Simi Valley Schools
SIMI VALLEY UNIFIED SCHOOL DISTRICT

101 WEST COCHRAN STREET
SIMI VALLEY, CA 93065

SUBSTITUTE TEACHER HANDBOOK

BOARD OF EDUCATION

Sofya Bagdasaryan
Kareem Jubran
Bob LaBelle
Kristina Pine
Dawn Smollen

Hani Youssef
Superintendent

Julie Ellis
Assistant Superintendent

September, 2024

TABLE OF CONTENTS

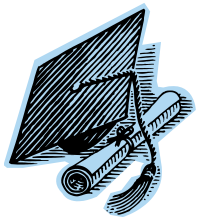
Introduction . . . . . Page 4
District Administration & Support . . . . . Page 5
School Sites & Principals . . . . . Page 6
Map of Schools . . . . . Page 8
Substitute Teachers . . . . . Page 9
Role of the Substitute Teacher . . . . . Page 9
Qualifications for Substitute Teachers . . . . . Page 9
Assignment Policies . . . . . Page 10
Criteria Considered for Assignment Selection . . . . . Page 10
Availability/Change of Status . . . . . Page 11
Absence Management-Substitute Management System . . . . . Page 11
Absence Management-Quick Start Guide . . . . . Page 11
Assignment Procedures . . . . . Page 12
Assignment Changes . . . . . Page 12
Long-Term Assignments . . . . . Page 13
Summer School Assignments . . . . . Page 13
Substitute Responsibilities . . . . . Page 13
Removal From Substitute Staff . . . . . Page 14
Length of Work Day . . . . . Page 14
Compensation . . . . . Page 15
How to be a Successful Substitute . . . . . Page 16
Reporting to the School . . . . . Page 16
In the Classroom . . . . . Page 17
When Students Arrive . . . . . Page 18
Classroom Instructional Techniques . . . . . Page 19
At the End of the Day . . . . . Page 19
Classroom Management . . . . . Page 20
Discipline/Corrections . . . . . Page 21
Ethics . . . . . Page 22
Employment Requirements . . . . . Page 23
Equal Employment Opportunity/ADA . . . . . Page 23
Child Abuse Reporting . . . . . Page 23
Employment Eligibility Verification Document . . . . . Page 26
Fingerprints . . . . . Page 26
Oath or Affirmation of Allegiance . . . . . Page 26
Sexual Harassment . . . . . Page 26
Verification of Social Security Card . . . . . Page 29
Health and Safety . . . . . Page 30
Injury and Illness Prevention Program . . . . . Page 30
Heat Illness Prevention Program . . . . . Page 30
Hazardous Materials Communication Program . . . . . Page 31
Integrated Pest Management . . . . . Page 31
Work-related Injuries and Illnesses . . . . . Page 31
Student Injury . . . . . Page 32

Bloodborne Pathogens (BPP) Exposure Control Plan.. . . . . Page 33
Tobacco-free Environment (BP 3513.3) . . . . . Page 33
Violence-free Workplace…….. . . . . Page 34
Air Pollution Emergency Alert Plan . . . . . Page 34
Drug and Alcohol-free Workplace (BP 4020). . . . . Page 34
Transportation Employees . . . . . Page 35
Freedom from Tuberculosis . . . . . Page 35
Emergency Preparedness Responsibilities . . . . . Page 35
Emergency Procedures…… . . . . . Page 35
Appendix A—Code of Safe Practices . . . . . Page 37
Miscellaneous Policies and Procedures . . . . . Page 42
Appearance and Dress . . . . . Page 42
Change of Name or Address . . . . . Page 42
Cell Phone Use Policy . . . . . Page 42
Computer Use Policy . . . . . Page 43
Conviction of Narcotics or Sex Offense . . . . . Page 44
Employment of Relatives . . . . . Page 44
Substitute Information Files . . . . . Page 44
Political Activities . . . . . Page 44
Public Relations . . . . . Page 45
Visitors . . . . . Page 45
Copyright . . . . . Page 45
Calendar for the 2024-2025 School Year . . . . . Page 46

Introduction

It is a pleasure to welcome you as a substitute teacher for the Simi Valley Unified School District. We are pleased that you have chosen to join our team and to share our goal of providing a quality education for all. You are a vital part of our school system and play an important role by providing continuity of instruction during absences of our regular teaching staff. It is our hope that this handbook, prepared especially for you, will be a helpful source of information that will serve to make your employment satisfying and rewarding.

We sincerely appreciate your service as a substitute teacher. We hope you find satisfaction with your contribution to student learning within the Simi Valley Unified School District. We extend to you our best wishes for a successful school year. If you have any questions regarding a topic that is included in the handbook or anything related to your employment, please contact the Personnel Services Department.



	EXT.	
Main No. (805)306-4500		
Hani Youssef	4001	Superintendent
Tania Bishop	4002	Executive Assistant

Certificated Personnel Services Division

Julie Ellis	4041	Assistant Superintendent, Personnel Services
Julie Orme	4042	Senior Administrative Assistant
Janice Carnahan	4043	Planning & Recruitment
Joanne Missoul	4044	Human Resources Specialist
Linda Reddy	4046	Human Resources Technician
Jessica Morales	4045	Human Resources Specialist

Educational Services Division

Jerry Block	4201	Assistant Superintendent, Educational Services
Matthew Guzzo	4202	Director of Secondary Education
Erin Taggart	4203	Director of Elementary Education
Jamie Snodgrass	4204	Assistant Superintendent, Instruction and Pupil Services
April Jacobsen	4272	Assistant Director, Early and Expanded Learning

Business Services Division

Ron Todo	4011	Assistant Superintendent, Business & Finance
Shelley Barta	4101	Director of Fiscal Services
Ryan Comerford	4701	Director of Child Nutrition
Stacey Shoff	4081	Director of Risk Management
Monte McCubbin	4801	Director of Information Technology

Assistant Superintendent, Student Support Services Division

Sean Goldman	4301	Assistant Superintendent, Student Support Services

Fiscal Services

Payroll	4140	Certificated Payroll

SUPERINTENDENT

Hani Youssef, Ed.D., (805) 306-4500
Tania Bishop, Executive Assistant, 306-4500 ext. 4002

ASSOCIATE SUPERINTENDENT, BUSINESS & FACILITIES
Ron Todo (805) 306-4500
Cassondra Meehan, Sr. Admin. Assistant, 306-4500 ext. 4012

ASSISTANT SUPERINTENDENT, PERSONNEL SERVICES
Julie Ellis (805) 306-4500
Certificated: Julie Orme, Sr. Admin. Assistant, 306-4500 ext. 4042
Classified: Irma Flynn, Sr. Admin. Assistant 306-4500 ext. 4062
FAX: (805) 520-6670

ASSISTANT SUPERINTENDENT, EDUCATIONAL SERVICES
Jerry Block, Ed.D., (805) 306-4500
Emilie Rons, Sr. Admin. Assistant, 306-4500 ext. 4205

ASSISTANT SUPERINTENDENT, STUDENT SUPPORT SERVICES
Sean Goldman, (805) 306-4500
Sallie Kleingarn, Sr. Admin. Assistant, 306-4500 ext. 4302

ASSISTANT SUPERINTENDENT, DEPT. OF INSTRUCTIOIN & PUPIL SERVICES
Jamie Snodgrass, Ed.D., (805) 306-4500
Janice Osborne, Sr. Admin.Assistant, 306-4500 ext. 4211

CODE	ELEMENTARY SCHOOLS	NAME/TITLE	PHONE	FAX
12	**ARROYO** 225 Ulysses Street 93065	**ALDO CALCAGNO, Principal** Heike Shack, Office Manager	306-4420 #2106	520-6763
13	**ATHERWOOD** 2350 E. Greensward Street 93065	**JENNIFER KAITZ., Principal** Nicole Russell, Office Manager	520-6730 #2206	520-6738
16	**BERYLWOOD** 2300 Heywood Street 93065	**DEBORA PALMER, Principal** Rebecca Lopez,Office Manager	520-6705 #2306	520-6102
17	**BIG SPRINGS** 3401 Big Springs Avenue 93063	**SEAN PLATT, Principal** Melissa Meza, Office Manager	520-6710 #2406	520-6103
25	**CRESTVIEW** 900 Crosby Avenue 93065	**NORA KUNTZ, Principal** Pam Waxman, Office Manager	520-6715 #2506	520-6104
27	**GARDEN GROVE** 2250 N. Tracy Avenue 93063	**NICOLE PERRYMAN., Principal** Joanne Ponce, Office Manager	520-6700 #2606	520-6105
29	**HOLLOW HILLS** 828 Gibson Avenue 93065	**HEATHER GODFREY, Principal** Jennifer Clark, Office Manager	520-6720 #3006	520-6106
35	**KATHERINE** 5455 Katherine Street 93063	**SHAY LUNDSTROM, Principal** Mayerling Fernandez, Office Manager	520-6780 #3206	520-6108
40	**KNOLLS** 6334 Katherine Road 93063	**KENDRA SPEIGHTS, Principal** Nicole Sattler, Office Manager	520-6735 #3306	520-6109
55	**MADERA** 250 Royal Avenue 93065	**TRACIE BOWDEN, Principal** Maritza Berreondo, Office Manager	520-6740 #3406	520-6742
58	**MOUNTAIN VIEW** 2925 Fletcher Street 93065	**JENNIFER GOLDMAN, Principal** Francene De Fazio, Office Manager	520-6775 #3506	520-6110
60	**PARK VIEW** 1500 Alexander Street 93065	**ERIN MAHONEY, Principal** Lauren Starbird, Office Manager	520-6755 #3606	520-6120
65	**SANTA SUSANA** 4300 Apricot Road 93063	**STACY WALKER, Principal** Wendy Hunter, Office Manager	520-6765 #6006	520-6121
73	**SYCAMORE** 2100 Ravenna Street 93065	**LAURA MINER, Principal** Kathleen Hinkle, Office Manager	520-6745 #6206	520-6123
75	**TOWNSHIP** 4101 Township Avenue 93063	**LORI NEIMAN, Principal** Sherry Wehlage, Office Manager	520-6770 #6306	520-6124
80	**VISTA** 2175 Wisteria Street 93065	**BRANDI YOUNG, Principal** Nicole Whaley, Office Manager	520-6750 #6406	520-6752
95	**WHITE OAK** 2201 Alscot Avenue 93063	**JENNIFER CULBERTSON, Principal** Karen De Orio, Office Manager	520-6617 #6506	520-6126
96	**WOOD RANCH** 455 Circle Knoll Drive 93065	**JENNIFER CONMAY, Principal** Kim Holden, Office Manager	579-6370 #6606	579-6373

CODE	EARLY CHILDHOOD DEVELOPMENT CENTER	NAME/TITLE	PHONE	FAX
34	**JUSTIN EARLY LEARNERS ACADEMY** 2245 N. Justin Avenue 93065	**Laurie Cariker, Coordinator ECE** Pin Tanaka, Office Manager	520-6619 #3106	520-6107

CODE	MIDDLE SCHOOLS	NAME/TITLE	PHONE	FAX
20	**HILLSIDE MIDDLE SCHOOL** 2222 E. Fitzgerald Road 93065	**JASON QUARTARARO, Principal** Tee Buckle, Assistant Principal Christine Lobitz, Assistant Principal Anthony Warner, Plant Manager Karen Hewitt, Office Manager	520-6810 #1007 #1011 #1019 #1006	520-6156

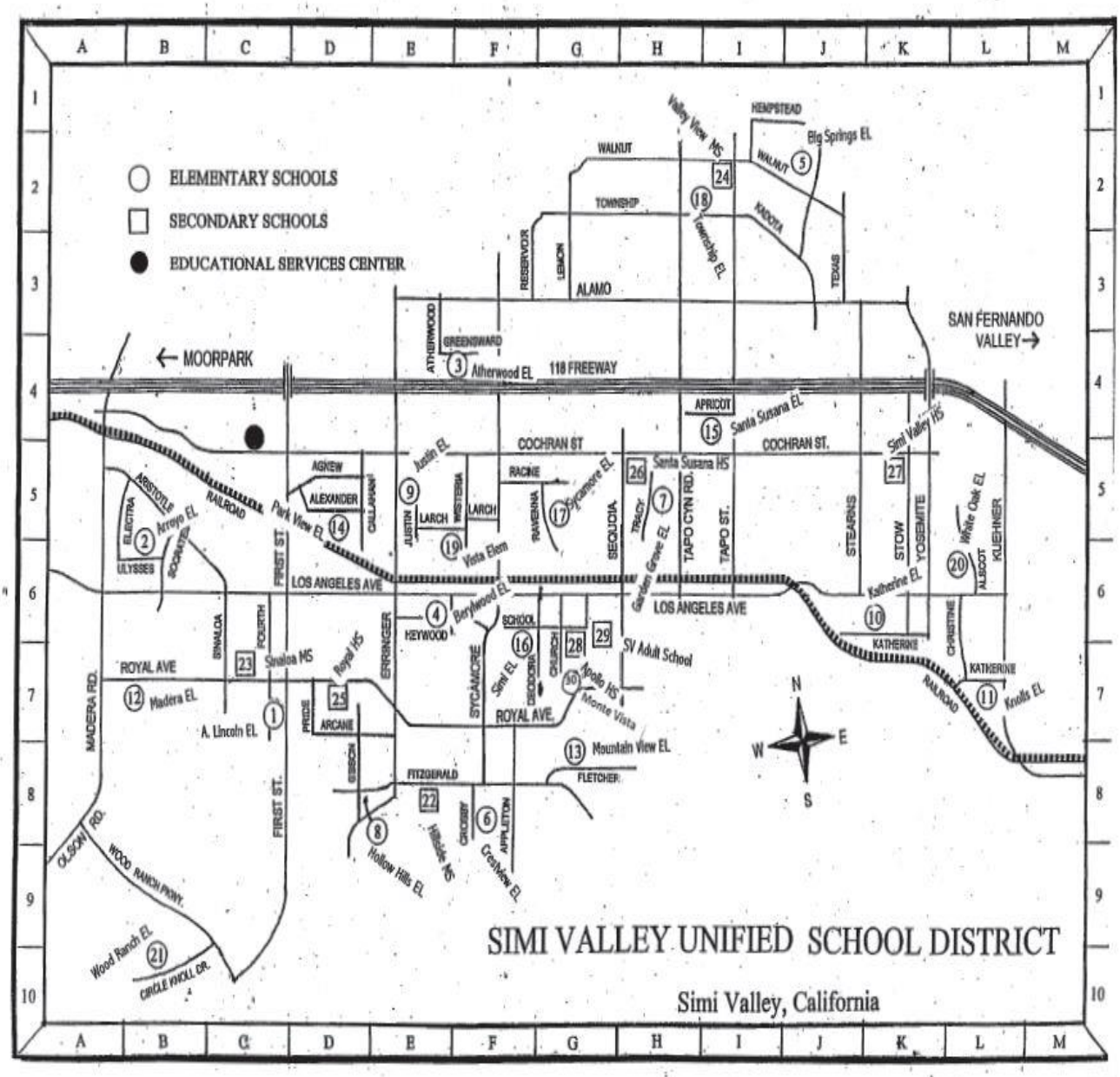
72	**SINALOA MIDDLE SCHOOL** 601 Royal Avenue 93065	**SHAWN RUMBLE, Principal** Ryanne Boerem, Assistant Principal Mandy Hardin, Assistant Principal Oscar Garcia Montes, Plant Manager Ranjit Gill, Office Manager	520-6830 #7007 #7008 #7028 #7006	520-6835
78	**VALLEY VIEW MIDDLE SCHOOL** 3347 Tapo Street 93063	**SHANDA WEAVER, Principal** Brian Kiunke, Assistant Principal Jim Ramirez, Assistant Principal Tyler Dean, Plant Manager Nadia Hurtado, Office Manager	520-6820 #1307 #1308 #1327 #1306	520-6157

CODE	SENIOR HIGH SCHOOLS	NAME/TITLE	PHONE	FAX
32	**APOLLO CONTINUATION SCHOOL** 3150 School Street 93065	**DEAN MAY, Principal** Karen Smith, Office Manager	520-6150 #1507	520-6655
33	**ROYAL HIGH SCHOOL** 1402 Royal Avenue 93065	**MICHAEL HALL, Principal** Jordan Hoffman, Assistant Principal Patricia Myszkowski, Assistant Principal Patricia Russell, Assistant Principal Reina Zapata, Assistant Principal Reid Furlong, Athletic Director Sandy Watson, Plant Manager Harriet Hunsaker, Office Manager	306-4875 #2707 #2736 #2709 #2711 #2735 #2998 #2706	520-6644
37	**SANTA SUSANA HIGH SCHOOL** 3570 E. Cochran Street 93063	**AIMEE SPURBECK-BOIAN, Principal** Melody Dennert, Assistant Principal Jennifer Pemberton, Assistant Principal Paul Bartlett, Plant Manager Kelly Negrete, Office Manager **Program for the Severely Handicapped**	520-6800 #3707 #3708 #3727 #3706 #3883 Or #3884	579-6385
30	**SIMI VALLEY HIGH SCHOOL** 5400 Cochran Street 93063 Mary Slenker ext. 6715	**JOHN C. BAXTER, Principal** Annette Babakhanian, Assistant Principal Brian Cox, Assistant Principal David Jones, Assistant Principal Mary Tremonti, Assistant Principal Joelle Cardona, Athletic Director Dan Behrens, Plant Manager Michelle Cunningham, Office Manager	**577**-1400 #6711 #6709 #6740 #6707 #6737 #6827 #6706	520-6633

CODE	HOME SCHOOL / INDEPENDENT STUDY K-12	NAME/TITLE	PHONE	FAX
07	**MONTE VISTA SCHOOL** 1220 Fourth Street 93065	**KATE SNOWDEN, Principal** Kelly Gomez, Office Manager	579-6326 #2006	520-6727

CODE	ADULT SCHOOL	NAME/TITLE	PHONE	FAX
01	**SIMI INSTITUTE FOR CAREERS & EDUCATION** 1880 Blackstock Avenue 93065	**STACY CASHMAN, Principal** Shayna Ledesma, Assistant Principal Mark Sheinberg, Assistant Principal Melvin Vines, Assistant Principal Debbie Lawrence, Office Manager **SCHOOL OF COSMETOLOGY**	579-6200 #1607 #1608 #1609 #1611 579-6275	522-8902

Rev. September, 2024


ELEMENTARY SCHOOLS
SECONDARY SCHOOLS
EDUCATIONAL SERVICES CENTER
← MOORPARK
SAN FERNANDO VALLEY →
118 FREEWAY
LOS ANGELES AVE
COCHRAN ST
ROYAL AVE
FITZGERALD
FLETCHER
ALAMO
WALNUT
TOWNSHIP
RESERVOIR
LEMON
KADOTA
TEXAS
HEMPSTEAD
Big Springs EL
Valley View MS
Township EL
GREENSWARD
Atherwood EL
APRICOT
Santa Susana EL
Santa Susana HS
Simi Valley HS
AGNEW
ALEXANDER
CALLAHAN
Justin EL
JUSTIN
LARCH
WESTERN
Vista Elem
RACINE
RAVENNA
Sycamore EL
SEQUOIA
TRACY
Garden Grove EL
TAPO CYN RD.
TAPO ST.
STEARNS
STOW
YOSEMITE
White Oak EL
ALCOTT
KUEHNER
Katherine EL
KATHERINE
CHRISTINE
Knolls EL
RAILROAD
ARISTOTLE
ELECTRA
Arroyo EL
SOCRATES
ULYSSES
Park View EL
FIRST ST.
BANALOA
FOURTH
Sinaloa MS
Royal HS
ERRINGER
Berylwood EL
HEYWOOD
SCHOOL
CHURCH
SEQUOIA
SYCAMORE
Simi EL
Apollo HS
Monte Vista
SV Adult School
Madera EL
MADERA RD.
A. Lincoln EL
PRIDE
ARCANE
GIBSON
Mountain View EL
OLSON RD.
WOOD RANCH PKWY.
Wood Ranch EL
CIRCLE HICKLL DR.
Hillside MS
CROSBY
APPLETON
CrestView EL
Hollow Hills EL
N
S
E
W
SIMI VALLEY UNIFIED SCHOOL DISTRICT
Simi Valley, California

Education Code Section 44917 defines substitute teachers as those persons employed in positions requiring certification qualifications to fill positions of "regularly employed" certificated personnel who are absent from service. Substitute teachers become a long-term substitute after working for more than twenty consecutive days for the same regular teacher.

ROLE OF THE SUBSTITUTE TEACHER

The substitute teacher is the certificated position in charge of the classroom in the absence of the regular teacher. A substitute teacher will deliver an instructional program and will provide for the well being and education of the students in the classroom. While the substitute teacher is there to ensure the education of each student, the first responsibility is to maintain the care, welfare, safety and security of the students in the classroom.

A substitute teacher will work closely with the regular staff to maintain the continuity of the regular classroom program and routine, help develop concepts and skills, and nurture every student's potential. The substitute teacher is responsible for providing for the needs of the class, and for ensuring that established rules, procedures, and all assigned responsibilities are performed in an effective and helpful manner.

QUALIFICATIONS FOR SUBSTITUTE TEACHERS

Simi Valley Unified School District strives to provide the best substitute teachers possible for its students. Appropriate certification is required to be assigned as a substitute. Only fully credentialed teachers are placed in long-term assignments. Long-term assignments require being highly qualified in the subject area.

Substitute teachers must hold a valid California Teaching Credential, or a valid 30-day Emergency Sub Permit. Information regarding credentials and Basic Skills requirements is available from the Personnel Services Department.

The Substitute teacher is responsible for yearly online renewal of their 30-day Substitute Permit. Renew online at www.ctc.ca.gov. Once renewed, please re-file your current document with our office to update our records with a valid credential. Failure to hold a valid credential will result in withholding pay. ******It is your responsibility to be sure Certificated Personnel has a current credential/permit on file.***

ASSIGNMENT POLICIES

To be included as a substitute teacher on our staff, you are annually required to sign and complete a Reasonable Assurance letter and return it to the Certificated Personnel Office

The Certificated Personnel Office has the responsibility for the assignment of substitute teachers. When a substitute is needed to fill an absence, our automated substitute calling system, Absence Management, will contact substitute teachers to fill absences. Although substitutes are needed throughout the year, there is no guarantee that an applicant will work on a regular basis. All active substitutes on our staff are given the opportunity to work. The number of active substitutes on our staff and preferences will determine how often you have the opportunity to substitute. If you limit your availability through shortened call times, restricted daily availability, or school preferences, you will also limit your assignments.

THE FOLLOWING RULES ARE STRICTLY ENFORCED

1. Assignments are not to be arranged by the teacher unless they are first cleared through the school office administration or the Certificated Personnel Office.

2. You are expected to accept an assignment only from the substitute recruiter, office manager or teacher. It is unacceptable to cancel an assignment at the last minute unless you have an emergency.

3. Substitute assignments are never to be made by any mutual arrangements with regularly assigned teachers without the approval of the administration at the school site.

4. Schools may rehire the substitutes who are already on duty on their campus. You may be asked to return to the same classroom to keep consistency for the students.

5. Substitutes working under a 30-day substitute teaching permit may not serve more than 30 days for one teacher per school year (20 days for special education classrooms).

CRITERIA CONSIDERED FOR ASSIGNMENT SELECTION

1. Grade or subject matter in which vacancy exists
2. Area in which substitute is qualified
3. Substitute preference or request by name
4. Availability

Preference will be given to substitutes available on a daily basis. Individual circumstances limiting the number of days available will be honored.

AVAILABILITY/CHANGE OF STATUS

Keep the Certificated Personnel Office informed of your availability. Be sure to use the Absence Management System to record any change in your availability or status, such as: change in days of availability or new phone number or email address. Call the Sub Help Desk to report a change of address, acceptance of long-term assignment in another district, or a request to be inactivated temporarily from active status because of illness, travel, etc. If unavailable, please utilize the "non-work day" feature in the Absence Management System so the sub desk or the System will not try to contact you.

The Absence Management System does track your availability and your rejection of assignments. The Absence Management System is available to receive calls twenty-four hours a day. **The toll free telephone number is (800) 942-3767.**

The Substitute Help Desk receives inquiries between the hours of 7:30 a.m. to 4:00 p.m., Monday through Friday at (805) 306-4500 Ext. 4046 or 4045.

THE ABSENCE MANAGEMENT SYSTEM

The Simi Valley Unified School District uses an automated substitute management program called **Absence Management.** This computer program utilizes an interactive voice response system, email, and website to assign substitutes. This technology for assigning substitute teachers is timely, impartial, efficient and easy to use. **A Quick Start Guide was provided at orientation.**

Using your touch-tone telephone key pad, you can call in to review and select available assignments, change your phone number, enter non-work days when you are unable to work and much more. The system also calls you to offer job assignments. Please review the instructions on how to use **Absence Management System**. If needed you may call the Help Desk @ **(805) 306-4500 Ext. 4046** for assistance**.**

Some of the benefits of the Absence Management System are:

- Potential for more assignments for substitutes.
- Makes selection based on preferences and availability
- You select assignments when you prefer to work.
- You can be proactive and search for assignments.



ASSIGNMENT PROCEDURES

1. Absence Management calls substitutes between 4:30 p.m. and 9:30 p.m. on the day before an assignment and beginning at 5:30 a.m. until the job is filled on the day of an assignment. You should be prepared to personally answer phone calls during the times listed above.

2. When called you will be given information which includes grade level or subject, the name of school, absent teacher's name, length of assignment, the schedule of the assignment.

3. When accepting an assignment, you should be ready to leave for the assignment in enough time to report to the school office at least twenty (20) minutes before class begins.

4. If you are unable to arrive on time for any reason, please call the school to notify the administration that you will be late.

5. Most assignments are one-day assignments. On occasion, you may be requested to continue an assignment until the teacher returns from their absence.

6. If, for some reason, you are unable to substitute on a day you are scheduled, cancel through Absence Management as soon as possible. If your assignment is less than 24 hours away, notify the office manager at the school location of your assignment.

ASSIGNMENT CHANGES

1. Our goal is to provide continuity in the classroom. You are obligated to return to an assignment for additional days if needed, even if you were previously assigned elsewhere. If you have any questions, the substitute desk will verify your assignment.

2. If you are assigned to an absence in error, you must stay at the school site to work under the direction of the principal for the length of the day as determined by the principal. **Electing to go home means you will not be paid for that day.**

3. The Certificated Personnel Office reserves the right to move you to another school, and/or change the grade level or subject assignment as needed.

LONG-TERM ASSIGNMENTS

1. Long-term assignments are available to fully credentialed teachers only. Long-term substitute positions will not be assigned to substitutes with a 30-day substitute permit.

2. A long-term assignment becomes effective after subbing twenty (20) consecutive days in the same classroom. Any break in service during the required consecutive days begins a new consecutive teaching period.

3. If assigned to a school indefinitely, continue to report to that assignment until notified by the school office or the substitute recruiter that the assignment has ended.

4. Long-term substitutes are expected to fulfill regular classroom teacher duties to the extent possible.

SUMMER SCHOOL ASSIGNMENTS

Substitute employment in the summer is not automatic. If you are interested in subbing during the summer, you may submit a written request to be considered to the Certificated Personnel Office, Substitute Desk.

SUBSTITUTE TEACHER RESPONSIBILITIES

It is important that substitutes take an active role in educating the students in the assigned classroom. Substitutes should be as consistent as possible with the current programs implemented for each student. To help maintain a normal routine, it is essential that a substitute consult and work closely with the regular staff at each site. It is also important to remember that all students should be treated with dignity and respect. The following questions describe responsibilities of a substitute teacher:

- Did the substitute carry out assignment as directed and follow lesson plans?
- Did the substitute effectively handle the discipline and classroom control?
- Did the substitute arrive on time and follow school procedures?
- Did the substitute work cooperatively with school site staff members?

Substitutes who demonstrate unsatisfactory work performance will be brought to the attention of the Substitute Desk. The situation will be reviewed and a decision made if any action should be taken. If unsatisfactory circumstance(s) continue to occur, the Assistant Superintendent and/or office of Certificated Personnel will review the situation and determine if there is cause for the substitute will be removed from our substitute staff. The substitute may be scheduled to meet with the Assistant Superintendent, Personnel Services or school site administration for counseling or further appropriate action.

REMOVAL FROM SUBSTITUTE TEACHING STAFF

Substitute teachers will be inactivated from our active substitute staff for the following reasons:

1. Request of the substitute teacher
2. Action of the Superintendent, Assistant Superintendent, Certificated Personnel
3. Substitutes will be removed if they do not work within a six-month period of time.
4. "Do Not Send" notices or negative reports are received from at least three schools.

LENGTH OF WORK DAY



Elementary Level

- A half-day assignment is serving up to 4 hours in an instructional capacity, excluding lunch, but including recesses.
- A full-day assignment is serving more than 4 hours in an instructional capacity.

Secondary Level

- The assignment is a half-day when serving in an instructional capacity for up to 4 hours, excluding lunch.
- The assignment is one full day when serving in an instructional capacity for more than 4 hours.

- Preparation periods included in the sequence are considered part of the service hours. The substitute may be called to work during the prep period to cover another class. In this case, the sub is not paid additionally for covering the prep period.

- The substitute is required to remain on campus for the full school day, excluding lunch. If the schedule includes a prep period at the end of the day, it is at the principal's discretion as to whether the sub is allowed to leave for the day.



Compensation

1-20 days full assignment - $150.00
21 consecutive full days - $307.50/day (Step I, Column I Certificated Salary Schedule)

The increase on the 21st consecutive day will be retroactive to the first day of that same assignment.

Half-day assignment paid - $75.00
Summer School - $23.79/Hour

Payroll Information

- Payroll reporting period normally begins on the 11th of one month and ends on the 10th of the following month.
- You may expect your pay warrant to be mailed the last working day of each month.
- You have the option of signing up for direct deposit through the Payroll Department.
- You are subject to the payroll deductions required by law that include Federal and State Withholding Tax and California State Teacher's Retirement System (CalSTRS), if elected.
- Any person currently employed in a part-time or substitute Certificated position may elect to become a member of CalSTRS at any time, as permitted by Education Code Section 22603.1.
- CalSTRS information pamphlets are available through the Ventura County Office of Education at (805) 383-1900.
- Questions regarding your pay may be directed to the Sub Desk @ 805-306-4500 Ext. 4046 **OR** the Payroll Department @ Ext. 4140.

REPORTING TO THE SCHOOL



ARRIVAL TIME

You should arrive to your assignment at the school site usually 20 minutes prior to the beginning of class. If you are not at the school site fifteen minutes after class begins, your assignment will be canceled and given to another substitute teacher.

It is even better to arrive at your assigned school a little earlier. You will find time spent going over lesson plans, books and materials needed, and any special procedures will make your day much more effective and relaxed than trying to accomplish this while students are present. It is also a good time to locate and review their emergency plan, as well as specific behavior intervention plans for students.

REPORT TO THE SCHOOL OFFICE

Report to the school office for instructions for your assignment.

***You will likely be given*:**

- **Keys**
- **Daily schedule**
- **Duty assignments (if any)**
- **Attendance procedures**
- **Lesson plans**

If you need assistance, it can be helpful to check with the office or a neighboring teacher for assistance. You can check for special school procedures. (e.g. school discipline plan, emergency or drill procedures. If these are not available from the office manager, consult the principal or other staff for the information.)

Ask where to put your personal belongings when you arrive. Do not leave your belongings sitting out. It is your responsibility to keep them secured.



IN THE CLASSROOM

Check to see if the following are available, and review them:

- Daily lesson plans (writing them on the board is often helpful, as it lets students know that you intend to have a normal day)
- Worksheets or other produced materials for carrying out today's activities within the classroom
- Attendance materials
- Special procedures in that classroom, (it is important that you do not vary from the practices of the regular teacher)
- Seating chart(s) when appropriate
- Notes regarding specific students (e.g. special education or music pull-outs, individual health problems, and behavior problems. "Student Information Forms" are available to special education substitutes; these forms give substitutes a common format and location to obtain vital information on students.)
- Names of student helpers and/or student volunteers
- In special education classrooms with students requiring specialized, physical healthcare needs, ensure that there is trained staff available to perform these duties.

Make sure that the physical conditions of the room are conducive to good learning. Check the lighting, ventilation and temperature for comfortable levels.

Substitutes are expected to cover non-teaching duties, such as recess, yard supervision, or bus duty if they are assigned to the regular teacher.

Be careful and professional about sharing personal information about any students. Necessary discussion should be confined to authorized school personnel.



WHEN STUDENTS ARRIVE

The following may not be applicable to all substitute assignments.

1. Meet students at the classroom door. Be sure they enter the room in an orderly and quiet manner. This could set the tone for the day or period.

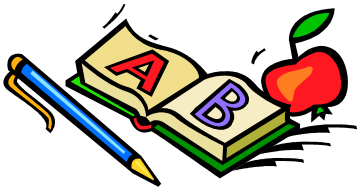
2. Introduce yourself to the class; write your name on the board. Do not use your first name.

3. Establish your authority as their TEACHER for the day. Let students know your expectations. A positive but firm attitude will help to make your day successful.

4. Start class promptly; this helps to reduce discipline problems.

5. Generally, you will need to take attendance and conduct a lunch count at the beginning of the day (or period). A helpful technique is to ask a dependable student to assist you. Assuming that there is a seating chart, see that the students are in their proper seats. (Changing seats and names is a favorite trick of some students.) Announce the names of students you will be reporting as absent; this may straighten out any seating or attendance discrepancies.





CLASSROOM INSTRUCTIONAL TECHNIQUES

1. Follow the teacher's lesson plans as closely as you can to help maintain established routines. If you find it necessary to deviate, be sure to leave a note for the regular teacher with that information.

2. It is a good idea to have some plans and activities of your own that can be used if there are no lesson plans or if the class covers the planned material before the end of the day (or period.) Other teachers in the same grade level or subject area can be helpful if additional ideas are needed.

3. Use clear, consistent instructions in directing every activity.

4. Whenever possible, the students' understanding of processes and concepts previously introduced should be emphasized, rather than the introduction of new materials. This is especially true in one-day assignments.

5. Be sure to correct the assignments the regular teacher has specified for correction. Any written materials initiated by the substitute should be corrected and left for the teacher.

AT THE END OF THE DAY

Complete a final written report to the regular teacher. Be sure to include:

1. What you were able to complete in the lesson plans.
2. What you were unable to complete, and why.
3. What you may have added to the lesson plans, and why.
4. Which students were helpful and which were problems (be specific).
5. Leave completed, corrected student work for the regular teacher.
6. Return supplies and equipment to their proper storage areas. Re-lock any cabinets which were locked when you arrived.
7. Close and lock all windows, turn off lights, and lock all doors.
8. Return all keys to the school office personnel.
9. At this time you will be notified if you are rehired or released from your assignment even though you may have originally been hired for "one day."

CLASSROOM MANAGEMENT

1. Start the day out quickly, firmly, concisely. Be pleasant. Appear confident. Let the students know you will be following the teacher's plan and reporting back to the teacher the events of the day. Your first words and actions usually go a long way to set your expectations for the day.

2. You are legally responsible for the students' safety. While on campus, students are not to be left unattended at any time. Do not release a student to anyone without approval from the office.

3. Maintain established routines as much as possible. Try to hold to time schedules.

4. Try to know the students' names. Have students who seek attention help you—even the smallest tasks can put them on your side.

5. With any group, smile, be friendly, show enthusiasm, and be positive. Try to see that every student has some success or praise. A pleasant word or an appreciative smile works wonders.

6. Retaining student attention can be difficult; however, the manner of presentation can make a difference. The best way to build responsible student behavior is to continually provide frequent positive recognition to those students who are on task.

7. Problems might be eliminated if questions are phrased so only one student will answer or so that children will raise hands, i.e. "Can someone raise his or her hand and tell me what I mean by . . ."

8. Solve problems "on the spot." Never degrade students, but do handle problem situations when they occur.

9. Deal with the individual student, not the group, when corrections are necessary. Have all the facts. Listen to both sides of a story. Focus attention on the problem. Give the child the benefit of the doubt.

10. Maintain the use of conservative, non-controversial, acceptable language when in the classroom. The use of foul, vulgar, or sexually suggestive language creates a potentially volatile situation for the students as well as the teacher. Please caution yourself in this area.

11. There should never be any physical contact with the students. Some examples are avoid touching, pushing, shoving, or slapping. Should a behavioral situation occur which might require the restraint of a student, report the matter immediately to the supervising administrator.



DISCIPLINE/CORRECTIONS

The goal of discipline is to help students build their own self-control. Discipline techniques must be positive and rely on a problem-solving approach. It is important to be patient and consistent. Be pleasant, yet firm.

Discipline problems tend to be minimized in a classroom where the substitute is prepared, organized, and adaptable in addition to demonstrating understanding.

A few discipline techniques that may be used include:

1. Whenever talking to a student, squat down to their eye level. However, do not get in their "personal space."

2. Encourage students to think of alternative solutions to the conflict. Help the student see the consequences of his/her actions. Don't get into a power struggle with the student. Work with regular staff and attempt to give the student options which will allow them to maintain his/her dignity.

3. Remind students of the rules. Help them to understand why their behavior may not be acceptable. Use words the student can understand and be consistent.

4. Reward good behavior. Praise behavior that you like. Tell the student what you want instead of what you don't want.

5. Acknowledge the student's feelings. Let him or her know it is okay to feel sad or angry, but not okay to be aggressive. Promote self-esteem.

6. Redirect or distract. Shift a student's attention, or redirect the student to another activity to avert a problem before it gets out of hand.

7. We may disapprove of a student's behavior, but never the student. You may say, "That is not a good thing to do," but never, "You are not a good boy." A student needs to know that you still like him/her even though he has hurt another student, destroyed something, or done something which he should not have done.

No single technique will work with every student. Match the technique you use to the individual student and the situation.

District policy does not permit corporal punishment. Do not touch, push, shove, slap or punch a student in an attempt to discipline the student. If serious discipline problems arise and you are unable to solve the problem, do not hesitate to contact the administration.

Remember to always be a positive role model. Students learn by example.

VERBAL COMPONENTS OF POSITIVE BEHAVIOR INCLUDE

- A firm and clear voice
- Expressing feelings and beliefs honestly and directly
- Standing up for one's legitimate rights
- Expressing respect and empathy for others
- Use of "I" statements
- Taking the initiative in interpersonal encounters
- Offering alternatives.

NONVERBAL COMPONENTS OF POSITIVE BEHAVIOR INCLUDE

- Good eye contact
- Appropriate facial expression
- Relaxed and natural posture
- An air of confidence
- Maintaining appropriate distance from the other person.

LISTED BELOW ARE A FEW KEY WORDS/PHRASES TO USE

- That's the way to use your words!
- I knew you could do it.
- What a great job!
- I see you are working very hard.
- That shows a great deal of work.
- Good thinking!
- Keep on trying; you've almost got it!
- Show me how you can... (ride a bike, pick up toys, etc.)
- That was very kind of you.
- Thank you.

REMEMBER TO...

- React positively
- Give the child an acceptable solution that he/she can carry out
- Be patient and try again
- Trust the child's judgment
- Reinforce learning with praise
- Offer a child alternatives whenever possible.

ETHICS

Policies, operating procedures and teaching methods differ widely between our schools and classrooms. As a substitute you are probably more acutely aware of these differences than other district employees. You may not always agree with existing policies, procedures, and methods. Criticism of another school, principal or teacher tends to destroy faith in teachers and schools and it negates any positive relationships between regular staff and substitute teachers.

Constructive criticism is always welcomed by the principal and the Certificated Personnel Office.

Be respectful to administrative staff, teachers, aides, and all students. Be friendly and positive. It is the best way to build relationships.



EQUAL EMPLOYMENT OPPORTUNITY / ADA

The Simi Valley Unified School District is an equal employment opportunity employer. The Simi Valley Unified School District is committed to equal employment at all levels of responsibility. The employment and procurement in every department/school within the District will be on a totally fair and impartial basis, and no factors of race, religious creed, color, ancestry, national origin, sex, age, marital status, medical condition, or physical handicap, where the latter does not impair one's job performance with reasonable accommodations, are to be considered. The District has taken affirmative steps to ensure that under-representation and under-utilization at all levels of responsibility of members of minority ethnic groups and women and/or men will be corrected. A coordinator is in place to hear concerns and/or grievances of its substitutes. Furthermore, the District recognizes the Americans with Disabilities Act (ADA) and acknowledges that reasonable accommodations for the employment of qualified persons with a physical disability or medical condition are necessary.

CHILD ABUSE REPORTING

The Simi Valley Unified School District is concerned about the national problem of child abuse. In an effort to support existing laws and support personnel in reporting child abuse, the district has established Administrative Regulation 5141.4 which establishes procedures which offer direction and clarity to the reporting process.

DUTY TO REPORT

All certificated and classified substitutes shall report known or suspected child abuse to a child protective agency by telephone immediately or as soon as practically possible and in writing within 36 hours. The reporting duties are individual and cannot be delegated to another individual. School district substitutes shall not conduct nor attempt to conduct an investigation of such suspicion.

Definitions

1. "Child Abuse" includes the following

    a. Physical injury inflicted by other than accidental means on a child by another person.
    b. Sexual abuse of a child.
    c. Willful cruelty or unjustifiable punishment of a child, or willfully inflicting unjustifiable physical pain or mental suffering, or failure to safeguard a child from these injuries when the child is under person's care or custody.
    d. Unlawful corporal punishment or injury resulting in a traumatic condition.
    e. Neglect of a child or abuse in out-of-home care.

2. "Mandated Reporters" are those people defined by law as "child care custodians," "health practitioners," "child visitation monitors" and "employees of a child protective agency." Mandated reporters include virtually all school employees. All district personnel are designated as "child care custodians."

3. "Child Protective Agencies" are those law enforcement and child protective services responsible for investigating child abuse reports, including the local police or sheriff department, county welfare or juvenile probation department and child protective services.

4. "Reasonable Suspicion" means that it is objectively reasonable for a person with your training and experience to entertain such a suspicion, based on facts to suspect child abuse.

a. To assist in determining whether an incident is reportable, you can ask yourself the question, "Do I suspect, based on my training and experience, that the injury was not accidental or not self-inflicted?" If you have reasonable suspicion that a student is a victim of abuse, whether physical, sexual, or neglect, the incident is reportable.
b. If a student tells you that he or she is being sexually abused, believe the student and report it immediately. It is extremely rare for a child not being abused to make up a scenario involving sexual abuse.
c. When discussing a child abuse matter, remember that they are the victims of a crime and not to blame for it. Also, do not belittle the student's parents.

REPORTING PROCEDURES

1. It is the policy of the district that child custodians immediately report known or suspected child abuse by telephone to the Simi Valley Police Department or the east area office of the Sheriff's Department if minor resides in county area of jurisdiction. Suspected sexual assault should be reported to Child Protective Services when a family member is the suspect; all other suspected sexual assaults should be reported directly to the respective law enforcement agency.

   If someone other than the child care custodian makes the call to the respective protective agency, the child care custodian who first suspected child abuse or sexual assault is legally responsible for ensuring that the call was actually made.

   Notify and request, if needed, the assistance of Student Support Services staff or a school nurse for non-investigative purposes only.

   The telephone report must be made immediately, or as soon as practically possible, upon suspicion. This report will include:

   a. The name of the person making the report.
   b. The name of the child.
   c. The present location of the child.
   d. The nature and extent of any injury.
   e. Any other information requested by the child protective agency, including the information that led the mandated reporter to suspect child abuse.

When a verbal report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

Simi Valley Police Department	(805) 583-6950
Ventura County Sheriff's Department	(805) 494-8200
Ventura County Child Protective Services	(805) 529-2060, ext. 3200

2. Within 36 hours of making the telephone report, the mandated reporter shall complete and mail to the local child protective agency a written report which includes a completed Department of Justice form (DOJ SS 8572). Copies of this form may be obtained from the District or the local child protective agency. Instructions are included on the form, and reporters may ask the site administrator for help in completing and either mailing it or giving it to the responding officer or deputy; however, the mandated reporter is personally responsible for ensuring that the written report is correctly filed.

3. Substitutes reporting child abuse to a child protective agency are encouraged, but not required, to notify the site administrator or designee as soon as possible after the initial verbal report by telephone. When so notified, the site administrator shall forward the information to the office of Student Support Services.

Administrators so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law and district regulations. At the mandated reporter's request, the principal may assist in completing and filing the forms and in working with any responding law enforcement official.

If the mandated reporter does not disclose his/her identity to a district administrator, a copy of the written report should be provided to Student Support Services without his/her signature or name.

Legal Responsibility and Liability

1. Mandated reporters have absolute immunity. School substitutes required to report are not civilly or criminally liable for filing a required or authorized report of known or suspected child abuse.
2. If a mandated reporter fails to report an instance of child abuse which s/he knows to exist or reasonably should know to exist, s/he is guilty of a misdemeanor punishable by confinement in jail for up to six months, a fine of up to $1,000, or both. The mandated reporter may also be held civilly liable for damages resulting from any injury to the child after a failure to report.
3. When two or more persons who are required to report have joint knowledge of a suspected instance of child abuse, and when they so agree, the telephone report may be made by either of them and a single report made and signed by that person. However, if any person knows or should know that the designated person failed to make the report, that person then has a duty to do so.
4. The duty to report child abuse is an individual duty and no supervisor or administrator may impede or inhibit such reporting duties. Furthermore, no person making such a report shall be subject to any sanction.

Victim Interviews

Upon request, a child protective agency representative may interview a suspected victim of child abuse during school hours and on school premises. The child shall be given the choice of being interviewed in private or in the presence of any adult school substitute or volunteer aide selected by the child (Penal Code 11174.3).

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him/her, before the interview takes place, of the following legal requirements:

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school (Penal Code 11174.3).

Release of Child to Peace Officer or Child Protective Services Agent

When a child is released to a peace officer or child protective services agent and taken into custody as a victim of suspected child abuse, the Superintendent or designee and/or principal or designee shall **not** notify the parent/guardian as required in other instances of removal of a child from school, but rather shall provide the peace officer or agent with the address and telephone number of the child's parent/guardian. It is the responsibility of the peace officer or agent to notify the parent/guardian of the situation (Ed. Code 48906). The peace officer or agent will be asked to sign an appropriate release or acceptance of responsibility form.

If You Are Accused Of Molesting or Abusing a Child

1. If a verbal allegation is made by a parent, tell them that in view of their serious concerns, you will contact your administrator who will arrange a joint meeting time. Do not debate the issue with the parent. If the parent insists on calling the principal or supervisor directly, that is their right; you may wish to call first to alert the administration to the situation.

2. If a report has been filed with the police or protective services agent, there will be an investigation and you will be questioned. If questioned, it is recommended that you speak with an administrator present who can confirm what you say, and the context in which you made the statement. It is your right not to talk to a peace officer or agent without first consulting your personal attorney at your own expense.
   If a police officer comes to interrogate you, you may wish, for your own protection, to consult your personal attorney at your own expense prior to saying anything to the police. Sometimes innocent people feel "I don't mind talking, I have nothing to hide," but innocent statements can sometimes be manipulated or interpreted in such a way to aggravate the situation. If you do choose to discuss the matter, it is recommended that you do so in the presence of an administrator.

3. If either formal charges or informal allegations are filed against you, the Simi Valley Unified School District will conduct an investigation into the matter before deciding what action, if any, needs to be taken. Pending the outcome of an investigation and before formal charges are filed, the substitute teacher may be released from service.

   Upon filing formal charges or upon conviction, the District may take disciplinary action in accordance with law, district policies, regulations and/or collective bargaining agreements. The Superintendent or designee shall seek legal counsel in connection with either the suspension or dismissal of the substitute.

EMPLOYMENT ELIGIBILITY VERIFICATION DOCUMENT

Verification of the right to work in the U.S. is required by the Federal Government. Upon initial employment, the substitute must show evidence of identity and employment eligibility when completing the I-9 Document.

FINGERPRINTS

Each substitute will be fingerprinted in conformance with Education Code Section 45125 and as a condition of employment. Fingerprints are forwarded to the Department of Justice and Federal Bureau of Investigation for screening to assure that no substitute has been convicted of a narcotics, sex crime or other crime that would preclude employment by the Simi Valley Unified School District.

OATH OR AFFIRMATION OF ALLEGIANCE

A signed Oath of Allegiance is required of all California public employees. Its primary purpose is to ensure that you will serve as a disaster service worker in a major disaster. In the event of natural, manmade or war-caused emergencies that result in conditions of disaster or extreme peril to life, property and resources, all district substitutes are subject to disaster service activities as assigned to them by their superior. *A substitute may be exempt from taking the above oath if he/she raises a valid religious objection. (BP & AR 4112.3)*

SEXUAL HARASSMENT

The key word in defining sexual harassment is **unwelcome**. When any unwanted, unwelcome, or unsolicited sexual conduct is imposed on a person who regards it as offensive or undesirable, it is sexual harassment. When a person finds the conduct is unwelcome, it becomes illegal. Even conduct implicit in nature—hidden in subtlety

or innuendo—is unlawful if it is unwelcome. If the substitute or student states that she (or he) finds the behavior offensive, the actions are unwelcome. Often victims will seek to avoid confrontation or may fear reprisals and consequently do not clearly state their objection. Therefore, all substitutes must learn to be sensitive to how their actions may be perceived by others, no matter what they personally may believe or intend. (The following procedures are from Administrative Regulation 4119.11)

What Is Sexual Harassment?

Sexual harassment shall be defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature, made by any substitute, volunteer or student in the school district.

Pursuant to law, unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature constitutes sexual harassment when:

1. Submission to the conduct is explicitly or implicitly made in term or condition of an individual's employment, academic status or progress.
2. Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment.
4. Submission or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs or activities available at or through the school.

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

1. Unwelcome sexual flirtations or propositions.
2. Verbal abuse of a sexual nature.
3. Graphic verbal comments about an individual's body.
4. Sexually degrading words used to describe an individual.
5. Display of sexually suggestive objects or pictures in the educational environment.
6. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Acts of sexual harassment must be considered by a reasonable person, who is of the same gender as the victim, to be sufficiently severe or pervasive to have a negative impact upon the individual's academic or work performance or to create an intimidating, hostile or offensive educational or work environment.

When Should A Complaint Be Made?

If you feel you are being discriminated against, or if you observe that discrimination is being practiced in your work area, you should contact the Personnel Services Department. It is your right to file a complaint under our Complaint Procedure.

A complaint should be filed as quickly as possible after the date of the alleged harassment. A limit of 180 days shall be imposed unless the time for filing the complaint is extended for good cause. All complaints must be processed and reviewed within five school days.

How Should A Complaint Be Made?

All individuals or groups who file a complaint shall be granted the right of confidentiality and privacy to the extent the law allows. Retaliation of any kind by the alleged harasser shall be considered a violation of Title IX of the Civil Rights Act and will result in immediate disciplinary action.
All verbal complaints must be put in writing. The complainant may use the written complaint form provided by the school district or may provide their own form of written complaint. Complainants are encouraged to provide

their name and address to effectively process the complaint and monitor the results but are not required to do so. The name of the complainant may not be revealed without prior consent.
Complaints of sexual harassment may be directed to any or all of the following people/agencies:

1. School district substitute teachers alleging sexual harassment may report a complaint to their supervisors or department head. The supervisor or department head will ensure that a written complaint is prepared and that appropriate actions are taken to solve the problem and prevent its recurrence in the future.

   The actions taken by a supervisor or department head will be recorded on a standard response form. A copy of this written response will be forwarded, along with a copy of the written complaint, to the school district's Title IX Officer(s).School district substitute teachers, as well as all other individuals alleging sexual harassment, may also complain to principals, the Title IX officer(s), the State Department of Education and/or the Office for Civil Rights as specified in this section.
2. Title IX Officer(s): Individuals alleging sexual harassment may complain to the school district's Title IX Officer(s). The Title IX Officer must ensure that a written complaint is prepared and shall ask the complainant if s/he wants to prepare it individually or with the Title IX Officer(s). The Title IX Officer will then interview all people involved to ensure the problem is corrected in the most effective manner and record the results of the investigation on a standard response form prepared by the school district. To contact the Title IX officer(s) call the Superintendent's office, 101 W. Cochran Street, Simi Valley, CA 93065, (805) 306-4500 extension 4002.

3. Office of Gender Equity - California Department of Education: Individuals alleging sexual harassment may notify the California Department of Education or may file a complaint after filing a separate complaint with the school district. To contact the California Department of Education call or write: Office of Gender Equity, California Department of Education, 721 Capitol Mall, Sacramento, CA 95814 (916) 657-2813.

4. Office for Civil Rights: Individuals alleging sexual harassment may complain directly to the Office for Civil Rights or may file a complaint after filing a separate complaint with the school district. A grievant is not required by law to use the school district's grievance procedures before filing a complaint with the Office for Civil Rights; however, filing a complaint with the Office for Civil Rights may preclude any further use of the school district's grievance procedures. If the grievant uses the school district's grievance procedures and also files a complaint with the Office for Civil Rights, the complaint must be filed with the Office for Civil Rights within 60 days after the last act of the school district's grievance process. To contact the Office for Civil Rights, write or call the following: U.S. Department of Education, 50 United Nations Plaza, #239, San Francisco, CA, 94102, (415) 556-7000.

How to Appeal a Decision Made By the School District
Individuals who are dissatisfied with the school district's response to a sexual harassment complaint may appeal to the school district, the Office for Civil Rights or seek civil law remedies.

1. School District: Appeals may be made to the Superintendent. S/he will contact the Title IX Officer(s) to review the complaint and response and work with all individuals involved in the complaint to resolve the problem. Contact the Superintendent at the district office, 101 W. Cochran Street, Simi Valley, CA 93065, (805) 306-4500 extension 4002.

   Appeals may be made to the Board during one of their regular meetings in a closed session. The Board will work with all individuals involved in the complaint to resolve the problem. To verify date and location of meetings call the Superintendent's office at (805) 306-4500 extension 4002.
2. Office of Gender Equity - California Department of Education: Appeals of a school district decision regarding a sexual harassment complaint may be made with the California Department of Education. To contact the California Department of Education call or write: Office of Gender Equity, California Department of Education, 721 Capitol Mall, Sacramento, CA 95814 (916) 657-2813.

3. Office of Civil Rights: Appeals of a school district's decision regarding a sexual harassment complaint may be made with the Office for Civil Rights. To contact the Office for Civil Rights, write or call the following: U.S. Department of Education, 50 United Nations Plaza, #239, San Francisco, CA 94102, (415) 556-7000.

4. Civil Law Remedies: Appeals of a school district's decision may be made in court through civil law remedies. Complainants should consult an attorney for more information.

All materials concerning the complaint, including the written complaint, written responses, notes, letters and legal papers, is maintained on file by the school district for five years after the investigation is completed.

VERIFICATION OF SOCIAL SECURITY CARD

The District requires a copy of your social security card be on file with the Payroll Department for your payroll checks to be processed. Per federal regulations, the District must issue your check with your name as listed on your social security card. This regulation is in place to protect both the substitute and the District. By using the exact information printed on your social security card, earnings reported to state and federal agencies are posted accurately to ensure proper credit to you. If a substitute is paid under an incorrect name or social security number, the District may be subject to penalties.

HEALTH AND SAFETY

INJURY AND ILLNESS PREVENTION PROGRAM

Simi Valley Unified 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 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 district 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 the 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. Enforcing safety and health rules through an incentive program and/or disciplinary procedures.
7. 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 SVUSD website under Risk Management, District Safety Programs.**

- **OUTBREAKS OF INFECTIOUS DISEASE COVID-19**

Addendum to the IIPP **located on the SVUSD website under Risk Management, District Safety Programs.**

- **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 appendix A of this document and with the IIPP **located on the SVUSD website under Risk Management, District Safety Programs.**

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 establishes 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.

Scope

This program will apply to all employees and volunteers whose primary job assignment involve 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 SVUSD Website under Risk Management, District Safety Programs.**

HAZARDOUS MATERIALS COMMUNICATION PROGRAM

The District maintains a Hazard Communication Program that complies with Cal/OSHA General Industry Safety Orders, California Code of Regulations, Title 8, Section 5194 and is incompliance with 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 book in each area, Safety Data Sheets (SDS), recording when hazardous substances are used or stored.
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 on request to all employees or their designated representatives, Cal/OSHA personnel and other authorized persons as required by California law. **The program is located on the SVUSD website under Risk Management, District Safety Programs**

INTEGRATED PEST MANAGEMENT (IPM)

Use of pesticides/herbicides on any school campus is strictly regulated. Employees should never use pesticides/herbicides unless they have been trained and appropriate notifications are posted. **More details can be found on the SVUSD website under Maintenance and Operations.**

WORK-RELATED INJURIES AND ILLNESSES

The District elects to self-fund its workers' compensation liability. Medical bills and all other benefits are paid directly from school district funds. The District contracts with an independent third-party administrator who is responsible for providing claims-handling services, administering all workers' compensation benefits in accordance with the Labor Code, and working with the District to return injured workers back to employment.

The District's third-party administrator for Workers' Compensation is:
YORK Risk Services Group, Inc.
P.O. Box 619079 Roseville, CA
95661 Telephone: (888) 644-
2635

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 or office manager must call and report the injury to **Company Nurse at 855 602-5267**. A Supervisor's Report of Injury must be completed by the supervisor directly after an injury has been reported.

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 @ 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 urgent care facilities:	
Med Center 1980 Sequoia Ave Simi Valley CA 93063 (805) 583-5555	

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 injury is serious enough to warrant immediate medical treatment, call 911. **Report the injury to a supervisor and Risk Management (805) 306-4500 X4083**. Unauthorized medical treatment will not be paid for under the district's workers' compensation program.

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 report or release to duty statement to your supervisor and the Risk Management Department. You, your supervisor and Risk Management will discuss any restrictions and a possible temporary modified duty assignment.

Questions and Other Information

If you have any questions regarding your claim or treatment, please do not hesitate to call the Risk Management Department or YORK Risk Services. Prior approval must be obtained to leave the state while receiving workers' compensation benefits.

STUDENT 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. In the aftermath of the injury you will be asked to provide information regarding the injury for an incident report.

BLOODBORNE PATHOGENS (BBP) EXPOSURE CONTROL PLAN

The Simi Valley Unified School District has adopted a Blood borne Pathogens Exposure Control Plan in accordance with the OSHA Blood borne Pathogens Standard 29 CFR 1910.1030 and Title 8, 5193

The full program is available on request to all employees or their designated representatives, Cal/OSHA personnel and other authorized persons as required by California law. **The program is located on the SVUSD website under Risk Management, District Safety Programs.**

Implementation methodology for program:

1. **Exposure Determination -** A review of employee tasks has been completed to identify employee groups who may be at greater risk for exposure to BBP. Some groups such as Special Education teachers and Staff, Coaches and Custodians are at greater risk of exposure.
2. **Work Practices - Standard precautions will be observed at all the District facilities**. All blood and bodily fluids will be considered infectious. Work practices shall be implemented to eliminate or minimize exposure to employees. Standard Precautions include:
   - Use of gloves
   - Use of a barrier for CPR
   - Hand washing
   - Disposal of contaminated waste
   - Disinfection
3. **Personal Protective Equipment -** Personal protective equipment shall be provided without cost to the employee. The program manager/principal is responsible for ensuring that the proper personal protective equipment is available. Employees are responsible for wearing the designated personal protective equipment:
   - **Disposable gloves** or **Utility gloves**
   - **Barrier masks for CPR**
   - **Masks and/or glasses for specialized health care procedures**,
4. **Hepatitis B Vaccine - Employees** whose primary job activities include day-to-day exposure to blood and body fluid and individuals whose additional job activities include the potential for occupational exposure shall be offered the Hepatitis B vaccine.
5. **Post-exposure evaluation and follow-up - Exposure** incidents shall immediately be reported to the employee's supervisor and Risk Management Department. Employees who experience an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the Cal-OSHA Standard.
6. **Training - Training** will be provided to all affected employees regarding all aspects of the Blood borne Pathogens Exposure Control Plan.

TOBACCO FREE ENVIRONMENT (BP 3513.3)

Tobacco use is prohibited in all facilities owned and/or operated by the Simi Valley Unified School District, including indoors, outdoors and in all district vehicles whether located on or off the premises. Included in the prohibition is tobacco use in privately owned vehicles located on district owned and/or operated property. This policy applies to employees, students, and the general public. The policy also includes use of other electronic devices emitting vapor which may or may not be tobacco based. (Electronic cigarettes) Any questions or interpretation arising to the intent of the

regulation regarding specific facilities or locations will be resolved by the Assistant Superintendent of Personnel Services.

The District will prepare and make available to employees a list of clinics and other agencies that provide programs which assist individuals who wish to stop smoking or using other tobacco products. With sufficient interest, an ongoing program may be established with financial support.

VIOLENCE-FREE WORKPLACE

The Simi Valley Unified School District has zero tolerance for workplace violence. Acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect district employees or which occur on district property will not be tolerated.

The District's prohibition against threats and acts of violence applies to all persons involved in the district's operation, including but not limited to personnel, contract, and temporary workers and anyone else on district property. Violations by any individual on district property, by any individual acting as a representative of the District while off district property, or by any individual acting off of district property when his/her actions affect the Simi Valley Schools' business interests will lead to disciplinary action (up to and including termination) and/or legal action as appropriate.

Every employee and every person on district property is encouraged to report incidents of threats or acts of physical violence of which he/she is aware. The report should be made to the employee's immediate supervisor or another supervisory employee if the immediate supervisor is not available. Nothing in this policy alters any other reporting obligation established in policies or in state, federal or other applicable law.

AIR POLLUTION EMERGENCY ALERT PLAN

In the event of an air pollution emergency alert, the Superintendent or designee will notify each site of the level of the alert. School staff will be expected to modify programs which require students to have prolonged or strenuous physical activities on the day of the episode declaration. In determining whether a proposed activity can be conducted assess each activity to ascertain its potential for increasing the respiration rate for an extended period of time. The intensity of an activity should be the determining factor in deciding to cancel an activity

DRUG AND ALCOHOL FREE WORKPLACE (BP 4020)

The District is fully committed to achieving a drug and alcohol free environment for its students and employees. The unlawful manufacture, distribution, dispersing, possession or use of a controlled substance or alcohol is prohibited in all district work places.

While the District has no intention of intruding into the private lives of its employees, involvement with drugs off the job can affect job performance and safety. To this end, the district will act to eliminate any substance abuse (illegal, prescription or other substance) which increases the potential for accidents, absenteeism, substandard performance, poor employee morale or damage to the reputation of the District. All employees should be aware that violations of the Drug Free Workplace Policy will result in discipline, up to and including termination.

As a condition of being employed to work under any federal grant received by the Simi Valley Unified School District, employees are required to abide by the terms of this statement. These

employees are further required to notify their supervisor, (or the Classified Personnel Services Department), of any conviction for a criminal drug statute violation within five days after such conviction.

TRANSPORTATION EMPLOYEES

The Simi Valley Unified School District desires to take all possible steps to ensure transportation safety for district students and staff. A drug and alcohol testing program has been established for all school bus drivers and any other employees who hold a commercial driver's license which is necessary to perform duties related to their employment with the district. This program fulfills the requirement of federal law and regulations. (Federal Highway Administration Drug Testing Regulations, Title 49 of the Code of Federal Regulations) For all applicable employees more information can be found in the transportation department.

FREEDOM FROM TUBERCULOSIS

As required by Ed Code, section 49406 verification of freedom from tuberculosis is required upon employment. If you had a TB taken within one year of employment in another district which has not expired, it will be accepted to meet this requirement. If you had a TB x-ray or intradermal skin test within the past 60 days, for another reason that can be verified in writing by the doctor or agency who administered the test, it will be accepted. The District must have TB verification within ten days of beginning work. Employees are required to renew their TB verification every four (4) years after initial employment. The District shall require a TB Risk Assessment questionnaire to be completed and reviewed by a doctor or registered nurse. Should an employee need a skin test or x-ray, the district will cover the cost of the skin test and one follow-up x-ray; the District designated health provider must be utilized.

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 Gov. 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 SVUSD website under the Risk Management and Employee sections. A comprehensive program including all site specific programs can be found in the Risk Management department.**

EMERGENCY PROCEDURES

Evacuation / Fire

- Alarm Sounds
- Grab "Go Bag'
- Shut (but NOT lock) classroom doors once room is cleared
- Proceed with students/staff to evacuation area
- Take Attendance
- Submit a student account form if students are missing
- Hold up either: The GREEN "All clear" (all students accounted)
  The RED "Need Help" missing students.
  Submit a student account form to report any missing students.

- Look for Incident Commander for instructions (White Helmet, White Vest)
- If you have an EOP position, coordinate with your designated buddy to insure that your class is safe and report to Incident Command station for your work instructions
- Follow Incident Commander instructions procedures until all clear is called
- Return to class once all clear is called

Lockdown

- Announcement: “This is a Lockdown”
- Close and lock doors
- Turn off lights
- Close blinds or block windows
- Students who are outside go to nearest classroom
- Do not open door again until lock-down is cancelled
- Document students who are present: phone or google share information to office if possible
- Remain quiet on floor away from doors and window until all clear is called
- Set up lockdown bucket if lockdown is real and toileting is needed
- Only teacher should use cell phone
- Stay in lockdown until all clear is called

Drop Cover and Hold On / Earthquake

- No Alarm: Students hear: “There has been an Earthquake” announcement
- Teacher says: “Drop, Cover, Hold On” Students follow directions
- Grab “go bag’, lockdown bucket,
- Evacuate to designated area(s) when judged safe to do so. Do not run!
- Shut but not lock classroom doors
- Watch for fallen objects or dangerous items, fire, downed wires
- Take Attendance: Hold up Green or Red Card as in Fire Drill
- Render first aid if needed
- Follow Student Release procedure (if needed)

APPENDIX A - CODE OF SAFE PRACTICES

Unsafe work practices combined with hazardous conditions are the main ingredients for creating an injury or accident. The District is putting forth its best effort to eliminate unsafe conditions. This Code of Safe Practices, or list of safety rules, is provided to help all employees to work safely.

GENERAL SAFE PRACTICES

1. **Report *all* accidents, injuries, and illnesses** (no matter how small) to your supervisor or the District Risk Management immediately.
2. Report all unsafe conditions and equipment to your supervisor or District Risk Management Office or District Business Office.
3. Ask questions about anything you do not understand about your job.
4. Clothing that covers the back, shoulders, and midriff, and clothing that covers the top portion the legs when seated shall be worn by all employees in the Custodian, Food Service, Grounds, Maintenance, Print Shop/Graphics, Transportation, and Warehouse areas.
5. All employees who spend more than ten percent of their day in the Custodian, Food Service, Grounds, Maintenance, Print Shop/Graphics, Transportation, and Warehouse areas shall wear shoes or boots with a low heels, non-skid soles, and closed toe and heel.
6. Always wear necessary and/or required protective equipment.
7. Always follow instructions on safety signs and caution tapes.
8. Do not enter construction or remodeling areas unless you are specifically authorized to work there.
9. Be aware of forklifts in operation; keep a safe distance from them.
10. Use a proper step stool or ladder to reach overhead. Do not stand on any chairs, other furniture, or boxes.
11. Always keep workstations clean and orderly.
12. Return materials and equipment to their proper place when finished using them.
13. Throw trash in proper waste containers.
14. Clean up small amounts of spilled materials or liquids immediately. Be sure the custodian is called to clean up larger spills.
15. All food storage, preparation and consumption should be limited to specifically designated areas, such as the staff lounge and the cafeteria/multipurpose room.
16. No overnight storage of food in classrooms or offices.
17. No cleaning chemicals or other pest management products should be brought from home.
18. Pest infestation should be reported to the maintenance department so that proper notification and posting can be accomplished.
19. Use handrails when going up or down stairs.
20. Always keep aisles and passageways clear.
21. Maintain 36 inches of clearance around all electrical equipment and panels.
22. Maintain 36 inches of clearance around fire extinguishers, fire alarms and fire exits.
23. In the event of a fire, sound the alarm.
24. Upon hearing an alarm, stop work and proceed to the nearest clear exit. Assemble at the appointed location.
25. Only trained and designated employees may attempt to respond to a fire or other emergency
26. Handle all chemicals in accordance with manufacturer's instructions.

27. All chemical containers must be properly labeled.
28. Contact the facilities department for chemical disposal.
29. Practical jokes, skylarking, horseplay, scuffling and fighting are not permitted.
30. Follow proper lifting and material handling procedures
31. Call the transportation department to move heavy office furniture or equipment.
32. When working outdoors in the heat, properly hydrate yourself and seek shade and a recuperative rest break when necessary.
33. Observe all safe practices applicable to the department or area in which you are working or visiting.

ADMINISTRATION AND OFFICE STAFF

1. Observe all applicable general safe practices.
2. Keep desk and file drawers closed when they are not in use, open only one file drawer at a time.
3. Do not overload shelves.
4. Use staple removers to remove staples.
5. Paper cutters and other cutting tools are to be properly used, maintained, and stored.
6. Use multi-outlet strips instead of extension cords and do not place them across the floors or working areas that are open to use. Never plug a multi-outlet strip into another multi-outlet strip.

TEACHERS AND OTHER CLASSROOM STAFF

1. Observe all applicable general safe practices.
2. Keep desk and file drawers closed when they are not in use. Open only one file drawer at a time.
3. Do not overload shelves.
4. Use staple removers to remove staples.
5. Paper cutters and other cutting tools are to be properly used and properly maintained.
6. Use multi-outlet strips instead of extension cords and do not place them across the floors or working areas that are open to use. Never plug a multi-outlet strip into another multi-outlet strip.
7. Flammable liquids are to be stored in approved flammable liquid storage cabinets. Non-combustible liquids should be stored in secondary containment to minimize spills.
8. Art materials in grades Kindergarten through Sixth must be labeled with the AP Nontoxic label or a label to indicate conformance with ASTM D-4236.
9. Combustible decorations must not cover more than 25% of the available wall space. Combustible materials should be distributed in a manner that will not create a continuous fuel source for a fire.
10. Decorations should not be hung on doors or windows.
11. Ceilings should be kept free of decorations at all times.
12. Three-dimensional artwork is to be constructed from non-combustible materials or treated to be flame retardant. In accordance with the State Fire Code, a qualified person must complete Flame retardant treatment.

PARAEDUCATORS

1. Observe all applicable general safe practices.
2. Wear closed toed, rubber or leather soled shoes.
3. Be aware of the hazards of individual students (biting, head butting, kicking).
4. Utilize mechanical lifts when available and safe lifting techniques at all other times.
5. Practice good disease control methods when handling blood or bodily waste.
6. Read and follow all chemical labels, use protective equipment when necessary.

CAMPUS SUPERVISORS

1. Observe all applicable general safe practices.
2. Wear closed toed, rubber or leather soled shoes.
3. Wear appropriate identification at all times while on duty (badge, vest, shirt etc.)
4. Be aware of school site traffic plans.
5. Avoid conversation during playground supervision (both other supervisors and students); move regularly to see all areas of the playground.
6. Become familiar with changing hazards on campus, puddles during rain, sand on the sidewalk near the playground, low areas or holes in the turf. Report new hazards.

CHILD NUTRITION SERVICES

1. Observe all applicable general safe practices.
2. Handle hot equipment and dishes slowly and cautiously. Warn fellow workers who are nearby.
3. Oven doors, drawers, and cupboard doors are to be closed when access is not necessary.
4. Dry hands and stand on dry floors to plug in any electrical equipment.
5. Turn off equipment when not in use.
6. Use caution when handling knives or other sharp utensils. Points and sharp edges of sharp tools should be towards the back of the drawer or facing down.
7. Store cleaning products in designated areas, away from food, in properly labeled containers.
8. Use only approved cleaning products with MSDS sheets.
9. No glass or breakables allowed in kitchen/prep area.
10. When cleaning knives, lie flat, and use a sponge or brush.
11. Discard broken tools, pots and pans with broken or weak handles, if not repairable.
12. Use a broom and dustpan to sweep dropped food.
13. Wet floor surfaces and/or spills must be posted for slipping hazard and dried as soon as possible.

CUSTODIANS

1. Observe all applicable general safe practices.
2. Use proper lifting and material handling techniques.
3. Clothing worn around moving equipment must be tight fitting. Long hair must be restrained to prevent entanglement with machinery. Jewelry must not be worn when working with moving equipment.
4. Wet floor surfaces and/or spills must be posted for slipping hazard and dried as soon as possible.
5. Cleaning solutions are to be mixed and used according to label directions and training.
6. Use an appropriate ladder or step stool for over shoulder tasks.
7. After cleaning floor drains, be sure grates have been replaced and securely fastened.
8. Flammable liquids are to be stored in approved flammable liquid storage cabinets. Non-combustible liquids should be stored in secondary containment to minimize spills.
9. Keep at least one aisle of the storage area open at all times.
10. Use universal precautions when cleaning bodily fluids.
11. Stay away from roof edges. When retrieving balls stuck on the roof, use a broom to push them off.
12. Use the buddy system when changing light bulbs or performing other minor electrical tasks.
13. Face the trash bin and lift the container up to rest on the lower edge of the bin.
14. Fill the mop pail only half full.
15. Roll the mop pail, rather than carrying it.
16. Avoid chemical contact with skin and eyes. Wash thoroughly after any such contact.

GROUNDSKEEPING

1. Observe all applicable general safe practices.
2. Clothing worn around moving equipment must be tight fitting. Long hair must be restrained to prevent entanglement with machinery. Jewelry must not be worn when working with moving equipment.
3. Wear clothing that will protect skin from sharp objects, cutting equipment, moving parts, flying debris, hot surfaces, etc.
4. Use proper lifting and material handling techniques.
5. Observe proper safe practices for tree trimming.
6. Observe safe practices for storage, use, dispensing, and cleanup of pesticides.
7. Pesticides should be applied only after proper notification and posting has taken place.
8. Flammable liquids are to be stored in approved flammable liquid storage cabinets. Non-combustible liquids should be stored in secondary containment to minimize spills.
9. Rags with oil or solvent are to be stored in covered metal containers and removed from the site daily.
10. Ensure equipment has enough fuel before use. Only add fuel to cool engines.
11. Inspect machinery and tools before using. Report damaged, worn, or loose equipment to the department supervisor.
12. Turn off equipment when not in use or left unattended.
13. Do not remove or alter equipment safety guards or safety devices in any way.
14. Use the right tool or equipment for the assigned task. Keep tools clean and sharp.
15. Take precautions to avoid exposure to outdoor temperature extremes.
16. Only properly trained and authorized employees are allowed to drive district vehicles.
17. Employees shall wear proper seat belts while driving district vehicles and/or while passengers in district trucks.
18. Passengers are not permitted in or on the bed of trucks, on tractors, or other landscaping equipment.
19. Have a clear view behind a vehicle before traveling in reverse. Use a spotter when rear vision is obstructed.

MAINTENANCE

1. Observe all applicable general safe practices.
2. Clothing worn around moving equipment must be tight fitting. Long hair must be restrained to prevent entanglement with machinery. Jewelry must not be worn when working with moving equipment.
3. Wear clothing that will protect skin from sharp objects, cutting equipment, moving parts, flying debris, hot surfaces, etc.
4. Use proper lifting and material handling techniques.
5. Follow proper lockout/tag out procedures.
6. Wet floor surfaces and/or spills must be posted for slipping hazard and dried as soon as possible.
7. Turn on lights or use a flashlight. Do not enter dark rooms, hallways, or grounds.
8. Flammable liquids are to be stored in approved flammable liquid storage cabinets. Non-combustible liquids should be stored in secondary containment to minimize spills.
9. Rags with oil or solvent are to be stored in covered metal containers and removed from the site daily.
10. Ensure equipment has enough fuel before use. Only add fuel to cool engines.

11. Turn off equipment when not in use or left unattended.
12. Inspect machinery and tools before using. Report damaged, worn, or loose equipment to the department supervisor.
13. Do not remove or alter equipment safety guards or safety devices in any way.
14. Keep all electrical cords flat.
15. Use the right tool or equipment for the assigned task. Keep tools clean and sharp.
16. All compressed air is to be directed away from the operator and any other people.
17. Take precautions to avoid exposure to outdoor temperature extremes.
18. Only properly trained and authorized employees are allowed to drive district vehicles.
19. Employees shall wear proper seat belts while driving district vehicles and/or while passengers in district trucks.
20. Passengers are not permitted in or on the bed of trucks, on forklift trucks, tractors, or other landscaping equipment.
21. Have a clear view behind a vehicle before traveling in reverse. Use a spotter when rear vision is obstructed.

WAREHOUSE

1. Observe all applicable general safe practices.
2. Follow forklift operating rules.
3. Only trained and authorized employees may drive the forklift.
4. Inspect pallets and their loads for integrity and stability before loading and/or moving.
5. All materials are to be stacked, racked, or piled in such a manner which prevents tipping, falling, collapsing, rolling, or spreading.
6. Shrink-wrap or band materials on pallets before storing on the top of pallet racks.
7. Keep storage of materials below specified load weight limits.
8. Replace movable guard railing after materials have been elevated onto mezzanine storage.
9. Do not stand or climb on pallets or pallet racks.
10. Only properly trained and authorized employees are allowed to drive district vehicles.
11. Employees shall wear proper seat belts while driving district vehicles and/or while passengers in district trucks.
12. Passengers are not permitted in or on the bed of trucks, on forklift trucks, tractors, or other landscaping equipment.
13. Have a clear view behind a vehicle before traveling in reverse. Use a spotter when rear vision is obstructed.
14. Vehicles are to be parked in designated areas and are not to block entrances or obstruct traffic.
15. Delivery vehicles are to turn off motors and set brakes prior to loading or unloading. Trucks and trailers are to be secured from movement during loading or unloading operations.

Reviewed July, 2016
Updated: 10/08/18
Updated Risk
07.23.19
11/24/20



APPEARANCE AND DRESS

The Simi Valley Unified School District deals with the public. Common sense in your personal appearance should be considered in your neatness, cleanliness, and clothing and should be followed by all employees/substitute teachers.

Inappropriate attire is identified as any item of clothing that causes a distraction to other employees/substitute teachers, causes a break in the normal flow of office routine, or creates an unsafe situation for the job being done.

1. Employees/substitute teachers working with students should consider the issue of safety and avoid wearing clothing or accessories that may cause a distraction. Loose jewelry, such as necklaces, bracelets and dangling earrings, should not be worn as it could catch on apparatus or distract students.
2. Employees/substitute teachers who work in areas that require climbing, lifting, and kneeling should consider the safety factor and wear clothing that is compatible with the job function they are performing.
3. Employees/substitute teachers who interface with the public should give extra consideration to the appropriateness of their apparel and overall appearance.

Extremes in fashion and leisure activity clothing should be reserved for wear during non-work time. If a special activity or environmental change requires special needs, these needs should be recognized by the supervisor. Again, common sense should be the guiding principle in selecting apparel.

CHANGE OF NAME OR ADDRESS

If you change your name, address or phone number, remember to report the change to the Personnel Services Department.

CELL PHONE USE POLICY

The goal of this policy is to establish guidelines for use of cellular telephones by staff to ensure that cellular telephone use will not infringe on either the instructional process or on the rights of others. The purpose is to ensure the continuation of a positive learning environment that is free from unnecessary disruptions. The guidelines for possession and use of cellular telephones on school campuses shall be:

1. Except in the case of an immediate emergency, staff shall not use cellular telephones in classrooms or in a setting that may interfere with any school program.
2. All cellular telephones should be turned off or in vibrate (non-auditory) mode when in a classroom or at a school activity where students are present.

Recognizing that staff may be in possession of cellular telephones on school campuses, the District does not assume liability if such devices are damaged, lost or stolen.

COMPUTER USAGE POLICY

INTERNET AND TECHNOLOGY ACCEPTABLE USE POLICY

AR 4040 Employee Use of Technology
Computer and Internet Acceptable Use Policy

COMPUTER AND INTERNET GUIDELINES

All SVUSD employees will sign the "Acceptable Use Policy" agreement when a District issued computer is provided. Internet access is available to students and staff in the Simi Valley Unified School District. The intent of the district is to make Internet access available for the purpose of furthering educational goals. Providing Internet access to staff and students will promote educational excellence in schools by facilitating resource sharing, innovation, and communication. Students may have access to e-mail through a classroom account.

We believe that there are many valuable resources on the Internet that may not be found elsewhere. At the same time, there are many sites that can be considered inappropriate for students and staff and serve no educational value. The County Office of Education has taken actions to restrict access to unacceptable sites. It is important to understand, however, that no solution is perfect and we cannot guarantee that you will not find ways to access other materials. The Simi Valley Unified School District believes that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the district.

Acceptable Use - The use of the Internet must be in support of education and research and consistent with the educational objectives of Simi Valley Unified District. Vandalizing equipment, hacking system software, downloading files during peak use periods, and other actions that disrupt the system and limit the access of others are prohibited. When downloading files, the district virus protection procedures will be in effect. All copyrights will be respected. Engaging in illegal acts such as threatening the safety of others, engaging in criminal or gang activity, etc. is prohibited.

Transmission or use of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted materials, plagiarizing materials, threatening, obscene or profane material or language, personal attacks, harassing or defamatory language, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is prohibited. Network accounts are to be used only by the authorized owner and sharing of passwords is prohibited. Transmission of personal contact information about yourself or others is prohibited. Use of other organizations network or computing resources must comply with the rules. A user must immediately notify a system administrator if there is a security problem. All material placed on a web page must be pre-approved in a manner specified by the school and in accordance with District Policy. Material on a web page must relate to school and career preparation activities.

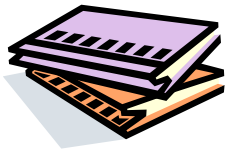
CONVICTION OF NARCOTICS OR SEX OFFENSE

Conviction of a sex offense or narcotics offense as defined in California Education Code Sections 44010 and 44011 will result in immediate termination of employment.

EMPLOYMENT OF RELATIVES

In order to preclude situations which could bring about a conflict of interest for administrators, an employee/substitute teacher shall not be appointed to a position where a member of his/her immediate family maintains supervisory or observation responsibilities for the position.

Immediate family members may be employed at the same department or work location with the approval of the Superintendent or designee. (BP 4112.8)



SUBSTITUTE INFORMATION FILES

Substitutes can correct or rebut incomplete or inaccurate information in the hands of the personnel office that might affect their status. The substitute is given notice and an opportunity to review and respond to information of a derogatory nature before any action is taken. To this end, any document relating to a substitute's performance, whether it is a formal observation, report, memorandum, commendation, written warning, reprimand, or otherwise, will be located in the substitute's information file.

POLITICAL ACTIVITIES

As a substitute, you have the right and privilege to take or refrain from taking a stand on a political issue and to support or oppose any issue or candidate. Such activities, however, must be conducted on your own time and off district premises. District substitutes shall not use district funds or services, school time, supplies or equipment to urge the passage or defeat of any ballot measure or candidate.

Under no circumstances shall district substitutes:

1. Solicit or receive any political campaign funds or contributions on school property during working hours.
2. Use school equipment for the preparation or reproduction of political campaign materials.
3. Post or distribute political campaign materials on school property.
4. Disseminate political campaign materials through the district's mail service, e-mail or staff mailboxes.
5. Use students to write, address or distribute political campaign materials.
6. Present viewpoints on particular candidates or ballot measures in the classroom without giving equal time to the presentation of opposing views.
7. Wear buttons or articles of clothing that express political opinions on ballot measures or candidates during school instructional time, including passing periods.

Although substitutes may not conduct political activities on school property during working hours, they are free to discuss politics and solicit or receive funds or contributions for political purposes outside the substitute's working hours, including the lunch period, other scheduled work breaks or other nonduty time during the school day. You are expected to exercise reasonable care to show that you are acting in the capacity of a private citizen and not as a member of the staff of the Simi Valley Unified School District. (BP & AR 4119.25)

PUBLIC RELATIONS

Because you are employed by the Simi Valley Unified School District, you have an important public relations responsibility. Your work, attitude and appearance are all subject to close inspection by the taxpaying public. In many cases, you are the only Simi Valley Unified School District substitute a certain individual may know, and total judgment of the efficiency and character of the organization is based on the way you perform. For this reason, it is important that you give a good day's work and courteous treatment to people you have agreed to serve.

Courtesy means, among other things: being prompt to wait on people; being patient and a good listener, and taking a personal interest in seeing that calls, requests or complaints are properly handled.

If you receive a call, complaint or request about something that you cannot or should not handle, take a personal interest in seeing that the call, request or complaint gets to the proper office. You are employed to serve the public.

VISITORS (BP 1250)

Whenever possible, discourage friends, relatives or others from visiting you while you are on the job. This is obviously necessary in order to prevent possible confusion and work stoppage. If such visits are necessary, they should be made as short as possible. Abuse of this privilege will result in disciplinary action.

Any person who does not work at the school site is considered an outsider and required to register upon entering school premises during school hours. In order to register, an outsider shall, upon request, furnish the principal or designee with the following information: (Penal Code 627.3)

1. His/her name, address and occupation.
2. His/her age, if less than 21.
3. His/her purpose for entering school grounds.
4. Proof of identity.
5. Other information consistent with the provisions of law.

The principal or designee may refuse to register or may revoke the registration of any outsider if he/she reasonably concludes that the outsider's presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in the distribution or use of a controlled substance. (Penal Code 627.4)

The principal or designee may request that an outsider who has failed to register, or whose registration privileges have been denied or revoked, promptly leave school grounds. When an outsider is directed to leave, the principal or designee shall inform the outsider that if he/she reenters the school within seven days he/she will be guilty of a misdemeanor subject to a fine and/or imprisonment. (Penal Code 627.7)

COPYRIGHT (AR 6163)

All provisions of copyright laws and licensing agreements will be followed by all substitutes and volunteers of the Simi Valley Unified School District. In addition, illegally duplicated materials and/or media may not be used in the Simi Valley Unified School District.

Supervisors of substitutes and/or volunteers shall be responsible for the following:

1. Taking steps to ensure that all copyright laws and licensing agreements are followed.
2. Monitoring usage of copyrighted and licensed materials and media at their sites.
3. Reviewing copyright and licensing guidelines annually with staff.

Guidelines for use of materials and media will be provided each site by the Educational Services Division. Material and media subject to copyright and/or licensing agreements include, but are not limited to: film and video, off-air taping, sheet and audio music, computer software, commercial tests and other printed material.

Licensing agreements for any media used at a site, such as that for computers, will be kept on file at the site of use and are subject to audit.

A substitute violating copyright laws and/or licensing agreements does so at his/her own risk.

Those substitutes and/or volunteers willfully in violation of copyright laws and/or licensing agreements assume legal and financial responsibility and liability for such violations. The school district assumes no liability for copyright or licensing infringement by substitutes or volunteers.



SIMI VALLEY UNIFIED SCHOOL DISTRICT 2024/2025 CALENDAR: Use this link, below.

https://resources.finalsite.net/images/v1699575033/simivalleyusdorg/kvpoa4yscpfvrggusldr/2024-2025-ACADEMIC-CALENDAR-110923.pdf