Substitute Teacher Handbook



Ventura Unified
SCHOOL DISTRICT

Updated April 2026

Ventura Unified School District
255 W. Stanley Avenue, Suite 100
Ventura, CA 93001

For the future of every student

Ventura Unified School District
Certificated Human Resources

SUBSTITUTE TEACHER HANDBOOK

Welcome to the Ventura Unified School District

We are delighted that you have chosen to serve the school community in this meaningful way. In order to support you in having a positive and successful teaching experience, **The Substitute Teacher Handbook is required reading.**

VISION STATEMENT

In the Ventura Unified School District, all students will receive an exemplary and balanced education fostering a life-long passion for learning and engagement. We demand excellence of ourselves because our supportive community has entrusted us with their children.

MISSION STATEMENT

The Ventura Unified School District will educate all students in safe, healthy and high performing schools.

We will
Inspire all students to excel academically,
Honor the unique qualities and diverse backgrounds of all students,
Build supportive relationships,
Guide all students to reach their full potential,
Motivate all students to successfully pursue their chosen life paths, and
Engage all students to become responsible and contributing members of society.

DISTRICT GUIDING PRINCIPLES

Every student can learn.
We will make decisions in the best interest of students.
We will value and celebrate diversity, and treat all people with dignity and respect.
We will operate in a fiscally responsible manner.
We will work as a team.
We will maintain a working environment that promotes professional growth and excellence.
We will celebrate and recognize success, creativity and achievement through a variety of indicators.
We will embrace families and community as partners in education.

District Administration

Dr. Antonio Castro	Superintendent
Dr. Greg Bayless	Assistant Superintendent, Educational Services
Gina Wolowicz	Assistant Superintendent, Human Resources
Ahsan Mirza	Assistant Superintendent, Business Services
Karin Just	Director, Educational Services
Maria Elizarraras	Director, Student Support Services
Neil Virani	Executive Director, Special Education
Deidre Monarres	Director, Secondary Education
Eric Reynolds	Director, Risk Management

Certificated Human Resources Department

Key Contacts for Substitute Teachers

Carmen Delaney	Substitute Coordinator	x1156	carmen.delaney@venturausd.org
Anna Clark	Credential Specialist	x1155	anna.clark@venturausd.org
Trish Shelby	Executive Assistant	x1154	trish.shelby@venturausd.org
Carlos Covarrubias	Human Resources Director	x1152	carlos.covarrubias@venturausd.org
Gina Wolowicz	Assistant Superintendent	x1150	gina.wolowicz@venturausd.org

Character Traits

August	Punctuality	"Means Being On Time"
September	Responsibility	"Readily Assuming Obligations and Duties"
October	Courtesy	"Consideration for Others"
November	Cooperation	"Willingness to Work Together"
December	Kindness	"Treatment of Others in Ways that Show You Care"
January	Honesty	"Being Truthful, Trustworthy and Upright"
February	Respect	"Regard for the Worth of Someone"
March	Sportsmanship	"Willingness to Abide by the Rules"
April	Punctuality	"Means Being On Time"
May	Self-Control	"Means Learning to Restrain Your Impulses"

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Job Description

Title:
Substitute Teacher - Grades Kindergarten – 12

Basic Functions:
Provides large and small group instruction in all subjects during the regular teacher's absence; develops classroom lesson plans or follows lesson plans provided by teacher to maintain continuity in learning environment; may be asked to grade papers, correct assignments and check homework depending upon the length of the assignment; performs other related duties as assigned, including playground supervision, passing duty, and/or other additional classroom support as assigned by the school principal.

Knowledge Of:
Principles, theories, methods, techniques, and strategies pertaining to teaching and instruction of school aged students; growth and development and behavior characteristics of adolescents; educational standards and instructional goals and objectives, effective classroom management techniques, including positive reinforcement and conflict resolution strategies; diverse student background and needs.

Supervision:
Reports to building principal or office manager. May supervise paraeducators and/or other classified personnel.

Physical Characteristics:
- Speak clearly
- See to read
- Bend, stoop, reach and lift to perform tasks

Working Conditions:
Classroom environment

Minimum Qualifications
Teacher applicants must hold the appropriate California credential or valid Emergency 30-Day Substitute Teaching Permit based on a baccalaureate degree and CBEST (California Basic Educational Skills Test).

Representative Duties:

1. Follow lesson plans provided by teacher to maintain continuity or develop instructional plans if not provided.

2. Establishes and maintains standards of student behavior needed to provide a productive learning environment.

3. Instructs pupils in citizenship, basic communication skills, study skills and other elements of the course of study specified by VUSD.

4. Instructs pupils in proper care and use of materials, equipment, and tools to prevent loss or abuse, and to minimize time required for distribution and collection, dependent upon size and facility available.

5. Be prepared to accept the duties of the regular classroom teacher for campus or cafeteria supervision.

6. Coordinates work with teacher assistants, volunteers, and paraprofessionals where applicable.

7. Report concerns about the safety or welfare of a student to office staff/principal as soon as possible.

8. Review class roll several times during the day to make certain that all students are accounted for.

9. Be on duty at least one-half hour before assignment begins until one-half hour after class is dismissed.

10. Write a summary about how the day went and be sure to leave the classroom in an organized condition.

11. For long-term substitute assignments, please refer to the job description for the particular grade level or subject assignment.

The VUSD Governing Board is committed to providing equal opportunity for all individuals in district programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. (BP 0410)

Important Information Regarding
Substitute Employment Policies and Procedures

Substitute Teachers are an important and necessary part of the school staff. When regular Contract Teachers are absent, the Substitute Teacher must be able to carry on the classroom instructional program with as much continuity as possible. Therefore, Substitute Teachers will be selected with the same thoughtfulness as all other VUSD staff members. Our goal is to maintain high professional standards and full support of Substitute Teachers because they play an integral role in the schooling of students.	**GENERAL STATEMENT**
Questions regarding certification, employment, fingerprinting and retirement may be directed to the Certificated Human Resources Department (641-5000 x1156).	**QUESTIONS**
State law requires that all teachers possess valid California credentials or permits. Upon hire, Emergency 30-Day Substitute Teaching Permits are processed through the VUSD Certificated Human Resources Department. Substitute Permits are valid for one calendar year. It is your responsibility to keep your credential/permit up-to-date and provide Certificated HR a copy once renewed. Credentials and permits are renewed directly through the State by going to www.ctc.ca.gov.	**CREDENTIAL AND PERMIT REQUIREMENTS**
State law requires all new (and some returning) school employees to be fingerprinted through the hiring district prior to beginning of service. Fingerprinting paperwork is available through the Certificated Human Resources Department. Fingerprinting services are performed at various Ventura County locations.	**FINGERPRINTING**
The substitute application is available exclusively on www.edjoin.org. All substitute applicants will be subject to a paper screening and interview process. Qualified substitute candidates will be supplied with the remaining application material for employment, request for Livescan, etc. Upon verification of fingerprint clearance, and completion of the application packet, the applicant will contact the Substitute Coordinator (641-5000 x1156) to schedule a time to submit the completed paperwork. During the hiring orientation, you will learn how to use the district's automated Frontline Education and clarify any other questions or concerns related to your substitute employment. More information about Frontline Education is included at the back of this handbook (see Appendix A).	**APPLICATION PROCESS**
When it is necessary to replace a teacher for a period in excess of fifteen (15) consecutive working days, the fully credentialed Substitute Teacher will be placed accordingly to the long-term substitute rates established by the Board of Education (see Appendix C for currently approved Substitute Salary Schedule). Long-term substitute assignments lasting longer than 30 days require appropriate credentialing qualifications for the particular assignment. In order to determine if a Substitute Teacher qualifies for a long-term assignment, the Certificated Human Resources Department must have copies of all credentials held and a complete set of college transcripts (both upper and lower division course work) on file.	**EMPLOYMENT STATUS**

ACCEPTING ASSIGNMENTS

You may receive a call from Frontline Education offering you a job already in progress or a job that is scheduled to start in just minutes. Please do not be hesitant in accepting these jobs. If Frontline Education is calling you, then the job is there and **NEEDS** to be filled. Frontline Education keeps a complete record of when absences are called in, when calls are made to substitutes and when substitutes accept jobs. You will not be penalized for arriving late to a job **WHEN** your tardiness is due to a late call from Frontline Education.

Please remember that confirmation numbers are **mandatory** for substitute assignments. If you enter a classroom before obtaining a confirmation number, you risk not being paid for the assignment. Frontline Education will always provide you with a confirmation number for every assignment it offers you. If a teacher prearranges a substitute assignment with you, Frontline Education does not make calls for prearranged jobs. To access your confirmation number and other details, you can call or log-in to Frontline Education and retrieve the information yourself and/or refer to the automated Frontline Education notification emails. When calling the system, enter your ID and PIN, select option number 3 – "Review or Cancel an Assignment." Frontline Education will proceed to play all future jobs (confirmation numbers included) to which you are already assigned. You can also log-in to the website or app to review assignments. To access and download the available app, go to app.frontlineeducation.com. Once downloaded, you will need to connect to the district by using the district access code of 7354. **REMEMBER, NO CONFIRMATION NUMBER=NO PAY!**

Your PIN is for your use only. It should not be given out to anyone. Your PIN is not the identifier that teachers need to request you for assignments. Your identifier for assignment purposes is your Frontline Education ID, but teachers can also locate you in the system by your last name, phone number, email or PSL number.

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.

SALARY – FULL DAY

The Ventura Unified School District Board of Education establishes the Substitute Teacher pay schedule (see Appendix C – Substitute Salary Schedule for currently approved rates).

SALARY – PARTIAL DAY

In order to provide equitable pay for partial-day assignments at the several levels of education, the following pay schedule shall be applied:

Elementary: When the assignment is at the elementary level (K-5) and is for a period of the day **before your assignment's lunch break** (or any fraction thereof), the Substitute Teacher will be paid 60% of the established Substitute Teacher daily rate.

When the assignment is for a period of the day **following the assignment's lunch break** (or any fraction thereof), the Substitute Teacher will be paid 50% of the established Substitute Teacher daily rate.

SALARY – PARTIAL DAY Cont.

Those assigned to a **Kindergarten** position and who are required to work only a **partial-day will be paid 60%** of the established Substitute Teacher daily rate.

Those assigned to an **Extended-Day/Full-Day Kindergarten** position and who are required to work a **full day** will be paid **100%** of the established Substitute Teacher daily rate. In order to receive the full day of pay, **the Substitute Teacher is required to work the entire day performing school-related work until the regular work day ends. If the Substitute Teacher does not remain for the entire day, they will only be paid the Extended-Day Rate of 65% or 75% depending upon student dismissal (see Appendix C – Substitute Salary Schedule for currently approved rates).**

Middle School: When the assignment is at the middle school level and is for a partial day, the Substitute Teacher will be paid a per period rate, computed at 45/60 of the current district hourly rate as established by the Board of Education. Payment shall be a two period minimum and shall not exceed the established Substitute Teacher daily rate.

High School: When the assignment is at the high school level and is for a partial day, the Substitute Teacher will be paid a per period rate, computed at 55/60 of the current district hourly rate as established by the Board of Education. Payment shall be a two period minimum and shall not exceed the established Substitute Teacher daily rate.

MINIMUM DAY

Those assigned to work on a school or district declared **minimum day** will receive the full substitute daily rate of pay. **Minimum days may include end of quarter, end of semester, end of year, parent conferences, etc.** The **principal may elect** to have the Substitute Teacher stay to perform school-related work until the regular workday would normally end.

"BANKING TIME" DAY

On a school declared **"banking time" day,** the following Substitute Rate will apply:

Elementary School:

- If students are released before 12:00 pm, Substitutes will receive 65% of the established Daily Substitute Rate.
- If students are released after 12:00 pm, Substitutes will receive 75% of the established Daily Substitute Rate.

Middle School:

- Substitutes will receive 80% of the established Daily Substitute Rate.
- Substitutes will receive 80% of the Period Substitute Rate for each period on a banking day if they work 4 periods or less.
- **At this time, <u>all</u> middle schools have a "banking time" day on Fridays.**

LONG-TERM SUBSTITUTE PAY/ RESPONSIBILITIES

A Substitute Teacher position becomes long-term on the 16th consecutive day of the assignment. Substitute Teachers serving in long-term assignments will be paid according to the currently approved Substitute Salary Schedule (see Appendix C – Substitute Salary Schedule for currently approved rates).

Substitute Teachers serving in long-term assignments are the teacher of record for the time period they are working the assignment. Long-term substitute teachers will devote 40 hours each week (prorated for partial assignments) to teaching and related activities. In addition to time spent in the classroom, the normal work load includes the participation, as needed, in the following activities

for which the long-term substitute will not receive added remuneration: school staff meetings; parent conferences; district level meetings, occurring at the end of the instructional day, which will not exceed 90 minutes; special help to students; back-to-school nights; student supervision; and other professional meetings for which the long-term substitute may volunteer. A long-term substitute is expected to provide the same services as a teacher.

ACCOUNTING FOR TIME AND REQUESTING PAYMENT

When a Substitute Teacher reports for the first assignment in a calendar month, the school site will issue a Substitute Teacher Time Sheet. The time sheet is retained by the Substitute Teacher and is presented at each assignment for the entire month.

For payroll purposes, the work month for Substitute Teacher is from the first working day of the month through the last working day of the same month. **Pay warrants will be issued on the last working day of the *following* month.**

SUBMISSION OF TIME SHEETS

The reporting dates are absolute. **Time sheets must be received** by the Payroll Office at 255 W. Stanley Ave, Suite 100, Ventura, CA 93001 **by noon on the fifth day of the month** in order for payment to be made on the last working day of that same month.

RETIREMENT

Substitute Teachers are encouraged to join the State Teachers' Retirement System (STRS) on the first day of service. Membership forms are included in the employment/payroll packet presented to new Substitute Teachers. This election to join is irrevocable unless one resigns from the district and requests a refund from STRS.

If a Substitute Teacher does not elect to join on the first day of service, he/she automatically becomes a member after completing 100 work-days in any one school year.

OBSERVATIONS

All personnel employed by the Ventura Unified School District have periodic observations. The performance of the Substitute Teacher will be observed by the principals of the schools at which they serve or other school site staff.

DISMISSAL OF SUBSTITUTES

Governing boards of school districts may dismiss substitute employees at any time at the discretion of the Board of Education (Enacted by Stats. 1976, Ch. 1010.) Education Code – EC 44953(a). In an effort to maintain a balanced substitute pool, we monitor our substitutes regularly and deactivate non-contributory substitutes as needed to alleviate unnecessary calling of substitutes. Substitutes that do not work within a span of three consecutive months and/or have a high volume of unanswered/unaccepted assignment calls will be deactivated and removed from the system. If you plan to be unavailable for any extended period of time, please notify our office to prevent removal from the substitute list.

Assignments, Responsibilities and Procedures

SUBSTITUTES' PREPARATION

In order to prepare for assignments, Substitute Teachers are encouraged to familiarize themselves with the locations of the various schools. Visits to observe classroom routines, methods, and materials may be arranged through the school sites.

DAY'S ASSIGNMENT

Substitute Teachers are expected to be on duty **at least one-half hour before school begins until one-half hour after the class is dismissed.** They should be prepared to accept the duties of the regular teacher for the classroom day and for campus or cafeteria supervision. Substitute Teachers should make sure the room is in order, papers are corrected, assignments for the next day are prepared and other duties as assigned by the Principal are completed before leaving.

HOW TO CANCEL A PREVIOUSLY ACCEPTED ASSIGNMENT

If a Substitute Teacher is not able to cover a previously accepted assignment, he/she **must call or log-in to the automated Substitute System (Frontline Education)** to cancel the assignment at the **earliest possible time** so that other arrangements can be made. Frontline Education is available 24 hours a day, 7 days a week.

Frontline Education does not accept cancellations within **90 minutes** of the start time. **If you must cancel with less than 90 minutes before the start time, call the Substitute Coordinator immediately at 641-5000 x1156.**

Ventura Unified School District **does not** allow **job-switching** (the cancellation of an accepted substitute assignment to take another substitute assignment) and/or an ongoing pattern of cancellations – it is unprofessional, inconsiderate to teachers, students and school sites, and often leaves school sites vulnerable to insufficient coverage.

All substitute teachers are expected to honor their commitments to work. We monitor work activity for all our substitute teachers. Should it come to our attention that you have been job-switching and/or have an ongoing pattern of cancellations, you will be removed from our substitute teacher list. Please note, the only occurrence in which our office permits job-switching is if it's made at our office's directive in the event of a long-term assignment or specific need for a consecutive substitute teacher.

TERMINATING THE ASSIGNMENT

At the end of the day, the Substitute Teacher will inquire at the school office to determine whether their service will be needed the following school day. If not, classroom keys must be turned in.

If the Substitute Teacher is not returning, the timesheet should be signed by the Principal and returned to the Substitute Teacher. This timesheet is to be carried by the Substitute Teacher to the next assignment(s) until the timesheet is filled or to the end of the pay period, whichever comes first.

LEGAL RESPONSIBILITIES

- Review the class roll several times during the day to make certain that all students are accounted for.
- A class should not be left unsupervised at any time. If you think it is an emergency situation, ask the teacher in a nearby classroom to help you and/or supervise the students.

LEGAL RESPONSIBILITIES Cont.

- Be certain to cover campus supervisor duty schedules as specified for the regular teacher.
- A student should not be released to anyone except an adult listed on the emergency card. At the elementary level, the Office Manager or Principal will typically inform you about an early release. A call slip will be sent at the secondary level. The student should be released to the office where they will be signed out by the adult.
- If you have any concern about the safety or welfare of a student, you are expected to alert office staff/principal as soon as possible. There is zero tolerance of harassment, insults, abuse, threats or assaults.
- If anyone harasses or threatens you, a student, or other staff member, you are expected to report this type of incident to office staff/Principal or Certificated Human Resources as soon as possible.
- There is a "No Use" policy (Tobacco, Alcohol, Drugs) in all VUSD schools.
- Review the district's Wellness Policy (posted online) regarding food distribution and concern for food allergies and/or other dietary restrictions. Please do not allow any food items not prepared by food services to be given to children while you are acting as the Substitute Teacher. If you have any concerns, please contact the school office manager or principal and direct the parent/guardian to that person.
- Substitute Teachers may not use the computerized student record keeping system. The Principal/office staff should provide you with a "paper roster" for taking student attendance.

APPROPRIATE BEHAVIOR AND ATTIRE

Substitute Teachers are expected to behave and dress in a professional manner. All school staff set an example for students, including Substitute Teachers. Substitute Teachers are accountable for professional standards. Inappropriate behavior and/or attire will be reported and may result in termination from services. Cell phone usage and texting during class time is unprofessional and prohibited. Maintain professional and appropriate boundaries with all students at all times. Please use common sense and good judgment in your appearance and deportment when you are at work.

SUGGESTIONS FOR A SUCCESSFUL TEACHING EXPERIENCE

METHODS AND PRACTICES

- Avoid delay in beginning the day's assignment.
- Write directions or lesson plans neatly on the board. This will be a great way to establish and communicate an organized plan of the day's work.
- Tell the class something about yourself: what and where you have taught. Participate in the sharing of current events and news.
- Take firm control of the class from the beginning.
- Clear and definite directions for study, for distributing and collecting papers, and for entering and leaving the room are helpful and necessary to maintain an orderly classroom environment.
- Sound work habits should be stressed and general classroom control maintained so that continuity in learning will take place. You may want to make reference to the Character Trait of the Month (see Page 2).
- Positive attitudes, consistency, fairness, encouragement and patience are far more effective than a negative, critical approach in working with students.
- Have a positive, enthusiastic attitude toward the assignment.
- Expect respect and cooperation; be respectful of students' opinions.
- Physical punishment, sarcasm, ridicule or hasty actions are not appropriate methods of pupil control. If you need assistance, please share your concerns and request help.
- Physical conditions in a room sometimes affect behavior. Monitor ventilation, temperature and lighting and report your concerns to office staff.
- Do not be critical of the regular teacher's procedures or program.
- **Remember:** You are the teacher for the length of your assignment. We sincerely hope your experience is an enjoyable and successful one.

WHAT PRINCIPALS EXPECT OF YOU

- Report to the school office punctually.
- Check the day's schedule for assignments. Be sure to know and cover your campus supervision assignment.
- Check the regular teacher's mailbox for assignments.
- Ask questions and seek assistance as needed.
- Report at the end of the day to inquire if your services are needed the following day.
- Become familiar with the course of study, policies and general plan of the school district. Do not bring videos from home to supplement classroom materials. Any variation from the lesson plan should be carefully considered. Talk with the Principal if you need clarification or have any concerns.

WHAT SUBSTITUTES EXPECT OF PRINCIPALS

- To be made aware of changes in routines, programs or special responsibilities.
- To be told if I have a campus supervision assignment.
- Help in anticipating problems and preparation for handling special discipline cases.
- Informed about whom to contact for help or assistance.
- Shown where the staff bathroom, workroom and lounge are located.
- Informed about how to obtain materials, supplies or equipment.

WHAT TEACHERS EXPECT OF SUBSTITUTES

- Implement the lesson plan and maintain classroom control.
- Keep copies of notices and bulletins received (leave this material in the Teacher's Plan Book).
- Leave a written summary of work done, assignments completed or special problems that occurred.
- If another teacher has made a presentation, leave a brief overview.

WHAT SUBSTITUTES EXPECT OF TEACHERS

- The daily schedule.
- Notification of supervision responsibilities.
- A well-outlined plan for the day with all necessary teaching materials.
- Name of pupils who can be relied upon.
- A seating chart with first and last names of students.
- Names of pupils with special needs or concerns - especially students who may have chronic adjustment concerns or are medically fragile.
- Names of pupils who go to pull-out classes or services.
- Reading groups and schedule of work.
- Teacher's Manuals and Guides.
- Accessibility to the school's emergency plan, fire, earthquake, lockdown, etc. Classrooms should be equipped with a "safe wall" regarding emergency information and procedures.

TIPS FROM THE CERTIFICATED HUMAN RECOURCES STAFF

1. **The primary responsibility of every VUSD employee is to provide the best educational opportunities for students.** Whether you are a teacher or a substitute, an aide or the school secretary, a district administrator or a school custodian, it's all about the kids.

2. **Working as a Substitute Teacher can be a great steppingstone to employment as a regular teacher.** Principals often ask Certificated Human Resources office employees to recommend applicants for positions. We are very pleased to recommend those about whom we have heard good reports and with whom we have experienced a good working relationship.

3. **A unique confirmation number is given to each and every substitute assignment within the district. Any time you accept a job via Frontline Education, the system will give you this confirmation number.** You must take the confirmation number with you to the school site at which you will be working, and record it on your time sheet. If you accept a job directly from a teacher, Frontline Education will not call you about the job. To ensure that the job has actually been assigned to you, you can call or log-in to Frontline Education and retrieve the information yourself and/or refer to the automated Frontline Education notification emails. Remember: **NO CONFIRMATION NUMBER = NO PAY**.

4. **Do not accept a long-term substitute assignment (any job longer than 15 school days) directly from a teacher or school office.** Doing so could cause problems with your paycheck. All long-term assignments must be coordinated through the Certificated Human Resources Department.

5. **Ideally, the substitute should arrive at the assignment in time to**:

    - Inquire in the office about room keys, duty schedules, and materials in the teacher's mailbox, location of facilities and special events that may be taking place that day.

    - Become familiar with whatever plans the teacher has prepared, equipment that may be required and the physical facilities of the classroom.

6. **Ideally, the teacher will have left:**

    - Lesson plans giving all necessary information to implement the plan.

    - Classroom procedures and routines that he/she wants you to implement.

    - A method for identifying the students in the class.

    - Lists of students with special needs.

    - Lists of students who leave the room for various reasons.

    - Names of students who have special classroom assignments.

    - A note outlining any special work he/she might **not** want the Substitute Teacher to do.

7. **Generally, most regular teachers want their substitutes to:**

   - Carry out the plans that have been left without too much deviation.
   - Maintain classroom order and control.
   - Correct the papers students have turned in that day.
   - Leave the room in organized condition.
   - Leave a written summary about how the day went.

8. Having one or two activities of your own can mean the difference between a bad day and a good one. Conversations in the teacher's lounge can provide ideas for future use on those days when the teacher for whom you are substituting has not left sufficient work for the whole day.

9. **Maintain a professional attitude. As a Substitute Teacher, you are a member of the staff while you have the assignment.**

DISCIPLINING STUDENTS

School rules and procedures are developed and enforced in accordance with California Education Codes 35291.5 and 48900. School rules establish a standard of conduct that promotes a safe, orderly and positive school environment.

STUDENTS, PARENTS, TEACHERS, AND STAFF have the following rights and responsibilities regarding student discipline (E.C. 35291, 35291.5, 35291.7, 48900 et. Al., 48915 and VUSD Board Policy 5131-5132).

PARENTS may participate and give advice in the formation of school rules and procedures and receive a written copy. They may appeal the discipline by a teacher or administrator by contacting the person's supervisor. They may request or be required to attend conferences regarding the discipline of their children; be required to spend a portion of the day in an unruly child's classroom; accept liability for willful conduct of their children which results in injury to another pupil or to school district personnel; assume liability (up to $10,000.00) for damage to school property caused by their child's willful misconduct (E.C. 48900.1).

STUDENTS must obey all school regulations and classroom rules while at school, school activities, and on their way to and from school and school activities; treat others with respect; be diligent in their studies; be respectful to teachers and others in authority; and refrain from the use of profane and vulgar language (Title V. California Code of Regulations §300). Students must not visit other

school campuses while in session unless a school official has given prior permission. Students must also remain on campus once they have arrived and follow the rules regarding leaving campus.

The Governing Board, pursuant to E.C. 44808.5, permits 11th and 12th grade pupils to leave school grounds during the lunch period, however, students are still subject to disciplinary action for any violation of school rules while away from campus.

DRESS CODE District policy prohibits the wearing of "gang-related clothing" or clothing that is unsafe either for the student or those around the student, or disruption of school operations and the educational process in general (E.C. 35183).

LASER POINTERS Possession of a laser pointer by any student on any school campus is prohibited (Penal Code 417.17).

ALL STUDENTS, STAFF AND PARENTS have the right to be free from any hate crime which includes, but is not limited to, abusive statements or behavior which degrades an individual on the basis of race, ethnicity, culture, heritage, gender, sexuality, physical or mental attributes, religious beliefs and practices.

TEACHERS, STAFF AND OFFICIALS shall hold pupils to a strict account for their conduct on the way to and from school, on the playground, or during recess (E. C. 44807); must fairly and equitably enforce the written policies of the school district; may withhold grades, diplomas or transcripts of the pupil responsible for damage or loss of property until such damages are paid or until completion of a voluntary work program in lieu of payment of monetary damages; may suspend students from school and/or recommend transfer to another school or alternative school or recommend expulsion; and **must recommend expulsion from all district programs when a student is found to have:**

- Caused serious physical injury to another person, except in self-defense;
- Possessed/sold any firearm, knife, or explosive, or any weapon or other dangerous objects (including pocket knives of **ALL** sizes. NO KNIVES OF ANY KIND!);
- Sold alcohol or other controlled substances/drugs;
- Committed robbery or extortion;
- Committed an assault or battery upon any school employee;
- Committed or attempted to commit a sexual assault or sexual battery.

Students may be represented by legal counsel or by a non-attorney advisor in school expulsion proceedings (E.C. 48918).

EMERGENCY PROCEDURES

Important safety notices:

- **Insults and abuses** directed at school employees will not be tolerated and are illegal. Violations will be reported to law enforcement officials and perpetrators may be arrested/prosecuted.

- **Traffic safety** around VUSD school sites continues to be a concern. We expect parents, staff and students to comply with related laws and regulations (including school parking regulations). Please drive or ride cautiously and carefully. Violations will be reported and citations will be issued.

- **Visitors to school campuses** (including parents and guardians) must receive permission and obtain a Visitor's Pass from the Principal's Office. Violations will be subject to the notice and reporting procedures for campus intruders (P. C. 601, P. C. 653 [g]).

- **Motor vehicle searches** are conducted when there is reasonable suspicion school rules have been violated. Be reminded and aware that students are subject to suspension and expulsion proceedings for having dangerous, illegal, and/or inappropriate objects, material, or substances in their car.

- **Random canine search** procedures are conducted on and around VUSD School campuses.

- **Students who violate school rules** may also be cited and arrested. Parents will be notified, as soon as reasonably possible, if their child is removed from school grounds by police.

DISASTER PREPAREDNESS

- **DUCK & COVER & HOLD ON.** Protect head and face. Get under desk or table and stay there until the shaking stops.

- **REMAIN CALM.** Reassure others.

- **IF INSIDE, STAY THERE.** If outside, stay there.

- **PUT ON STURDY SHOES.**

- **USE A FLASHLIGHT.** Do not light a match or turn on a light switch.

- **CHECK FOR INJURIES.** Use phone book for basic instructions.

- **TURN ON PORTABLE RADIO** for emergency bulletins.

- **FAMILIARIZE YOURSELF** with the school site emergency response plan, procedures and responsibilities. Substitute Teachers, like all school staff, are automatically disaster relief workers until relieved of these duties by the Principal or designee. Classrooms should be equipped with a "safe wall" regarding emergency information and procedures.

VENTURA UNIFIED SCHOOL DISTRICT
SCHOOL HEALTH PROGRAMS/SERVICES – An Overview

The district employs nine school nurses that are assigned to multiple programs and schools. Three of the nine school nurses are employed part-time. Every school has a health technician/assistant assigned for a block of time during the school day. The health technician/assistant works in a collaborative partnership with the school nurse and is aware of the school nurse's school schedule. The school nurse is accessible by cell phone or a message may be left with the health technician/assistant.

School nurses are the district's only licensed health care professionals. They conduct and monitor the mandated health screenings; are responsible to interpret medical findings; consult with parent/guardian and medical practitioners regarding student health issues; maintain health records to support student health needs; and support student in learning to their potential. School health screenings include vision, hearing, spinal and dental. The school nurses monitor the school health service delivery to ensure a safe and healthy experience for all students. Under the leadership of the school nurse, the health technician/assistants are instrumental in providing quality first aid and ongoing follow-up for health relation situations.

When Caring For the Ill or Injured Student

Emergency Care: When the airway, breathing, or circulation is impaired or compromised, **CALL 911** (Emergency Medical Support). Monitor for CPR and access the health office staff.

Universal Precautions: Always use disposable gloves or a barrier when dealing with any body fluid. Hand washing is the single most effective way to prevent the spread of infection. A First Aid Exposure Kit has been provided by the Office of Risk Management for every classroom to assist with containment of body fluids and protection. Once the containment material is placed in the "kits" red biohazard contaminated waste disposal bag, the red bag is placed in a regular trash bag and disposed of as regular trash.

Some Conditions or Situations that Warrant a Referral to the Health Office

- **Illness** – Student's not feeling well, vomiting, fever, repetitive cough, or suspicious health condition.
- **First aid** – Superficial skin injuries may be taken care of in the class by cleaning with soap and running water. Students with puncture wounds need to be sent to the health office for evaluation, cleaning and bandaging.
- **Suspected sprain or fracture**
- **Burn**
- **Fainting or feeling faint**
- **Head injury**

Did You Know?

1. Students are not allowed to take medication during school hours unless the school district procedure is followed.
2. Confidential and concise known student health concerns are posted on the Parent and Teacher Connection. Contact the health office staff for consultation.
3. Schools establish a mechanism to inform a substitute teacher of pertinent health concerns.

Please contact the Health Programs/Services office at the Education Service Center for additional information.

Healthy Lifestyle

Ventura Unified School District
Health Programs & Risk Management

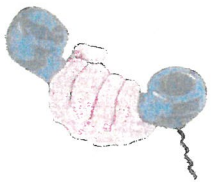
INFECTIOUS DISEASE CONTROL



VUSD Health Programs/Services and Risk Management would like to remind you about Senate Bill 2192 and CAL/OSHA Title 8 CCR 5193.

School districts are required to notify employees annually about appropriate methods to prevent exposure to HIV/AIDS and Hepatitis B infections. The Hepatitis B Vaccine is available to positions that have been identified as having a greater likelihood of being exposed to bloodborne pathogens. The district school nurse staff provide "refresher" employee training each year.

Our school district has implemented a Bloodborne Pathogen Exposure Plan. To inquire about the plan or to obtain support should a bloodborne exposure occur, contact our Risk Manager, Eric Reynolds, at the Education Service Center, ext. 1241



Also, feel free to contact your site school nurse or Ann Marie Bidlingmaier, Coordinator, Health Services Programs at the Education Service Center, ext. 1135.

REMEMBER: ***If it is wet or dry <u>and</u> not yours - DO NOT TOUCH IT!!***

Prepared by: Health Programs in cooperation with Risk Management.

D:MISC F:School Health Program BBP overview.doc (97, 06 revised)

YOU HAVE A HAND IN THIS

Hand Washing

Washing your hands is the single most important step in preventing the spread of infection.

Hand washing also keeps you from transferring contamination to other areas of your body and/or the environment.

If infectious material gets on your hands, the sooner you wash it off, the less chance you have in becoming infected.



Effective hand washing is the KEY!!

- Lather hands with soap and water
- Vigorously rub together all surface of lathered hands for 10-15 seconds
- Rinse hands thoroughly under a stream of water
- Dry hands completely with a clean, dry paper towel
- ***<u>Reminder</u>: WASH***
  - √ Before eating, drinking, or handling contact lenses
  - √ And after eating, coughing, sneezing, and using the toilet

Please <u>encourage</u> your students to wash their hands at the appropriate times during a school day!! When this activity is consistently encouraged in the school setting, research indicates a decrease in absences resulting from illness.



Healthy Children Do Learn Better

In Safe, High-Performing Schools!!

UNIFORM COMPLAINT & HARASSMENT PROCEDURES

COMPLAINTS ABOUT PROGRAMS, EMPLOYEES, OR PROCEDURES. The Ventura Unified School District has a uniform complaint process which is followed when parents/guardians or students or staff have complaints against an employee, the district, programs, materials, facilities, special education programs or any program or policy. A copy of the complaint policy is available at each school site, as well as in the Superintendent's office. To make a complaint, we recommend that you first work with the employee or principal/manager of the program. The principal/manager is responsible for processing complaints. If you are not satisfied, please ask the principal/manager for a description of the complaint procedure. It is the policy of the district that no person suffers any form of retaliation as a result of making a complaint. Civil law remedies may be available, as well as remedies through the complaint procedure (E.C. 40, Title V California Code of Regulations § 4600 through 4671).

Complainants have the right to legal counsel. For free to low-cost legal services, contact:

Channel Counties Legal Services
(Legal Aid Association)
132 South "A" Street
Oxnard, CA 93030
805-487-6531

or

Protection and Advocacy, Inc.
221 E. Glenoaks Blvd, Suite 220
Glendale, CA 91207
Toll Free: 1-800-776-5746

STUDENT HARASSMENT POLICY. Harassment Rule – Harassing others because of their race, national origin, gender, sexual orientation, religion, or disability is against the law and will not be tolerated. Any of the following behaviors aimed at people because of their race, national origin, gender, sexual orientation, religion, or disability shall be grounds for discipline:

a) Slurs, epithets, insults, jokes, or derogatory comments.
b) Verbal or physical abuse of a person, intimidation (physical, verbal or psychological), impeding or blocking movement of a person.
c) Negative or insulting gestures.
d) Unwanted sexual advances, offering employment or educational benefits in exchange for sexual favors, threatening or making reprisals after a negative response to a request for sexual favors, sexual leering, displaying sexually suggestive objects or pictures, unwelcome sexual touching or comments, or using sexually degrading words to describe an individual.

REPORTING HARASSMENT. If you are the victim of harassment at school or a school related activity, immediately report the harassment to an assistant principal or the principal at your school. Reporting harassment helps everyone to have a better and safer school environment.

Harassment complaints may also be made to the District's Non-Discrimination and Title IX Coordinator, General Counsel, Ventura Unified School District, 255 W. Stanley Avenue, Suite 100, Ventura, California 93001 (641-5000 x1012).

PROTECTION. If you report harassment, you will be protected from retaliation (Board Policies 4119.11, 5145.3 and 5145.7).

APPENDIX

Appendix A ..... Frontline Education Registration and Tips

Appendix B ..... California Standards for the Teaching Profession (CSTP)

Appendix C ..... Substitute Teacher's Salary Schedule

Appendix D ..... School Site Map and Directory

Appendix E ..... Staff Acceptable Use Policy - Technology

Appendix F ..... Healthy Workplace/Healthy Families Act of 2014

Appendix G ..... Voluntary Active Assailant Training – RECOMMENDED

Appendix H ..... Preventing the Spread of Bloodborne Pathogens

Appendix I ..... Procedures to Report Industrial Injuries

Appendix J ..... New Health Insurance Marketplace Coverage Options

Appendix K ..... Substitute Teacher Handbook – Signature Page/Disclaimer

Ventura Unified School District
Frontline Education

1-800-942-3767
www.aesoponline.com OR https://app.frontlineeducation.com
www.venturausd.org

ID: _____ **PIN:** _____

As a Substitute, through our automated system, Frontline Education, you have the ability to:

- ❖ Register as a new user when you receive your Email invitation.
- ❖ Record/change the recording of your name.
- ❖ Review/change your PIN (Your PIN is confidential - **Do NOT** give it to anyone else).
- ❖ Hear/see open status jobs available for you to accept.
- ❖ Review jobs already accepted.
  - ❑ This includes all job assignments accepted via the system **AND** those accepted via prearrangement.
    - o **Frontline Education will not call you regarding prearranged jobs**. Confirmation numbers for prearranged jobs can be obtained by calling or logging in to the system.
- ❖ Review or cancel jobs already accepted.
  - ❑ You **CANNOT** cancel a job within **90 minutes of its scheduled start time.**
  - ❑ In order to allow Frontline Education enough time to reassign the job, please allow at least 24 hours whenever possible.
- ❖ Review or modify **PERIODS** of time during which you are **UNAVAILABLE (Non-Work Days).**
  - ❑ Any specific block of time ranging from one day to one month (i.e. 11/16/2026 through 11/16/2026); **If you are unavailable or working elsewhere for a period of time exceeding *1 month,* please notify our office and enter your unavailable dates accordingly.**
- ❖ Review or modify **DAILY** availability.
  - ❑ Regular daily unavailability (i.e. never available on Wednesday).

Before you are eligible to substitute, you must register as a new user in Frontline Education. To register, follow the instructions provided when you receive the Email Invitation.

Substitute transactions are conducted through the automated Frontline Education. Frontline Education makes calls from 5-9 PM and from 5:30 AM until the jobs are filled.

For additional training or to review specific functions of Frontline Education, log-in to Frontline Education and select the Question Mark in the top right-hand corner. Select Frontline Support, go to Substitute Resources. You will find information and videos available.

If you have questions about or difficulty utilizing the system, please call 641-5000 x1156. Be prepared to clearly explain the problem you are having, including any messages Frontline Education may have given you.

✂ (Cut here ⇧ , and place this ⇩ portion in your wallet or purse)

For substitute transactions: **Frontline Education Phone Number: 1-800-942-3767** **Website: www.aesoponline.com** **App: https://app.frontlineeducation.com** ***ID:*** _____ ***PIN:*** _____	Reason for Decline/Cancellation 1 Personal Illness 2 Emergency 3 Took Another Job 4 Out of Town 5 Illness in Immediate Family 6 Lack of Child Care 7 Transportation Problem 8 Death in Immediate Family 9 Vacation 10 Personal 11 Don't Want Particular Assignment 12 Accepted in Error

CSTP Placemat

STANDARD ONE:	STANDARD TWO:
ENGAGING AND SUPPORTING ALL STUDENTS IN LEARNING	CREATING AND MAINTAINING EFFECTIVE ENVIRONMENTS FOR STUDENT LEARNING
1.1 Using knowledge of students to engage them in learning 1.2 Connecting learning to students' prior knowledge, backgrounds, life experiences, and interests 1.3 Connecting subject matter to meaningful, real-life contexts 1.4 Using a variety of instructional strategies, resources, and technologies to meet students' diverse learning needs 1.5 Promoting critical thinking through inquiry, problem solving, and reflection 1.6 Monitoring student learning and adjusting instruction while teaching	2.1 Promoting social development and responsibility within a caring community where each student is treated fairly and respectfully 2.2 Creating physical or virtual learning environments that promote student learning, reflect diversity, and encourage constructive and productive interactions among students 2.3 Establishing and maintaining learning environments that are physically, intellectually, and emotionally safe 2.4 Creating a rigorous learning environment with high expectations and appropriate support for all students 2.5 Developing, communicating, and maintaining high standards for individual and group behavior 2.6 Employing classroom routines, procedures, norms, and supports for positive behaviors to ensure a climate in which all students can learn 2.7 Using instructional time to optimize learning
STANDARD THREE:	**STANDARD FOUR:**
UNDERSTANDING AND ORGANIZING SUBJECT MATTER FOR STUDENT LEARNING	PLANNING INSTRUCTION AND DESIGNING LEARNING EXPERIENCES FOR ALL STUDENTS
3.1 Demonstrating knowledge of subject matter, academic standards, and curriculum frameworks 3.2 Applying knowledge of student development and proficiencies to ensure student understanding of subject matter 3.3 Organizing curriculum to facilitate student understanding of the subject matter 3.4 Utilizing instructional strategies that are appropriate to the subject matter 3.5 Using and adapting resources, technologies, and standards-aligned adopted instructional materials, to make subject matter accessible to all students 3.6 Addressing the needs of English learners and students with special needs to provide equitable access to the content	4.1 Using knowledge of students' academic readiness, language proficiency, cultural background, and individual development to plan instruction 4.2 Establishing and articulating goals for student learning 4.3 Developing and sequencing long-term and short-term instructional plans to support student learning 4.4 Planning instruction that incorporates appropriate strategies to meet the learning needs of all students 4.5 Adapting instructional plans and curricular materials to meet the assessed learning needs of all students
STANDARD FIVE:	**STANDARD SIX:**
ASSESSING STUDENTS FOR LEARNING	DEVELOPING AS A PROFESSIONAL EDUCATOR
5.1 Applying knowledge of the purposes, characteristics, and uses of different types of assessments 5.2 Collecting and analyzing assessment data from a variety of sources to inform instruction 5.3 Reviewing data, both individually and with colleagues, to monitor student learning 5.4 Using assessment data to establish learning goals and to plan, differentiate, and modify instruction 5.5 Involving all students in self-assessment, goal setting, and monitoring all progress 5.6 Using available technologies to assist with assessment, analysis, and communication of student learning 5.7 Using assessment information to share timely and comprehensible feedback with students and their families	6.1 Reflecting on teaching practice in support of student learning 6.2 Establishing professional goals and engaging in continuous and purposeful professional growth and development 6.3 Collaborating with colleagues and the broader professional community to support teacher and student learning 6.4 Working with families to support student learning 6.5 Engaging in local communities in support of the instructional program 6.6 Managing professional responsibilities to maintain motivation and commitment to all students 6.7 Demonstrating professional responsibility, integrity, and ethical conduct

Ventura Unified School District

CERTIFICATED SUBSTITUTE SALARY SCHEDULE (Effective March 1, 2024 of the 23-24 School Year)

ELEMENTARY Substitutes	
Full Day Substitute	**$200.00**
Morning Elementary	**$120.00** (60% of Daily Rate)
Afternoon Elementary	**$100.00** (50% of Daily Rate)
Kindergarten Substitute	
• Partial-Day (AM/PM Kindergarten Assignments)	**$120.00** (60% of Daily Rate)
Extended-Day/Full Day Kindergarten Assignments*	**$200.00** *(*Only if worked to the regular work day end)*
• Students released *before* 12:00 Noon*	**$130.00** (65% of Daily Rate)
• Students released *after* 12:00 Noon*	**$150.00** (75% of Daily Rate)
Banking Day Elementary	
• Students released *before* 12:00 Noon	**$130.00** (65% of Daily Rate)
• Students released *after* 12:00 Noon	**$150.00** (75% of Daily Rate)

** Extended-Day/Full Day Kindergarten substitutes are required to work the entire day performing school-related work until the regular work day end; if they do not remain for the entire day, they will only be paid the Extended-Day Rate of 65% or 75%.*

MIDDLE SCHOOL Substitutes	
Full Day Substitute	**$200.00**
Period Middle School*	**$34.00**/period
Banking Day Middle School (All Fridays at MS level are banking days)	**$160.00** (80% of Daily Rate)
Banking Day Period Middle School*	**$27.20**/period (80% of Middle School Period Rate)

** There is a two-period minimum for a substitute assignment – No more than $200 per day for day-to-day subbing.*

HIGH SCHOOL Substitutes	
Full Day Substitute	**$200.00**
Period High School*	**$40.00**/period

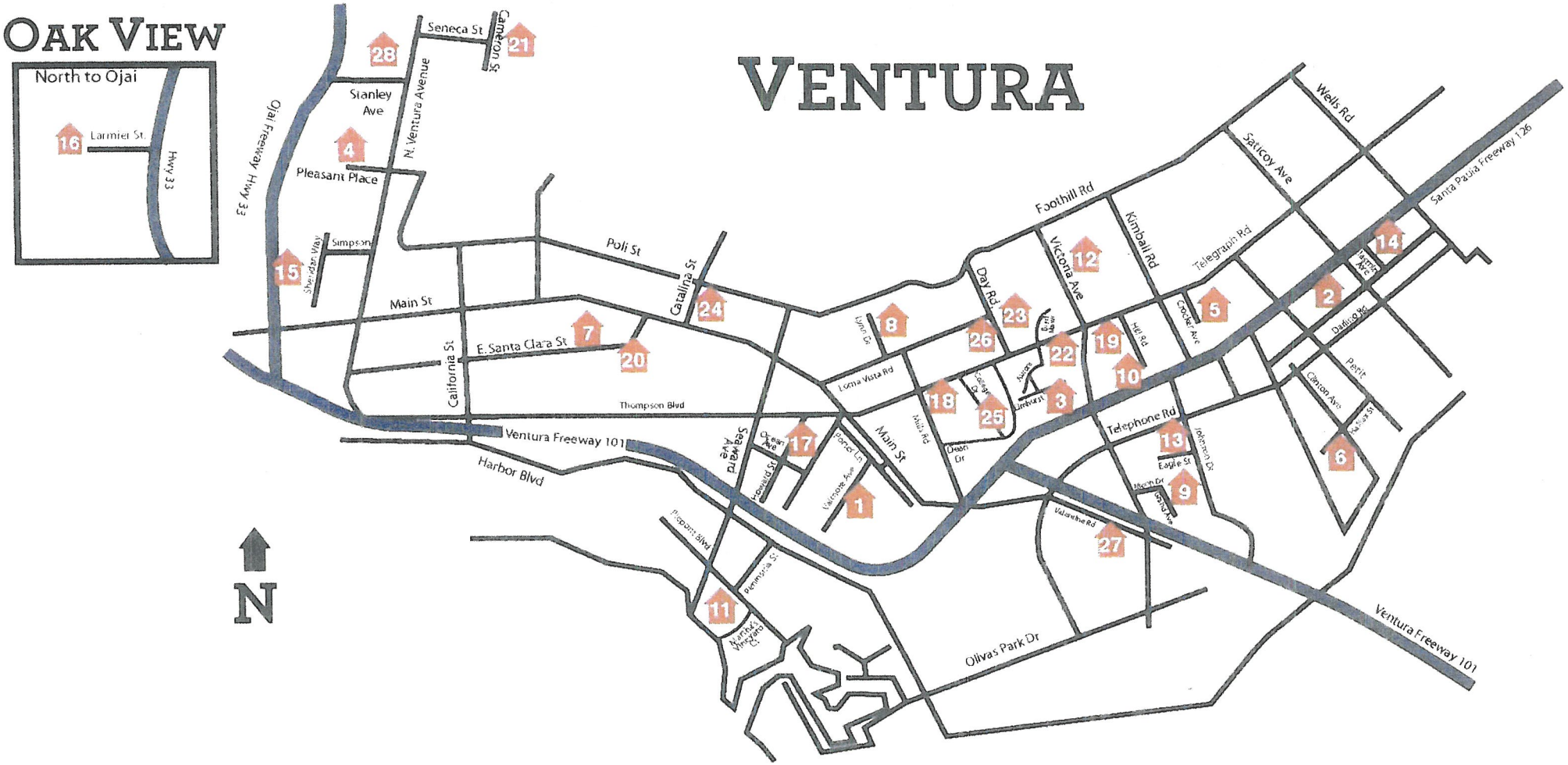
** There is a two-period minimum for a substitute assignment – No more than $200 per day for day-to-day subbing.*

LONG-TERM Substitute Assignments	
Teacher /Counselor/Speech/Nurse 1-15 Days	**$200.00**/Day
Teacher/Counselor/Speech/Nurse 16-30 Days	**$227.00**/Day
Teacher/Counselor/Speech/Nurse 31-60 Days	**$241.00**/Day
Teacher/Counselor/Speech/Nurse 61-90 Days	**$254.00**/Day
Teacher/Counselor/Speech/Nurse 91+ Days	Daily Rate of Class 1, Step 1 of Certificated Salary Schedule *($318/day effective 7-1-24)*
Administrator, by assignment type	Admin Salary Schedule, varies, Col 0-14

Summer School Substitute Rate - 72% of the established rates

*Subject to change – please refer to website for current information.

VUSD VENTURA UNIFIED SCHOOL DISTRICT



ELEMENTARY SCHOOLS (K-5)

1 Blanche Reynolds
2 Citrus Glen
3 Elmhurst
4 E.P. Foster
5 Juanamaria
6 Junipero Serra
7 Lincoln
8 Loma Vista
9 Montalvo
10 Mound
11 Pierpont
12 Poinsettia
13 Portola
14 ATLAS (Saticoy)
15 Sheridan Way
16 Sunset (K-8)
17 Will Rogers

MIDDLE SCHOOLS (6-8)

18 Anacapa
19 Balboa
20 Cabrillo
21 De Anza (DATA)

HIGH SCHOOLS (9-12)

22 Buena
23 Foothill Technology
24 Ventura
25 Pacific
26 El Camino

ALTERNATIVE EDUCATION

27 Ventura Adult and Continuing Education (VACE)
1 Homestead School (K-8)

DISTRICT OFFICE

28 Education Service Center

VENTURA UNIFIED SCHOOL DISTRICT DIRECTORY

SCHOOL/SITE	SITE #	ADDRESS	PHONE #
Anacapa Middle School	18	100 S. Mills Road, Ventura, CA 93003	289-7900
Balboa Middle School	19	247 Hill Road, Ventura, CA 93003	289-1800
Blanche Reynolds Elementary (K-8)	1	450 Valmore Avenue, Ventura, CA 93003	289-1817
Buena High School	22	5670 Telegraph Road, Ventura, CA 93003	289-1826
Cabrillo Middle School	20	1426 E. Santa Clara Street, Ventura, CA 93001	641-5155
Citrus Glenn Elementary	2	9655 Darling Road, Ventura, CA 93004	672-0220
De Anza (DATA)	21	2060 Cameron Street, Ventura, CA 93001	641-5165
Education Service Center	28	255 W. Stanley Avenue, Suite 100, Ventura, CA 93001	641-5000
El Camino High School	26	61 Day Road, Ventura, CA 93003	289-7955
Elmhurst Elementary	3	5080 Elmhurst Street, Ventura, CA 93003	289-1860
E.P. Foster Elementary	4	20 Pleasant Place, Ventura, CA 93001	641-5420
Foothill Technology High School	23	100 Day Road, Ventura, CA 93003	289-0023
Homestead School (K-8)	1	450 Valmore Avenue, Ventura, CA 93003	289-1817 x2122
Juanamaria Elementary	5	100 S. Crocker Avenue, Ventura, CA 93004	672-0291
Junipero Serra Elementary	6	8880 Halifax Avenue, Ventura, CA 93004	672-2717
Lincoln Elementary	7	1107 E. Santa Clara Street, Ventura, CA 93001	641-5438
Loma Vista Elementary	8	300 Lynn Drive, Ventura, CA 93003	641-5443
Montalvo Elementary	9	2050 Grand Avenue, Ventura, CA 93003	289-1872
Mound Elementary	10	455 S. Hill Road, Ventura, CA 93003	289-1886
Pacific High School	25	501 College Drive, Ventura, CA 93003	289-7950
Pierpont Elementary	11	1254 Martha's Vineyard, Ventura, CA 93001	641-5470
Poinsettia Elementary	12	350 N. Victoria Avenue, Ventura, CA 93003	289-7971
Portola Elementary	13	6700 Eagle Street, Ventura, CA 93003	289-1734
Saticoy Elementary (Atlas)	14	760 Jazmin Avenue, Ventura, CA 93004	672-2701
Sheridan Way Elementary	15	573 Sheridan Way, Ventura, CA 93001	641-5491
Sunset Elementary (K-8)	16	400 Sunset Avenue, Oak View, CA 93022	649-6600
Ventura Adult and Continuing Education (VACE)	27	5200 Valentine Road, Ventura, CA 93003	289-1744
Ventura High School	24	2 N. Catalina Street, Ventura, CA 93001	641-5116
Will Rogers Elementary	17	316 Howard Street, Ventura, CA 93003	641-5496

Certificated Human Resources

255 W. Stanley Avenue, Suite 100
Ventura, California 93001
T 805.641.5000 x1150
www.venturausd.org

ACCEPTABLE USE AGREEMENT
AND
RELEASE OF DISTRICT FROM LIABILITY (EMPLOYEES)

The Ventura Unified 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 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 potential problems 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 he/she has read and understands the agreement.

Definitions

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, 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 or devices.

Employee Obligations and Responsibilities

Employees are expected to use district technology safely, responsibly, and primarily 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.

The employee in whose name district technology is issued is responsible for its proper use at all times. Employees shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system 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 authorization.

Employees are required to regularly check their district email and/or login to established systems the district utilizes to disseminate and communicate information district-wide to employees.

Employees are prohibited from using district technology for improper purposes, including, but not limited to, use of district technology 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 without prior authorization from a supervisor
3. Engage in personal commercial or other for-profit activities without permission of the Superintendent or designee
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 settings on shared computers)
7. Install unauthorized software
8. Engage in or promote unethical practices or violate any law or Board policy, administrative regulation, or district practice

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.

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, 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.

Personally Owned Devices

If an employee uses a personally owned device to access district technology or conduct district business, he/she shall abide by all applicable Board policies, administrative regulations, and this Acceptable Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records 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, he/she 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 discipline, 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 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. I understand that there is no expectation of privacy when using district technology or when my personal electronic devices use district technology. I further understand that any violation may result in revocation of user privileges, disciplinary action, and/or appropriate legal action.

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.

Name: (Please print) _____ Position: (Please print) _____

School/Work Site: _____

Signature: _____ Date: _____

Ventura Unified
SCHOOL DISTRICT

Healthy Workplace/Healthy Families Act of 2014 Paid Sick Leave

To: All Employees

From: Human Resources

Re: Paid Sick Leave

As of July 1, 2015, any employee who works in California for 30 or more days within a year from the beginning of employment is entitled to paid-sick-leave as follows:

- Accrual shall begin on the first day of employment or July 1, 2015 whichever is later.
- Paid sick leave accrues at the rate of one hour per every 30 hours worked and is paid at the employee's regular wage rate.
- Accrued paid sick leave shall carry over to the following year of employment up to a maximum of 48 hours.

Employees granted such sick leave may use it as follows:

- An employee may use granted paid sick days beginning on the 90th day of employment.
- An employer shall provide paid sick days upon the oral or written request of an employee for themselves or a family member for the diagnosis, care or treatment of an existing health condition or preventive care, or specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking.
- An employee may only use sick leave on a day they were scheduled/called to work.
- If submitting for sick leave, an employee must submit a Certificated Substitute Time Sheet to Certificated Human Resources for dates the employee has been called/assigned to work and declined/cancelled due to illness. Before being granted, this information will be confirmed and verified by Certificated Human Resources and Payroll.

NOTE: *Certificated Hourly Contract employees, VUEA and VESPA Bargaining Unit members accrue sick leave according to their signed hourly contract or their bargaining unit agreement. This policy does not apply to CalPERS retired annuitants.*

255 Stanley Avenue, Suite 100
Ventura, California 93001
T 805.641.5000
www.venturausd.org

For the future of every student

Ventura Unified
SCHOOL DISTRICT

Date: Spring 2020
To: Substitute Teachers
From: Assistant Superintendent, Human Resources
Re: Voluntary Active Assailant Training - RECOMMENDED

Memorandum

Ventura Unified School District is committed to providing all employees with a safe workplace. In compliance with our safety program, safety training is provided to all employees. One tool we are utilizing is the online Target Solutions safety training program provided by our Joint Powers Authority (Insurance Company). One of the recommended modules available through this online training for education is about active intruders at school.

This interactive online course will teach you about various types of targeted violence and provide you with preparedness and knowledge to better proactively identify indicators and traits so you'll know what to expect and how to respond in various situations. You will be trained on how to react to targeted violence by identifying roles, responsibilities, and relaying communication effectively so that you can calmly interact with first responders. This online training takes one hour to complete.

It is recommended that all education employees, including substitute teachers, be trained in Active Assailant Training. While completion of this training is not required to work as a substitute teacher for Ventura Unified School District, it is recommended and provided at no charge for you to complete as your schedule allows.

To sign up for this voluntary, but recommended training, please contact Director, Risk Management, Eric Reynolds, at eric.reynolds@venturausd.org. Mr. Reynolds will add you to the online Target Solutions training program and respond to your communication when you have been added to the program and given permissions for the Active Assailant Training module. Please allow time for new user setup. **After receiving confirmation from Risk Management that you have been added to the program and assigned permissions, please use the following directions to gain access to the online training:**

1. Go to Target Solutions login screen: https://app.targetsolutions.com/auth/index.cfm?action=login.showlogin&customerid=24500&customerpath=venturausd&msg

2. Login using your **first initial and last name as the username (i.e. jsmith) and the word "safety" as your password**. If you have difficulty gaining access, please contact Eric Reynolds at eric.reynolds@venturausd.org or 641-5000 x1241.

3. Once logged in, click on **"My Assignments,"** select the **Active Assailant Training module** and proceed through the program.

Should you have any questions regarding this online training or program access, please feel free to contact my office at x1154. Thank you.

PREVENTING THE SPREAD OF BLOODBORNE PATHOGENS

Bloodborne pathogens, such as bacteria and viruses, are present in blood and body fluids and can cause disease in humans. The bloodborne pathogens of primary concern are hepatitis B, hepatitis C and HIV. These and other bloodborne pathogens are spread primarily through:

- *Direct contact.* Infected blood or body fluid from one person enters another person's body at a correct entry site, such as infected blood splashing in the eye.
- *Indirect contact.* A person's skin touches an object that contains the blood or body fluid of an infected person, such as picking up soiled dressings contaminated with an infected person's blood or body fluid.
- *Respiratory droplet transmission.* A person inhales droplets from an infected person, such as through a cough or sneeze.
- *Vector-borne transmission.* A person's skin is penetrated by an infectious source, such as an insect bite.

Follow standard precautions to help prevent the spread of bloodborne pathogens and other diseases whenever there is a risk of exposure to blood or other body fluids. These precautions require that all blood and other body fluids be treated as if they are infectious. Standard precautions include maintaining personal hygiene and using personal protective equipment (PPE), engineering controls, work practice controls, and proper equipment cleaning and spill cleanup procedures.

TO PREVENT INFECTION, FOLLOW THESE GUIDELINES:

- Avoid contact with blood and other body fluids.
- Use CPR breathing barriers, such as resuscitation masks, when giving ventilations (rescue breaths).
- Wear disposable gloves whenever providing care, particularly if you may come into contact with blood or body fluids. Also wear protective coverings, such as a mask, eyewear and a gown, if blood or other body fluids can splash.
- Cover any cuts, scrapes or sores and remove jewelry, including rings, before wearing disposable gloves.
- Change gloves before providing care to a different victim.
- Remove disposable gloves without contacting the soiled part of the gloves and dispose of them in a proper container.
- Thoroughly wash your hands and other areas immediately after providing care. Use alcohol-based hand sanitizer where hand-washing facilities are not available if your hands are not visibly soiled. When practical, wash your hands before providing care.

TO REDUCE THE RISK OF EXPOSURE, FOLLOW THESE ENGINEERING AND WORK PRACTICE CONTROLS:

- Use biohazard bags to dispose of contaminated materials, such as used gloves and bandages. Place all soiled clothing in marked plastic bags for disposal or cleaning. Biohazard warning labels are required on any container holding contaminated materials.
- Use sharps disposal containers to place sharps items, such as needles.

- Clean and disinfect all equipment and work surfaces soiled by blood or body fluids.
  Use a fresh disinfectant solution of approximately 1½ cups of liquid chlorine bleach to 1 gallon of water (1 part bleach per 9 parts water, or about a 10% solution) and allow it to stand for at least 10 minutes.
  Scrub soiled boots, leather shoes and other leather goods, such as belts, with soap, a brush and hot water. If worn, wash and dry uniforms according to the manufacturer's instructions.

IF YOU ARE EXPOSED, TAKE THE FOLLOWING STEPS IMMEDIATELY:

- Wash needlestick injuries, cuts and exposed skin thoroughly with soap and water.
- If splashed with blood or potentially infectious material around the mouth or nose, flush the area with water.
- If splashed in or around the eyes, irrigate with clean water, saline or sterile irrigants for 20 minutes.
- Report the incident to the appropriate person identified in your employer's exposure control plan immediately. Additionally, report the incident to emergency medical services (EMS) personnel who take over care.
- Record the incident by writing down what happened. Include the date, time and circumstances of the exposure; any actions taken after the exposure; and any other information required by your employer.
- Seek immediate follow-up care as identified in your employer's exposure control plan.

The California Division of Occupational Safety and Health (Cal OSHA) regulations require employers to have an exposure control plan, a written program outlining the protective measures the employer will take to eliminate or minimize employee exposure incidents. The exposure control plan guidelines should be made available to employees and should specifically explain what they need to do to prevent the spread of infectious diseases.

Additionally, Cal OSHA requires that a hepatitis B vaccination series be made available to all employees who have occupational exposure within 10 working days of initial assignment, after appropriate training has been completed. However, employees may decide not to have the vaccination. The employer must make the vaccination available if an employee later decides to accept the vaccination.

Check Cal OSHA's website (www.dir.ca.gov) or refer to your employer's exposure control officer for more information on Cal OSHA's Bloodborne Pathogens Standard (CCR-T8-S 5193).

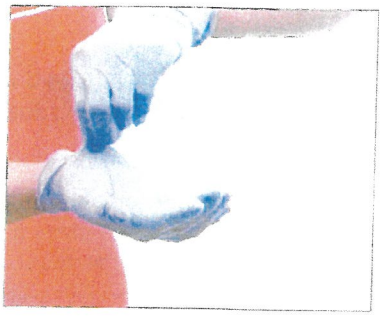
 © 2011 The American National Red Cross

REMOVING DISPOSABLE GLOVES

Note: To remove gloves without spreading germs, never touch your bare skin with the outside of either glove.

1 PINCH GLOVE

Pinch the palm side of one glove near your wrist. Carefully pull the glove off so that it is inside out.



2 SLIP TWO FINGERS UNDER GLOVE

Hold the glove in the palm of your gloved hand. Slip two fingers under the glove at the wrist of the remaining gloved hand.



3 PULL GLOVE OFF

Pull the glove until it comes off, inside out. The first glove should end up inside the glove you just removed.



4 DISPOSE OF GLOVES AND WASH HANDS

After removing the gloves:

- Dispose of gloves and other personal protective equipment (PPE) in a proper biohazard container.
- Wash your hands thoroughly with soap and running water, if available. Otherwise, rub hands thoroughly with an alcohol-based hand sanitizer if hands are not visibly soiled.

Employee Injury Workers' Compensation Procedures

WORKERS COMPENSATION ADMINISTRATOR:
Athens Administrators
P.O. Box 696
Concord, Ca 94522
866-482-3535

The following procedures should be followed when an industrial (on-the-job) injury or illness occurs. Following these procedures will assure appropriate treatment, prompt payment of medical bills and disability payments.

1. Immediately report to your supervisor all accidents or injuries, regardless of how small or large. You will be given a workers' compensation packet and asked to sign a certification of receipt verifying you received the packet of forms.

2. Complete the attached forms "EMPLOYEE'S REPORT OF INDUSTRIAL INJURY OR ILLNESS" and a "WORKERS' COMPENSATION CLAIM FORM (DWC 1) and give them to your supervisor within 48 hours.

3. If medical treatment is needed, you must go to a medical provider listed on the attached list of Athens Administrators Medical Panel Network facilities (attached yellow sheet). If you prefer to see your personal physician, a "Personal Physician Pre-Designation Form" must be completed by you and the designated physician prior to any injury or illness. **Neither the Ventura Unified School District nor Athens Administrators is responsible for Medical Bills incurred by non-approved medical facilities.**

4. If your doctor writes you a prescription please refer to the myMatrixx Prescription Information sheet in the workers' compensation for instructions on how to obtain your prescription(s)

5. If, after treatment, you are dissatisfied with the treatment you received or the medical facility, contact Athens Administrators. **A change of Physician must be authorized by Athens Administrators before we will assume financial responsibility for any medical treatment.**

6. As soon as you have been treated, report to your supervisor the outcome of the visit. If time off is required, regularly update your progress with your supervisor and provide continuous releases to your supervisor from your doctor to cover any periods of absence.

7. A doctor's note is required for <u>all absences</u> and should include the fact that it is work related, the date of the injury or illness and the dates and times to be excused from work.

8. Prior to returning to work, you must present to your supervisor a return to work release. Should your doctor include restrictions on the release, discuss these with your supervisor.

9. Once you have been released to return to work, either with or without restrictions, you are not allowed to use industrial leave for your medical appointments. In order to avoid using personal leave balances, you are encouraged to schedule appointments outside of regular work hours.

10. If you have any questions regarding your injury, procedures, payments, etc., please do not hesitate to call the District Insurance Office or Athens Administrators.

Pre-designation Of Personal Physician

In the event you sustain an injury or illness related to your employment, you may be treated for such injury/illness by your personal medical doctor (M.D) or doctor of osteopathic medicine (D.O.) or medical group if: You have health care insurance for injuries/illness that are not work related, the doctor is your regular physician, who shall be either a physician who has limited his or her practice of medicine to general practice or who is a board-certified or board-eligible internist, pediatrician, obstetrician-gynecologist, or family practitioner, and has previously directed your medical treatment, and retains your medical records; your "personal physician" may be a medical group if it is a single corporation or partnership composed of licensed doctors of medicine or osteopathy, which operates an integrated multispecialty medical group providing comprehensive medical services predominantly for non-occupational illnesses and injuries; prior to the injury your doctor agrees to treat you for work injuries or illnesses; prior to the injury you provided your employer the following in writing: (1) notice that you want your personal doctor to treat you for a work-related injury/illness, and (2) your personal doctor's name and business address.

You may use this form, a form provided by your employer or provide all the information in writing to notify your employer if you wish to have your personal medical doctor or a doctor osteopathic medicine treat you for a work-related injury/illness and the above requirements are met.

Notice Of Pre-designation Of Personal Physician
Employee: Complete this section

Employer: _____

If I have a work-related injury or illness, I choose to be treated by:

_____
(Name of doctor) (MD, DO, or medical group)

_____
(street address, city, state, zip)

_____
(telephone number)

Employee Name (Please Print): _____

Employee's Address: _____

Name of Insurance Company, Plan, or Fund providing health coverage for nonoccupational injuries or illnesses: _____

_____

Employee Signature: _____ Date: _____

Note to Employee: Unless you agree in writing, neither your employer or Athens Administrators may contact your personal physician to confirm a pre-designation. If your physician does not sign this form, other documentation that they agreed to be pre-designated prior to the injury will be required. If you agree, your employer or Athens Administrators may contact your personal physician to confirm this pre-designation, sign and date below:

Employee Signature: _____

Employee #: _____ Date: _____

Physician: I agree to this Pre-designation:

Signature: _____ Date: _____
(Physician or Designated Employee of the Physician)

The physician is not required to sign this form, however, if the physician or designated employee of the physician or medical group does not sign, other documentation of the physician's agreement to be pre-designated will be required pursuant to Title 8, California Code of Regulations, section 9780.1(a)(3). (Optional DWC Form 9783 July 1, 2014)

Notice of Personal Chiropractic or Personal Acupuncturist

If your employer or your employer's insurer does not have a Medical Provider Network (MPN), you may be able to change your treating physician to your personal chiropractor (D.C.) or acupuncturist (L.AC.) following a work-related injury/illness. In order to be eligible to make this change, you must give your employer the name and business address of a personal D.C. or L.AC. in writing prior to the injury/illness. Athens Administrators generally has the right to select your treating physician within the first 30 days after your employer knows of your inju-ry/illness. After your employer or Athens Administrators has initiated your treatment with another physician during this period, you may then, upon request, have your treatment transferred to your personal D.C. or L.AC. You may use this form to notify your employer of your personal D.C. or L.AC., or your employer may have their own form. The D.C. or L.AC. must be your regular D.C. or L.AC. who has directed your treatment and retains your chiropractic records and history. If your employer has an MPN, you may only switch to a D.C. or L.AC. within the MPN. A chiropractor cannot be your treating physician after 24 visits. If you still require medical treatment thereafter, you will have to select a physician who is not a chiropractor. This prohibition shall not apply to visits for postsurgical physical medicine visits prescribed by the surgeon, or physician designated by the surgeon, under the postsurgical component of the Division of Workers' Compensation's Medical Treatment Utilization Schedule.

Name of chiropractor of acupuncturist (DC or LAC): _____

_____

_____
(street address, city, state, zip)

_____
(telephone number)

Employee Name (Please Print): _____

Employee's Address: _____

_____

Employee Signature: _____ Date: _____

Title 8, California Code of Regulations, section 9783.1
(Optional DWC Form 9783.1 Effective date July 1, 2014)

When a work injury occurs:

- Quickly seek first aid.
- Call 9-1-1 for help immediately if emergency medical care is needed.
- Immediately report injuries to your supervisor.

Athens Anthem MPN Information:

MPN Website: www.viiad.com/anthemcompass/KBATHENSI000

MPN effective date: 05/01/2019

MPN ID: 2377

For help locating a MPN physician, call your MPN access assistant at:
(844) 752-1142

For MPN questions, call: (866) 482-3535
Or email lfarlander@athensmci.com

Information & Assistance Office:

1901 N. Rice Avenue, Suite 200,
Oxnard, CA 93030-7912
Tel: (805) 485-2533

Ventura County Schools Self-Funding Authority

The Facts About Workers' Compensation

ATHENS
People. Powered.

Athens Administrators
Post Office Box 696
Concord, CA 94522-0696

Phone: (866) 482-3535

Approved by Division of Workers' Compensation

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What is workers' compensation? Its purpose is to insure that an employee who is found to sustain an industrial injury or illness will be provided with benefits to medically cure or relieve them from the effects of the injury/illness, provide temporary compensation when they are medically unable to perform any occupational function, compensation for any residual handicap and/or impairment of bodily function, benefits for dependents if an employee dies as a result of an injury/illness, protection from discrimination by his/her employer because of the injury/illness.

Am I Covered? Nearly every person employed in California is protected by workers' compensation, however there are a few exceptions. People that are self-employed or volunteer workers may not be covered. Similar laws cover federal and maritime workers. Athens Administrators Risk Services Group (Athens Administrators) is your employer's claims administrator. Your employer or Athens Administrators can answer any questions you might have about coverage.

What Does Workers' Compensation Cover? If you have an injury/illness due to your job, it is covered. The cause can be a single event, like a fall or it can be due to repeated exposures, such as hearing loss due to constant loud noise. Injuries ranging from first-aid to serious accidents are covered. Even injuries related to a workplace crime, such as psychological or physical injuries, are covered under workers' compensation. Some injuries that result from voluntary activity, such as off duty social or athletic activities may not be covered. Check with your employer or Athens Administrators if you have questions. Coverage begins the moment you start your job. There is no probationary period or wage rate.

Duty Of The Employee. Immediately notify your employer or Athens Administrators so you can get the medical help that you need without delay. If your injury is greater than a first-aid injury, your supervisor will give you a Claim Form (Form DWC-1) for you to describe where, when and how it happened. To submit a claim, fill out the "Employee" section of the DWC-1. Keep one copy of this form and give the remaining pages to your supervisor. Your employer will fill out the "Employer" section and return a signed and dated copy of the form to you. Your employer will keep a copy of this form and forward another to Athens Administrators. Athens Administrators is in charge of handling your claim and informing you about your eligibility for benefits.

Your claim benefits do not start until your employer knows about your injury, so report and file the DWC-1 as quickly as possible. California law requires your employer to authorize medical treatment within one working day of receipt of your Claim Form. Employers are liable for up to $10,000 in treatment pending a decision by Athens Administrators for a claim to be accepted or rejected. Waiting to report may delay workers' compensation benefits. You may not receive benefits if you fail to file a claim within one year of the date of injury, the date you know the injury was work related, or the date benefits were last provided.

Duty of the Employer: Provide this form to every employee at the time of hire or by the end of their first pay period.

Within one working day, upon knowledge or notice from any source of a work injury/illness greater than first-aid, provide the employee with a Claim Form (DWC-1) and authorize medical treatment and report the claim to Athens Administrators Risk Services Group.

What are the benefits? You may be entitled to various kinds of benefits under California workers' compensation law including:

Medical Care. Medical treatment that is reasonably required to cure or relieve the injured worker from the effects of the injury/illness. There is no deductible or co-payment. These medical benefits may include lab tests, physical therapy, hospital services, medication and treatment by a doctor.

State law limits certain medical services as of January 1, 2004. You should never receive a medical bill. If additional treatment is necessary, Athens Administrators will coordinate medical care that meets applicable treatment guidelines for the injury. The doctor may be a specialist for your specific type of injury, and he or she will be familiar with workers' compensation requirements and will report promptly to Athens Administrators so your benefits can be paid.

The physician with overall responsibility for treating your injury/illness is your primary treating physician (PTP). The PTP decides what kind of medical care you need and if you have work restrictions. If necessary, the PTP will review your job description with you and your employer to define any limitation or restrictions that you may have. This doctor also is responsible for coordinating care between other medical providers and will write reports about any permanent impairment of bodily function(s) or the need for future medical care. Generally, your employer selects the PTP you will see for the first 30 days, but if you want to change doctors for any reason, ask your employer or Athens Administrators. They're as interested as you are in your prompt recovery and return to work and will select a different doctor for you. If your employer has a Medical Provider Network (MPN) you will be directed to treat with a physician within the MPN and different rules apply regarding changing your physician.

You can be treated by your personal physician or medical group immediately if you have health care insurance for injuries or illness that are not work related, and your physician agrees in advance to treat you for any work injuries/illnesses and has previously directed your treatment and retains your medical records and agrees, prior to your injury/illness, to treat you for workplace injuries/illnesses and you gave your employer your physician's name and address in writing before the injury. You may use the form inside of this pamphlet or your employer may have a form for you to use.

If you give the name of your personal chiropractor or acupuncturist, different rules apply, and you may need to see an employer-selected physician first.

Temporary Disability Benefits: If you are not medically able to work for more than three days due to your work-related injury, counting weekends, you have a right to temporary disability (TD) payments to assist substituting your lost wages. After two weeks from reporting the injury, you will receive a check. If your employer has a salary continuation plan, your benefit may be included in your regular paycheck. TD is payable every 14 days until the doctor states you can return to work. (Payments won't be made for the first three days, though, unless you're hospitalized as an inpatient or unable to work more than 14 days). The amount of the payments will be two-thirds of your average wage, subject to minimums and maximums set by the state legislature. Although the TD payment will not be the full amount of your regular paycheck, there are no deductions and the payments are tax-free. For injuries occurring on or after January 1, 2008, TD payments are limited to 104 compensable weeks within five years of date of injury. For a few long-term injuries such as chronic lung disease or severe burns, TD payments can last up to 240 weeks within five years from the date of injury. If you reach the maximum TD payment period before you can return to work or before your condition becomes permanent and stationary. See the "Other Benefits" section of this pamphlet for additional information. A timely filing with Employment Development Department may result in additional State Disability benefits when TD benefits are delayed, denied, or terminated.

Permanent Disability: If your doctor says your injury will always leave you with some permanent impairment of bodily function(s), you may receive permanent disability (PD) payments. The amount depends on the doctor's report, how much of the PD was directly caused by your work, and factors such as your age, occupation, type of injury, and date of injury. State law determines minimum and maximum amounts, and they vary by injury date.

If you are entitled to PD, Athens Administrators will send you a letter explaining how the benefit was calculated. If the injury causes PD, the first payment of PD benefits is made within 14 days after the last payment of TD, unless your employer has offered you a position that pays at least 85% of your date of injury wages or if you are returned to a position that pays you 100% of the wages and, compensation paid to you on the date of injury, the PD would be paid after an Award issues.

Supplemental Job Displacement Benefit (SJDB): If you have a permanent whole person impairment, the eligibility for SJDB begins when your employer does not offer regular work, permanent, modified, or alternative work within 60 days of the receipt of a doctor's Medical Maximum Improvement (MMI) report. This is a nontransferable voucher for education-related retraining and/or skill development at state-approved schools, tools, licensing, certification fees and other resources as possible benefits. If you qualify for the supplemental job displacement benefit, Athens Administrators will provide a voucher up to a maximum of $6,000.

Death Benefits: If the injury/illness causes death, payments may be made to your dependents. State law sets these benefits and the total benefit depends on the number of dependents. The payments are made at the same rate as TD payments. In addition, workers' compensation provides a burial allowance.

Discrimination: It is a violation of Labor Code Section 132(a) and illegal for your employer to punish or fire you for having a workplace injury/illness, for filing a claim or for testifying in another person's workers' compensation case. If your employer is found guilty of discrimination, you would be entitled to increased benefits, reinstatement and reimbursement for lost wages and benefits.

Other Benefits: Sometimes people confuse workers' compensation with State Disability Insurance (SDI). Workers' compensation covers on-the-job injuries/ illnesses and is paid for by your employer or their insurance. On the other hand, SDI covers off-the-job injuries or sicknesses, and is paid for by deductions from your paycheck. If you are not getting workers' compensation benefits, you may be able to get State Disability benefits. Contact the local office of the State Employment Development Department listed in the government pages of your phone book for more information.

You may be eligible to access the return-to-work fund, for the purposes of making supplemental payments to injured worker's whose PD benefits are disproportionately low in comparison to their earnings loss. If you have questions or think you qualify, contact the Information & Assistance office listed in this pamphlet or visit the DIR website at: www.dir.ca.gov.

If You Still Have Questions... ask your supervisor or employer representative. Or contact Athens Administrators at the number indicated on workers' compensation posters at work and on this brochure. You can also contact the State Division of Workers' Compensation (DWC) and speak with an Information and Assistance Officer. These officers are available to review problems, answer questions and provide additional written information about workers' compensation at no charge. The local office is listed below and posted at your work-place. You can also call 800-736-7401 or visit the DWC website at: http://www.dir.ca.gov/dwc.

WORKERS' COMPENSATION FRAUD IS A FELONY

Anyone who makes or causes to be made any knowingly false or fraudulent material statement for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony. Fines can be up to $150,000 and imprisonment up to five years.

WHAT IF I AM ALREADY BEING TREATED FOR A WORK-RELATED INJURY BEFORE VENTURA COUNTY SCHOOLS SELF-FUNDING AUTHORITY-ATHENS MPN BEGINS?

If your current treating doctor is or becomes a member of VCSSFA-ATHENS MPN, then you may continue to treat with this doctor and your treatment will be under VCSSFA-ATHENS MPN. If your current treating doctor **is not** or does not become a member of VCSSFA-ATHENS MPN, then you may be sent to a VCSSFA-ATHENS MPN doctor for treatment. If this occurs, you will be sent a letter and your doctor will also be notified.

You will not be transferred to a doctor in VCSSFA-ATHENS MPN if your injury or illness meets **any** of the following conditions:

- (Acute) The treatment for your injury or illness will be completed within 90 days;
- (Serious) Your injury or illness is one that is serious and persists over at least 90 days without full cure or worsens and requires ongoing treatment. You may be allowed to be treated by your current treating doctor for up to one year, until a safe transfer of care can be made. This one year period starts from the date of your receipt of the notification of the determination that you have a serious chronic injury or illness.
- (Terminal) You have an incurable illness or irreversible condition that is likely to cause death within one year or less.
- (Pending Surgery) You already have a surgery or other procedure that has been authorized by your employer or insurer that will occur within 180 days of the MPN effective date

If VCSSFA-ATHENS MPN is going to transfer your care and you disagree, you may ask your treating doctor for a report that addresses whether you are in one of the categories listed above.

Your treating doctor shall provide the report to you within twenty (20) calendar days of your request. If your treating doctor fails to issue the report, then the determination made by Ventura County Schools Self-Funding Authority-ATHENS MPN shall apply.

If either VCSSFA-ATHENS MPN or you do not agree with your treating doctor's report, this dispute will be resolved according to **Labor Code Section 4062**. You must notify one of the persons listed previously if you disagree with this report.

If your treating doctor agrees that your condition **does not** meet one of those listed above, the transfer of care will go forward while you continue to disagree with the decision.

If your treating doctor believes that your condition **does** meet one of those listed above, you may continue to treat with them until the dispute is resolved.

If you wish to receive a complete copy of your employer's Transfer of Care Policy, you may call the designated MPN Contact Person.

WHAT IF I AM BEING TREATED BY A VCSSFA-ATHENS MPN DOCTOR AND THEY LEAVE THE MPN?

Your employer or insurer has a written Continuity of Care Policy that provides for a system that may allow you to complete your medical treatment when your treating doctor is no longer actively participating in Ventura County Schools Self-Funding Authority-ATHENS MPN.

If you are being treated for a work-related injury in Ventura County Schools Self-Funding Authority-ATHENS MPN and your doctor no longer has a contract with the MPN, your doctor may be allowed to continue to treat you if your injury or illness meets one of the following conditions:

- (Acute) The treatment for your injury or illness will be completed within 90 days;
- (Serious) Your injury or illness is one that is serious and persists over at least 90 days without full cure or worsens and requires ongoing treatment. You may be allowed to be treated by your current treating doctor for up to one year from the contract termination date, until a safe transfer of care can be made.
- (Terminal) You have an incurable illness or irreversible condition that is likely to cause death within one year or less.
- (Pending Surgery) You already have a surgery or other procedure that has been authorized by your employer or insurer that will occur within 180 days of the contract's termination date.

If any of the above conditions exist, VCSSFA-ATHENS MPN may require your doctor to agree in writing to the same terms they agreed to when they were a provider in Ventura County Schools Self-Funding Authority-ATHENS MPN Network.

If they do not, they may not be able to continue to treat you. If the contract with your doctor was terminated or not renewed by Ventura County Schools Self-Funding Authority-ATHENS MPN for reasons relating to medical disciplinary cause or reason, fraud or criminal activity, you will not be allowed to complete treatment with that doctor.

If you wish to receive a complete copy of your employer's Transfer of Care Policy, you may call the designated MPN Contact Person.

WHAT IF I NEED HELP?

You may always contact the persons previously listed for more help or explanation about your medical treatment if you have a work-related injury or illness. Also, if you have concerns, complaints or questions regarding a specific MPN or the notification process or your medical treatment after a work-related injury or illness, you can contact:

Information and Assistance Officer at the Division of Workers' Compensation 1.800.736.7401

ATHENS ADMINISTRATORS

For questions regarding your Workers' Compensation Claim:

MAILING ADDRESS
Post Office Box 696
Concord, CA 94522-0696

TOLL-FREE
866.482.3535

VISIT
www.athensadmin.com



VENTURA COUNTY SCHOOLS SELF-FUNDING AUTHORITY (VCSSFA) - ATHENS MPN

CHOOSING MEDICAL CARE FOR WORK-RELATED INJURIES AND ILLNESSES

Ventura County Schools Self-Funding Authority

California law requires your employer to provide and pay for medical treatment if you are injured at work. Your employer has chosen to provide this medical care by using a Workers' Compensation Physician Network called a **Medical Provider Network (MPN)**. This MPN is administered by Anthem. This form gives you information about the MPN program and describes your rights in choosing medical care for work related injuries and illnesses.

WHAT IS AN MPN?

A Medical Provider Network (MPN) is an entity or group of providers that has been approved by the State of California Division of Workers' Compensation (DWC) to provide health care to workers who are injured on the job.

MPNs must meet the quality and service standards set by the Division of Workers' Compensation. They must have health care providers who understand the workers' compensation system and occupational health care.



Ventura County Schools Self-Funding Authority-ATHENS MPN will make sure that you have medical treatment available at reasonable times if you have a work-related injury or illness. All medical treatment will be in accordance with the medical standards approved by the DWC.

HOW DO I FIND OUT WHICH DOCTORS ARE IN MY MPN?

You may access the doctors in the network by visiting:
Website: **http://bit.ly/VCSSFAMPN**
MPN #: **2377**

The insurance company has designated the following person to be the MPN contact for all employees. They will tell you how to review, receive or access the names of the doctors in your network.

Contact Title: **Medical Access Assistant**
Telephone: **(844) 752-1142**
Fax: **(855) 279-2515**
Email: **AthensMAA@anthemwc.com**

Your employer's workers' compensation representative have access to this listing in hard copy and online formats.

In addition, you may contact **VCSSFA - ATHENS MPN** if you have any questions, or cannot locate a copy of your MPN list of doctors:

ANTHEM WORKERS' COMPENSATION[SM]
Telephone: **(866) 482-3535**

WHAT IF I GET INJURED AT WORK?

When you notify your employer or insurer that you have had a work-related injury, your employer or insurer will arrange an appointment with a doctor in VCSSFA-ATHENS MPN Network. After this first visit, you may continue to be treated by this doctor, or you may choose another doctor **from the MPN Network that treats your type of injury**, and you may continue to choose doctors within Ventura County Schools Self-Funding Authority-ATHENS MPN Network for all of your medical care for this injury. If appropriate, you may also ask for a referral to a specialist. If you need help in choosing a doctor or seeing a specialist, or if you are having trouble getting an appointment with a MPN provider, you may contact one of the people previously listed.

VCSSFA-ATHENS MPN has at least **three (3)** physicians of each specialty expected to treat common injuries based on the type of occupation or industry in which you are engaged.

VCSSFA-ATHENS MPN has a primary treating physician and a hospital for emergency health services, or if separate from such hospital, a provider of all emergency health care services, within **thirty (30)** minutes or **fifteen (15)** miles of your residence or workplace.

VCSSFA-ATHENS MPN has providers of occupational health services and specialties within **sixty (60)** minutes or **thirty (30)** miles from your residence or workplace. For workers traveling within California but outside the MPN network, if non-emergency medical care is needed, call the MPN contact for a list of accessible providers or for authorization to go to a non-MPN provider if a MPN provider is not accessible.

If you require treatment in a rural area, alternative access standards shall apply. Under these standards, the MPN shall arrange or approve non-emergency medical care from physicians within or outside of the MPN. The MPN shall ensure the availability of three (3) such physicians, who shall be available to you for treatment, or for obtaining a second or third opinion if requested. The MPN shall ensure that all services shall be available and accessible at reasonable times to all covered employees.

The MPN shall arrange or approve non-emergency medical care from physicians outside of the MPN for:

A. covered employees authorized by the employer to temporarily work or travel for work outside the MPN geographic service area when the need for medical care arises;

B. former employees whose employer has ongoing workers' compensation obligations and who permanently reside outside the MPN geographic service area;

C. injured employees who decide to temporarily reside outside the MPN geographic service area during recovery

The MPN shall ensure the availability of at least three (3) such physicians who have either been referred by the employee's primary care physician within the MPN or have been selected by the MPN, and who shall be available for treatment, or for obtaining a second or third opinion if requested by the injured worker. These referred physicians shall be located within the MPN access standards as found in this application.

For non-emergency services, the MPN shall ensure that an appointment for initial treatment is available within three (3) business days of the MPN's receipt of a request for treatment within the MPN. For non-emergency specialist services, the MPN shall ensure that an appointment is available within twenty (20) business days of the MPN's receipt of a referral to a specialist within the MPN.

If your primary care physician refers you to a type of specialist not included in the MPN, you may select a specialist from outside the MPN. Injured employees shall be able to receive emergency health care services from a medical service or hospital provider who is not a member of the MPN.

WHAT IF I DO NOT AGREE WITH MY DOCTOR?

If you do not agree with either the **diagnosis or treatment** prescribed by your doctor, you may ask for a second and third opinion from doctors within Ventura County Schools Self-Funding Authority-ATHENS MPN Network.

If you wish a **second opinion**, you must contact the person from your employer or insurer listed above and tell them you wish a second opinion. The contact person will make sure you have a list of MPN doctors to choose from. Then you may choose a doctor from Ventura County Schools Self-Funding Authority-ATHENS MPN Network and make an appointment **within 60 days**. You must tell the employer or contact person of your appointment date.

If you do not make an appointment within 60 days, you may no longer get a second opinion. If the second opinion doctor feels that your injury is outside of the scope of their practice, they will notify your employer or insurer, and you will get a new list of VCSSFA-ATHENS MPN doctors or specialists so you can make another selection.

If you get a second opinion, and still disagree with your doctor, you may ask for a third opinion.

If you wish a **third opinion**, you must contact the person from your employer or insurer listed above and tell them you wish a third opinion. They will make sure you have a list of MPN doctors to choose from. Then you may choose a doctor from Ventura County Schools Self-Funding Authority-ATHENS MPN Network and make an appointment within 60 days. You must tell the person listed above of your appointment date.

If you do not make an appointment within 60 days, you may no longer get a third opinion. If the third opinion doctor feels that your injury is outside of the scope of their practice, they will notify your employer or insurer and you will get a new list of VCSSFA-ATHENS MPN doctors or specialists so you can make another selection.

A copy of the written report from a second or third treating physician shall be provided to you, your treating doctor, and the contact person, within 20 days of the date of the appointment or receipt of the results of the diagnostic tests, whichever is later. If you get a third opinion, and still disagree with your doctor, you may ask for an **Independent Medical Review (IMR)**. Your employer or insurer contact person will give you information about requesting an Independent Medical Review and a form at the time you request a third opinion.

As long as your second opinion, third opinion or Independent Medical Reviewer agrees with the treating doctor, you will continue to receive your medical treatment with doctors in Ventura County Schools Self-Funding Authority-ATHENS MPN network. If the Independent Medical Reviewer does not agree with your treating doctor, you may seek that medical treatment from either inside or outside VCSSFA-ATHENS MPN. If you receive treatment outside the MPN, it can only be for the treatment or diagnostic service recommended by the Independent Medical Reviewer.

Once this treatment is completed, you will receive all other treatment with a doctor of your choice within the MPN Network.



Health Insurance Marketplace Coverage Options and Your Health Coverage

Form Approved
OMB No. 1210-0149
(expires 12-31-2026)

PART A: General Information

Even if you are offered health coverage through your employment, you may have other coverage options through the Health Insurance Marketplace ("Marketplace").To assist you as you evaluate options for you and your family, this notice provides some basic information about the Health Insurance Marketplace.

What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options in your geographic area.

Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium and other out-of-pocket costs, but only if your employer does not offer coverage, or offers coverage that is not considered affordable for you and doesn't meet certain minimum value standards (discussed below). The savings on your premium that you're eligible for depends on your household income. You may also be eligible for a tax credit that lowers your costs.

Does Employment-Based Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that is considered affordable for you and meets certain minimum value standards, you will not be eligible for a tax credit, or advance payment of the tax credit, for your Marketplace coverage and may wish to enroll in your employment-based health plan. However, you may be eligible for a tax credit, and advance payments of the credit, that lowers your monthly premium, or a reduction in certain cost-sharing, if your employer does not offer coverage to you at all or does not offer coverage that is considered affordable for you or meet minimum value standards. If your share of the premium cost of all plans offered to you through your employment is more than 9.12%[1] of your annual household income, or if the coverage through your employment does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit, and advance payment of the credit, if you do not enroll in the employment-based health coverage. For family members of the employee, coverage is considered affordable if the employee's cost of premiums for the lowest-cost plan that would cover all family members does not exceed 9.12% of the employee's household income.[1][2]

Note: If you purchase a health plan through the Marketplace instead of accepting health coverage offered through your employment, then you may lose access to whatever the employer contributes to the employment-based coverage. Also, this employer contribution -as well as your employee contribution to employment-based coverage- is generally excluded from income for federal and state income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis. In addition, note that if the health coverage offered through your employment does not meet the affordability or minimum value standards, but you accept that coverage anyway, you will not be eligible for a tax credit. You should consider all of these factors in determining whether to purchase a health plan through the Marketplace.

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[1] Indexed annually; see https://www.irs.gov/pub/irs-drop/rp-22-34.pdf for 2023.

[2] An employer-sponsored or other employment-based health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs. For purposes of eligibility for the premium tax credit, to meet the "minimum value standard," the health plan must also provide substantial coverage of both inpatient hospital services and physician services.

When Can I Enroll in Health Insurance Coverage through the Marketplace?

You can enroll in a Marketplace health insurance plan during the annual Marketplace Open Enrollment Period. Open Enrollment varies by state but generally starts November 1 and continues through at least December 15.

Outside the annual Open Enrollment Period, you can sign up for health insurance if you qualify for a Special Enrollment Period. In general, you qualify for a Special Enrollment Period if you've had certain qualifying life events, such as getting married, having a baby, adopting a child, or losing eligibility for other health coverage. Depending on your Special Enrollment Period type, you may have 60 days before or 60 days following the qualifying life event to enroll in a Marketplace plan.

There is also a Marketplace Special Enrollment Period for individuals and their families who lose eligibility for Medicaid or Children's Health Insurance Program (CHIP) coverage on or after March 31, 2023, through July 31, 2024. Since the onset of the nationwide COVID-19 public health emergency, state Medicaid and CHIP agencies generally have not terminated the enrollment of any Medicaid or CHIP beneficiary who was enrolled on or after March 18, 2020, through March 31, 2023. As state Medicaid and CHIP agencies resume regular eligibility and enrollment practices, many individuals may no longer be eligible for Medicaid or CHIP coverage starting as early as March 31, 2023. The U.S. Department of Health and Human Services **is offering a temporary Marketplace Special Enrollment period to allow these individuals to enroll in Marketplace coverage.**

Marketplace-eligible individuals who live in states served by HealthCare.gov and either- submit a new application or update an existing application on HealthCare.gov between March 31, 2023 and July 31, 2024, and attest to a termination date of Medicaid or CHIP coverage within the same time period, are eligible for a 60-day Special Enrollment Period. **That means that if you lose Medicaid or CHIP coverage between March 31, 2023, and July 31, 2024, you may be able to enroll in Marketplace coverage within 60 days of when you lost Medicaid or CHIP coverage.** In addition, if you or your family members are enrolled in Medicaid or CHIP coverage, it is important to make sure that your contact information is up to date to make sure you get any information about changes to your eligibility. To learn more, visit HealthCare.gov or call the Marketplace Call Center at 1-800-318-2596. TTY users can call 1-855-889-4325.

What about Alternatives to Marketplace Health Insurance Coverage?

If you or your family are eligible for coverage in an employment-based health plan (such as an employer-sponsored health plan), you or your family may also be eligible for a Special Enrollment Period to enroll in that health plan in certain circumstances, including if you or your dependents were enrolled in Medicaid or CHIP coverage and lost that coverage. Generally, you have 60 days after the loss of Medicaid or CHIP coverage to enroll in an employment-based health plan, but if you and your family lost eligibility for Medicaid or CHIP coverage between March 31, 2023 and July 10, 2023, you can request this special enrollment in the employment-based health plan through September 8, 2023. Confirm the deadline with your employer or your employment-based health plan.

Alternatively, you can enroll in Medicaid or CHIP coverage at any time by filling out an application through the Marketplace or applying directly through your state Medicaid agency. Visit https://www.healthcare.gov/medicaid-chip/getting-medicaid-chip/ for more details.

How Can I Get More Information?

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit **HealthCare.gov** for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

PART B: Information About Health Coverage Offered by Your Employer

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

3. Employer name Ventura Unified School District			4. Employer Identification Number (EIN) 95-2397308
5. Employer address 255 W Stanley Ave. Ste. 100			6. Employer phone number (805) 641-5000
7. City Ventura	8. State CA	9. ZIP code 93001	
10. Who can we contact at this job? Ventura Unified School District Risk Management/Insurance Department			
11. Phone number (if different from above) (805) 641-5000 x 1242	12. Email address jodie.argueta@venturausd.org		

You are not eligible for health insurance coverage through this employer. You and your family may be able to obtain health coverage through the Marketplace, with a new kind of tax credit that lowers your monthly premiums and with assistance for out-of-pocket costs.

+ Due **2 weeks** from substitute orientation appointment.
+ **Due by:** _____

Ventura Unified School District
Certificated Human Resources

SUBSTITUTE TEACHER HANDBOOK

I, _____, hereby certify that I have read the Substitute Teacher Handbook, including the disclaimer as outlined below, and understand my duties and responsibilities as a Substitute Teacher for the Ventura Unified School District. I also understand that at the recommendation of Ventura Unified School District, the Governing Board of Education may dismiss a substitute teacher from employment at any time (E.C. 44953(a)).

IMPORTANT DISCLAIMER

Employee's services shall be on as needed, on-call basis. This handbook is not a contract of employment or an offer for a contract of employment. It is not a promise of employment for any length of time or under any particular conditions.

All substitute teachers are employed at-will and employment may be terminated by either party at any time, with or without cause.

No employee or representative of Ventura Unified School District, other than the Superintendent acting with the Board of Education authorization, has the authority to offer or promise employment for any length of time or under any particular conditions. The District makes no representations, warranties or assurances regarding any minimum number, duration or frequency of work assignments to be offered during the school year.

Substitute employment creates no rights beyond those to which substitutes are entitled by law. Substitute employment does not constitute nor grant probationary status. Credit towards tenure or permanent status is subject to law, and it is understood that such credit is not applicable to day-to-day substitute service and might not be applicable to long-term substitute service.

Employment is subject to the laws of and Constitution of the State of California, the rules and regulations of the California State Department of Education, the policies, rules, and regulations of Ventura Unified School District.

This handbook supersedes any previously issued Substitute Teacher Handbook(s) and, effective April 2026, the provisions of any such previously issued handbook(s) are null, void, and of no effect.

The District reserves the right to amend or abolish this handbook, in whole or in part, at any time, with or without prior notice.

Employee Signature: _____

Dated: Ventura, California _____