Pleasant Valley School District

Substitute Teacher Handbook
2025 – 2026

Department of Human Resources

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

Mission and Three-Year Goals for PVSD

Our Mission

The Pleasant Valley School District prepares21st century learners who are responsible members of our global society

Core Values

Student-Centered * Equity * Teamwork * Integrity * Embracing and Celebrating Diversity

Strategic Plan Goals 2024 – 2027

1. Increase student academic achievement and academic engagement through a cohesive instructional program centered on high-quality instruction and support
2. Provide safe, supportive, and inclusive schools that foster a sense of belonging and connectedness for all students
3. Promote meaningful collaboration through clear and ongoing communication with opportunities for input and feedback
4. Allocate and monitor budget resources focusing on equity, transparency, and responsiveness to state fiscal conditions

District Overview

Pleasant Valley School District is located in the city of Camarillo California, population 69,110 and serves 5,900 students in preschool through eighth grade. PVSD operates twelve schools – one preschool (PEEP), six TK-5 elementary schools, three K-8 schools, two comprehensive middle schools, and oversees two direct-authorized charter school.

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

Welcome to Pleasant Valley School District

Dear Substitute Teacher:

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

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

After reading this booklet, if you still have questions, please feel free to contact the **Human Resources Department at (805) 389-2100 ext. 1307**. We will do our best to provide you with the information you need.

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

Sincerely,

Katie Burchell
Director of Certificated Human Resources

Requirements for Substituting in PVSD

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

APPLYING FOR A SUBSTITUTE POSITION
All applications must be submitted through EdJoin and include a complete application form.

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

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

2. **FBI / DOJ Clearance** – Substitute employment candidates must submit and pay for fingerprinting through the Ventura County Office of Education. Fingerprint forms can be picked up at the PleasantValley School District (PVSD) Human Resource office 600 Temple Ave. Camarillo, 93010.

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

4. **Loyalty Oath** – Required from each employee in a school district.

5. **W-4 (Withholding Tax Form)** – Authorization to withhold income tax from your pay.

6. **Immigration Form (I-9)** – Employment eligibility form.

7. **Annual Training** – Review of Mandated Notices and Completion of Mandated Trainings (Mandated Reporter, Bloodborne Pathogens, Sexual Harassment, Health Services, and McKenney-Vento – Foster and Unhoused Youth)

STATE TEACHERS' RETIREMENT SYSTEM
Membership in the State Teachers' Retirement System is mandatory for a substitute teacher upon completion of 100 days of substitute teaching in the same school year or by completing an appropriate form and returning it to the PVSD Human Resource Office. This membership is effective until the member terminates employment.

Salary Information

SALARY SCHEDULE

Regular Day Rate	$175.00
Long-Term Rate (After 21 Days)	$190.00
Extended Long-Term (After 91 Days)	Step 1, Column 3 Teacher's Salary Schedule

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

All long-term assignments are arranged by Human Resources in conjunction with school and/or department administrators. Once you are approved and assigned to a long-term substitute position, after twenty (20) consecutive working days, long-term pay will start and continue for each day worked in that assignment from the twenty-first (21st) day until the end of the assignment or the 90th consecutive working day, whichever occurs first.

After ninety (90) consecutive working days, extended long-term pay will start and continue for each day worked on that assignment from the ninety-first (91st) day until the end of the assignment at Column Three, Step One of the current teacher's salary schedule.

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

Paychecks

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

On payday, checks are placed in the U.S. mail. Please ensure that your address information is kept up to date with our office. Direct deposit is available to all employees. If you elect to have direct deposit and your bank or account information changes, it is your responsibility to notify Payroll of the changes.

Half Day vs. Full Day

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

District Office Directory

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

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

Ranch House Reception Desk	
SAA/Receptionist	1120

Human Resources (e-Fax 388-1468)		
Certificated		
Katie Burchell	Asst. Superintendent	1305
Renita Lauderdale	Specialist	1301
Leanne Kelly	Technician	1307
Classified		
Shellie Pote	Director	1303
Specialist		1302
Technician II		1304

Business Services (e-Fax 445-8772)		
Chris Johnston	Assistant Superintendent	1165
Administrative Assistant		1162
Benefits		
Marce Arce	Employee Benefits	1164
Business Office		
Sylvia Lizama	Director of Finance	1166
	Asst. Director	1167
	Payroll (A-L)	1169
	Payroll (M-Z)	1168
Purchasing (e-Fax 445-8675)		
Edward Chavez	Supervisor	1174

Educational Services (e-Fax 445-8675)		
Dr. Ortega	Assistant Superintendent	1110
Administrative Assistant		1111
Debbie Maki	Dir. of Curr. & Instruction	1113
Beth Harris	Dir. of Ed. Options	1125

Student Support Services (e-Fax 445-8675)		
Kelly Borchard	Director, Student Support Services & Inclusive Practices	1103
Administrative Assistant		1104
Attendance & Enrollment		1109
Health Services		
Senior Staff Secretary		1108
Childcare and Preschool		
Stefanie Lawson	Director	1105
Staff Secretary		1163

Special Education (e-Fax 383-1563)		
Amy Sachs	Director	1333
Senior Staff Secretary		1334
Data Technician		1337

Facilities, Maintenance & Operations (e-Fax 445-8675)		
Mike Valdez	Director	1225
Assistant Director		1228
Senior Staff Secretary		1226
Lead Maintenance		1227

Food Services (e-Fax 445-8675)		
Leslie Tuimaualuga	Supervisor	1223

Transportation (e-Fax 445-8675)		
Dan Sprague	Supervisor	1171

Technology Services (e-Fax 445-8675)		
HELPDESK 805-389-2110 or ext. 1503		
Devin Holzer	Executive Director	1151
Technology Assistant		1150
Lead Systems & Network		1152
Lead Support Services		1154

School Site Directory

Pleasant Valley School District - Phone 805-389-2100

600 Temple Ave., Camarillo, CA 93010

Camarillo Heights STEM Academy		Phone
35 Catalina Drive, 93010		383-5305
Principal		1901
SAA		1925
Health Technician I		1980
CHS 010	TK-5	Fax 389-4002

La Mariposa Elementary School		Phone
4800 Corte Olivas, 93012		383-5315
Principal		1903
SAA		1927
Health Technician I		1982
SOA		1952
LMS 140	TK-5	Fax 389-4006

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

Monte Vista Middle School		Phone
888 North Lantana Street, 93010		383-5335
Co-Principal		1916
Co-Principal		1907
Asst. Principal		1915
SAA		1931
Health Technician I		1986
SOA		1971
SOA		1960
SOA		1961
MVS 110	6-8	Fax 389-4016

Rancho Rosal Elementary School		Phone
3535 Village at the Park, 93012		383-5350
Principal		1910
SAA		1934
Health Technician I		1989
SOA		1968
RRS 150	TK-5	Fax 389-4018

Tierra Linda Elementary School		Phone
1201 Woodcreek Road, 93012		383-5360
Principal		1912
SAA		1936
Health Technician II		1991
SOA		1970
TLS 070	TK-5	Fax 389-4020

Dos Caminos Elementary School		Phone
3635 Appian Way, 93010		383-5310
Principal		1902
SAA		1926
Health Technician II		1981
DCS 020	Preschool-5	Fax 389-4004

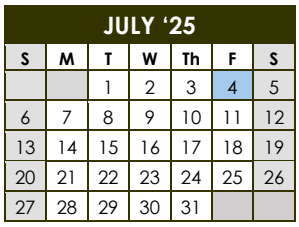
Las Colinas Middle School		Phone
5750 Fieldcrest Drive, 93012		383-5320
Principal		1904
Asst. Principal		1914
Asst. Principal of Instruction		3529
SAA		1928
Health Technician II		1983
SOA		1953
SOA		1954
SOA		1955
LCS 090	6-8	Fax 389-4008

Los Primeros School of Sciences & Arts		Phone
1555 Kendall Ave, 93010		383-5330
Principal		1906
SAA		1930
Health Technician II		1985
SOA		1956
LPSSA 180	K-8	Fax 389-4014

Pleasant Valley School of Engineering & Arts		Phone
700 Temple Ave, 93010		383-5340
Principal		1908
SAA		1932
Health Technician II		1987
SOA		1966
PVSEA 100	Preschool - 8	Fax 389-4022
PVSEA-EEC	**550 Temple Ave**	**383-5345**
SAA		1967
Health Technician II		1992

Santa Rosa Technology Magnet School		Phone
13282 Santa Rosa Road, 93012		383-5355
Principal		1911
SAA		1935
Health Technician II		1990
SOA		1969
SRS 130	TK-8	Fax 241-7088

Pleasant Valley School District: **2025-26 School District Calendar FINAL**



JULY '25						
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20	21	22	23	24	25	26
27	28	29	30	31		

July

4	July 4th Observed

AUGUST '25						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Aug.

18	Staff Development Day
19	Staff Development Day
20	First Day of School

Staff – 10 days
Students – 8 days

SEPTEMBER '25						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Sept.

1	Labor Day

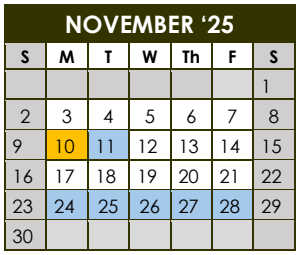
Staff – 21 days
Students – 21 days

OCTOBER '25						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Oct.

2	Yom Kippur
13-17	TK-5 Fall Conferences
24	End of Q1

Staff – 22 days
Students – 22 days



NOVEMBER '25						
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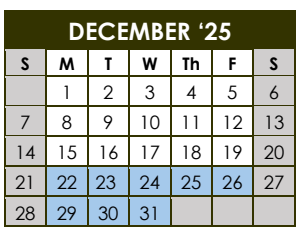
23	24	25	26	27	28	29
30						

Nov.

10	Staff Development Day
11	Veterans Day
14	End of Tri 1
24-28	Thanksgiving Holiday

Staff – 14 days
Students – 13 days



DECEMBER '25						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Dec.

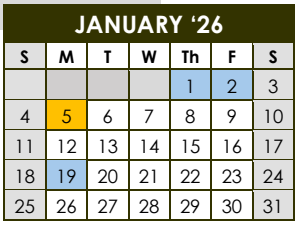
12/22-1/2	Winter Break

Staff – 15 days
Students – 15 days

Jan.

1	New Year's Day Holiday
5	Staff Development Day
19	Martin Luther King Jr. Day
23	End of Q2

Staff – 19 days
Students – 18 days



JANUARY '26						
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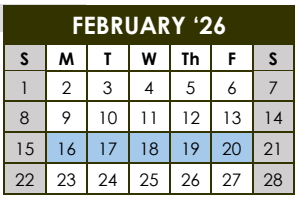
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Feb.

16-20	President's Week

Staff – 15 days
Students – 15 days



FEBRUARY '26						
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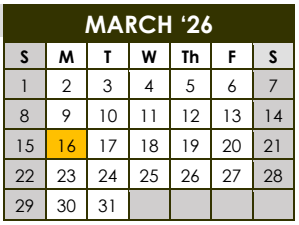
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Mar.

3/9-10	TK-5 Spring Conferences
13	End of Tri 2
16	Staff Development Day

Staff – 22 days
Students – 21 days



MARCH '26						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Apr.

3	End of Q3
6-10	Spring Break

Staff – 17 days
Students – 17 days

APRIL '26						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

25	Memorial Day

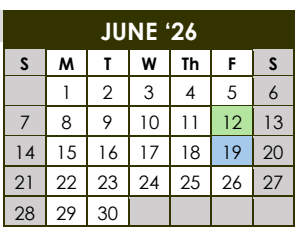
Staff – 20 days
Students – 20 days

MAY '26						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

11	Middle School Promotions
12	Last Day of School
12	End of Tri 3/ Q4
19	Juneteenth

Staff – 10 days
Students – 10 days



JUNE '26						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

School Not In Session
Staff Development
First & Last Day of School

Quarters	#
1st Quarter	46
2nd Quarter	46
3rd Quarter	44
4th Quarter	44

Trimesters	#
1st Trimester	59
2nd Trimester	63
3rd Trimester	58

Early Dismissal 1:25
3/9 & 3/10–TK -5th grades

Minimum Days 12:00
10/13 – 10/17– TK – 5th grades
6/11 – 6th-8th grades
6/12 – all students

Board app: 5/15/25

Code of Conduct

The official documents of the Pleasant Valley School District (PVSD) are comprised of board bylaws, board policies, administrative regulations and operational procedures. There are more than 250 and they are available on the PVSD website at www.pleasantvalleysd.org.

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

Legal Requirements

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

Relationships with Customers and Suppliers

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

A PVSD employee shall not:

- accept or solicit any gift, favor, or service that might reasonably influence him or her in the discharge of official duties, or that employee knows or should know is being offered with intent to influence his or her official conduct.
- accept employment or engage in any business or professional activity that the employee might reasonably expect would require or induce him or her to disclose confidential information.
- accept other employment or compensation which could reasonably be expected to impair the employee's independence of judgment.
- make personal investments that could reasonably be expected to create a substantial conflict between the employee's private interest and the public interest.
- intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised his or her official powers or performed his or her official duties in favor of another.
- hold financial interests that are in conflict with the conscientious performance of his or her official duties.
- use his or her public office or position for private gain.

A PVSD employee shall:

- act impartially and not give preferential treatment to any private or public organization or individual.
- protect and conserve public property and shall not use it for other than authorized activities.
- promptly disclose waste, fraud, abuse, corruption, and noncompliance with federal

and state laws to appropriate authorities.
- endeavor to avoid any actions that would create the appearance that they are violating the law or the ethical standards of PVSD.

Relationships with Staff
All staff must operate under sound personnel practices and policies, which are characterized by fairnessand equity to all.

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

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

Relationships with Students
- All staff must operate under the highest standards of conduct set forth by federal, state, localregulations, and PVSD policies and procedures, without exception.
- Respect the confidentiality of all students, including their histories and disabilities.
- Refrain from sharing confidential information in public, showing written records to unauthorized personnel, sharing information about another student to a parent; or using astudent's name in email.
- Each student must always be treated with dignity and respect as a human being. Students withdisabilities have a right to be respected as a whole person and not judged by their disability.
- **PVSD maintains a deeply held belief that all students in our care can learn.**

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

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

Use of Electronic Communication, Information Systems, and Confidentiality
- All staff are required to read and sign the **'Employee Use of Technology Agreement**.'

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

Political Contributions

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

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

Disclosure, Reporting, Whistle Blower Protection, and Resources

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

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

The report of any perceived violation can be either oral or in writing to the staff member's immediate supervisor, to someone higher in the management structure, to Human Resources. In instances where staff is not satisfied with the supervisor's or manager's response or is uncomfortable for any reason addressing such concerns to their supervisor or the manager, staff may contact the Superintendent of Schools.

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

Accountability and Reporting

All staff are expected to behave in a professional, ethical, and exemplary fashion. There may be occasions, however, when an individual's actions are determined to conflict with the Code of Conduct, and, in most of these cases, that individual will first be notified to

cease such conduct. Failure to ceasesuch conduct will subject the individual to disciplinary action, which may include termination of employment. Behavior that constitutes a serious breach of this Code of Conduct may lead directly to immediate suspension or termination of employment as specified in bargaining unit agreements and the Education Code.

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

Injured Worker Process

When an Employee is injured

a. Employee must notify Supervisor ASAP
b. Employer gives WC Packet (even if employee does not seek medical attention)
    - This includes the Company Nurse phone number to call for consultation
c. Employee must complete Employee Incident Report
d. Supervisor (or designee) must complete Supervisor's Report

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

If employee seeks medical attention,

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

If no restrictions:

a. Employee is sent back to work as normal.

If there are restrictions:

a. Restrictions are reviewed by the Director of Certificated Human Resources
b. If we are approving or denying modified duty, a letter is drawn up and signed by the HR Director
c. If modified duty is approved, modified duty is only approved for 60 days. Once 60 days has depleted and employee still is not cleared to come back to work without restrictions, the HR Director will re-evaluate if we can extend modified duty or the employee is put on temporary disability until further notice.

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

Human Resources is to contact injured employee regarding the work status decision.

Employee continues to go to the doctor.

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

The Employee Benefits Specialist and Human Resources will notify employee's Supervisor, SAA, and HR regardingany updates on the employee's status.

If the employee is out for more than 5 days, Human Resources will contact the employee to discuss next steps.

Frontline

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

To log in, visit the PVSD Frontline landing page at https://www.pleasantvalleysd.org/departments/technology-services/frontline-education.

From this page, you can continue online, select dial-in access, or download and use the Frontline app. The page also contains the following resources for substitutes:

PVSD's Getting Started Information
This getting started guide will help you create your Frontline account and use various methods to log in after receiving your welcome letter from Human Resources.

Substitute QuickStart Guide
The Substitute QuickStart Guide will give you a brief overview of the different website and phone options you will have while using the system.

Substitute Basic Training Video
This video will walk you through the basics of the absence management Substitute website. You will learn about logging in to absence management, navigating the home page, finding available jobs, viewing and editing your personal information, how to change your PIN, and where to find help resources.

Substitute Advanced Training Video
This video will walk you through some of the more advanced features of the absence management Substitute website. You will learn about viewing scheduled jobs, how to create non-work days, viewing past jobs you have worked, setting up your preferred schools, how to edit the times absence management can call you, and how to turn off calling.

Logging into Frontline on the Mobile App User Guide
Use this guide to help you learn how to use the Single Sign On (SSO) option to login on your mobile device.

PVSD Support for Frontline
If you need support with your Frontline account at any time, please contact the Human Resources Office at humanresources@pleasantvalleysd.org or at 805-389-2100. We are here to help.

Responsibility of Day-to-Day Substitutes

The substitute is responsible for the conduct of the class. He/she should not expect the regular teacher to take disciplinary action when he/she returns to school. This technique disturbs the relationship between the regular teacher and the pupils. It also causes pupil resentment against the substitute. When and if special problems arise, the substitute should feel free to turn for help from the principal'soffice.

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

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

Substitutes shall:

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

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

- Logging into the PVSD network or any tech platform or program using another employee's login information. If login information is shared with you, please report this to the principal immediately.
- Beginning a new unit/finishing a unit
- Changing seating (unless absolutely necessary)
- Criticizing a regular teacher in front of pupils
- Changing/regrouping students
- Leaving money or valuables in desk
- Dismissing class early

Rules regarding students:

- No student is to be absent from his/her room without an excuse.
- No student is to leave the school grounds during the day without written permission from the office.

As student supervision and safety are of the utmost importance, substitute teachers should not be on their phones, nor bring books/e-readers, or other items that would distract from supervising students. Substitute teachers should circulate around the room frequently during all activities to best monitor student engagement and support positive behavior.

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

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

QUALIFICATIONS FOR LONG-TERM SUBSTITUTES
Substituting for one regular teacher, at **$175.00** per day, for 20 consecutive teaching days. On the 21st day, the substitute will obtain long-term status **at $190.00** per day until the long-term status ends. The substitute may use up to three days of personal illness without losing long-term status. Any excessive absences results in loss of long-term assignment.

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

Request information regarding procedures, room assignment, materials, lesson plans, special policies, class attendance sheets, seating charts, records and other scheduled duties performed by the regular teacher. **On minimum days substitute teachers are not to leave the schools grounds until the end of the contracted day. If there are not assignments to be completed in the classroom, please check-in with the office to see where you can be of assistance to the school.**

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

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

Completing an Assignment:

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

Emergency/Safety Procedures

Each PVSD school and classroom should be equipped with emergency procedures and supplies. School offices will distribute folders or binders when you check in with maps of the school and duty/supervision schedules. Once you arrive to the classroom, a teacher's sub plans should include additional student safety information (health care plan, behavior support plan, seating charts, accommodation pages) to support the safety of students during the school day. In each PVSD classroom, you should locate a red emergency backpack and an emergency clipboard. These items must be taken with you should you ever need to evacuate the room with or without students.

Red Emergency Backpack: The red emergency backpack is equipped with a small amount of first aid supplies, a flashlight, batteries, trash bags, masks, cups, Kleenex, and student name holders.

Emergency Clipboard: The emergency clipboard contains a map of the school with evacuation routes, a class roster, a disaster plan, student emergency cards, a flipchart with steps for different types of emergencies and a red and green card to signal if you are all clear or missing any students when administration is organizing a school-wide "all clear" check. The clipboard should be hanging on the wall near the main entrance/exit of the classroom.

Lock blocks: Lock blocks are installed on nearly all classroom doors throughout the district so that the door lock may remain locked, but the door can be "propped open" for student entrance and egress during the day. During a lockdown or other emergency drill, you may quickly slide the lock block toward the door jam to securely close the door and thus, lock it, as the lock in the handle or knob is already engaged. Once the drill or emergency is over and an "all clear" has been given, you may reset the lock block as before (slid toward the opening of the door).

Exits and gates: On PVSD campuses, depending on the distance of a gate from a building, there may be gates with a push bar where it can simply be opened by pushing a long, horizontal metal bar, or there may be gates with a padlock that need a key to be opened. On each substitute set of keys, you should have a key to the classroom, a key for the restroom and designated common areas, as well as a gate key that can open all padlock on gates around the campus. As you arrive your classroom and identify you closest exit from the campus, please be sure to identify if you will need a key or not to open the gate.

Keys: Keys are a critical part of our safety measures and must always be in the possession of the substitute. Keys should not be left on the teacher desk or placed in a purse, but rather should always be in a pocket and on your person. **Keys should never be handed to students.** Misplaced keys create a safety hazard if unrecovered, as well as a tremendous expense to the District, as multiple locks must be re-keyed when a set of keys cannot be located.

Mandated Notices and Trainings

Certificated employees (full-time, part-time and substitute) must certify that they have reviewed mandated notices, as well as participate and complete mandated trainings in the following areas: Mandated Reporter (CA), Sexual Harassment (CA), Bloodborne Pathogens (CA), Sexual Misconduct in Schools (CA), McKenney-Vento Homeless Act Training for School Staff (CA), No Place for Hate Training (PVSD), and Health Service Procedures (PVSD)*. Some trainings are required annually and other every other year or every three years. PVSD, like many districts in Ventura County, uses the Vector Solutions Platform to provide these trainings. Vector Solutions trainings are online videos with interactive questions throughout the lessons and a quiz at the end of the module to ensure the employee has mastered the content. If a substitute also works for another district and can provide proof of completion of the state (CA) mandated trainings, these do not have to be repeated per district.

Time to review notices and complete trainings is provided during the workday. Elementary campuses have 30 minutes of prep after student dismissal daily and middle school serving campuses have prep daily or every other day per the master schedule. These trainings must be completed by the last Friday in September each year for a substitute to continue to pick up jobs for the remainder of the year. School site staff will be advised that unless it is an emergency situation, substitutes should not be given additional tasks until mandated training are completed for the year.

Human Resources will be communicating directly with substitutes each fall regarding training options and requirements, as well as maintaining training records.

*Additional trainings may be added or changed from year to year based on new State mandates, as well as PVSD needs.

No Place For Hate:
Responding to Biased and/or Hate Speech

It is the expectation of the Pleasant Valley School District that all employees who interact with our students will speak up and address hateful and unkind, biased language when it is used within our school community. To that end, we are training all staff to plan and practice strategies of how to appropriately respond in the moment, in what can be uncomfortable situations at times.

INTERRUPT

Speak up against every biased remark—every time, in the moment, without exception. Think about what you'll say ahead of time so you're prepared to act instantly.

TRY SAYING

"I DON'T LIKE WORDS LIKE THAT." OR "THAT PHRASE IS HURTFUL."

QUESTION

Ask simple questions in response to hateful remarks to find out why the speaker made the offensive comment and how you can best address the situation.

TRY ASKING

"WHY DO YOU SAY THAT?" WHAT DO YOU MEAN?" OR "TELL ME MORE."

EDUCATE

Explain why a term or phrase is offensive. Encourage the person to choose a different expression. Hate isn't behind all hateful speech. Sometimes ignorance is at work, or lack of exposure to a diverse population.

TRY SAYING

"DO YOU KNOW THE HISTORY OF THAT WORD?"

ECHO

If someone else speaks up against hate, thank her and reiterate her anti-bias message. One person's voice is a powerful start. Many voices together create change.

TRY SAYING

"THANKS FOR SPEAKING UP, ALLISON. I AGREE THAT WORD IS OFFENSIVE AND WE SHOULDN'T USE IT."

Classroom Management Tips

Advice from a retired school principal and veteran school psychologist

Your mantra: Don't take the bait! Some students can be savvy at trying to take the class off task. Acknowledge the comment or behavior and redirect the class back to the task at hand. Doyour best not to react emotionally to distractions.

Dress the part. As a substitute teacher you will be on stage all day long. Be mindful of what you wear and the signal that it sends to students. We recommend "business casual." There is no need to wear a suit, but if you show up dressed in sweats students may think that you are not serious about your work.

Everyone (even adolescents) loves predictability. At the beginning of the period tell students what to expect from the day. Laying out a road map will help them feel more comfortable aboutwhere you are going and will give some structure to the day. Tell them how you would like themto behave and what you would like to accomplish together.

De-personalize. The strength of every 13-year-old is his/her ability to bring you right back to feeling like a 13-year-old yourself. If someone makes a comment about your clothes or appearance do your best not to let it rattle your confidence. Acknowledge the comment and re-direct the student back to the task at hand.

Don't embarrass them. Students have a constant "imaginary audience" and always feel like theyare on stage and everyone is looking at them. If they are embarrassed, they think everyone noticed and feel compelled to respond. It is tempting to shame students into completing their work. Pride is very important during adolescence and the minute you embarrass a student you have escalated the situation and lost that student for the day.

Hands off. When an altercation occurs, the slightest touch can dramatically escalate the situation. Keep your hands off and if you are faced with a situation, you can't handle seek helpfrom the school office staff or the neighboring teacher. Never leave the students unattended.

Orderly environment. Students respond to the physical environment around them. If you walk into a new classroom and notice the space is particularly disorderly, it is absolutely worth takingthe time to do a little straightening. It will go a long way. Be careful not to disturb the teacher's materials, stick to things like straightening the rows of desks.

Focus on the positive. Even if you are shaking in your boots, put on a big smile and greet students with a positive tone. It will disarm most students and set the tone for a smooth day. Students of all ages feed on positive attention, but adolescents don't receive a lot of praise. Inyour introduction tell students that you love working with students their age or that you particularly like their school.

Substitute Feedback

As part of your professional growth, you are entitled to feedback on your performance as a substitute. Teachers can provide feedback via the Frontline line system by rating the performance of the substitute based on a variety of factors (adherence to sub plans, clear notes left, classroom left neat and orderly, student reports, etc…).

If a teacher has a concern or complaint regarding a substitute, he/she is asked to fill out an evaluation form so that the site administrator may review the concern and schedule time to meet with the substitute to address the concern. Concerns that cannot be addressed/resolved at the site level may be referred to the Human Resources Office for further action.

It is always the goal of evaluation to support growth and progress, not to shame or punish. However, it is also important to note that should performance and/or behavior create a safety concern that puts students at risk, immediate action may be taken to remove a substitute from a school site and classroom setting. You are encouraged to establish good lines of communication with teachers and site staff so that you can receive actionable feedback and ensure that you are contributing to a safe learning environment for students.

Paid Sick Leave for Substitutes

Effective January 1, 2024, SB 616 amended the Healthy Workplaces, Healthy Families Act of 2014 (Labor Code section 245) to now require that *eligible* employees receive either 5 days or 40 hours of paid sick leave in each year of employment, calendar year, or 12-month period. This is an increase from the three days or 24 hours of paid sick leave previously required.

Substitute employees who work for 30 or more day within a year of employment shall be entitled to one hour of paid sick leave for every 30 hours worked. Accrued paid sick leave shall carry over to the following year of employment, up to a maximum of 80 hours or ten days (PVSD Board Policy 4121).

Substitutes may access this leave when:

a. They need to cancel a job due to illness or
b. They do not pick up a job on a day they would normally work due to illness

A form must be submitted to the Human Resources Office by the substitute employee to apply for the paid leave. The form is available in the appendix of this document and on the District's website.

Subs will be paid at the day-to-day rate or $175 unless they are in a long-term assignment.

Notification of Reasonable Assurance

You are hereby notified that you have reasonable assurance to return to work as a substitute after the close of all holiday and recess periods during the **2024-2025** school year. Your services will not be needed the recess periods unless you are notified in writing. For intersession and summer school/extended school year substitute opportunities, separate communication and sign-up information is sent out via the Frontline notification system.

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

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

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

Appendix

A. Employee Acceptable Technology Use Policy
B. No Place for Hate – foldable resource
    a. https://www.youtube.com/watch?v=1yFUXiqNztI&list=PLCKMtQa10NDTsmNe44ZL291nXst4ZIm7c&index=9
C. Substitute Teacher Evaluation Report
D. Substitute Teacher Paid Sick Leave Request Form

Employee Acceptable Use Agreement and Release of District from Liability

The Pleasant Valley School District authorizes District employees to use technology owned or otherwise provided by the District as necessary to fulfill the requirements of their position. The use of District technology is a privilege permitted at the District's discretion and is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations, and this Employee Acceptable Use Agreement. The District reserves the right to suspend access at any time, without notice, for any reason.

The District expects all employees to use technology responsibly in order to avoid cybersecurity threats, potential systems, network or end-user issues, and liability. The District may place reasonable restrictions on the sites, material, and/or information that employees may access through the system.

The District makes no guarantee that the functions or services provided by or through the District will be without defect. In addition, the District is not responsible for financial obligations arising from unauthorized use of the system.

Each employee who is authorized to use District technology shall sign this Acceptable Use Agreement as an indication that they have read, understand and will abide by the requirements set forth in the agreement.

Definitions: District technology includes but is not limited to: computers, the District's computer network including network switches, routers, servers and wireless computer networking technology (Wi-Fi)/wireless access points, the internet, WAN/LAN, VPN, email, USB drives, hard drives or other forms of storage, tablet computers, smartphones, smart devices or other mobile technology, telephones, cellular telephones, hotspots, personal digital assistants, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through District-owned or personally owned equipment, system accounts/credentials, or devices.

Employee Obligations and Responsibilities: Employees are expected to use District technology resources ethically, safely, responsibly, and for work-related purposes. Any incidental personal use of District technology shall not interfere with District business and operations, the work and productivity of any District employee, or the safety and security of District technology. The District is not responsible for any loss or damage incurred by an employee as a result of his/her personal use of District technology. District accounts and/or devices should not be utilized for regular personal use or be allowed to be used by children or other family members in the home, etc. District accounts and/or devices should not be used to sign up for personal mailing lists, bank accounts, or other uses that are not work-related.

The employee in whose name District technology is issued is responsible for its proper use and care at all times. Employees shall never share their assigned online services account information, passwords or other information used for identification and authorization purposes with anyone, at

any time, or for any reason. (This includes sharing account credentials with technology services staff or via helpdesk support requests, etc.) Employees shall use District systems and applications only under the account to which they have been assigned. Employees shall not gain unauthorized access to the files or equipment of others, access electronic resources by using another person's name or electronic identification, or send anonymous electronic communications. Furthermore, employees shall not attempt to access any data, documents, emails, or programs in the District's system for which they do not have direct authorization.

In order to maintain the security and confidentiality of our systems and data, all employees are required to secure their workstation, application, or device by fully logging out and/or locking the device or application whenever the employee is not actively using said technology.

Employees are prohibited from using District technology for improper purposes, including, but not limited to:

1. Access, post, display, or otherwise use material that is discriminatory, defamatory, obscene, sexually explicit, harassing, intimidating, threatening, or disruptive
2. Disclose or in any way cause to be disclosed confidential or sensitive District, employee, or student information
3. Engage in personal commercial or other for-profit activities
4. Engage in unlawful use of District technology for political lobbying
5. Infringe on copyright, license, trademark, patent, or other intellectual property rights
6. Intentionally disrupt or harm District technology or other District operations (such as destroying District equipment, placing a virus on District computers, adding or removing a computer program without permission, changing system settings, etc.)
7. Install unauthorized software or run unauthorized operating systems or utilities
8. Engage in or promote unethical practices or violate any law or Board policy, administrative regulation, or District practice
9. Attempt to avoid district internet protections and filter systems by utilizing proxies, VPN, or any other means to circumvent these protections

Privacy: Since the use of District technology is intended for use in conducting District business, no employee should have any expectation of privacy in any use of District technology or systems accounts at any time.

The District reserves the right to monitor and record all use of District technology, including, but not limited to: access to the internet or social media, communications sent or received from District technology, posts on district social media sites, or other uses within the jurisdiction of the District.

Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to: record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Employees should be aware that, in most instances, their use of District technology (such as web searches or emails) cannot be erased or deleted.

All passwords created for or used on any District technology are the sole property of the District. The creation or use of a password by an employee on District technology does not create a reasonable expectation of privacy. All individually-created passwords must meet district password requirements and be sufficiently complex to protect District systems, applications, and data. Typically, this means that a password, at minimum, should be 8-12 characters long, contain upper and lower case letters, a number, and a symbol, or a passphrase.

Student Data Privacy: District employees should have/request authorization to use applications and software utilities in support of students or academic goals prior to the purchase, installation or use of said software. Employees who use software/applications without the proper authorization may be subject to personal liability due to any data breaches or other damages related to the use of unapproved software.

Proper authorization to use a particular software or application requires an accompanying National Data Privacy Agreement (NDPA), or equivalent privacy governing document approved by the District in writing, that has been verified and executed by District leadership holding the necessary signatory authorization. Privacy agreements must be in place prior to the purchase, use or installation of the software or application.

Personally Owned Devices: Personally owned devices must only be joined to approved District network(s) after obtaining proper approval through the Technology Services department helpdesk support system. There is no expectation of privacy when accessing District systems or technology resources using District-issued accounts on a personal device.

No District or school records should be maintained or stored on any personal devices. Messages and other content accessed, sent or received on a personal device that is being used to conduct District business may be subject to disclosure pursuant to a subpoena, public records, or other lawful request.

Records: Any electronically stored information generated or received by an employee which constitutes a District or student record shall be classified, retained, and destroyed in accordance with BP/AR 3580 - District Records, BP/AR 5125 - Student Records, or other applicable policies and regulations addressing the retention of District or student records.

Reporting: If an employee becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of District technology, the employee shall immediately report such information to the Superintendent or designee.

Consequences for Violation: Violations of the law, Board policy, or this Acceptable Use Agreement may result in revocation of an employee's access to District technology and/or disciplinary action, up to and including termination. In addition, violations of the law, Board policy, or this agreement may be reported to law enforcement agencies as appropriate.

Employee Acknowledgment: I understand that I shall have no expectation of privacy when using District computing equipment or technological resources, including but not limited to District provided email, file storage systems, software or applications, and other communication and collaboration services.

I further understand that any violation of district or board policies may result in revocation of user privileges and/or disciplinary action up to and including termination and/or appropriate legal action.

I also understand that any electronically stored information generated or received by an employee which consists of District student records shall be classified, retained or destroyed in accordance with BP/AR 3580. As such, I understand this may include such data being removed from technology devices or associated accounts or applications by District personnel.

I understand that if I use a personally owned device to access District technology systems or conduct District business, I shall abide by all applicable Board policies, administrative regulations, and the terms of this Technology Acceptable Use Agreement. I understand that content accessed, sent or received on a personal device that is being used to conduct District business may be subject to disclosure pursuant to a subpoena, public records request, or other lawful request.

I also understand that in order to comply with state and federal student privacy laws, I will not allow people who are not District employees (such as parents, volunteers or students) to use or access my District issued computing device, software, or applications, since confidential or protected student information or sensitive District email communications may be stored or access from there.

I hereby release the District and its personnel from any and all claims and damages arising from my use of District technology or from the failure of any technology protection measures employed by the District.

I have received, read, understand, and agree to abide by this Acceptable Use Agreement, BP 4040 - Employee Use of Technology, and other applicable laws and District policies and regulations governing the use of District technology.

Full Name: _____

Position: _____

School/Work Site: _____

_____ _____

Signature Date

2 POCKET GUIDES ▼ **1)** PRINT FRONT AND BACK **2)** CUT ALONG THE DOTTED LINES **3)** FOLD ONCE ALONG THE CENTER LENGTHWISE **4)** FOLD THE RIGHT AND LEFT BLOCKS WITH THE WORDS "INTERRUPT" AND "ECHO" INWARD **5)** FOLD IN HALF SO THAT "SPEAK UP AT SCHOOL" APPEARS ON THE FRONT **6)** POCKET AND REFERENCE OFTEN

SPEAK UP
AGAINST BIAS

TEACHING TOLERANCE

A PROJECT OF THE SOUTHERN POVERTY LAW CENTER
TOLERANCE.ORG

ECHO

EDUCATE

QUESTION

INTERRUPT

I AM A PERSON WHO WILL

TOLERANCE.ORG

SPEAK UP AT SCHOOL

RESPOND TO EVERYDAY STEREOTYPES AND BIAS

A TEACHING TOLERANCE POCKET GUIDE

TOLERANCE.ORG

SPEAK UP AT SCHOOL

RESPOND TO EVERYDAY STEREOTYPES AND BIAS

A TEACHING TOLERANCE POCKET GUIDE

INTERRUPT

QUESTION

EDUCATE

ECHO

TEACHING TOLERANCE

A PROJECT OF THE SOUTHERN POVERTY LAW CENTER
TOLERANCE.ORG

SPEAK UP
AGAINST BIAS

I AM A PERSON WHO WILL

INTERRUPT

Speak up against every biased remark—every time, in the moment, without exception. Think about what you'll say ahead of time so you're prepared to act instantly.

TRY SAYING

"I DON'T LIKE WORDS LIKE THAT." OR "THAT PHRASE IS HURTFUL."

QUESTION

Ask simple questions in response to hateful remarks to find out why the speaker made the offensive comment and how you can best address the situation.

TRY ASKING

"WHY DO YOU SAY THAT?" WHAT DO YOU MEAN?" OR "TELL ME MORE."

EDUCATE

Explain why a term or phrase is offensive. Encourage the person to choose a different expression. Hate isn't behind all hateful speech. Sometimes ignorance is at work, or lack of exposure to a diverse population.

TRY SAYING

"DO YOU KNOW THE HISTORY OF THAT WORD?"

ECHO

If someone else speaks up against hate, thank her and reiterate her anti-bias message. One person's voice is a powerful start. Many voices together create change.

TRY SAYING

"THANKS FOR SPEAKING UP, ALLISON. I AGREE THAT WORD IS OFFENSIVE AND WE SHOULDN'T USE IT."

INTERRUPT

Speak up against every biased remark—every time, in the moment, without exception. Think about what you'll say ahead of time so you're prepared to act instantly.

TRY SAYING

"I DON'T LIKE WORDS LIKE THAT." OR "THAT PHRASE IS HURTFUL."

QUESTION

Ask simple questions in response to hateful remarks to find out why the speaker made the offensive comment and how you can best address the situation.

TRY ASKING

"WHY DO YOU SAY THAT?" WHAT DO YOU MEAN?" OR "TELL ME MORE."

EDUCATE

Explain why a term or phrase is offensive. Encourage the person to choose a different expression. Hate isn't behind all hateful speech. Sometimes ignorance is at work, or lack of exposure to a diverse population.

TRY SAYING

"DO YOU KNOW THE HISTORY OF THAT WORD?"

ECHO

If someone else speaks up against hate, thank her and reiterate her anti-bias message. One person's voice is a powerful start. Many voices together create change.

TRY SAYING

"THANKS FOR SPEAKING UP, ALLISON. I AGREE THAT WORD IS OFFENSIVE AND WE SHOULDN'T USE IT."

PLEASANT VALLEY SCHOOL DISTRICT
Substitute Teacher Evaluation Report

SUBSTITUTE TEACHER NAME:

DATE(S) WORKED:

GRADE/SUBJECT

REGULAR TEACHER:

SCHOOL NAME:

SUBSTITUTE'S PERFORMANCE REPORT: *(to be completed by regular teacher and administrator)*

Please rate if you observed the substitute:

THE SUBSTITUTE TEACHER:		Teacher/ Admin			Teacher/ Admin	
Provided appropriate discipline	Satisfactory	☐	☐	Unsatisfactory	☐	☐
Followed lesson plans	Satisfactory	☐	☐	Unsatisfactory	☐	☐
Followed school procedures	Satisfactory	☐	☐	Unsatisfactory	☐	☐
Left room in satisfactory condition	Satisfactory	☐	☐	Unsatisfactory	☐	☐
Left report of day's activities	Satisfactory	☐	☐	Unsatisfactory	☐	☐
Followed attendance procedures	Satisfactory	☐	☐	Unsatisfactory	☐	☐

TEACHER COMMENTS:Any item checked "unsatisfactory" must be explained below:

Teacher's Signature: Date:

PLEASE SAVE THIS FORM TO YOUR DESKTOP AND FORWARD VIA EMAIL TO YOUR PRINCIPAL

ADMINISTRATOR CHECK ONE: SATISFACTORY ☐ UNSATISFACTORY ☐ DID NOT OBSERVE SUBSTITUTE ☐

PRINCIPAL COMMENTS:

SHOULD THE NEED ARISE AGAIN, WOULD YOU LIKE THIS SUBSTITUTE TO RETURN TO YOUR SCHOOL?

YES ☐ NO ☐

PRINCIPAL'S SIGNATURE: Type Name

PRINCIPALS: PLEASE SAVE THIS FORM TO YOUR DESKTOP AND FORWARD VIA EMAIL TO

kburchell@pleasantvalleysd.org

Rev 5/2023

Job # _____

Print Name: _____ Employee ID#: _____

Absent from: _____ through _____.

☐ Full day ☐ Half day

☐ Additional Information _____

Paid Sick Leave – PVSD Board Policy 4121

Except for a retired annuitant who is not reinstated to the retirement system, any temporary or substitute employee who works for 30 or more days within a year of employment shall be entitled to one hour of paid sick leave for every 30 hours worked. Accrued paid sick days shall carry over to the following year of employment, up to a maximum of 80 hours or ten days. However, the district may limit an employee's use of accrued paid sick days to 40 hours or five days in each year of employment. (Labor Code 246)

A substitute employee may use accrued sick leave for absences due to:

1. The diagnosis, care, or treatment of an existing health condition of, or preventative care for, the employee or his/her family member as defined in Labor Code 245.5.
2. Need of the employee to obtain or seek any relief or medical attention specified in Labor Code 230(c) and 230.I (a) for the health, safety, or welfare of the employee or his/her child, when the employee has been a victim of domestic violence, sexual assault, or stalking.

No employee shall be denied the right to use accrued sick leave and the office shall not in any manner discriminate or retaliate against any employee for using or attempting to use sick leave, filing a complaint with the Labor Commissioner, or alleging a violation of Labor Code 245-249. The Superintendent or designee shall display a poster containing required information, provide notice to eligible employees of their sick leave rights, keep records of employees' use of sick leave for three years, and comply with other requirements specified in Labor Code 245-249.

The above statement regarding this absence is true to the best of my knowledge.

Employee Signature: _____ Date: _____

I have examined the above statement and found it to be in order.

_____ _____

Human Resources Office Signature Date