

SUBSTITUTE TEACHER HANDBOOK



DRAFT

Table of Contents:

| | |
|--|--------|
| HANDBOOK FLEXIBILITY AND COMPLIANCE DISCLAIMER | 2 |
| PRIMARY CONTACTS SITE OFFICE MANAGERS | 3-4 |
| OSD STUDENT PROFILE | 5 |
| EMPLOYMENT QUALIFICATIONS AND REQUIREMENTS | 6 |
| CALIFORNIA TEACHING CREDENTIALS | 6 |
| Tuberculosis Clearance | 6 |
| JOB Description | 7 |
| WELCOME! | 8 |
| WORK ACCOUNT ACTIVATION | 9 |
| EXPECTATIONS FOR SUBSTITUTE TEACHERS | 10 |
| GUIDELINES FOR SUBSTITUTE TEACHING: THINGS TO DO | 11 |
| Actions to Avoid | 12 |
| Classroom Management Suggestions | 13 |
| CHECK-OUT PROCEDURE: | 14 |
| SUBSTITUTE ASSIGNMENTS | 155 |
| FRONTLINE ABSENCE MANAGEMENT | 166 |
| Scheduled Assignment Cancellation: | 17 |
| Paid Sick Leave and Time Off for Substitute Teachers: | 17 |
| PAYROLL AND SALARY INFORMATION | 17-18 |
| Paychecks | 19 |
| SUBSTITUTE/EXTRA HELP CERTIFICATED EMPLOYEES' PAY | 20-21 |
| HEALTHY WORKPLACES/HEALTHY FAMILIES ACT OF 2014 | 22 |
| LENGTH OF WORKDAY | 233 |
| TRAINING & DEVELOPMENT | 233 |
| CREDENTIAL RENEWAL | 244 |
| LEGAL GUIDELINES AND OSD POLICIES | 245 |
| IDENTIFICATION BADGES | 25 |
| Dispensing Medicine | 25 |
| Dress And Grooming | 25 |
| Mandated Trainings | 26 |
| Employment at will statement | 27-29 |
| Sexual Harassment Policy (BP 4119.11) | 30 |
| Title IX: | 31-36 |
| EMPLOYEE HEALTH AND SAFETY | 367-40 |
| LOCKDOWN | 41 |
| Earthquake | 42 |
| APPENDIX | 43 |
| 2024-2025 SCHOOL CALENDAR | 43 |
| School Sites Locater | 44 |
| OSD School Sites | 45 |
| OSD Schools Schedule | 46 |
| Bell Schedule Links: | 47 |
| Frequently Asked Questions | 488-49 |

Handbook Flexibility and Compliance Disclaimer

This Substitute Teachers Handbook is provided for informational purposes and is subject to change at any time without notice. The content herein may be revised, updated, or amended to align with district policies, as well as local, state, and federal laws.

The Oxnard School District recognizes the dynamic nature of educational environments and the need to adapt to evolving regulations and guidelines. As such, the information contained in this handbook may be modified to ensure compliance with the latest legal requirements and district policies.

Substitute teachers are encouraged to stay informed about updates and changes by regularly checking for announcements, updates, or official communications from the Oxnard School District. It is the responsibility of substitute teachers to familiarize themselves with the most current version of the handbook and adhere to any modifications that may be implemented.

The Oxnard School District reserves the right to make changes to this handbook at its discretion, with or without prior notice. While every effort will be made to communicate changes in a timely manner, it is essential for substitute teachers to remain vigilant and proactive in staying informed about any modifications that may affect their roles and responsibilities.

By using this Substitute Teachers Handbook, substitute teachers acknowledge and agree to be bound by the most recent version of the handbook, including any revisions or updates made in accordance with district policies, local, state, and federal laws.

Oxnard School District strives to provide accurate and up-to-date information in this handbook but cannot guarantee that changes will be communicated individually to every substitute teacher. Therefore, it is advisable for substitute teachers to regularly review the handbook and seek clarification from the Oxnard School District if any questions or concerns arise regarding its content or changes made thereto.

Your commitment to staying informed and adapting to changes is greatly appreciated.

Dr. Natalia Torres

*Assistant Superintendent Human Resources
1051 South A, St. Oxnard CA, 93030
805-385-1501 Ext 2051*



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For all substitute inquiries, contact certsubs@oxnardsd.org. If your question is specific to a team member, please reach out to them directly for personalized assistance.

OSD Student Profile

Oxnard School District students will be promoted from our schools with the following traits:

Innovator

Students will be creative writers, successful readers and mathematical thinkers; able to create, design, and apply new knowledge in a variety of contexts.

Problem Solver

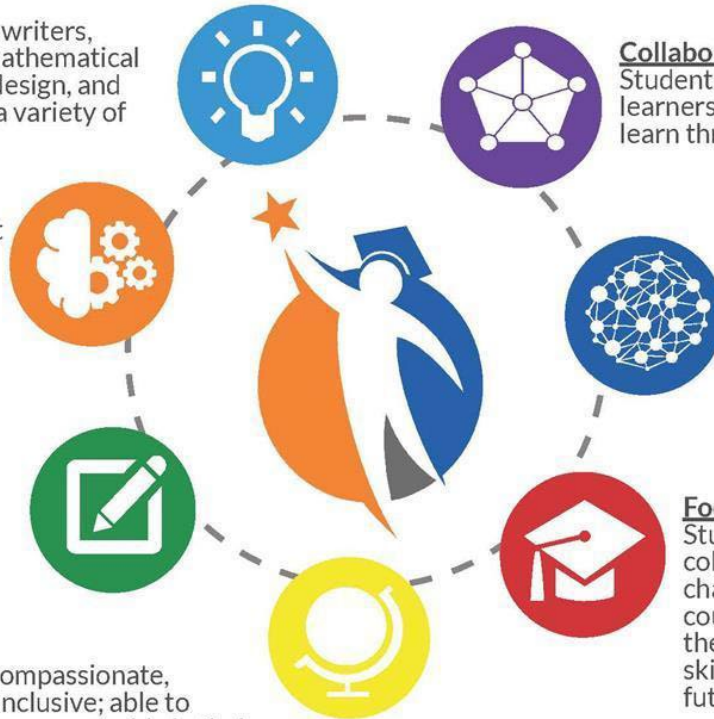
Students will be confident and solution oriented; able to demonstrate a growth mindset and advocate for themselves and for others.

Achiever

Students will be able to demonstrate their knowledge on local and state measures in all academic areas.

Global Thinker

Students will be compassionate, multilingual, and inclusive; able to understand and to convey pride in their identity, heritage, and history.



Collaborator

Students will be collaborative learners; able to communicate and learn through and with others.

Digital Learner

Students will be technologically, artistically, academically and linguistically prepared to succeed and to lead.

Focused on the Future

Students will be high school, college, and career ready; challenged to select rigorous courses and equipped with the tools, knowledge, and skills to be prepared for the future.

Employment Qualifications and Requirements

Our Human Resources department is a dedicated team that selects and hires the best talent in the field of education to join our team. Our primary objective is to attract highly skilled and experienced professionals with exceptional qualities that are dedicated, hard-working, innovative, and passionate about excellence.

We understand that our employees are our most valuable asset, so we prioritize and value the recruitment and onboarding process. We use a rigorous selection process that evaluates candidates based on their qualifications, experience, and potential to impact our students and the organization positively.

We take great care to ensure that our new hires are seamlessly integrated into our organization and receive the support they need to excel in their roles. In addition, our onboarding process is designed to provide our employees with the necessary training and resources to thrive in our dynamic and challenging work environment.

We believe that by attracting the best talent and investing in their development, we can provide our students with the highest level of education and prepare them for success in the real world.

California Teaching Credentials

The OSD Human Resources Department requires all substitute teachers to provide official transcripts of any college-level coursework they have completed, verification of passing the CBEST exam (if available), possession of a valid California Teaching Credential or an Emergency 30-Day Substitute Permit, and documentation of tuberculosis clearance.

The Commission on Teacher Credentialing ([CTC](#)) in California issues a 30-day Emergency Substitute Teaching Permit to eligible individuals who meet specific [requirements](#). According to the CTC, an Emergency Substitute Teaching Permit authorizes the holder to serve as a day-to-day substitute teacher in any classroom, kindergarten through grade 12, including all core academic subjects and all grades or classes in preschool programs operated by school districts. The validity of permits is limited to one year. During the school year, permit holders can serve as substitutes for a maximum of 30 days for any individual teacher, except for special education classrooms, where the permit holder may only substitute for up to 20 days for any one teacher.

A 30-day Emergency Substitute Teaching Permit can be renewed yearly on the [CTC website](#).

If you have any inquiries related to your credential, please address them to the Credential Technicians in our Certificated Human Resources Team.

Tuberculosis Clearance

According to California law, school personnel who work with children and community college students must be free of tuberculosis (TB) infection. As part of this requirement, all OSD employees must present a negative TB test result that is no more than 4 years old, and they can obtain a TB Voucher for this purpose. For additional details, please visit www.ctca.org.

JOB Description

A substitute will possess the following personal qualities:

- Ability to meet district standards for physical and mental health.
- Evidence of good moral character.
- Satisfactory recommendations from training supervisors or other professionals who have observed the candidate's personal characteristics, academic achievement, and job-related performance.

The district may find alternatives to the above qualifications appropriate and acceptable.

1. Reports to the principal/school office manager upon arrival 15 minutes before the official school opening.
2. Follows the established routines and procedures of the school and classroom to which they are assigned.
3. Teaches the lessons outlined and described in the lesson plans provided by the absent teacher.
4. Assumes responsibility for overseeing pupil behavior in class and during lunch and recess periods.
5. Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.
6. Assumes all the after-school duties of the absent teacher, up to the 8-hour duty day, as directed by the principal and/or learning director. Remain in the assigned classroom at least 15 minutes after the official school closing or until dismissed by the principal or learning director.
7. Writes about work completed at the end of each teaching day and leaves it for the regular classroom teacher.
8. Reports to the principal/school office manager at the conclusion of the teaching day and verifies whether their services will be required the next teaching day.

Comments and Other Information

Reports to: Principal Duty days are determined at the administration's discretion as needed with a salary established by the Board of Trustees.

Evaluation:

The principal will evaluate and assess the substitute teacher's performance in accordance with the provisions of Education Code 44660-44665 and Oxnard School District Board Policy 5450.

Welcome!

Welcome to the Oxnard School District (OSD). We are excited to have you join us on our mission to IGNITE, TRANSFORM, NURTURE, and EMBRACE the potential of our students and our community.

At OSD, our mission is to IGNITE students' passions for learning and empower them to achieve brilliance. We strive to TRANSFORM our classrooms and school expectations, relationships, and practices to align with our values more fully. We work to NURTURE caring communities that develop our students' full identities, linguistic/cultural/academic excellence, social-emotional health, and life potential. We embrace high-leverage services and approaches that translate our values into action.

We believe that every member of our organization plays a critical role in achieving our mission, and we encourage you to become an active participant in this journey. Whether you are a teacher, administrator, or support staff member, your contributions are essential to our success.

We are committed to providing a supportive, collaborative environment promoting creativity, innovation, and excellence. We hope you take pride in being part of OSD's mission and vision and strive to IGNITE, TRANSFORM, NURTURE, and EMBRACE our community's potential.

Once again, welcome to OSD, and we look forward to working with you to achieve our mission and vision!

Please take time to review the policies contained in this handbook. If you have questions, please ask your supervisor or contact the Human Resources (HR) department.

Best Wishes,
Certificated Human Resources Team

Work Account Activation

Tech Access to OSD platforms: We are pleased to inform you that a new work email account has been assigned to you. This email account is crucial for your seamless integration into our technological ecosystem. In addition, it will serve as the primary channel for all future communication and access to OSD platforms related to your work. Kindly refer to your "Welcome Letter" to obtain your new work email address, employee ID, and detailed instructions for activating your account. A sample excerpt is provided below for your reference.

Employee Information:

Your employee ID (PSL) is 12345

To activate your account, please follow these steps:

1. Go to: <https://emailchoice.oxnardsd.org>
2. Enter your email address: example23@oxnardsd.org
3. Enter the temporary password provided below: - Your initial password would be the 3 first letters of your birth month 2 digits for the day, and 4 for the year (Example: Aug231998). Be sure to capitalize the first letter of your birth month.
4. Click "Sign in"
5. Follow the prompts to create a new password and set up your account.

Once you have completed these steps, you will be able to access your email account and start using it for all your work communication and applications. If you have any questions or need assistance, please don't hesitate to reach out to our IT department at 805-385-1501 Ext 2100 or support@oxnardsd.org

EXPECTATIONS FOR SUBSTITUTE TEACHERS

As a substitute teacher, it is essential to fulfill certain responsibilities:

- Keep in mind that your primary duty is to teach the students and not engage in personal activities such as reading newspapers or using electronic devices for non-instructional purposes.
- Refrain from using your cell phone for calls or texts during instructional time, except during non-instructional times such as lunch or breaks.
- Obtain written authorization from the principal's office before permitting a student to leave the school premises or releasing them to an adult during the school day.
- Be punctual and arrive on time.
- Be ready to teach the lesson plans provided by the absent teacher.
- Exhibit enthusiasm, humor, flexibility, honesty, and a clear objective, but maintain control over the classroom and your conduct.
- Demonstrate a professional, comfortable, and tasteful dress code.
- Adhere to high ethical standards.
- Respect the Oxnard School District's smoke-free policy by not smoking on campus or work sites. (Refer to the District No DRUGS Policy for more details)
- Ensure all supplies and equipment are returned and stored properly, and the classroom is organized.
- Close windows, turn off lights and lock classroom doors before leaving.
- Return keys and necessary materials to the school site Office Manager. **Do NOT** take classroom keys home with you.
- Confirm with the Office Manager about the possibility of continuing the assignment.
- Sign and date your timesheet and request a copy from the office manager before leaving the school site.

GUIDELINES FOR SUBSTITUTE TEACHING: THINGS TO DO

- Arrive early.
- Inform students of your expectations and rules right away.
- Be aware of safety and fire drill procedures.
- Follow the teacher's lesson plans.
- Use positive classroom management techniques to get students' attention, such as:
 - counting, using a timer, raising your hand, having students clap or snap after you to repeat your pattern,
 - having students respond with a phrase (Teacher says: "Class, class" students respond: "Yes, yes."),
 - having students earn letters for good behavior by spelling out a word on the board as an incentive/reward for positive and appropriate behavior (e.g., "free time," "game," or "recess").
- Praise good behavior to help manage the classroom effectively.
- Follow the seating chart or make your own if necessary.
- Use appropriate rewards but **avoid** giving food or candy to students.
- Seek assistance from the principal or office if needed.
- Set the deadline for assignments to be at the end of the period. Unless instructed otherwise by the teacher.
- Have students copy from the board if appropriate.
- Give points for participation.
- Greet support staff and establish their roles.
- Have extra plans ready in case you need them.
- Establish special privileges like line leader or P.E. captain.
- Bring extra pencils for students to use (The site office manager can help provide them).
- Follow bathroom procedures.
- Whenever it is possible, take the opportunity to introduce yourself to the teachers in the neighboring classroom.
- Avoid confrontations.
- Leave a note for the teacher at the end of the day.
- Accompany elementary classes to recess and lunch.
- Know the dismissal procedures for elementary students.
- Check with the site office manager about recess or other duties.
- If a student vomits or bleeds in the classroom, notify the office immediately so that it can be cleaned appropriately.

Report any suspected child abuse or neglect to the administration or secretary and file a report as a mandated reporter in compliance with CA child abuse reporting guidelines ([Child Abuse Identification & Reporting Guidelines For more information refer to Page 30](#)).

Actions to Avoid

- Avoid yelling at the whole class or a student, as it is an ineffective way of gaining their attention.
- Refrain from using derogatory or inappropriate language to discipline students.
- Avoid throwing objects to grab the class's attention.
- Stay calm and composed before taking disciplinary actions and seek help if necessary.
- Avoid using a student's name on the board as a corrective measure in upper elementary or junior high grades, as it may not be effective for this age group.
- Do not use worksheets with fill-in-the-blank activities, as students can finish them quickly and then become idle.
- Refrain from discussing controversial topics.
- Do not use the classroom computer for personal internet access.
- Avoid conducting any personal business during instructional time.
- Do not discuss your personal life or business with students.
- Avoid using your cell phone during work hours, except during lunch breaks.
- Do not leave the classroom unattended; contact the office for assistance if necessary.
- Follow the lesson plans left by the teacher, and do not create your own.
- Refrain from commenting to parents regarding a student's disability, condition, or personal hygiene.
- Do not take the classroom key home.
- Do not allow students to take any medication in the classroom.

Classroom Management Suggestions

As an educator, it is important always to maintain a professional demeanor. Adhering to the following suggestions will help you with classroom management and enable you to achieve a productive and positive experience for yourself and the students.

1. Dress appropriately, be pleasant, and appear confident.
2. Start the day by establishing clear expectations and reviewing the classroom rules and procedures already in place. Then, establish 1-2 daily rules to reinforce expectations, such as being respectful or productive.
3. Model appropriate behavior and have a positive attitude. Your first words and actions set the tone for the day.
4. Always ensure the safety of the students, and do not leave them unattended at any time.
5. Keep all students in class until the bell rings. Do not release students early.
6. Maintain established routines and time schedules. To facilitate smooth transitions between activities, it is recommended that you inform students of the deadlines for completing their assignments.
7. Show genuine enthusiasm and treat every student's input as valuable. Praise positive behavior before correcting negative behavior.
8. Eliminate problems by asking questions in a way that only one student will answer or by having students raise their hands.
9. Handle problem situations when they occur. Never degrade students; always deal with the individual student, not the group. Listen to all sides of the story and focus on the problem.
10. Utilize conservative, non-controversial, and acceptable language while avoiding using offensive or inappropriate language such as foul, vulgar, or sexually suggestive.
11. Restrict physical contact with students, such as laying hands or pushing, as it is strictly prohibited. In the event of a behavioral situation that necessitates the restraint of a student, immediately inform the supervising administrator.
12. Under no circumstances is the use of **corporal punishment or physical contact** by a teacher with a child allowed.

First Day on Site Protocols

Check-In Procedure: To ensure a smooth check-in process, please arrive punctually, at least 15 minutes before the scheduled start time of the student's day. If possible, arrive early to allow yourself ample time to familiarize yourself with the campus, locate the classroom, and review the instructional materials. Upon arrival, please proceed to the main office and present your identification badge to the school staff. It is important to identify yourself and inform them of your assignment, mentioning the absent teacher's name you are covering for.

Next, check in with the office manager at the school site. They will assist you in filling out your timesheet and provide you with a substitute folder. Please note that the contents of the substitute folder may vary slightly across schools, but it will contain all the necessary resources to complete your assignment successfully. Typically, the substitute folder includes classroom keys, copies of lesson plans, if required, a laptop, health passes, hall passes, a class roster for attendance, the bell schedule, an inclement weather schedule, a school map with directions to your classroom, an evacuation map, procedures for lockdowns, fire, and earthquake protocols, off-site evacuation procedures, and student behavior referral forms.

You will also receive your daily schedule, highlighting the designated lunch and preparation period for junior high schools. Please be aware that check-in procedures vary slightly from school site to school.

Check-Out Procedure: While the check-out procedure may vary slightly across school sites, there are some standard guidelines that all substitute teachers should follow to ensure an organized and efficient check-out process at the end of their assignment. Here are the steps to follow:

1. **Provide a Detailed Report:** It is essential to write a comprehensive report for the teacher detailing what occurred in the classroom during their absence. The information should include a summary of completed or unfinished work, reasons for any unaccomplished tasks, feedback on student behavior (both positive and negative), and any other pertinent information that would assist the teacher.
2. **Complete Classroom Tasks:** Complete Classroom Tasks: at the end of the day after dismissal, utilize the remaining time to correct papers and tidy up the classroom. Once you have completed these tasks, leave the lesson plans and teacher's report on their desk.
3. **Return School Equipment:** Remember to return any classroom or restroom keys, the substitute folder, and a laptop if you received one at the beginning of the day. Sign your timesheet and request a signature from the office manager for your completed assignment.

Substitute Assignments

Day-to-Day Substituting

Day-to-Day allows substitutes to accept assignments on our automated absence management system, Frontline, based on availability, making it a very flexible and prevalent option.

Floater substitutes

Floater are employed on a full-time basis and receive a long-term pay rate. They can work at multiple school sites as required, but their annual workdays are limited to a maximum of 135. They must report to an assigned site daily but may be called upon to work at a different location if necessary. Any such requests will be communicated to them via the **Frontline**. They must check their Frontline account daily before leaving home to stay informed of any updates or notifications regarding their assignments.

The Long-Term Substitute

The long-term category is for substitutes assigned to fill in for a teacher for more than 15 consecutive days. Substitute Teachers seeking TPSL pay on a long-term assignment must have a Teaching Permit for Statutory Leave (TPSL). The OSD recommends reliable and eligible substitutes for TPSL certification as needed. However, it is important to note that even with [TPSL certification](#), a substitute teacher is not guaranteed a long-term assignment throughout the year. At the end of a TPSL Long-Term assignment, if there are no available long-term assignments, the TPSL Sub may return as a day-to-day sub or a floater.

TPSL Pay Clarification

Vacant positions are not eligible to be paid at TPSL rate. Additionally, it's important to note that TPSL certification or full credentialing as a substitute does not automatically guarantee TPSL pay for all long-term assignments. The compensation for long-term assignments can vary, and not all assignments may qualify for payment at the TPSL rate. For instance, if you initially accepted a TPSL assignment with an estimated duration of 30 days or more, but the assignment is shortened due to the return of a regular teacher, the decision regarding TPSL payment will be at the discretion of the Certificated HR Director.

Conversely, if your assignment was initially considered ineligible for TPSL payment but later becomes eligible, you will receive retroactive payment. It's important for substitute teachers with TPSL certification or full credentials to be aware that the determination of payment rates for long-term assignments is subject to specific circumstances, and the final decision rests with the Certificated HR Director

Assignment Modification Notice

The *length of long-term assignments* may be changed based on the availability of the regular teacher or at the discretion of the Human Resources department. These assignments usually have flexible timelines and can be modified without prior notice. However, any assignment modifications will be communicated through the Frontline absence management system. Therefore, if your current assignment is extended and you cannot continue during the extended period, please notify the Human Resources department promptly. This policy applies to both TPSL and non-TPSL long-term assignments.

Frontline Absence Management

After creating your Frontline account using the invitation link, you can access the resources below to help you assign yourself to any available jobs on the platform. Here are some useful links for Frontline:

- [Frontline Absence Management Login](#)
- [Frontline Substitute Trainings Home](#)
- [Frontline Written Guide- With Illustrations](#)
- [Substitute Basic Training Video](#)
- [Substitute Advance Training Video](#)
- [Phone Call Absence Management Video](#)
- [Choosing Preferred Schools](#)

For any Frontline technical support, last-minute cancellations, or other general queries, please reach out to us at certsubs@oxnardsd.org or by phone (805)385-1501 Ext 2050.

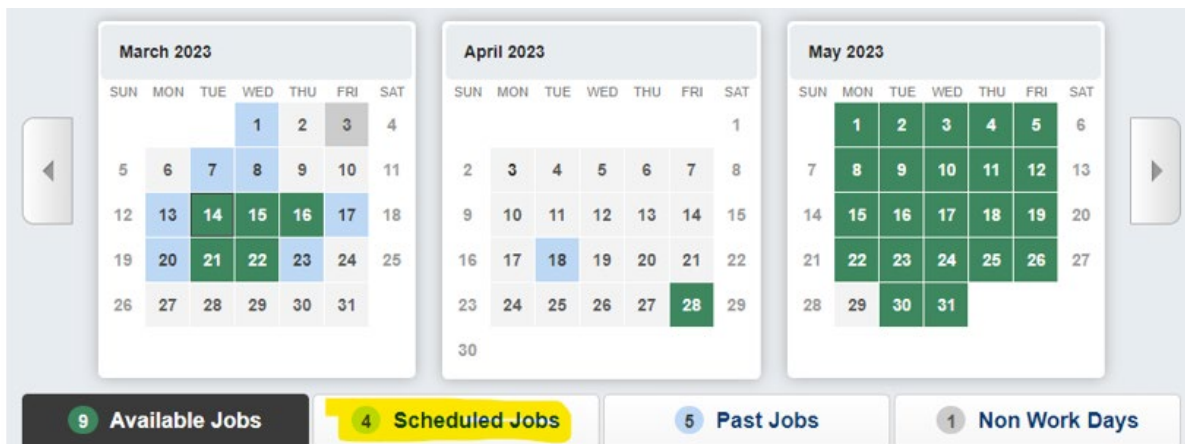
Substitute Attendance & Work Policies

Job Cancellation: You can cancel your scheduled jobs as a day-to-day substitute. However, we ask that you notify the school site and the HR Dept. as soon as possible if you need to cancel a job, especially if it begins in less than 24 hours. While we understand that emergencies can arise, we appreciate your effort to give ample notice.

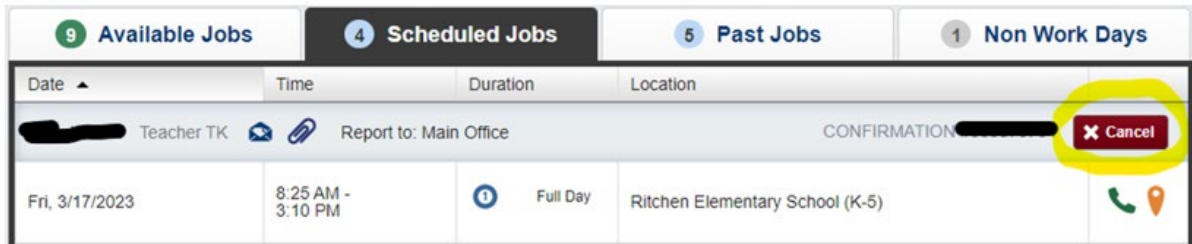
The same policy applies for floater substitutes, except they cannot cancel assignments on Frontline by themselves. Instead, they should contact HR and/or the site to request a cancellation.

To cancel a job on the Frontline absence management platform, follow these steps:

1. Navigate to the homepage of your Frontline portal and locate a screen similar to the one shown below.
2. Click on the "Scheduled Jobs" option to view all the scheduled jobs assigned to you.



- After clicking the "Scheduled Jobs" option in Step 2, you will be directed to a screen displaying all your assigned jobs. To cancel an assignment, locate the "Cancel" tab and click on it.



Scheduled Assignment Cancellation: If the teacher you are substituting for or the school district cancels your assignment, you will receive prompt notification through a phone call and an email from Frontline. You must acknowledge these notifications promptly to ensure you can schedule other substitute jobs, thereby maximizing your opportunities for work and avoiding any potential scheduling conflicts.

If you arrive at an assigned job and find out that the district has canceled it without prior communication or miscommunication, please notify the school site office manager or contact Certificated HR if you encounter any issues. Our team will try to find a suitable replacement assignment for you if one is available. However, please be aware that there may be instances where this is impossible, and it is important to remain flexible.

Please note that if you decline a replacement assignment, the district is not obligated to provide payment for the day. However, if the district does not have any available assignments, you will receive half-day pay as compensation for the inconvenience caused by the cancellation.

Late Arrival: If you are tardy by 20 minutes or more, the office manager retains the authority to replace you with another substitute teacher. Additionally, the school site may issue a "Notice of Unsatisfactory Performance" and consequently prohibit you from substituting at their establishment. Therefore, it is imperative to arrive on time to ensure a smooth and satisfactory experience for the students and staff.

Paid Sick Leave and Time Off for Substitute Teachers:

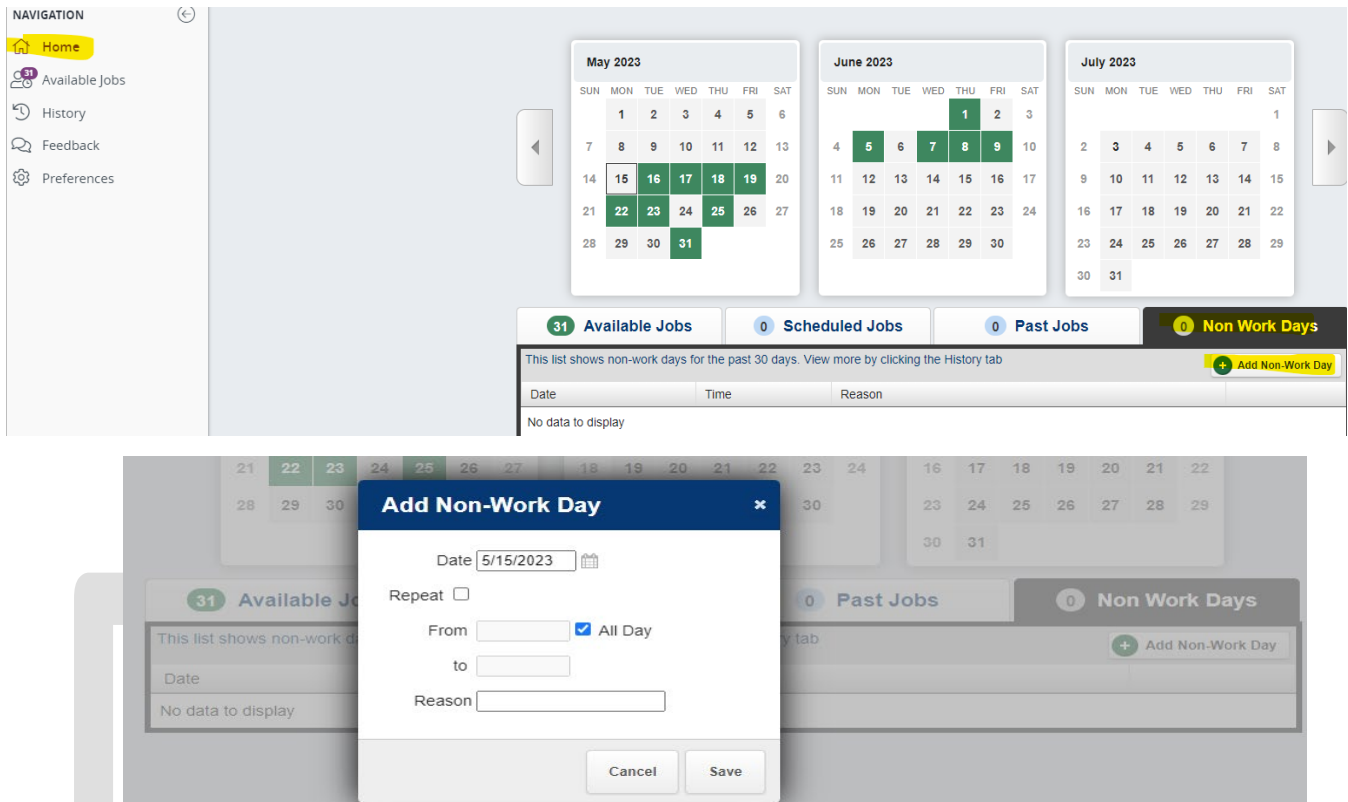
To avoid any issues with your sick leave balance, we recommend that you log in to ERP Portal: <https://myescape.vcoe.org/#/login> or contact your payroll technician to ensure that you have enough sick leave available before using it. This will help you avoid potential conflicts or discrepancies in your time off.

To use sick leave, substitute teachers can only do so when the district has offered an assignment. If you need to cancel or decline an assignment due to illness, you must note the reason as "illness" and add a non-workday on your Frontline calendar. It's also required to report sick days on your timesheet, which will be cross-referenced with the Frontline calendar and the Certificated Sub Desk. If you cannot cancel your assignment in Frontline and/or if the notification is 24 hours or less email us at certsubs@oxnardsd.org.

When completing the timesheet, include the date and classification, the name of the teacher you were substituting for, and indicate whether it was a half or full day of the offered assignment. If applying for reasons specified under AB1522, mark "Ill/Sick" under the "Substituted for" column. For further details, please refer to the Healthy Workplace Family Act (AB1522) on Page 23.

To schedule a non-workday, click on the home tab, as highlighted in the first illustration below. Then, click the non-work days option on the far right, followed by the " + Add non-work day" button. This will

prompt a dialog box, as shown in the second illustration.



No call, no show: No call, no show is a serious violation of our substitute teacher policy. It is the responsibility of all substitute teachers to inform the school administration as soon as possible if they are unable to attend work. Failure to do so can cause significant disruptions to the district's operations and have a negative impact on student learning.

To maintain high standards of professionalism and reliability, our district has a no call no show policy that includes the following consequences for repeated offenses:

1. First offense: The substitute teacher will receive a verbal or written warning and may be asked to provide a written explanation for their absence.
2. Second offense: The substitute teacher will be blocked from all OSD assignments for up to 14 days without pay.
3. Third offense: The substitute teacher will be subject to disciplinary action, up to and including termination of employment.

We understand that unforeseen circumstances can arise and encourage substitute teachers to communicate with us immediately in an emergency. However, repeated no-call, no-show incidents demonstrate a lack of reliability and commitment to our district's values, which we take very seriously. Please be aware that the district/school administration will closely monitor any incidents of no-call no-shows and reserves the right to take appropriate action as necessary to ensure the smooth running of our operations and maintain the highest standards of professionalism.

Payroll and Salary Information

Myescape Account Registration

Please create your [mysescape](#) account; refer to the myescape first-time account registration guide for instructions on creating your account and getting started by accessing the resources below. [mysescape first-time account registration guide.](#)

- Paystubs
- State and Federal income tax withholding changes
- View W2
- Update personal and emergency contacts.
- TB and Credentials expiration date.
- Address Changes

Paychecks

- Salary payment is made on the last working day of the month. Therefore, the pay period will be from the first through the last day of the previous month (i.e., a check dated September 29 would be for the pay period of August 1—August 31).
- Please make sure to get your time sheet signed daily by the site supervisor and submit your timesheet on the last day of the month to any school site office or with the payroll department at the district office. To avoid delay in processing your timecard to be paid, all timecards are due to payroll no later than the 7th of every month.
- If you do not have direct deposit set up, you can pick up your check from the district office reception lobby between 12:00 pm and 4:00 pm on the last business day of the month. If you cannot pick up your check, it will be mailed to the address on file on the same day.

For any specific [payroll](#)-related questions, please feel free to contact our payroll department via email at payroll@oxnardsd.org or by phone at 805-385-1501 ext. 2460.

Your Payroll Point of Contact:

Ricardo Torres

Last name begins with **A - E**
Senior Payroll Technician
805-385-1501 ext. 2462
rtorres@oxnardsd.org

Karen Alvarado

Last name begins with **M - Q**
Payroll Technician
805-385-1501 ext. 2471
kalvarado@oxnardsd.org

Sara Vazquez

Last name begins with **C, H, R, S**
Payroll Technician
805-385-1501 ext. 2465
svazquez@oxnardsd.org

Desiree Jara

Last name begins with **F - L**
Payroll Technician
805-385-1501 ext. 2465
djara@oxnardsd.org

Monica Esparza

Last name begins with **T - Z**
Payroll Technician
805-385-1501 ext. 2463
mesparza@oxnardsd.org

SUBSTITUTE/EXTRA HELP CERTIFICATED EMPLOYEES' PAY

Substitute certificated personnel will be paid in accordance with the following provisions:

A. Daily Rate-Each person employed, as a substitute, certificated employee shall be paid at the

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rate of **\$200** per day for each full day of service, except when classified as a long-term substitute. Substitutes at the intermediate school or assigned in 6th -8th grade at a K-8 school will be required to teach five periods (excluding advisory). If requested to teach a sixth period, substitutes will be paid one-fifth their daily rate for teaching the sixth period.

B. Half-Day Rate-A substitute certificated employee paid for each half day worked (or portion thereof) will be paid **\$ 110**. Half-day is defined as four (4) hours or less.

C. Long-Term Rate-When a substitute assignment is to be made for 15 consecutive days or more for the same certificated employee, the substitute shall be paid an additional amount of **\$25** per day (non-retroactive) beginning with the fifteenth *consecutive* day. Beginning with the 61st consecutive day in the same assignment, the substitute will be paid his/her contract rate of pay. Use of Accrued paid sick leave will not constitute a break in service.

D. Teaching Permit for Statutory Leave (TPSL)/Credentialed (Preliminary or Clear)

Substitute Teacher-Rate of pay for this assignment will be Class B, Step 1 of the Certificated Teacher Salary Schedule. Substitutes holding a TPSL permit/Teaching Credential and placed in an assignment not requiring a TPSL permit/ Teaching Credential will be paid **\$200** per day (30 days or less for general education assignments and 20 days or less for special education assignments).

E. Retired Oxnard School District Teacher Rate. Retired Oxnard School District teachers will be compensated at the rate of **\$235** per day

E. Administrative Substitute/Administrative Designee Pay. Administratively credentialed (or so qualified) teachers or certificated support personnel who are covering for an administrator will be compensated as follows:

a. Regular daily pay plus an additional two hours at the current schedule II hourly (put on separate time card)

b. Hours worked **in excess of 8 hours** for that day will be paid an additional \$50 per hour (also on the same separate time card as “a.” above – the substitute who covers the teacher’s class will receive his/her regular substitute rate of pay).

c. An administrator who covers **summer school or intersession** will be paid at his/her per diem rate.

c.1 A teacher or certificated support personnel with an administrative credential will be paid his/her agreed upon summer hourly pay rate.

If a teacher or certificated support personnel covers a site for a full day, but does not have an administrative credential, he/she will be paid for a minimum of 8 hours, at \$50.00 per hour, plus \$50.00 per hour for every hour over 8 hours.

F. Retired Administrators. Credentialed retired administrators will be paid at the rate of Elementary Principal assignment or Elementary Assistant Principal equivalent to the position covered. Please refer to the Certificated Management compensation plan.

G. Oxnard Supportive Services Association (OSSA) Substitute Pay. When a substitute is assigned for a regular OSSA position, the following will prevail:

- The district will first offer a substitute assignment to an available OSSA bargaining unit member.
- If the substitute is not credentialed in his/her field, the pay will be \$200 day, the current substitute teacher rate of pay.
- If the substitute is credentialed, the pay will be Step 1 of the OSSA salary schedule.

OXNARD SCHOOL DISTRICT

Administrative Procedures Effective: April 17, 2002; Revised: March 10, 2004; December 14, 2005;

Revised: August 30, 2017; June 4, 2018; December 4, 2019; August 3, 2022, June 21, 2023

DRAFT

HEALTHY WORKPLACES/HEALTHY FAMILIES ACT OF 2014 PAID SICK LEAVE

Entitlement:

- An employee who works in California on or after January 1, 2015, for 30 or more days within a year from the beginning of employment is entitled to paid sick leave.
 - Paid sick leave accrues at the rate of one hour per every 30 hours worked, paid at the employee's regular wage rate. Accrual shall begin on the first day of employment or July 1, 2015, whichever is later.
 - Accrued paid sick leave shall carry over to the following year of employment and will be capped at 48 hours. However, subject to specified conditions, if an employer has a paid sick leave policy that provides no less than 24 hours of sick leave, no accrual or carryover is required if the full amount of leave is received at the beginning of each year in accordance with the policy.
 - OSD ISP's and Campus Assistants will be granted three sick days upfront – no carryover will apply
 - All other part-time non contractual employees will earn sick leave at the rate of one hour for each 30 hours
- Usage:**
- An employee may use accrued sick leave beginning on the 90th day of employment.
 - An employer shall provide sick leave days upon the oral or written request of an employee 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.
 - An employer may limit the use of paid sick leave days to 24 hours or three days in each year of employment.
 - To utilize the sick leave benefit, the employee must call the Sub Request Line (805) 385-1503. Do not request a sub but inform the District of your absence. The time sheet is also the employee's responsibility and should reflect the date of the sick day and the number of hours (not to exceed the regular hours of the assignment) for which you are claiming a paid sick day. The time sheet will be verified against the sub-system, so employees wishing to utilize the benefits must call the sub-system at the above phone number.

Retaliation or discrimination against an employee who requests paid sick leave uses paid sick leave, or both are prohibited. In addition, an employee can file a complaint with the Labor Commissioner against an employer who retaliates or discriminates against the employee.

For additional information, you may contact your employer or the local office of the Labor Commissioner. Locate the office by looking at the list of offices at <http://www.dir.ca.gov/dlse/DistrictOffices.htm> using the alphabetical listing of cities, locations, and communities. Staff is available in person and by telephone.

Length of Workday

Hours of Work: As a substitute teacher, you will be compensated for the 8-hour shift, irrespective of the student's instructional period. If the assignment is between 3.5 hours to up to 4 hours, it will be considered a half-day, while any assignment that lasts more than 4 hours will be deemed a full day.

On a regular schedule day, most OSD school sites conclude their half-day AM assignments at 11:30 a.m. and commence half-day PM assignments simultaneously. Nevertheless, there may be occasions where report or dismissal times differ due to meetings, special schedules, or other circumstances. Therefore, the school is authorized to keep you for up to 4 hours for half-day assignments. Any assignment that extends beyond this timeframe will be classified as a full day.

Substitute teachers who work for the entire daily session on a minimum day shall receive compensation for a full day. In addition to the minimum day, substitute teachers may be expected to undertake supplementary duties that the absent teacher would typically carry out. It is mandatory to remain at the school site until released. Also always complete the check-out procedure before departing.

If you are a substitute teacher assigned to a school site on a day with early dismissal, such as Wednesday's bank days, or working on a kindergarten assignment, you may need to work until the school's regular dismissal time or an 8-hour day, which is not the same as the kindergarten or early dismissal time on minimum days. Therefore, you should not assume you can leave when the students do. Instead, it is advisable to check with the office to find out if you will be required to cover additional duties.

Training & Development: All mandated or optional training and developmental activities must be completed during your shift following student dismissal, whether on a regular or minimum day. Training may be completed in portions if it requires more time than is available during your shift. Any request for payment for training or official business outside the scope of your 8-hour shift must be approved by your site supervisor or district administrators.

Time Off: If you need to attend to any personal business outside of the lunch hour while you are on assignment, you must request either a full day or a half-day absence. All certificated staff is required to take leave in half-day or full-day increments and may not request time off on an hourly basis.

Prep Periods: Substitute teachers assigned to intermediate schools or to teach 6th-8th grade at TK-8 schools must teach five periods, excluding advisory. They will be paid one-fifth of the daily rate if requested to teach a sixth period. However, the substitute teacher must not leave early without the administrators' approval, even if they have an unsold prep period. If the substitute teacher's prep period is the first or last period of the day, they must arrive on time and leave on time unless they receive approval from the site administrator or office manager. For instance, if the last period is a prep period after lunch, the substitute teacher cannot end their day at lunch unless the school site approves. The substitute teacher's prep period is included in their 8-hour shift.

It is important to note that the substitute teacher is paid for 8 hours in a full-day assignment, and their early dismissal is based solely on the school site's needs. Therefore, the substitute teacher should not expect to be released early every day or on minimum days and early release Wednesdays.

Requirements for Employment Renewal

Credential Renewal

If your TB or credentials expire, your status as a substitute teacher on Frontline will become inactive. It's important to remember that you are accountable for maintaining updated TB clearance and credential information with the district.

The frontline system will send an email notification 90 days prior to your credential/permit and TB clearance expiration date. The expiration date for your permit can be found on the permit/credential available on the Commission website at www.ctc.ca.gov and on myescape. You must renew your credentials before the expiration date to avoid any interruptions in your work schedule and potential delays in your pay. The 30-Day Substitute Teaching permit must be renewed annually, and the substitute teacher is responsible for renewing their permit/credential.

30-day substitute teaching permit holders, Single Subject, Multiple Subject, and Special Education credential holders must renew their permit through the Commission website at www.ctc.ca.gov. After renewing the credential, the substitute teacher should inform the district's certificated human resources division. The renewal process is not automatically notified to the district. To ensure a timely renewal, renewing the credential 30 days before the expiration date is advisable. To renew your credentials, please follow the instructions provided in the link below: <https://www.ctc.ca.gov/credentials/ctc-online-written-instructions>

TPSL Renewal: To ensure uninterrupted substitute teaching, all TPSL substitutes must contact the credentialing team at least 30 days before their credential expiration date. This proactive step will enable the team to process the renewal promptly and avoid potential gaps in your credential status. Please note that failing to contact the credentialing team before the expiration date may result in an inability to continue substitute teaching. Therefore, it's crucial to adhere to this policy and promptly reach out to the OSD Credential Technicians.

Letter of Reasonable Assurance:

Each May, a letter of "Intent" or "Reasonable Assurance" is emailed/mailed to each substitute teacher's email/mailed address notifying you that the District intends to utilize your services for the next school year. You must email or submit your Reasonable Assurance by the date indicated on the letter/email or drop it off at the Human Resources Department. Failure to do so will serve as notification to OSD that you no longer wish to remain employed as a substitute teacher for the next school year, and therefore your accounts will be inactivated.

Suppose you do not receive a letter of intent or reasonable assurance by the end of May. In that case, you must call the Certificated Human Resources Department to verify whether an error has occurred.

Legal Guidelines and OSD Policies

Identification Badges

To ensure the safety of everyone and make it easier to identify individuals who are not authorized to be on campus, the District issues identification badges (cards) to all its staff members. You are required to

wear your badge at all times when you are on District property. If you lose your badge, you can get a replacement by contacting the Human Resources Department. If you have volunteers or visitors coming to your classroom or workplace, they must check in at the main office to obtain a visitor's badge. Please remind them to do so. All employees are expected to wear their District badge every day.

Dispensing Medicine

Unless authorized in writing by a parent or guardian and with the written guidance of a physician, students are not allowed to self-administer any medication while on school premises. However, such medicine may be given by the school nurse acting under the specific written request of the parent or guardian and under the written instructions of the student's physician. This policy applies to all prescription and non-prescription drugs. However, certain medications, such as inhalers, may be kept by the student in the classroom if approved by the school nurse and principal.

Dress And Grooming: [Policy 4319.22](#):

The Board of Trustees believes that appropriate dress and grooming by district employees contribute to a productive learning environment and model positive behavior. During school hours and at school activities, employees shall maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment, and not endanger the health or safety of employees or students. All employees shall be held to the same standards unless their assignment provides for modified dress as approved by their supervisor.

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 5132 - Dress and Grooming)

Mandated Trainings

At the Oxnard School District (OSD), we prioritize maintaining a strong compliance culture where all employees are encouraged to uphold the highest ethical standards. To achieve this, OSD mandates that all staff members complete specific trainings on an annual basis. These trainings are facilitated through Vector Solutions [Target Solutions], a platform we utilize for this purpose. Once you join our team, you will be automatically enrolled in the necessary training modules shortly after onboarding. Therefore, it is vital that you complete the assigned trainings before the specified deadline. Our HR department strictly enforces this requirement, and failure to comply will result in your removal from our substitute teachers list.

For the upcoming 2023/2024 School year, you are required to complete the following six modules. However, please note that additional trainings may be assigned based on district or state policy changes:

1. Drug, Alcohol & Tobacco-Free Workplace
2. Child Abuse: Mandated Reporter Training (EDU) AB1432
3. Sexual Misconduct in Schools (EDU)
4. Anti-Harassment Training for all Employees SB1343
5. School Bullying (EDU) CA AB 2291
6. Recognizing & Preventing Youth Suicide (EDU)

Please ensure timely completion of these trainings, as they are crucial for maintaining a safe and inclusive educational environment.

Follow the instructions below to access your personal Vector Solutions training site:

URL: <https://app.targetolutions.com/oxnardesd>

Username: OSD email address (example: jdoe@oxnardsd.org)

Password: Oxnardtraining1 (Initial Password)

If you need further assistance with activating or accessing your Vector Profile, click on the following link:
<https://www.oxnardsd.org/Page/14570>

Employment at will statement

The District's employment relationship is at-will, which means that either the district or the employee may terminate employment at any time and for any reason, except for reasons prohibited by law. Therefore, school Board policy does not modify the at-will employment relationship. However, some employees, such as those with annual employment or an employment contract, will work for the entirety of the contract.

This policy applies to all OSD employees unless otherwise stated in a written individual employment agreement signed by an authorized employer administrator. It is not intended to create an employment agreement, express or implied, and no other document provided to the employee should be construed as a contract that employment or any benefit will be continued for any specific period of time.

Any salary figures provided to an employee in monthly or daily terms are for convenience or comparison purposes only and do not create an employment contract for any specific period of time. This policy does not interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act (NLRA), including employee communications regarding wages, hours, or other terms or conditions of employment. OSD employees have the right to engage in or refrain from such activities without fear of retaliation or discrimination.

Dismissal from our Substitute System

As a substitute in our district, it is important to adhere to our policies and guidelines outlined in the substitute handbook and meet your supervisor's expectations. Failure to do so may result in an adverse employment action, including but not limited to termination or removal from the substitute system. It is essential to note that if the HR administrators receive three written complaints about a substitute's performance, they may be suspended from service until a conference with the Assistant Superintendent of HR or designee is held. The Asst. Supt. HR has the authority to suspend or dismiss a substitute without three written complaints if it is deemed necessary for the well-being of the students or the district. This includes instances such as not showing up for assigned work and failing to notify appropriate personnel of absences.

Dismissal Due to Inactivity: The Oxnard School District conducts a comprehensive review every 4 to 6 months to identify inactive substitute teachers. Inactivity is defined as not accepting or completing any assignments within the district for a period of 120 to 180 calendar days. Substitutes found to be inactive during this review will have their profiles deactivated. Substitutes who have been inactivated and wish to resume working with our district may need to complete the onboarding process again.

Professional Standards (BP 4119.21)

The Board of Trustees expects district employees to maintain the highest ethical standards, exhibit professional behavior, follow district policies and regulations, and abide by state and federal laws. Employee conduct should enhance the integrity of the district and advance the goals of the district's educational programs. Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill his/her responsibilities and should focus on his/her contribution to the learning and achievement of district students.

- (cf. 0200 - Goals for the School District)
- (cf. 4112.2 - Certification)
- (cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)
- (cf. 4131 - Staff Development)
- (cf. 4231 - Staff Development)
- (cf. 4331 - Staff Development)

The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.

- (cf. 2111 - Superintendent Governance Standards)
- (cf. 9005 - Governance Standards)

Staff Conduct with Students

The Board expects all employees to exercise good judgment and maintain professional standards and boundaries when interacting with students both on and off school property. Inappropriate employee conduct shall include, but not be limited to, engaging in harassing or discriminatory behavior; engaging in inappropriate socialization or fraternization with a student; soliciting, encouraging, or establishing an inappropriate written, verbal, or physical relationship with a student; furnishing tobacco, alcohol, or other illegal or unauthorized substances to a student; or engaging in child abuse as detailed in AR 4119.21.

- (cf. 0410 - Nondiscrimination in District Programs and Activities)
- (cf. 4040 - Employee Use of Technology)
- (cf. 5131 - Conduct)
- (cf. 6163.4 - Student Use of Technology)

An employee who observes or has evidence of inappropriate conduct between another employee and a student shall immediately report such conduct to the principal or Superintendent or designee. An employee who has knowledge of or suspects child abuse shall file a report pursuant to the district's child abuse reporting procedures as detailed in AR 5141.4 - Child Abuse Prevention and Reporting.

- (cf. 5141.4 - Child Abuse Prevention and Reporting)

Any employee who is found to have engaged in inappropriate conduct with a student in violation of the law or this policy shall be subject to disciplinary action.

- (cf. 4118 - Suspension/Disciplinary Action)
- (cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Professional Standards (Regulation 4119.21)

<https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=36030628&revid=y5T52Pplus0e6Fie1svuI0aIQ==&PG=6&st=4119.21&mt=Exact>

Child Abuse & Neglect Reporting Law

Any and all public-school employees are mandated reporters of child abuse and neglect and must report it immediately when they observe a child within the scope of their employment and have knowledge of

or reasonable suspicion that the child has been abused. The following situations are reportable conditions: physical abuse, sexual abuse, child exploitation, child pornography and child prostitution, neglect, extreme corporal punishment resulting in injury, and willful cruelty or unjustifiable punishment.

When reporting, the mandated reporter must make a telephone report immediately, followed by a written report within **36** hours on a standard form. The report can be made to the Police or Sheriff's Department, the Probation Department, or Child Welfare Agency, depending on the preferred reporting procedures of each county.

Individual responsibility is emphasized, and any individual who is named in the reporting law must report abuse. If the individual confers with a superior and a decision is made that the superior file the report, one report is sufficient. However, if the superior disagrees, the individual with the original suspicion must report.

Child protective agencies are required to keep the mandated reporter's name confidential, unless a court orders the information disclosed.

Legal immunity is granted to legally mandated reporters when making a report. In the event a civil suit is filed against the reporter, reimbursement for fees incurred in the suit will occur up to \$50,000 (P.C. Section 11172). No individual can be dismissed, disciplined, or harassed for making a report of suspected child abuse.

However, failure to report suspected abuse can result in criminal and civil liability. Mandated reporters who fail to report can be criminally liable for a misdemeanor and can face up to six months in county jail, a fine of not more than \$1,000 or both. Mandated reporters can also be civilly liable for failure to report.

Additional Resources and Information

[Regulation 5141.4](#): Child Abuse Prevention and Reporting ([Click Here](#))

[OSD Board Policy](#): Child Abuse Prevention and Reporting

[Child Abuse Identification & Reporting Guidelines](#) ([Click Here](#)).

[Frequently Asked Questions](#) (Mandated Reporter)

[Suspected Child Abuse Report Form](#) (Fillable pdf)

[California Penal Code Sections 11164 – 11174.3](#)

[Condensed Version of the Child Abuse and Neglect Reporting Act](#)

Local Law Enforcement Agencies Contact Information:

Camarillo Police Department: 805.388.5100

Oxnard Police Department: 805.385.7600

Ventura Police Department: 805.339.4400

Ventura County Sheriff's Department: 805.654.9511

County of Ventura Child Protective Services: 805.654.3200 (24-hour hotline).

Sexual Harassment Policy (BP 4119.11)

The following policy shall apply to all district employees, interns, volunteers, contractors, job applicants, and other persons with an employment relationship with the district.

The Governing Board is committed to providing a safe work environment that is free of harassment and intimidation. The Board prohibits sexual harassment against district employees and retaliatory behavior or action against any person who complains, testifies, or otherwise participates in the complaint process established for the purpose of this policy.

Sexual harassment includes, but is not limited to, harassment that is based on the sex, gender, gender identity, gender expression, or sexual orientation of the victim and harassment based on pregnancy, childbirth, or related medical conditions.

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to employees and others to whom the policy may apply
3. Ensuring prompt, thorough, fair, and equitable investigation of complaints
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

The Superintendent or designee shall periodically evaluate the effectiveness of the district's strategies to prevent and address harassment. Such evaluation may involve conducting regular anonymous employee surveys to assess whether harassment is occurring or is perceived to be tolerated, partnering with researchers or other agencies with the needed expertise to evaluate the district's prevention strategies, and using any other effective tool for receiving feedback on systems and/or processes. As necessary, changes shall be made to the harassment policy, complaint procedures, or training.

Sexual Harassment Reports and Complaints

District employees who feel that they have been sexually harassed in the performance of their district responsibilities or who have knowledge of any incident of sexual harassment by or against another employee shall immediately report the incident to their direct supervisor, a district administrator, or the district's Title IX Coordinator. Employees may bypass their supervisor in filing a complaint if the supervisor is the subject of the complaint. A supervisor or administrator who receives a harassment complaint shall promptly notify the Title IX Coordinator.

Once notified, the Title IX Coordinator shall ensure the complaint or allegation is addressed through AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures or AR 4030 - Nondiscrimination in Employment, as applicable. Because a complaint or allegation that is dismissed or denied under the Title IX complaint procedure may still be subject to consideration under state law, the Title IX Coordinator shall ensure that any implementation of AR 4119.12/4219.12/4319.12 concurrently meets the requirements of AR 4030.

The Title IX Coordinator shall offer supportive measures to the complainant and respondent, as deemed appropriate under the circumstances.

Upon investigation of a sexual harassment complaint, any district employee found to have engaged or participated in sexual harassment or to have aided, abetted, incited, compelled, or coerced another to commit sexual harassment in violation of this policy shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

Regulation 4119.11: Sexual Harassment (Link to AR 4119.11)

<https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=36030628&revid=MsuNzEKIPF5ha1ZVvWC7Fg==&ptid=amIgtZiB9plushNjl6WXhfiOQ==&secid=&PG=6&IRP=0&isPndg=false>

Title IX:

The Oxnard School District is committed to protecting the civil rights of all students and employees, and ensuring that all district programs and activities provide a safe and inclusive environment free from discrimination, harassment, intimidation, and/or bullying. This includes compliance with Title IX, a federal law that prohibits discrimination on the basis of sex in education programs or activities that receive federal financial assistance. The District also complies with state law, which prohibits discrimination based on gender (sex), gender expression, gender identity, and sexual orientation.

The District takes all reports of discrimination, harassment, intimidation, and/or bullying seriously and will investigate such complaints promptly and thoroughly through the District Uniform Complaint Procedure. The District will take appropriate action to address any incidents of discrimination, harassment, intimidation, and/or bullying, and will work to prevent such incidents from occurring in the future.

The Oxnard School District is committed to providing a safe and inclusive learning environment for all students and employees, and will continue to uphold the principles of Title IX and state law in promoting gender equity and protecting against discrimination.

Title IX Coordinator/Compliance Officer

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 in accordance with AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures, as well as to oversee, investigate, and resolve sexual harassment complaints processed under AR 4030 - Nondiscrimination in Employment. The Title IX Coordinator(s) may be contacted at:

Dr. Natalia Torres

Assistant Superintended Human Resources
1051 South A, St. Oxnard CA, 93030
805-385-1501 Ext 2051

Uniform Complaint Procedures (BP 1312.3)The Governing Board recognizes that the district has the primary responsibility to comply with applicable state and federal laws and regulations governing educational programs. The Board encourages the early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

Complaints Subject to UCP

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve complaints regarding the following programs and activities:

1. Accommodations for pregnant and parenting students (Education Code 46015)

(cf. 5146 - Married/Pregnant/Parenting Students)

2. Adult education programs (Education Code 8500-8538, 52334.7, 52500-52617)

(cf. 6200 - Adult Education)

3. After School Education and Safety programs (Education Code 8482-8484.65)

(cf. 5148.2 - Before/ After School Programs)

4. Agricultural career technical education (Education Code 52460-52462)

5. Career technical and technical education and career technical and technical training programs (Education Code 52300-52462)

(cf. 6178 - Career Technical Education)

(cf. 6178.1 - Work-Based Learning)

6. Child care and development programs (Education Code 8200-8488)

(cf. 5148 - Child Care and Development)

7. Compensatory education (Education Code 54400)

(cf. 6171 - Title I Programs)

8. Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10299.12)

9. Course periods without educational content, (Education Code 51228.1-51228.3)

(cf. 6152 - Class Assignment)

10. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.71 - Title IX Sexual Harassment Complaint Procedures)

11. Educational and graduation requirements for students in foster care, homeless students, students from military families, and students formerly in a juvenile court school, (Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)

- (cf. 6173 - Education for Homeless Children)
- (cf. 6173.1 - Education for Foster Youth)
- (cf. 6173.2 - Education of Children of Military Families)
- (cf. 6173.3 - Education for Juvenile Court School Students)
- 12. Every Student Succeeds Act (Education Code 52059.5; 20 USC 6301 et seq.)
- 13. Local control and accountability plan (Education Code 52075)
- (cf. 0460 - Local Control and Accountability Plan)
- 14. Migrant education (Education Code 54440-54445)
- (cf. 6175 - Migrant Education Program)
- 15. Physical education instructional minutes (Education Code 51210, 51222, 51223)
- (cf. 6142.7 - Physical Education and Activity)
- 16. Student fees (Education Code 49010-49013)
- (cf. 3260 - Fees and Charges)
- 17. Reasonable accommodations to a lactating student (Education Code 222)
- 18. Regional occupational centers and programs (Education Code 52300-52334.7)
- (cf. 6178.2 - Regional Occupational Center/ Program)
- 19. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)
- (cf. 0420 - School Plans/ Site Councils)
- 20. School safety plans (Education Code 32280-32289)
- (cf. 0450 - Comprehensive Safety Plan)
- 21. School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)
- (cf. 0420 - School Plans/ Site Councils)
- 22. State preschool programs (Education Code 8207-8225)
- (cf. 5148.3 - Preschool/ Early Childhood Education)
- 23. State preschool health and safety issues in license-exempt programs (Education Code 8212)
- 24. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
- 25. Any other state or federal educational program the Superintendent of Public Instruction or designee deems appropriate

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process for resolving a complaint in a manner that is acceptable to all parties. An ADR process such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

(cf. 9011 - Disclosure of Confidential/ Privileged Information)

When an allegation that is not subject to UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and requirements related to UCP, including the steps and timelines specified in this policy and the accompanying administrative regulation.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

(cf. 3580 - District Records)

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be investigated and resolved by the specified agency or through an alternative process:

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division or the appropriate law enforcement agency. (5 CCR 4611)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services. (5 CCR 4611)

3. Any complaint alleging that a student, while in an education program or activity in which the district exercises substantial control over the context and respondent, was subjected to sexual harassment as defined in 34 CFR 106.30 shall be addressed through the federal Title IX complaint procedures adopted pursuant to 34 CFR 106.44-106.45, as specified in AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.

4. Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.

5. Any complaint alleging a violation of a state or federal law or regulation related to special education, (FAPE), failure or refusal to implement a due process hearing order to which the district is subject, or a physical safety concern that interferes with the district's provision of

FAPE a settlement agreement related to the provision of a free appropriate public education, or a due process hearing order shall be submitted to the California Department of Education (CDE) in accordance with AR 6159.1 - Procedural Safeguards and Complaints for Special Education. (5 CCR 3200-3205)

(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)

6. Any complaint alleging noncompliance of the district's food service program with laws regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses shall be filed with or referred to CDE in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15580-15584)

7. Any allegation of discrimination based on race, color, national origin, sex, age, or disability in the district's food service program shall be filed with or referred to the U.S. Department of Agriculture in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15582)

8. Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 35186)
(cf. 1312.4 - Williams Uniform Complaint Procedures)

[Regulation 1312.1: Complaints Concerning District Employees](https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=36030628&revid=slsh1yKCIHeN2NLsMMi9M4XxQ==&PG=6&st=1312.3&mt=Exact) (Link for AR 1312.1)

<https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=36030628&revid=slsh1yKCIHeN2NLsMMi9M4XxQ==&PG=6&st=1312.3&mt=Exact>

The District assigns a lead compliance officer who is responsible for receiving and managing complaints and ensuring that the district adheres to the law.

**Assistant Superintended Human Resources
1051 South A St. 93030 Oxnard, CA
805-385-1501 Ext 2051**

HR Complaint Information

[Annual Notification of the Uniform Complaint Procedures \(UCP\)](https://www.oxnardsd.org/site/handlers/filedownload.ashx?moduleinstanceid=26727&dataid=33540&FileName=Annual%20Notice%20UCP%202022-23%20ENGLISH%2010.24.2022.pdf)

<https://www.oxnardsd.org/site/handlers/filedownload.ashx?moduleinstanceid=26727&dataid=33540&FileName=Annual%20Notice%20UCP%202022-23%20ENGLISH%2010.24.2022.pdf>

[Complaint Concerning District Employee Procedures](https://www.oxnardsd.org/site/handlers/filedownload.ashx?moduleinstanceid=26727&dataid=25991&FileName=Oxnard%20SD.pdf)

<https://www.oxnardsd.org/site/handlers/filedownload.ashx?moduleinstanceid=26727&dataid=25991&FileName=Oxnard%20SD.pdf>

[Complaint Concerning District Employee Form](https://www.oxnardsd.org/site/handlers/filedownload.ashx?moduleinstanceid=26727&dataid=25988&FileName=AR1312.1%20Complaint%20Form%20Revised%20021512.pdf)

<https://www.oxnardsd.org/site/handlers/filedownload.ashx?moduleinstanceid=26727&dataid=25988&FileName=AR1312.1%20Complaint%20Form%20Revised%20021512.pdf>

Williams Uniform Complaint Procedures

https://www.oxnardsd.org/site/handlers/filedownload.ashx?moduleinstanceid=26727&dataid=25989&FileName=Williams_Uniform_Complaint_Procedures.pdf

Williams Complaint Form

<https://www.oxnardsd.org/site/handlers/filedownload.ashx?moduleinstanceid=26727&dataid=25990&FileName=Williams%20Complaint%20Form.pdf>

Uniform Complaint Procedures (UCP) Board Policy 1312.3

<https://www.oxnardsd.org/site/handlers/filedownload.ashx?moduleinstanceid=26727&dataid=25985&FileName=BP%201312.3%20Uniform%20Complaint%20Procedures%20Approved%2005.04.22.pdf>

Uniform Complaint Procedures (UCP) Administrative Regulation 1312.3

https://www.oxnardsd.org/site/handlers/filedownload.ashx?moduleinstanceid=26727&dataid=25984&FileName=AR_E_1312.3%20UCP_05.04.2022.pdf

UCP Complaint Form

<https://www.oxnardsd.org/site/handlers/filedownload.ashx?moduleinstanceid=26727&dataid=25986&FileName=UCP%20Complaint%20Form.pdf>

Uniform Complaint Procedures: Preschool Complaint Form

https://www.oxnardsd.org/site/handlers/filedownload.ashx?moduleinstanceid=26727&dataid=32662&FileName=UCP%201312.3_E2v1%20Preschool%20Form_fillable.pdf

OSD Board Policies : <https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=36030628>

EMPLOYEE HEALTH AND SAFETY

Safety is everyone's responsibility. As a substitute employee, you have the responsibility to assist in providing a safe environment for students and employees.

Think safety, work safely, and follow these guidelines:

- Be familiar with and abide by common safety practices and rules.
- Learn and use methods that reduce hazards related to your job.



- Report defective/unsafe equipment to your supervisor.
- Do not use defective/unsafe equipment
- Use all required safeguards and safety equipment provided to you.
- Report all accidents immediately. Seek first aid or medical assistance without delay.
- Know where emergency equipment is located and how to use it.
- Know all procedures and duties designed to reduce damage or injury in the case of fire.
- Participate in safety training programs.

What Is Procedure for Reporting Student Accident/Injury?

If a student is injured while you are supervising the campus or are in close proximity, immediately alert the nurse/health clerk and the main office. If you are trained and have appropriate supplies, begin first aid. If the injury is serious call 911 immediately. Fill out an accident report before leaving at the day's end. The Report of Personal Accident form is a confidential, attorney client privilege form and copies should not be provided to anyone. All original reports must be forward to Risk Management Department.

INJURY AND ILLNESS PREVENTION PROGRAM

Oxnard School District maintains an Injury & Illness Prevention Program which complies with Cal/OSHA General Industry Safety Orders, California Code of Regulations, Title 8, Section 3203. The full program shall be provided upon hire, available on the OSD website under Risk Management and is available on request to all employees or their designated representatives, Cal/OSHA personnel and other authorized persons as required by California law.

The District's Injury & Illness Prevention Program is designed to prevent injuries, illnesses and accidents in the workplace. The primary purpose of the program is to ensure the safety and health of all district employees as well as other personnel under direction supervision.

To achieve this goal, the District has implemented a comprehensive Injury & Illness Prevention Program which includes:

1. A program of safety and health inspections to find and eliminate unsafe working conditions or practices, to control health hazards, and to comply fully with the safety and health standards for every job.
2. Safety training programs for all employees.
3. Providing employees with personal protective equipment and instructions for its care and use.
4. A procedure for investigation of every injury which includes determining the cause of the incident and the corrective actions taken to prevent its reoccurrence.
5. A method for communicating with employees on occupational health and safety matters.
6. Responsibility for safety at all levels of the organization.

The District's goal is the participation by all school related persons, employees and students, in accident prevention and their acceptance of personal responsibility for safety. The full program is located on the OSD website under Risk Management.

- **CODE OF SAFE PRACTICES**

The Code of Safe Practices is a set of safety rules developed to help keep employees safe. The full list of practices can be found in this document and with the IIPP located on the OSD website under Risk Management.

HEAT ILLNESS PREVENTION PROGRAM

The purpose of the Heat Illness Prevention Plan is to prevent worker illness and to meet the requirements set forth in the California Code of Regulations, Title 8, Section 3395. The Heat Illness Prevention Plan serves as a supplement to the organization's Injury and Illness Prevention Program (IIPP). The Heat Illness Prevention Plan established procedures and provides information necessary to educate employees in the recognition and prevention of heat related illness and to ensure their own safety and the safety of others.

This program will apply to all employee and volunteers who primary job assignment involves outdoor work and may be exposed to environmental risk factors that could place the employee at risk of heat illness. The full program is located on the OSD website under Risk Management.

BLOODBORNE PATHOGENS (BBP) EXPOSURE CONTROL PLAN

The Oxnard School District has adopted a Bloodborne Pathogens Exposure Control Plan in accordance with the OSHA Bloodborne Pathogens Standard 29 CFR 1910.1030 and Title 8, 5193.

The full program is available upon hire, available on the OSD main website under Risk Management and is available on request to all employees or their designated representatives, Cal/OSHA personnel and other authorized persons as required by California law.

HAZARDOUS COMMUNICATION PLAN

The District maintains a Hazardous Communication Program that complies with Cal/OSHA General Industry Safety Orders, California Code of Regulations, Title 8, Section 5194 and follows Globally Harmonized System, taking full effect July 2016. This program addresses the use of Chemicals in the workplace. It discusses the ways in which employees are made aware of the potential hazards involved in their regular work, and how it is made safer by use of education, appropriate labeling for notification and use of personal protective equipment.

The District believes that safety and health information should be shared openly with anyone using or working around hazardous substances and that all attempts should be made to minimize the use of hazardous substances.

The following is a summary of the District's Hazard Communication Program:

1. The District will label, tag or mark all hazardous substance containers with the chemical make/contents and appropriate health and physical hazard warnings.
2. The District will maintain a list of all hazardous substances in the workplace.
3. The District will maintain in a designated binder in each area, with Safety Data Sheets (SDS) being used.
4. Before being assigned to handle hazardous substances and before new hazardous substances are introduced into the work area, employees shall participate in Hazard Communication Training.

The full program is available upon hire, available on the OSD main website under Risk Management and is available on request to all employees or their designated representatives, Cal/OSHA personnel and other authorized persons as required by California law.

WORK-RELATED INJURIES AND ILLNESSES

The District is part of Ventura County Schools Self-Funding Authority Workers' Compensation Pool. VCSSFA contracts with an independent third-party administrator who is responsible for providing claim-handling services, administering all workers' compensation benefits in accordance with the Labor Code, and working with the District to return injured workers back to work.

The District's third -party administrator for Workers' Compensation is:

Athens Administrators

P.O. Box 696

Concord, CA 94522-0696

(866) 482-3535

Reporting Work-Related Injuries/Illnesses

All work-related injuries and illnesses are to be immediately reported to your supervisor or office manager regardless of the need for medical treatment. The employee must call and report the injury to **Company Nurse at (855) 602-5267**. In the event the injured worker is unable to call Company Nurse the Office Manager can make the call to Company Nurse. A Supervisor's Report of Injury must be completed by supervisor directly after an injury has been reported.

Employer gives WC Packet upon reporting injury. Employee shall complete the packet before leaving to seek medical treatment. If no medical treatment is necessary the employee shall be provided with Injury Incident Report to complete and report his/her injury.

Obtaining Medical Treatment

Initial medical treatment will be directed by **Company Nurse** or in an unusual situation, the Risk Management Department. If an incident occurs after administrative working hours, notify your supervisor and call **Company Nurse at (855) 602-5267** to obtain medical treatment at the facility indicated below. Treatment at a hospital emergency room is only authorized when an actual emergency exists or after hours of operation for the designated urgent care facility.

Injuries will be treated at the following district designated MPN Urgent Care facilities:

Akeso Industrial Clinic

1901 Outlet Center Drive, Ste 100

Oxnard, CA 93030

805 988-3200

All subsequent medical treatment should be authorized through the district's third-party administrator. Excluding the first examination, subsequent visit to the clinic must be scheduled before or after working hours. Time away from work for treatments scheduled during regular work shifts will be charged to sick leave or vacation and not workers' compensation.

If the injury is serious enough to warrant immediate medical treatment, call 911. From a district land-line call 9-911 to place a call. Report the injury to a supervisor and Risk Management (805) 385-1501 ext. 2445. Unauthorized medical treatment will not be paid for under the district's workers' compensation program.

If employee is out for more than five (5) days, the employer will send out an FMLA notice to employee.

Modified Duty Assignments

The District administers a temporary modified-duty program which accommodates various types of work restrictions. Provide a copy of the doctor's work status report or release to duty report to your supervisor and Risk Management will discuss any restrictions and a possible temporary modified duty assignment.

EMERGENCY PREPAREDNESS RESPONSIBILITIES

The Government Code of the State of California, in the interest of protecting all citizens of the State, declares all public employees to be disaster service workers (Cal Gove. Code 3100-3109) subject to such emergency preparedness activities as may be assigned to them by their superiors or by law. Each employee is responsible to check in with his/her supervisor. District and site-specific plans can be found at each school.

The District General Emergency Operation Plan (EOP) can be found on the OSD website under the Risk Management.

EMERGENCY PROCEDURE

All observed safety and health violations should be reported to the School Principal. Upon arrival to an assignment locate classroom "Classroom backpack" that is located next to the classroom door. If you are substituting for a classroom teacher and there is an emergency, please take the backpack with you when you exit the room.

Evacuation / Fire

- Alarm sounds
- Keep students calm and reassure everything will be okay
- Grab "Classroom backpack"
- Shut (but NOT lock) classroom doors one room is cleared
- Proceed with students/staff to evacuation/assembly area
- Take attendance/roll call
- Submit a student account of any missing students to Care and Shelter
- Keep students safe, calm and in orderly conduct.
- Follow Incident Commander instruction procedures until all clear is called.
- Return to class once all clear is called

Lockdown

There are two types of lockdowns:

Priority 1 lockdown is initiated to isolate students and staff when there is an **immediate danger or threat at the school** (e.g., an armed intruder, an on-campus shooting, etc.)



- Announcement: This is a Priority 1 lockdown
- Immediately cease classroom instructions
- Quickly close and lock classroom doors
- Turn off classroom lights
- Close and cover all windows
- Consider building a barricade/defensible space to secure doors
- Identify items in the room that could be used to defend yourself and other if intruder enters
- Student who are outside go to nearest classroom
- Do not open door again until lockdown is cleared
- Document students who are present: phone or email office to share information if possible.
- Stay calm, reassure and remain quiet
- Stay on floor away from doors and window until all clear is called
- Set up lockdown 5-gallon bucket if lockdown is real and toileting is needed
- Only teacher should use cell phone
- Stay in lockdown until all clear is called

Priority 2 lockdown is initiated when there is no immediate danger or threat on the school campus, but there is a **potential danger or threat** in the vicinity of the school (e.g., there is law enforcement activity outside the school and we want to prevent the suspect from entering the school grounds and/or we want to prevent students from leaving the campus and walking into the situation.)

- Promptly close and lock the classroom door
- Close and cover all windows
- Classroom lights may remain on, students may remain at their desks and instruction may continue as normal
- Occupants must remain alert to the possibility of the lockdown being elevated to Priority 1
- PE students who are outside should proceed immediately to gym or a designated building or room with teacher
- Take roll call to determine if all student are accounted for.
- Once lockdown has been initiated, the classroom door should not be opened under any circumstance
- Once law enforcement has arrived at the school, student may be permitted to visit the restroom but must be escorted by an officer as safety permits.
- For Priority 2 drill and actual lockdown an all-clear signal or announcement will be given to indicate the lockdown has concluded.

Earthquake – Drop, Cover and Hold On

Earthquakes generally occur without warning and may cause minor to serious ground shaking, damage to buildings, and injuries. It is important to note that even a mild tremor can create a potentially hazardous situation, and the following response should be followed:



- No alarm: Staff/students to hear: “There has been an earthquake announcement”
- Direct students to drop, cover and hold on procedure
- Move away from windows and overhead hazards to avoid glass and falling objects
- Once the shaking stops, staff and student will evacuate the buildings using pre-designated safe routes and convene in assembly area
- Take roll call and report any injured or missing student to Care and Shelter

For any inquiries related to health, safety, and accident reporting, please feel free to contact the school office manager or reach out to our dedicated Risk Management department using the following contact information:

Risk Management

- **Email:** Risk@oxnardsd.org
- **Phone:** (805) 385-1501 Ext 2440

Your prompt communication is appreciated, and we are here to assist you with any concerns or questions you may have.

Appendix:

2024-2025 School Calendar

Oxnard School District 2024-2025 School Calendar

| July 2024 | | | | | | |
|-----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | 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 | Independence Day Holiday |

| January 2025 | | | | | | |
|--------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | 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 | |

| January | |
|---------|--------------------------------|
| 1 | New Year's Day |
| 1-10 | Winter Break |
| 20 | Martin Luther King Jr. Holiday |

| August 2024 | | | | | | |
|-------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | 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 | |
|--------|--|
| 12 | Staff Development Day (no students) |
| 13 | Site Staff Development Day (no students) |
| 14 | Teacher Prep Day (no students) |
| 15 | First Day of School |
| | Wednesdays: student early release day |

| February 2025 | | | | | | |
|---------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | | | 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 | |

| February | |
|----------|---|
| 6-7 | Conference Days (minimum days for students) |
| 14 | President's Day Holiday |
| 17 | President's Day Holiday |

| September 2024 | | | | | | |
|----------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | 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 | | | | | |

| September | |
|-----------|-------------------|
| 2 | Labor Day Holiday |

| March 2025 | | | | | | |
|------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | | | 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 | | | | | |

| March | |
|-------|-------------------------------|
| 3 | District PD Day (no students) |

| October 2024 | | | | | | |
|--------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | 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 | |
|---------|---------------------------|
| 14 | Site PD Day (no students) |

| April 2025 | | | | | | |
|------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | 1 | 2 | 3 | 4 |
| 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 | | | |

| April | |
|-------|--------------|
| 7-21 | Spring Break |

| November 2024 | | | | | | |
|---------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | | 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 | |
|----------|---|
| 1 | District PD Day (no students) |
| 11 | Veterans Day Holiday |
| 19-22 | Conference Days (minimum Days for students) |
| 25-29 | Thanksgiving Holidays |
| | Wednesdays: student early release day |

| May 2025 | | | | | | |
|----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | 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 |

| May | |
|-----|----------------------|
| 26 | Memorial Day Holiday |

| December 2024 | | | | | | |
|---------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| 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 | |
|----------|---------------------------------------|
| 20 | Minimum Day for teachers and students |
| 23-31 | Winter Break |
| | Wednesdays: student early release day |

| June 2025 | | | | | | |
|-----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | 1 | 2 | 3 | 4 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

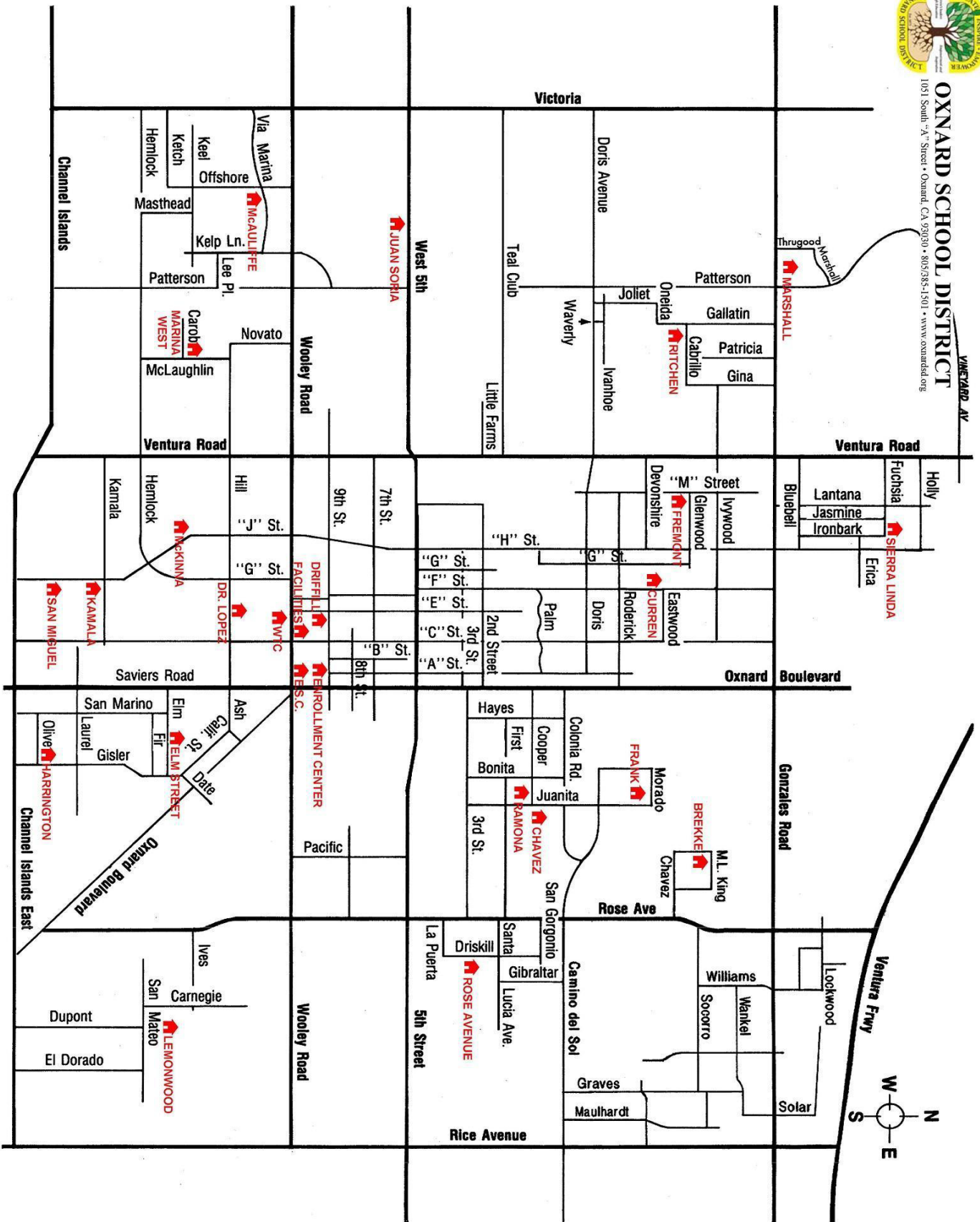
| June | |
|------|---|
| 11 | Full Day (no early release for students) |
| 18 | Last Day of School (Min. Day for teachers and students) |
| 19 | Juneteenth Holiday |
| | Wednesdays: student early release day |

OFFICIAL HR CALENDAR: 7/11/24

School Sites Locator (Click [here](#) for an interactive map)



OXNARD SCHOOL DISTRICT
 1051 South "A" Street • Oxnard, CA 93030 • 805.985-1501 • www.oxnardsd.org



OSD School Sites

| Site | Designation | Address | Main Office Phone |
|-------------------------------------|---------------|---|-------------------------|
| <u>Brekke</u> | TK-5 | <u>1400 Martin Luther King Jr. Dr., Oxnard, 93030</u> | (805) 385-1521 Ext 3000 |
| <u>Chavez</u> | TK-8 DLI** | <u>301 N. Marquita Street, Oxnard, 93030</u> | (805) 385-1524 Ext 3200 |
| <u>Curren</u> | K-8 DLI** | <u>1101 North F Street, Oxnard 93030</u> | (805) 385-1527 Ext 3400 |
| <u>Driffill</u> | TK-8 DLI** | <u>910 South E Street, Oxnard 93030</u> | (805) 385-1530 Ext 3600 |
| <u>ELM</u> | TK-5 DLI** | <u>450 East Elm Street, Oxnard, 93033</u> | (805) 385-1533 Ext 3800 |
| <u>Frank</u> | 6-8 | <u>701 N Juanita Ave, Oxnard, 93030</u> | (805) 385-1536 Ext 4000 |
| <u>Fremont</u> | 6-8 | <u>1130 North M Street, Oxnard, 93030</u> | (805) 385-1539 Ext 4400 |
| <u>Harrington</u> | TK-5 DLI** | <u>451 E. Olive Street, Oxnard, 93033</u> | (805) 385-1542 Ext 4800 |
| <u>Kamala</u> | K-8 DLI** | <u>634 West Kamala Street, Oxnard, 93033</u> | (805) 385-1548 Ext 5400 |
| <u>Lemonwood</u> | TK-8 DLI** | <u>2001 San Mateo Place, Oxnard, 93033</u> | (805) 385-1551 Ext 5600 |
| <u>Lopez</u> | 6-8 DLI** | <u>647 West Hill Street, Oxnard, 93033</u> | (805) 385-1545 Ext 5100 |
| <u>Marina West</u> | TK-5 | <u>2501 Carob Street, Oxnard, 93035</u> | (805) 385-1554 Ext 6000 |
| <u>Marshall</u> | TK-8 | <u>2900 Thurgood Marshall Dr., Oxnard 93036</u> | (805) 385-1557 Ext 5800 |
| <u>McAuliffe</u> | TK-5 | <u>3300 W. Via Marina Ave., Oxnard, 93035</u> | (805) 385-1560 Ext 6200 |
| <u>McKinna</u> | TK-5 DLI** | <u>1600 South N Street, Oxnard, 93033</u> | (805) 385-1563 Ext 6400 |
| <u>Ramona</u> | TK-5 DLI** | <u>804 Cooper Road, Oxnard, 93030</u> | (805) 385-1569 Ext 6800 |
| <u>Ritchen</u> | TK-5 | <u>2200 Cabrillo Way, Oxnard, 93030</u> | (805) 385-1572 Ext 7000 |
| <u>Rose</u> | TK-5 | <u>220 S. Driskill Street, Oxnard, 93030</u> | (805) 385-1575 Ext 7200 |
| <u>San Miguel</u> | Preschool | <u>2400 South J Street, Oxnard, 93033</u> | (805) 385-1578 Ext 7400 |
| <u>Sierra Linda</u> | TK-5 | <u>2201 Jasmine Street, Oxnard, 93036</u> | (805) 385-1581 Ext 7600 |
| <u>Soria</u> | K-8 DLI** | <u>3101 Dunkirk Drive, Oxnard, 93035</u> | (805) 385-1584 Ext 7800 |

**DLI schools participate in the Dual Language Immersion program.

OSD Schools Schedule



OXNARD SCHOOL DISTRICT

School I

| SCHOOLS | TK - Kinder Start/End | Grades 1-5 Start/End | Grades 6-8 Start/End | Wednesday Bank Day Grades TK - K | Wednesday Bank Day Grades 1-5 | Wednesday Bank Day Grades 6-8 | Minimum Day Grades TK-5 | Minimum Day Grades 1-3 | Minimum Day Grades 4-5 | Minimum Day Grades 6-8 |
|-----------------------|--------------------------------|-------------------------|-------------------------|--|-------------------------------------|-------------------------------------|---------------------------------|---------------------------|---------------------------|---------------------------|
| BREKKE (TK-5) | 8:00 - 2:15 | 8:00 - 2:20 | | 8:00 - 12:15 | 8:00 - 1:15 | | 8:00 - 11:45 | | | |
| CHAVEZ (K-8) DLI | 8:00 - 2:15 | 8:00 - 2:20 | 8:00 - 2:34 | 8:00 - 12:15 | 8:00 - 1:15 | 8:00 - 1:34 | 8:00 - 11:45 | | | 8:00 - 11:48 |
| CURREN (K-8) DLI | 8:10 - 2:25 | 8:10 - 2:30 | 8:00 - 2:34 | 8:10 - 12:25 | 8:10 - 1:25 | 8:00 - 1:34 | 8:10 - 11:55 | | | 8:00 - 11:48 |
| DRIFFILL (TK-8) DLI | 8:15 - 2:30 | 8:15 - 2:35 | 8:10 - 2:44 | 8:15 - 12:30 | 8:15 - 1:30 | 8:10 - 1:44 | 8:15 - 12:00 | | | 8:10 - 11:58 |
| ELM (TK-5) DLI | 8:00 - 2:15 | 8:00 - 2:20 | | 8:00 - 12:15 | 8:00 - 1:15 | | 8:00 - 11:45 | | | |
| FRANK (6-8) | | | 8:00 - 2:34 | | | 8:00 - 1:34 | | | | 8:00 - 11:47 |
| FREMONT (6-8) | | | 8:30 - 3:04 | | | 8:30 - 2:04 | | | | 8:30 - 12:18 |
| HARRINGTON (TK-5) DLI | 8:00 - 2:15 | 8:00 - 2:20 | | 8:00 - 12:15 | 8:00 - 1:15 | | 8:00 - 11:45 | | | |
| KAMALA (K-8) DLI | 8:00 - 2:15 | 8:00 - 2:20 | 8:00 - 2:34 | 8:00 - 12:15 | 8:00 - 1:15 | 8:00 - 1:34 | 8:00 - 11:45 | | | 8:00 - 11:48 |
| LEMONWOOD (TK-8) DLI | 8:00 - 2:15 | 8:00 - 2:20 | 8:00 - 2:34 | 8:00 - 12:15 | 8:00 - 1:20 | 8:00 - 1:34 | 8:00 - 11:45 | | | 8:00 - 11:48 |
| LOPEZ (6-8) DLI | | | 8:45 - 3:19 | | | 8:45 - 2:19 | | | | 8:45 - 12:34 |
| MARINA WEST (TK-5) | 8:15 - 2:30 | 8:15 - 2:35 | | 8:15 - 12:30 | 8:15 - 1:30 | | 8:15 - 12:00 | | 8:15 - 12:02 | |
| MARSHALL (K-8) | 8:30 - 2:50 | 8:30 - 2:55 | 8:15 - 2:49 | 8:30 - 12:45 | 8:30 - 1:45 | 8:15 - 1:43 | 8:30 - 12:05 | 8:30-12:15 | 8:30-12:15 | 8:15 - 12:13 |
| McAULIFFE (TK-5) | 8:45 - 3:00 | 8:45 - 3:05 | | 8:45 - 1:00 | 8:45 - 2:00 | | 8:45 - 12:30 | | | |
| McKINNA (TK-5) DLI | 8:10 - 2:25 | 8:10 - 2:30 | | 8:10 - 12:25 | 8:10 - 1:25 | | 8:10 - 11:55 | | | |
| RAMONA (TK-5) DLI | 8:10 - 2:25 | 8:10 - 2:30 | | 8:10 - 12:25 | 8:10 - 1:25 | | 8:10 - 11:55 | | | |
| RITCHEN (TK-5) | 8:40 - 2:50 | 8:40-2:55 | | 8:40 - 12:50 | 8:40 - 1:55 | | 8:40 - 12:25 | | | |
| ROSE AVE. (TK-5) | 8:00 - 2:15 | 8:00 - 2:20 | | 8:00 - 12:15 | 8:00 - 1:15 | | 8:00 - 11:45 | | | |
| SAN MIGUEL (TK-5) | AM 8:30-11:00 PM 12:00-2:30 | | | | | | AM 8:30-10:00 PM 10:30-12:00 | | | |
| SIERRA LINDA (TK-K) | 8:35 - 2:50 | 8:35 - 2:55 | | 8:35 - 12:50 | 8:35 - 1:50 | | 8:35 - 12:20 | | | |
| SORIA (K-8) DLI | 8:40 - 2:55 | 8:40 - 3:00 | 8:35 - 3:09 | 8:40 - 12:55 | 8:40 - 1:55 | 8:35 - 2:09 | 8:40 - 12:25 | | | 8:35 - 12:23 |

If the schedule is outdated, please [click](https://www.oxnardsd.org/domain/7733) on the following link to view the updated version: <https://www.oxnardsd.org/domain/7733>

Bell Schedule Links:



[Brekke Elementary School](#)



[Chavez School](#)



[Curren School](#)



[Driffill School](#)



[ELM Elementary School](#)



[Freemont Academy](#)



[Harrington](#)



[Kamala School](#)



[Lopez Academy](#)



[Marina West](#)



[Marshall School](#)



[McAuliffe School](#)



[Sierra Linda Elementary](#)



[McKinna Elementary](#)

[Ramona Elementary](#)



[Ritchen Elementary](#)



[RJ. Frank Academy](#)



[Lemonwood School](#)





Frequently Asked Questions:

Q: What does the 30-day Emergency Substitute Teaching Permit authorize?

A: It authorizes substitute teaching for K-12. The validity is one year, with a maximum of 30 days for general education and 20 days for special education in the same assignment. It is renewable yearly on the [CTC website](#).

Q: How will I know when my credentials or TB clearance is about to expire?

A: Frontline sends an email notification 90 days before expiration. Find the expiration date on the [Commission website](#) or [myscape portal](#). Notify HR when you renew credentials or TB.

Q: How do I renew my credentials/substitute permit)?

A: Detailed instructions for renewing your credentials online can be found on the [Commission website](#). For TPSL renewal please reach out to OSD Credential Technicians.

Q: What happens if I don't renew my credentials before the expiration date?

A: You will be unable to access available jobs and might experience a delay in pay.

Q: What is Day-to-Day Substituting, and how does it work?

A: Day-to-Day allows substitutes to accept assignments on the Frontline system based on their availability, providing a flexible and prevalent option for substitute teachers.

Q: What are Floater substitutes, and what is their work structure?

A: Floaters work on a full-time basis and can be assigned to multiple school sites as needed. They report to an assigned site daily but may be called to work at different locations based on district needs.

Q: What defines a Long-Term Substitute, and TPSL long-term assignments?

A: Long-Term Substitute fills in for teachers for over 15 consecutive days. To qualify for Teaching Permit for Statutory Leave (TPSL) pay, a TPSL certification is mandatory. Compensation for TPSL pay in long-term assignments is not guaranteed and is determined by the Certificated HR Director based on various factors and specific circumstances

Q: Can I cancel a scheduled substitute job?

A: Yes, you can cancel scheduled jobs, but need to notify the school site and HR Department if it's within 24 hours of the job. For floater substitutes, contact HR (certsubs@oxnardsd.org) and the site for assignment cancellations.

Q: What happens if my scheduled assignment gets canceled?

A: If the site or district cancels your assignment while you are on site and you decline a replacement, you'll receive half-day pay if no other assignments are available. The district isn't obligated to provide full payment for the day.

Q: What's the policy for late arrivals?

A: If you're tardy by 20 minutes or more, the site may replace you, and the school may issue a notice of unsatisfactory performance. Arriving on time is crucial for a smooth experience.

Q: What if I no-call, no-show for an assignment?

A: No call, no show is a serious violation. For the first offense, you'll receive a warning; for the second, you may be blocked from assignments for up to 14 days without pay. The third offense may lead to disciplinary action, including termination.

Q: How does early dismissal/ minimum days affect substitute teachers?

A: Check with the office manager on site; leaving when students do isn't guaranteed. You will be paid Full-day wages, however additional duties may be assigned.

Q: When should training be completed?

A: Post-student dismissal; payment for training beyond your 8 hours shift needs supervisor/administrator approval.

Q: Can substitute teachers take time off during assignments?

A: Yes, for personal business, request a full or half-day absence. No hourly leave requests.

Q: Are there specific guidelines for dress and grooming?

A: Yes, employees must adhere to professional standards during school hours and activities.

Q: How can I access my paystubs, W2 or other demographic information?

A: To access your paystubs, W2 or other tax documents: create your [myescape account](#): instructions in the myescape first-time account registration [guide](#).

For Additional Substitute Teachers' Resources, Refer to this link

<https://docs.google.com/presentation/d/1zHahHJe7oKrgsV44eIVsXiRlx0Y-CpiF/edit?usp=sharing&oid=101089921673406811361&rtpof=true&sd=true>

Brought To You By

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