

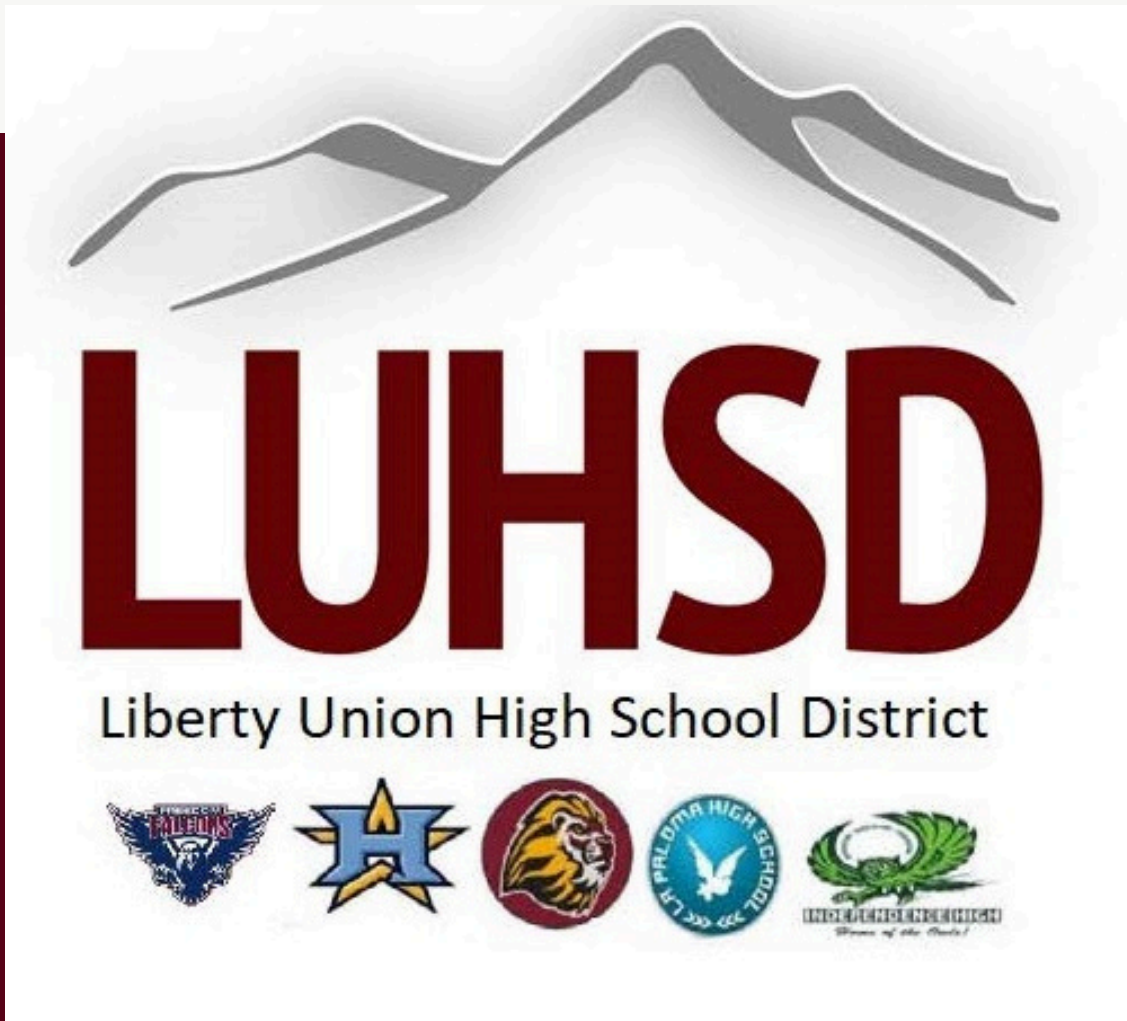


**LIBERTY UNION
HIGH SCHOOL DISTRICT**

**20 OAK STREET
BRENTWOOD, CA 94513**

SUBSTITUTE

HANDBOOK



WELCOME TO OUR DISTRICT

Our Schools



Freedom High School

Steve Amaro, Principal

1050 Neroly Rd Oakley, CA 94561
925-625-5900



Heritage High School

Casey Lewis, Principal

101 American Ave Brentwood, CA 94513
925-634-0037



Liberty High School

Efa Huckaby, Principal

850 Second Street Brentwood, CA 94513
925-634-3521



Independence High School

Guy Rognlien, Director

929 Second Street Brentwood, CA 94513
925-634-2589



La Paloma High School

Rachel Hancock, Principal

400 Ghiggeri Dr Brentwood, CA 94513
925-634-2888



Adult Education

Sarah Steen, Coordinator

929 Second Street Brentwood, CA 94513
925-634-2565

Liberty Union High School District Modified
Traditional Schedule
2025-2026 INSTRUCTIONAL CALENDAR

SAT Testing	In-School SAT Testing		
PDD	Minimum	CAASPP	Non-Instructional

School Site Day	District Day		
Finals	Technology	Traditional	Board

July							August							September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4 H	5						1 A	2		1 H	2 B	3 A	4 B	5 A	6
6	7	8	9	10	11	12	3	4 B	5 A	6 B	7 A	8 B	9	7	8 B	9 A	10 B	11 A	12 B	13
13	14	15	16	17	18	19	10	11 A	12 B	13 A	14 B	15 A	16	14	15 A	16 B	17 A	18 B	19 A	20
20	21 NTWD District	22 NTWD Site	23 SDD Site	24 SDD District	25 SWD CONVOC.	26	17	18 B	19 A	20 B	21 A	22 B	23 SAT	21	22 B	23 A	24 B	25 A	26 B	27
27	28 A	29 B	30 A	31 B			24 31	25 A	26 B	27 A	28 B	29 A	30	28	29	30 SAT				

A/22 B/22 Q-44

October							November							December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4 SAT							1		1 A	2 B	3 A	4 B	5 A	6 SAT
5	6	7	8	9	10	11	2	3 B	4 A	5 B	6 A	7 B	8 SAT	7	8 B	9 A	10 B	11 A	12 B	13
12	13 A	14 B	15 A	16 B	17 A	18	9	10 NID	11 H	12 A	13 B	14 A	15	14	15 F	16 F	17 F	18 F	19 SWD	20
19	20 B	21 A	22 B	23 A	24 B	25	16	17 B	18 A	19 B	20 A	21 B	22	21	22	23	24 H	25 H	26	27
26	27 A	28 B	29 A	30 B	31 A		23 30	24 H	25 H	26 H	27 H	28 H	29	28	29	30	31			

A/19 B/19 Q-42

January							February							March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 H	2	3	1	2 A	3 B	4 A	5 B	6 A	7	1	2 A	3 B	4 A	5 B	6 A	7
4	5 T	6 A	7 B	8 A	9 B	10	8	9 H	10 B	11 A	12 B	13 A	14	8	9 B	10 A	11 B	12 A	13 B	14 SAT
11	12 A	13 B	14 A	15 B	16 A LHS/HHS	17	15	16 H	17 B	18 A	19 B	20 A	21	15	16	17 SAT	18	19	20	21
18	19 H	20 B	21 A	22 B	23 A	24	22	23 B	24 A	25 B	26 A	27 B	28	22	23	24	25	26	27	28
25	26 B	27 A	28 B	29 A	30 B	31								29	30 A	31 B				

A/23 B/23 Q-47

April							May							June						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 A	2 B	3 A	4						1 B	2 SAT		1 F	2 F	3 F	4 F	5 SWD	6 SAT
5	6 B	7 A	8 B	9 A	10 B	11	3	4 A	5 B	6 A	7 B	8 A	9	7	8	9	10	11	12	13
12	13 A	14 B	15 A	16 B	17 A	18	10	11 B	12 A	13 B	14 A	15 B	16	14	15	16	17	18	19 H	20
19	20 NID	21 B	22 A	23 B	24 A FHS	25	17	18 A	19 B	20 A	21 B	22 A	23	21	22	23	24	25	26	27
26	27 B	28 A	29 B	30 A			24 31	25 H	26 B	27 A	28 B	29 T	30	28	29	30				

A/21 B/21 Q-47/180

Legal Holidays and Board Designated Non-School Days

Independence Day	July 4, 2025	Winter Break	Dec 19-Jan 2, 2026
Labor Day	September 1, 2025	Martin Luther King Day	January 19, 2026
Fall Break	Sept 29-Oct 10, 2025	Lincoln's Day	February 9, 2026
Non-Instructional Day	November 10, 2025	Washington's Day	February 16, 2026
Veteran's Day	November 11, 2025	Spring Break	March 16-27, 2026
Floating Holiday #1	November 25, 2025	Spring Recess	April 20, 2026
Floating Holiday #2	December 26, 2025	Memorial Day	May 25, 2026
Thanksgiving	November 27-28, 2025		

*All District Departments, Sites, and Locations Closed -December 26, 2025

Important Dates

First Day of School	7/28/25
Back to School Night	8/14/25 LHS, FHS, HHS, LAP
Back to School BBQ	9/19/25 IHS
Open House	1/15/26 LHS, HHS
Falcon Fest	4/23/26 FHS
Minimum Day	8/15/25 LHS, FHS, HHS
Minimum Day	1/16/26 LHS, HHS; 4/24/26 FHS
Last Day of School	6/04/26



Substitute Employee

SELF SERVE

Online Employee Self Service (ESS) is a web-based program giving employees on-line access to personnel information, check stubs, W-2 and W-4 information. Instructions and resources are available through HR and on the Liberty Union High School District Human Resources webpage:

<https://ca01001129.schoolwires.net/Page/6832>

TIME CARDS

Time cards are kept at each site and should be completed daily. Each individual school site will submit them to payroll.

PAY PERIOD & WARRANTS

The pay period starts on the 6th of each month and ends on the 5th of the following month. Pay warrants are paid on the last day of the month. A few days prior, you'll receive a direct deposit email notification. Direct all payroll questions or concerns by email to payroll@luhsd.net

ABSENCES/INACTIVITY

If you have signed up for a shift and you are unable to CANCEL in Frontline - please call/email the school site directly, ASAP. You can also email snyderm@luhsd.net
Inactive in Frontline for longer than 3 months will impact your access.

DRESS CODE

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

DRUGS & ALCOHOL

The Governing Board believes that the maintenance of a drug- and alcohol-free workplace is essential to staff and student safety and to help ensure a productive and safe work and learning environment.

(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing) (cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

An employee shall not unlawfully manufacture, distribute, dispense, possess, or use any controlled substance in the workplace.

(Government Code 8355; 41 USC 8103)

Employees are prohibited from being under the influence of controlled substances or alcohol while on duty. For purposes of this policy, on duty means while an employee is on duty during both instructional and noninstructional time in the classroom or workplace, at extracurricular or cocurricular activities, or while transporting students or otherwise supervising them. Under the influence means that the employee's capabilities are adversely or negatively affected, impaired, or diminished to an extent that impacts the employee's ability to safely and effectively perform his/her job.

SEXUAL HARRASSMENT

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

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

(cf. 4030 - Nondiscrimination in Employment)

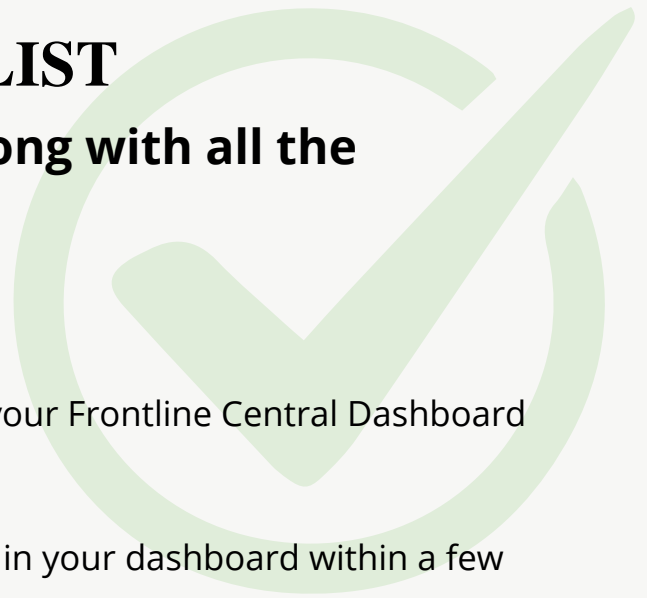
Sexual harassment includes, but is not limited to, harassment that is based on sex, gender, gender identity, gender expression, or sexual orientation of the victim and harassment based on pregnancy, childbirth, or related medical conditions.

ANNUAL NOTIFICATIONS & CONTRACTS

Each year Human Resources will email a reminder to all employees regarding the following Liberty Union High School Districts Board Policies and Administrative Regulations: Nondiscrimination, Complaints Concerning District Employees, Williams Uniform Complaint Procedures , Drug and Alcohol-Free Workplace, Nondiscrimination in Employment, Reasonable Accommodations, Employee Use Technology, Sexual Harassment, Maintaining Appropriate Adult - Student Interactions, Employee with Infectious Diseases, Exposure Control Plan for Bloodborne Pathogens, Soliciting and Selling , Nonschool Employment and Employee Assistance Program. <https://ca01001129.schoolwires.net/Page/19820>

SUBSTITUTE - CHECKLIST

You'll receive this checklist along with all the necessary forms via email.



1. Create your Frontline Central account
2. Complete the Personnel Form – found in your Frontline Central Dashboard within the next 24 hours.
3. Anticipate On Boarding packets to appear in your dashboard within a few days after the Personnel Form is submitted



Certificated ONLY

- Complete your livescan for LUHSD and the CTC (if necessary) at an approved location or contact Diablo Live Scan 925-754-3100 or 925-392-8505.
- Create an account with the Commission on Teacher Credentialing (CTC) **if you don't currently have an account.**
- You will need to submit an application for your Certificate of Clearance through your new account.
- Request an official copy of your transcript to be sent to LUHSD 20 Oak St Brentwood, CA 94513 or by email to huffmanb@luhsd.net
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Classified ONLY

- Complete your livescan for LUHSD at an approved location or contact Diablo Live Scan 925-754-3100 or 925-392-8505.



Classified Bus Driver, Cafeteria and Custodian

- Strength Test with CCCSIG

6. Verification of recent (last 6 months) tuberculosis screening

7. Keenan Safe School – Mandatory Reporting, Workplace Violence, Youth Suicide and Sexual Harassment online training (California Assembly Bill AB 1432). These are yearly trainings!

8. Meet with Human Resources



Phone Pin # last four of your SS

Absence Management

SIGNING IN

Type aesoponline.com in your web browser’s address bar or go to app.frontlineeducation.com if you have a Frontline Account.

The Sign In page will appear. Enter your ID/username and PIN/password and click **Sign In**.

RECOVERING CREDENTIALS

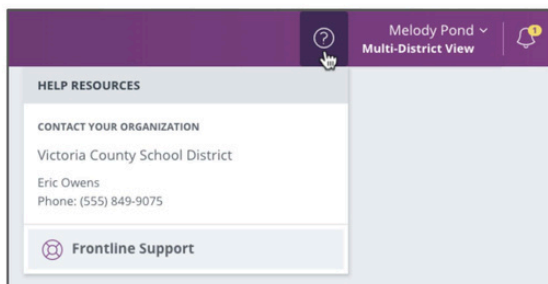
If you cannot recall your credentials, use the recovery options or click the “**Having trouble signing in?**” link for more details.

SEARCHING FOR AVAILABLE JOBS

You can review available jobs directly on the homepage. These potential jobs appear in green on the calendar and in list form under the “Available Jobs” tab.

To accept a job, click the **Accept** button beside the absence (or click **Reject** to remove a job from the list).

Date	Time	Duration	Location	Filter
Barker, Bob				
Mon, 4/30/2018	11:00 AM - 6:00 PM	1 Full Day	Victoria County School District Victoria County Community Schools	<input type="button" value="Reject"/> <input type="button" value="Accept"/>



GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click **Help Resources** and select **Frontline Support**. This opens a knowledge base of help and training materials.

ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also find and accept available jobs, manage personal information, change your PIN number, and more, all on the phone.

When You Call into Absence Management

To call, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the Absence Management system, you can:

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

Keep in mind, when the system calls you, it will call about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

Note: When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call, you can:

- Listen to available jobs – **Press 1**
- Prevent Absence Management from calling again today – **Press 2**
- Prevent Absence Management from ever calling again – **Press 9**

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). The Absence Management system will list the job details, and you will have the opportunity to accept or reject the job.



REPORTING TO A SCHOOL SITE



Parking - Look for signs that say STAFF or VISITOR PARKING.

Heritage is the only site that has assigned parking spots and are often listed in the comment section of the absence. If not, park in VISITOR.

Liberty - Does have access to the City Parking Garage, long term parking spaces only. Must show LHS parking permit (available Den 3)



Who to check in with - Report to the ADMINISTRATION Building and check in at the front desk. Introduce yourself and let them know who you are subbing for. Certificated subs will check in with the health clerk and clasified subs with the principal secretary.

Refer to site maps

COMMON QUESTIONS

CERTIFICATED - TEACHERS

How many periods am I expected to work? LUHSD expects their subs to work all 4 periods of the day. This means that you can be pulled to sub for another teacher during a "prep period". - please call the health clerk to confirm if you are needed. If you choose to leave, it becomes a partial day.

Where do I get lesson plans and how do I take attendance? Upon check-in at the site. You will be handed a folder that includes lesson plans, passwords, rosters and keys.

What time do I report on PD days? Please check with the site for reporting times.

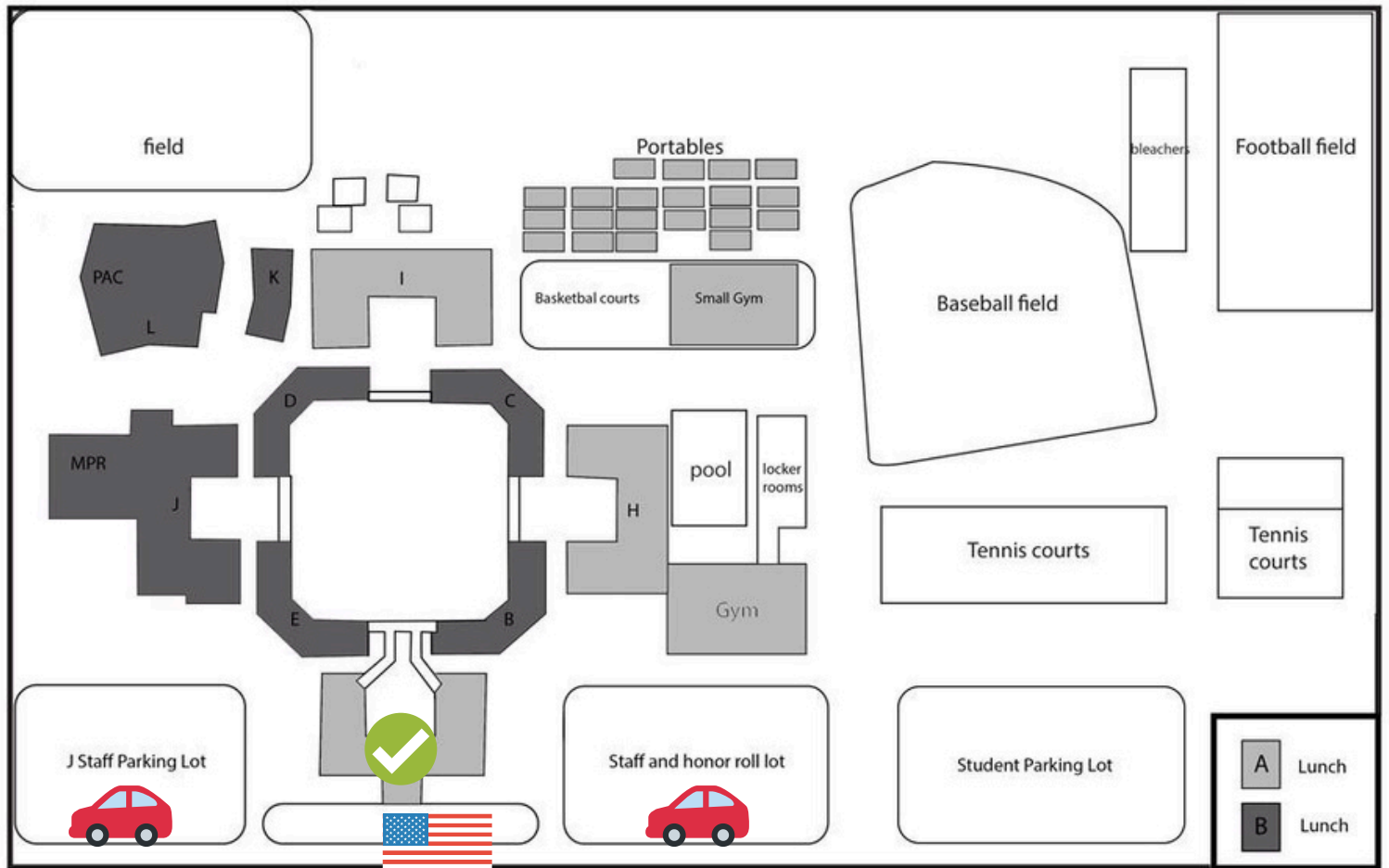
CLASSIFIED

What is my hourly rate? Rate of pay is determined by the position that you're subbing for. Please refer to the Classified job salary schedule on the LUHSD HR Website.

What time do I report on PD days? Please check with the site for reporting times.



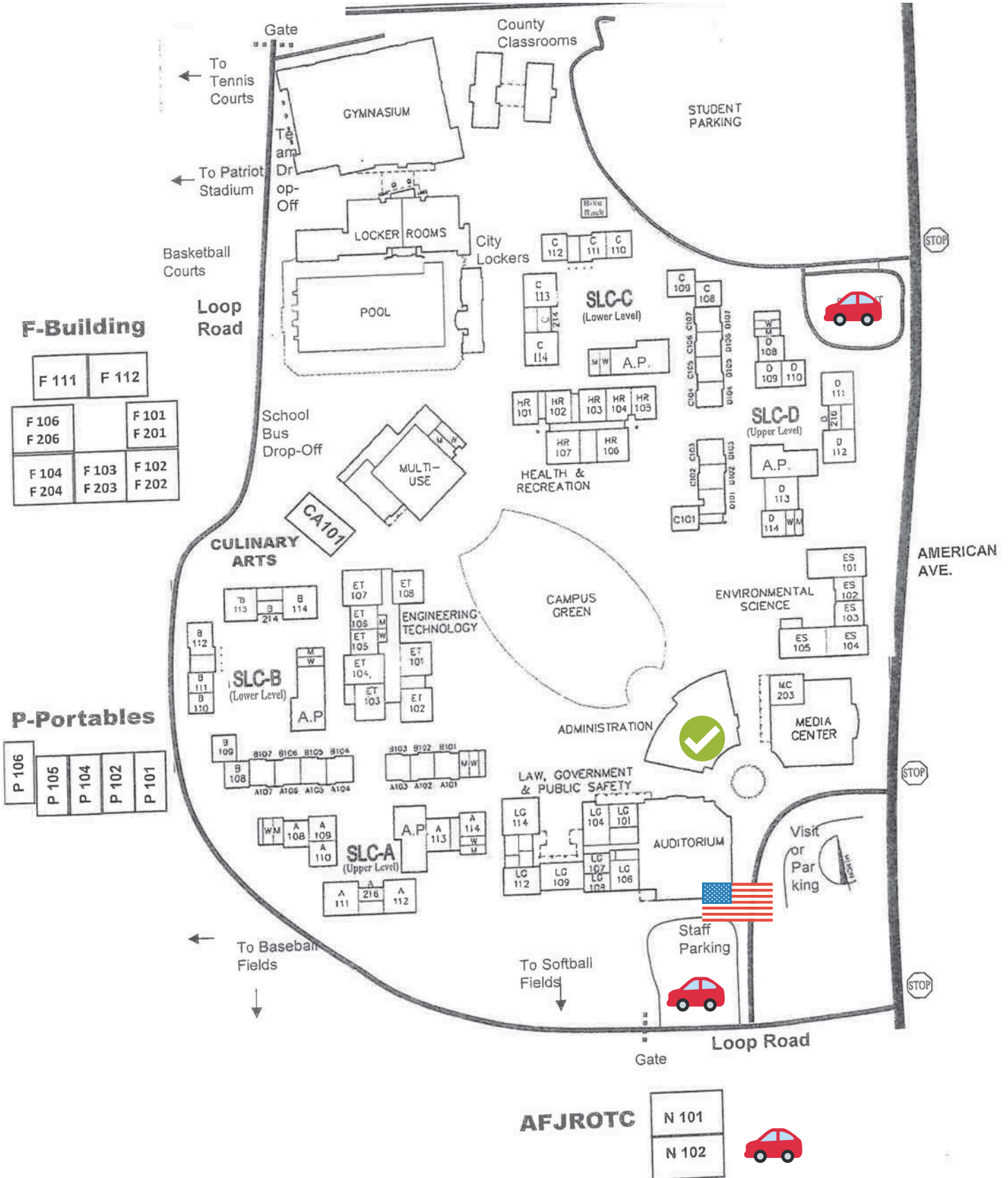
Freedom High School
1050 Neroly Rd
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925-625-5900



Neroly Road



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Gateway Program
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