. Tell them how you would like them to behave and what you would like to accomplish together.
4. **De-personalize.** The strength of every 13-year-old is his/her ability to bring you right back to feeling like a 13-year-old yourself. If someone makes a comment about your clothes or appearance do your best not to let it rattle your confidence. Acknowledge the comment and redirect the student back to the task at hand.
5. **Don't embarrass them.** Students have a constant "imaginary audience" and always feel like they are on stage and everyone is looking at them. If they are embarrassed, they think everyone noticed and feel compelled to respond. It is tempting to shame students into completing their work. Pride is very important during adolescence and the minute you embarrass a student you have escalated the situation and lost that student for the day.
6. **Hands off.** When an altercation occurs, the slightest touch can dramatically escalate the situation. Keep your hands off and if you are faced with a situation you can't handle seek help from the school office staff or the neighboring teacher. Never leave the students unattended.
7. **Orderly environment.** Students respond to the physical environment around them. If you walk into a new classroom and notice the space is particularly disorderly, it is absolutely worth taking the time to do a little straightening. It will go a long way. Be careful not to disturb the teacher's materials, stick to things like straightening the rows of desks.
8. **Focus on the positive.** Even if you are shaking in your boots, put on a big smile and greet students with a positive tone. It will disarm most students and set the tone for a smooth day. Students of all ages feed on positive attention, but adolescents don't receive a lot of praise. In your introduction tell students that you love working with students their age or that you particularly like their school.