



SUBSTITUTE TEACHER HANDBOOK



**SANTA ANA UNIFIED SCHOOL DISTRICT
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A substitute teacher, just like any other teacher, is the one responsible for providing knowledge and education to students and as such, is an essential member of a school faculty. Schools are able to maintain and provide important learning experiences due to the contribution of such people when they are needed most. Whether for a day, a week or longer, the substitute teacher has the opportunity to make a significant impact on the education of students.

Content knowledge, lesson delivery and effective classroom management skills are the foundation to successful substitute teaching experiences. The substitute teacher does not have an easy job. He or she must be ready to teach at a moment's notice, often in a school or classroom with which there is no familiarity. Being prepared, building relationships with school site personnel and demonstrating awareness of the mission and vision of SAUSD are significant contributing factors that will lead to successful assignments.

This publication is intended to benefit everyone connected with the substitute teacher effort. It is, however, primarily intended to provide significant information to assist the substitute teacher. The information contained in the handbook has been found to be informative. If questions arise that are not answered in this booklet, the Human Resources department will happily provide support and guidance.

Best wishes for a rewarding and successful year.

Lorraine Perez, Superintendent of Schools

SAUSD recognizes that substitute teaching is, at times, a launching pad to future full time employment as a teacher in our organization. With that understanding, it is important to seek out opportunities that could support your efforts to join our certificated team. Our role in Human Resources is to provide you with the tools that can help you achieve that goal. As the supervisor of the Substitute Teacher Program, I would like to encourage you to read over the manual in its entirety. We have attempted to include most of the items that we believe will help you be successful when substituting. Having knowledge of and experience in SAUSD as a substitute may be the first step on the pathway to joining our certificated staff as a full-time teacher.

If you are interested in full time employment, all open positions are posted on www.edjoin.org. We look forward to receiving your application.

If at any time you have any questions regarding your assignments, please contact my office. My staff and I will be happy to answer your questions.

Jennifer A. Flores
Associate Superintendent
Human Resources

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EMPLOYMENT OF SUBSTITUTE TEACHERS

PRE-EMPLOYMENT

Substitute teachers are employed on an “as needed” basis by the District. Employment is offered only to those who have completed all hiring requirements.

APPLICATION

Substitute teachers are expected to have the same educational and professional qualifications as regular staff members. Persons wishing to apply for substitute work should complete a substitute teacher application online at www.edjoin.org. You may also find a link to Edjoin by visiting the District website, www.sausd.us, and clicking on Human Resources under the Departments tab located on the banner at the top of the website page. When clicking on “Substitute Application Information,” you will be directed to a hyperlink that will bring you to www.edjoin.org. Human Resources will follow established hiring processes and protocols to ensure equity and fairness for all applicants.

TEACHING CREDENTIAL/FINGERPRINTS

Before any teaching assignment is given, a California credential or 30-Day Substitute Permit covering that assignment must be registered in the office of the Orange County Department of Education, 200 Kalmus, Costa Mesa, California. Verification of credential or 30 Day Substitute Permit must be on file at the District’s Human Resources Office. Persons who do not hold valid California teaching credentials or 30 Day Substitute Permits may obtain information regarding the requirements for the various credentials from the Orange County Department of Education. A fingerprint clearance from the Orange County Department of Education Clearing House is required prior to the commencement of employment.

WITHHOLDING TAX

The Federal Income Tax Withholding Form (W-4 Form) is to be filed, including holding a current Social Security Card, with the District’s Human Resources Office.

TUBERCULOSIS TEST REPORT

The California Education Code requires all employees of school districts to submit a Mantoux skin test indicating that they are free from active tuberculosis.

A verification of the skin test from your medical advisor should be filed with the Human Resources Office.

LOYALTY OATH

The loyalty oath is in addition to the oath of allegiance and affirmation subscribed to on the application for credential.

CHILD ABUSE REPORTING REQUIREMENTS

This requirement must be completed and noted on Section 2: Read and Acknowledge page of the online hiring packet.

I. EMPLOYMENT OF SUBSTITUTE TEACHERS STRS

State Teacher Retirement System – Acknowledgement of STRS membership information. Signature on this form certifies that member has been provided with STRS membership criteria.

Should a substitute decline participation in STRS, he/she must participate in an alternative retirement plan offered through SAUSD. The Premier Plan, MidAmerica Administrative and Retirement Solutions, Inc., is the alternate plan.

Substitute teachers who work a total of 100 days are subject to become eligible for STRS. Monthly payroll deductions will be made at 8% for STRS and 1.45% for Medicare.

DESIGNATION OF BENEFICIARY

This is an additional form to be filled out according to Government Code Section 53245. This must be on file in the Human Resources Office. In case of death, your final paycheck will be sent to your beneficiaries.

CHANGE OF NAME, ADDRESS OR PHONE NUMBER

The Human Resources Office must be kept informed of your correct address and telephone number. Also, name changes must be made with our office and the Orange County Department of Education (in order to change your credential). Please notify Human Resources immediately of any change in name, address or telephone number.

RETIRED TEACHER REQUIREMENTS EMPLOYMENT SUBSEQUENT TO SERVICE RETIREMENT

(PURSUANT TO EDUCATION CODE 44839.5)

- I. Any retirant who is retired from service may be employed in a position requiring certification qualifications providing he/she is NOT paid more than seventy-four thousand, seven hundred and thirty-three dollars (\$74,733).

- II. Employment does not reinstate, suspend or terminate retirement allowance from the State Teachers Retirement System. No salary deduction will be made to the system.

Education Code 44839.5 states: (a) When a school district or county superintendent of schools wishes to employ a retirant who is retired from service, and such person has not been previously employed as a retirant, such district or county superintendent shall require, as a condition of initial employment as a retirant, a medical certificate in such form as shall be prescribed by the State Board of Education showing that the retirant is free from any disabling disease unfitting him or her to instruct or associate with children. The medical certificate shall be completed and submitted directly to the school district or county superintendent by a physician and surgeon licensed under the Business and Professions Code or a commissioned medical officer exempted from licensure by Section 2144 of the Business and Professions Code. A medical examination as prescribed by the State Board of Education shall be required for the completion of the medical certificate. Such examination shall be conducted not more than six months before the completion and submission of the certificate and shall be at the expense of the retirant.

CONFIDENTIAL STATISTICAL DATA (included in online hiring packet)

This form must be completed and returned to the District Human Resources Office.

II. SALARY INFORMATION

DAILY RATE

The daily rate for substitute teaching is \$230 a day. Full day salary is allowed for an assignment of more than three hours. Half-day salary of \$115.00 is allowed for an assignment of three hours or less. Upon completion of twenty (20) days of substitute service within one fiscal year, the individual daily rate shall “bump” to two hundred and sixty dollars (\$260.00) per day for the remainder of the current fiscal year in which the 20 days was reached. SAUSD retirees’ daily rate for substituting is \$260 per day. Effective January 1, 2024, if a substitute at the Intermediate School or High School level is required by the site administrator to work during an absent teacher normally assigned Conference Period, he/she shall be compensated at a flat rate of thirty dollars (\$30.00). Substitutes assigned to elementary schools will receive compensation for additional students assigned to the classroom.

HOURLY RATES

Daily rate: \$230

Long Term (10 days or more) rate: \$238 per day

Half day rate: \$115 (at the \$230 daily rate)

PAYROLL PROCESS

All substitute assignments require a FRONTLINE Education Absence Management (formerly AESOP) assigned job number. Please **do not** arrive at a school site with only a verbal prearrangement from a staff member or school site. Compensation is based on the jobs that have been assigned through FRONTLINE. To make sure assignments are all accounted for, log on to

FRONTLINE Education Absence Management prior to the payroll deadline and verify the dates worked on FRONTLINE Education Absence Management as compared to personal calendar/assignment log. If for some reason there is a discrepancy, please contact the site where you worked on the date in question to correct the error.

STATE TEACHER RETIREMENT/MEDICARE

Substitute teachers who work a total of 100 days are subject to become eligible for State Teacher Retirement System (STRS). Monthly Payroll deductions will be made at 8% for STRS and 1.45% for Medicare.

MISTAKEN ASSIGNMENTS

The substitute who has been assigned the job number by our FRONTLINE Education Absence Management **system** will be paid for the job.

III. ASSIGNMENT PROCEDURE

Substitute teachers are assigned by the FRONTLINE Absence Management System. The procedure is explained in the FRONTLINE booklet given to you at the time of hire. These assignments are made shortly after 5:00 a.m. each school day. The local school principal or their specified designee informs you if your service is required on succeeding days. Substitute teachers must check with the school office manager at the beginning and at the end of the school day.

INFORMATION

The Substitute FRONTLINE Education Absence Management System works in the following way:

1. A teacher or principal calls the FRONTLINE Education Absence Management System via the public telephone system using a push button phone or logs on to FRONTLINE Absence Management online system
2. An absence is reported and receives a job number.
3. The FRONTLINE searches its listings and finds the appropriate substitute for this job.
4. At the morning or evening call-out period, FRONTLINE Education Absence Management places a call to the substitute.
5. The substitute enters an Access ID and a Personal Identification Number over a push button phone and a narrator reads the absence detail information.
6. The substitute accepts or declines the job. (If accepted, the substitute gets the job number to use when reporting to the school.)

To retrieve a lost PIN, substitutes must have an email on the online system and click on the “trouble signing in” section. Substitutes will be guided to follow prompts to retrieve PIN via email.

These instructions are also in your Substitute Quick Reference Pamphlet.

If you change your telephone number, please update information in FRONTLINE as well as contact HR so corrections may be included in your personnel file.

You can only cancel out of a job **before** reporting time. You cannot cancel out of a job that has already started or is past reporting time. Call the HELP DESK at (714) 558-5723. Please provide as much advance notice as possible to cancel a job due to illness or personal necessity. Substitutes may not cancel an assignment at one site to accept an assignment for another site.

CALL OUT TIMES: The last five digits of your Employee Identification Number is your USER ID number to be requested as a substitute. Your PIN is for you to access the system. You cannot be requested by your PIN number.

Mornings:

5:00 a.m. to 10:00 a.m. – Any call received during the time should be for the same day.

Evenings, Weekends & Holidays:

6:00 p.m. to 10:00 p.m. – Any call received during this callout can be for anything the next day or in advance.

SUBSTITUTE LIST

Substitute teachers are called for various absences. Therefore, it is important for the District to guarantee definite assignments or any frequency of assignments.

Substitute teachers must understand that they have agreed to make themselves generally available to serve the District upon need of their services. The Human Resources Office should be notified immediately when a teacher is no longer available for substitute calls. If a substitute teacher continually turns down a request to substitute, that teacher may be terminated from the substitute list. The Payroll Department provides reports to purge any substitute who does not have any work activity within a three month period.

UNSATISFACTORY SERVICE/REPORT

On occasion a substitute teacher may render unsatisfactory service. School site principals are asked whenever possible to discuss such service with the substitute employee and then file a written report of the situation with the Human Resources Office. This report may be sent to you and a copy placed in your substitute folder.

At times, such unsatisfactory service may not be discovered until after the substitute has left the school. This Performance Report would be sent to the Human Resources Office for filing. A copy may be sent to the substitute teacher. The substitute teacher should make an effort to discuss

the report with the site principal. Failure to provide satisfactory service may result in the substitute's release from employment.

PRE-ARRANGED/PRE-ASSIGNED TEACHING POSITIONS

If you are contacted by a teacher regarding a job, remind the teacher to be certain to call in the assignment. Prudent substitutes should call and review their assignment to ensure being properly assigned and to obtain the job number.

If you are called after accepting one job, the first job shall be cancelled as a result of the computer calling you for another assignment. Remember that the teacher or school site personnel from the first assignment may not always call to inform you of a cancellation.

SYSTEM INFORMATION

System Phone Number
Phone Number – Certificated Substitutes
Hours Monday-Friday

(800) 942-3767 Help Desk
(714) 558-5723 Help Desk
7:30 a.m. to 4:30 p.m.

IV. REPORTING TO ASSIGNMENT REPORTING

Substitute teachers should report to their assigned schools one half hour before school starts whenever possible. Substitute teachers report first to the school office manager and/or the building principal to secure room keys, attendance accounting information, yard supervision assignments, the substitute folder and other necessary materials. Substitute teachers must report to the office before leaving school.

Reporting times are given to the substitute by FRONTLINE Education Absence Management System (formerly AESOP) when the substitute accepts a job. It is important to arrive at the school site at the designated reporting time noted in the system.

Substitute teachers should report to their assigned schools at the time given on the computerized calling system whenever possible, unless it is a late call.

If it is a late call, after 8:00 a.m., you may accept the job. Call the school and explain that you just received the call and can be there as soon as possible. If the school decides it is too late, the site will remove your name from the assignment.

IF YOU ARE UNAVAILABLE

Call the FRONTLINE Education Absence Management (formerly AESOP) system, enter your substitute Access ID and PIN number and press 6 to review/modify your daily availability to work. You may also modify your availability using the online FRONTLINE Education Absence Management system by logging on to <https://login.frontlineeducation.com/login?signin> and

entering in the last five digits of your Employee Identification Number as your USER ID number and your FRONTLINE system assigned PIN number as your password.

HOURS OF SERVICE

The District attempts to notify substitutes early enough in the day to enable them to be properly prepared and report to the school by the specified time. A one-half day assignment is three (3) hours or less. A full day is an assignment over three (3) hours.

TEACHING DURING PREP PERIOD

Substitute teachers may be assigned to teach during the regular teacher's prep period. If this occurs, the substitute will be compensated accordingly. The substitute should report to the secretary upon arrival at the school to determine if the assignment includes teaching during a regular preparation period.

V. LOCAL SCHOOL INFORMATION SUBSTITUTE INFORMATION

The local school will provide the following information appropriate to the assignment:

1. Name and room number of teacher for whom you are substituting.
2. Name of next door teacher.
3. Location of the teacher's workroom, lounge and restroom.
4. Daily bell schedules, including recess, lunch and physical education periods.
5. Emergency drill information.
6. Special events schedules.
7. Attendance accounting information.
8. Lunch procedures and a list of the students going home for lunch.
9. First Aid procedures.
10. Bus schedules.
11. Names of children with special problems.
12. Recommended disciplinary procedures.
13. Lunch money collection procedures and a list of the pupils receiving free or reduced lunch
14. A map of the school.
15. Instructions for using the building communications system.

EMERGENCY DRILLS

Procedures for emergency drills, including signals, evacuation routes, etc., are located in a conspicuous place in the classroom. Becoming familiar with this information prior to the start of the school day is essential.

SPECIAL ACTIVITY SCHEDULE

The schedule for special events or for instructional programs such as music or assemblies should be checked prior to the start of the school day. Pupils are to be accompanied to the designated event location.

ATTENDANCE ACCOUNTING

Attendance figures must be accurate. Procedures may vary among schools. The school office manager or attendance clerk will provide the necessary information.

DRESS CODE

The prescribed dress for staff at the schools is a follow:

DRESS AND GROOMING

The Governing Board believes that since District staff serve as role models, they should maintain professional standards of dress and grooming.

The Board encourages staff during school hours to wear clothing that demonstrates their high regard for education and presents an image consistent with their job responsibilities. Clothes that may be appropriate for shop instructors or gym teachers may not be appropriate for classroom teachers.

Employees shall not dress or groom themselves inappropriately if the manner of dress or grooming has an adverse effect on the District's ability to deliver educational services, and its education programs, or endangers the health and safety of employees or students.

In accordance with Education Code Section 45138, this policy shall apply to all certificated employees in the same manner, unless safety concerns or their assignments provides for modified dress, as approved by their principal/supervisor. Such modifications may be approved on a temporary or on-going basis, depending upon the circumstances, such as a field trip activity, site "Spirit Day," or assignments in non-air conditioned areas when temperatures exceed 90 degrees. Special exceptions may also be made for religious or medical reasons. Physician verification of modifications for a fixed period of time shall be accepted. This policy shall comply with state and federal laws.

Appropriate attire will demonstrate a high regard for education and the teaching profession and will present an image consistent with job responsibilities and community values and expectation.

The following is the District's expected dress attire:

Females:

- Pantsuits, suits
- Pants with shirt or blouse
- Pants with a sweater, coat or jacket
- Dresses
- Skirts (including culottes or skorts) in a length no higher than 3" above the knee with shirt, blouse or sweater, coat or jacket
- Dress shoes

Males:

Suits

Dress pants or casual dress pants with shirt and tie

Dress pants or casual dress pants with shirt and tie, sweater, coat or jacket, dress shoes

Employees are required to follow the below-listed guidelines for inappropriate attire:

Inappropriate attire for all includes the following:

Unprofessional tight-fitting or body-contoured clothing.

Inappropriately revealing clothing, such as: See-through blouses,
shirts, skirts, shorts

Bare midriffs

Plunging necklines

Backless tops

Cropped tops

Tank tops

Short skirts (higher than 3" above knee)

Jeans or shorts (except for P.E.)

T- Shirts or shirts without collars, (except for P. E.)

Casual sweatshirts, sweat pants, sweat suits, (except for P.E.)

Thongs, sandals, construction boots or dirty, stained, worn, torn or un-repaired shoes

Hats inside a building (excluding professional looking dress hats or hats that are worn for health purposes)

Clothing with inappropriate or distracting non-school logos or language, such as: sports teams, advertising, vulgar language

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

35160.1 Broad authority of school districts

45138 Wearing of a distinctive uniform by classified personnel

GOVERNMENT CODE

3543.2 Scope of Representation

12947.5 Unlawful employment practice for an employer to refuse to permit an employee to wear pants

Forstner V. City Etc. of San Francisco (1966) 243 Cal. App. 2d 625, 634

Miller V. School District # 167 (7th Cir. 1974) 495 F. 2d 658

Kelley V. Johnson (1976) 425 U.S. 238 [47L.Ed.2d 708]

Domico V. Rapides Parish School Board 5th Cr. 1982) 675 F.2d 100

San Mateo City School District V. PERB (1983) 33 Cal. 3d 850

San Mateo City School District (1984) PERB Dec. No.375 [8 PERC ¶ 15021, p. 139]

Inglewood Unified School District PERB 1700 (1985)

Inglewood Unified School District 1987) PERB Dec. No.624 [11 PERC ¶ 18114)

VI. CLASSROOM ASSIGNMENT

Your service as a substitute teacher is very important. Your primary responsibility is to maintain the regular instructional program in the classroom.

LESSON PLANS

The lesson plans of the regular teacher are to be followed. Lesson plans are in the room, are given to you when you arrive at the office or may be attached to your SFE job. Please make notes in the lesson plan book to indicate progress made and areas covered. If lesson plans are not available, ask site personnel for information. You may consider preparing and bringing your own emergency plans.

INSTRUCTIONAL MATERIALS

The instructional materials designated by the regular teacher are to be used whenever possible.

ROOM ENVIRONMENT

Proper heating, ventilation and lighting are to be maintained in the classroom. The room is to be kept in good order, and the supplies are to be used carefully. The last few minutes of the day can be used as a clean-up period so the room will be ready for the next day or the next teacher.

INSTRUCTIONAL OBJECTIVES

Whenever possible, the pupil's understanding of processes and concepts previously introduced should be emphasized rather than the introduction of new material. This would be especially true on one-day assignments.

RESPONSIBILITY

The substitute teacher is directly responsible to the building principal, who is to be kept informed of any problems regarding pupils, the instructional program or parents. Parents are not to be contacted without the proper approval of the building principal.

ROOM SAFETY

Doors are to be locked before leaving the room at recess, lunch or physical education. Keys are not to be given to pupils at any time. All keys must be returned to the main office at the end of each day.

NON-TEACHING DUTIES

Substitute teachers are expected to cover non-teaching duties usually assigned to the regular teacher during a day of service.

STUDENT ILLNESS OR ACCIDENT

Substitute teachers should always be aware of and concerned with the safety and welfare of their students. Become familiar with campus emergency procedures and the location of the nurse's office. If a student is ill or injured, send him/her to the office or the school nurse with a hall pass. A substitute must promptly report any accident which is called to their attention, giving exact details and names of witness. An official report may be required; school clerical staff will assist you. Substitutes should follow the SAUSD Health Services Communication Protocols to determine proper course of action for student illness or injury.

PUPILS LEAVING THE SCHOOL GROUNDS

No pupil is permitted to leave the school grounds without the prior authorization of the building principal, except if approved to go home for lunch. Pupils are not to be sent home to get forgotten books or homework at any time.

CLASSROOM VISITORS

Classroom visitors (children) are not permitted unless authorized by the building principal. Parents who visit are asked to register in the office prior to their visit.

SCHOOL RECORDS AND INFORMATION

School records and student related information are confidential and are to be treated in a discreet and professional manner. Confidential information on individual children, other teachers and school matters should not be discussed.

SUPERVISION OF PUPILS

Students are to be supervised at all times in the classroom and on the playground during physical education.

INCLEMENT WEATHER

School hours remain the same during inclement weather. Special instructions regarding recess and lunch on these days are issued by each school.

VII. HEALTH AND SAFETY

District employees are provided with resources to ensure the health and safety of their students as well as themselves through the comprehensive programs provided by Risk Management and Pupil Support Services. Guidance on how to handle specific situations, such as earthquake preparedness and safety, are posted on campuses and are included in the appendix. Employees are encouraged to review safety evacuation routes and be aware of such information when assigned to different campuses in the District. To promote health and wellness, the District provides "The Company Nurse-Injury Hotline," which is available 24

hours a day. Substitutes should notify a supervisor prior to leaving the job site if an injury does occur. Substitutes should follow the SAUSD Health Services Communication Protocols to determine proper course of action for student illness or injury.

VIII. DISTRICT SCHOOLS

The district currently operates thirty-six (35) elementary schools, nine (9) intermediate schools, six (6) comprehensive high schools, two (2) alternative high schools and one (1) Middle College High School. All schools follow a Traditional calendar.

IX. CLASSROOM MANAGEMENT SKILLS FOR SUBSTITUTE TEACHERS

1. Be Prepared
 - A. Arrive early – 30 minutes prior to starting time is recommended. Reporting time is stated on SEMS.
 - B. Scout the Classroom
 1. Location of exits
 2. Location of posted emergency drills.
 - C. Locate Teaching Materials
 1. Lesson plans.
 2. Specific instructions from the teacher.
 3. Teacher manuals.
 4. Previous material taught.
 5. Discipline procedures.
2. Take Charge of the Classroom
 - A. Start your class decisively.
 1. Be positive: smile, make eye contact.
 2. Wait for attention.
 3. Introduce yourself.
 4. List needed assignments on the board – i.e., homework.
 - B. Take roll.
 1. Be sensitive about pronouncing students' names correctly.
3. Clarify expectations regarding student conduct
 - A. Go over posted classroom rules/discipline plan.
 - B. Give specific directions about desired behavior.
 - C. Give specific feedback about actual behavior.
 - D. Circulate frequently around the classroom.
4. Communicate the significance of learning
 - A. Minimize time spent on procedural matters – i.e., taking attendance, having materials ready.
 - B. Require student attention and participation.
 1. Monitor students' performance constantly.
 2. Make them responsible for completing assignment.
 - C. Systematically provide feedback to students about their work – set time to review.
 - D. Provide closure at the end of the day/period i.e., homework assignments, note to their teacher
5. Discipline

Maintaining good order and desirable working conditions in the classroom is a substitute's professional responsibility. A positive approach is recommended. A pleasant attitude, a warm feeling for children, respect for others, courtesy, and a sense of humor will help to foster a good room atmosphere. Keeping the children on task reduces problems.

DO NOT:

1. Administer any form of corporal punishment.
2. Place a student outside the room in a hall or on benches.
3. Deprive a student of recess or lunch period.
4. Deprive a student the use of bathroom facilities.
5. Send a note home without the principal's prior approval.
6. Keep students after school without notifying the principal.

X: Appendix

1601 E. Chestnut Avenue
Santa Ana, California

County of Orange)
) ss.
State of California)

support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Position Title

Signature and Title of Authorized Official

Santa Ana Unified School District

CHILD ABUSE REPORTING REQUIREMENTS

State law requires that every school district employee who falls within certain statutorily defined categories be familiar with the laws relating to child abuse reporting requirements. Such employees must, prior to commencing employment, sign a statement signifying that they have knowledge of the reporting requirements and will comply with them. (Penal Code Section 11166.5)

Your employment falls within such a statutory category. Please read the materials below and on the reverse side of this form which explain your responsibilities regarding reporting any suspected instances of child abuse and the procedures for doing so. After you have done so, please sign as indicated on the form.

Penal Code Section 11166.5

Pursuant to Penal Code Section 11166.5, any person who is employed as a child-care custodian (includes teachers and administrators) or with a child-protective agency must, prior to employment, sign a statement that they have knowledge of the provisions of Penal Code Section 11166.

Section 11166 and the Penal Code requires any child-care custodian, medical practitioner, non-medical practitioner, employee of a child-protective agency who has knowledge of or observes a child in his or her professional capacity, or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse, to report the known or suspected instance of child abuse to a child-protective agency immediately, or as soon as practically possible by telephone, and to prepare and send a written report, thereof, within thirty-six (36) hours of receiving the information concerning the incident.

I have read the foregoing statement regarding Penal Code Section 11166 and its provisions, and the provisions of the Welfare and Institutions Code section 15630 on the reverse side and understand my legal obligations.

Employee's Signature

Date

Employee's Name (please print)

Copies: Original to employee; duplicate to personnel file

Personnel - 1/87

(Please Read Reverse Side)

07-11 Rev 10-08

Penal Code Section 11166. REPORT; DUTY; TIME

(a) Except as provided in subdivision (b), any child care custodian, medical practitioner, non-medical practitioner, or employee of a child protective agency who has knowledge or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse shall report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident. For the purposes of this article, "reasonable suspicion" means that it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his or her training and experience, to suspect child abuse.

(b) Any child care custodian, medical practitioner, non-medical practitioner, or employee of a child protective agency who has knowledge of or who reasonably suspects that mental suffering has been inflicted on a child or his or her emotional well-being is endangered in any other way, may report such known or suspected instance of child abuse to a child protective agency.

(c) OMITTED

(d) Any other person who has knowledge of or observes a child whom he or she knows or reasonably suspects has been a victim of child abuse may report the known or suspected instance of child abuse to a child protective agency.

(e) When two or more persons who are required to report are present and jointly have knowledge of a known or suspected instance of child abuse, and when there is agreement among them, the telephone report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by such selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so, shall thereafter make the report.

(f) The reporting duties under this section are individual, and no supervisor or administrator may impede or inhibit the reporting duties and no person making such a report shall be subject to any sanction for making the report. However, internal procedures to facilitate reporting and apprise supervisors and administrators of reports may be established provided that they are not inconsistent with the provisions of this article.

(g) OMITTED

Welfare and Institutions Code Section 15630

Section 15630 of the Welfare and Institutions Code requires any care custodian, health practitioner, or employee of an adult protective services agency or a local law enforcement agency who has knowledge of or observes a dependent adult in his or her professional capacity or within the scope of his or her employment who he or she knows has been the victim of physical abuse, or who has injuries under circumstances which are consistent with abuse where the dependent adult's statements indicate, or in the case of a person with developmental disabilities, where his or her statements or other corroborating evidence indicates that abuse has occurred, to report the known or suspected instance of physical abuse to an adult protective services or a local law enforcement agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

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EMERGENCY ACTIONS AT A GLANCE



LOCK DOWN WHEN

Active Shooter/Armed Intruder; Civil Unrest; Terrorism;
Law Enforcement Action

WHEN DIRECTED

Preventative

- Listen for the signal from the office or appropriate authority.
- Gather all students, staff and visitors in your immediate area into your room. Shut and lock all doors and windows.
- Continue with normal activities as much as situation allows.
- If students or staff need to move between rooms or buildings, obtain permission from administrator or law enforcement official.
- Unless you are aware of a fire, remain in place if the fire alarm rings. Alternate methods of notification will be utilized.
- Report any information to higher authority if possible.
- Inventory supplies and prepare to implement an emergency lock down or rapid evacuation if directed to do so by appropriate authority.
- Do not unlock doors until given an "All Clear" by appropriate authority. Follow the "All Clear" protocol.

Emergency

- Listen for the signal from the office or appropriate authority.
- Gather all students, staff and visitors in your immediate area into your room. Shut and lock all doors and windows.
- Close drapes and blinds, turn off lights.
- Turn cell phones to silent.
- Move away from windows. Stay low and out of sight.
- Gain accountability of students/staff and visitors.
- Keep quiet. Provide any necessary medical aid or counseling. Inventory supplies and prepare to implement a rapid evacuation if directed to do so by appropriate authority.
- Report any information to higher authority if possible.
- Do not unlock doors until given an "All Clear" by appropriate authority. Follow the "All Clear" protocol.

SHELTER-IN-PLACE WHEN

Natural Disaster; Civil Unrest; Bomb Threat/Explosion;
Terrorism; Hazardous Material Incident

WHEN DIRECTED

Indoors

- Listen for the signal from the office or appropriate authority.
- Shut and lock all doors and windows. Close drapes or blinds.
- Gain accountability of students/staff and report to higher authority.
- Prepare to evacuate on direction.

LOCK OUT WHEN

Civil Unrest; Outside Law Enforcement Action

WHEN DIRECTED

- Listen for the signal from the office or appropriate authority.
- Immediately lock all building exterior doors and windows.
- If possible, staff will secure all exterior gates.
- Gain accountability of students and report to higher authority when permissible.
- Continue with normal activities as much as situation allows.
- If students or staff need to move between rooms or buildings, obtain permission from administrator or law enforcement official.
- Prepare to implement a lock down or rapid evacuation if directed to do so by appropriate authority.
- Do not unlock exterior doors or gates until given an "All Clear" by appropriate authority. Follow the "All Clear" protocol.

DROP, COVER, HOLD WHEN

Earthquake; Explosion; Building Collapse; Incident
Triggers Action

Inside

- The action is initiated by the onset of the incident.
- Drop to the floor and get under the closest desk or sturdy furniture.
- Cover the back of your head and neck and hold onto the furniture.
- Wait until the shaking stops before letting go and moving from under the furniture.
- Watch for fallen objects, broken glass or other unsafe objects.
- Take note of injuries and treat as appropriate.
- Wait for signal to evacuate.

Outside

- Move away from power lines, buildings or other tall or loose objects.
- Drop to the ground and cover the back of your head and neck with your hands.
- Prepare to evacuate as the situation allows.

EVACUATION WHEN

Fire; Flood; Gas Leak; Bomb Threat; Hazardous Material
Inc.; Compromised Building

WHEN DIRECTED

- Listen for the signal from the office or other authority to initiate evacuation procedures.
- Get the "GO Box" red emergency backpack and emergency supplies.
- Escort students and staff under your control to the evacuation site. Take roll and account for all students, staff, and visitors.
- Indicate either "All accounted for," "Missing student/Staff" or "Injured" to appropriate ICS personnel/Student-Staff Accountability Team.
- If assigned to an Emergency Team, report to your designated area or Team Leader after ensuring that someone has been assigned to care for your students.
- Sometimes it is safer to stay inside, wait for instructions from the appropriate personnel before evacuation.
- If immediate threats to life exist, evacuate as situation

REVERSE EVACUATION WHEN

When It's Determined That Returning To A Room/Building
Is Safer Than Remaining Outside; Severe Weather; Natural
Disaster; Fire Near School; Hazardous Material Incident

- Listen for notifications from appropriate personnel, PA Systems or other communications systems.
- Upon returning indoors, gain accountability of all students, staff and visitors and report to higher authority. Seek additional instructions as appropriate.
- Wait for the appropriate "All Clear" signal before resuming regular activities.
- If immediate threat to life exists, reverse evacuate as situation permits.

**For more detailed information,
Refer to the Emergency Operations Plan for your Site/School.**

SAUSD PD Emergency Dispatch (24 Hrs.): 714-558-5535

SAUSD Emergency Operations Coordinator: 714-558-5889 (75889)

Risk Management: 714-558-5856 (75856)

Mass Notification Provided by NIXLE

IN ALL EMERGENCIES YOU CAN DIAL 9-1-1



Don't Be Silent . . .



Stop Bullying

NOW!

WeTiP^{inc.} Do Tell!

Report it!

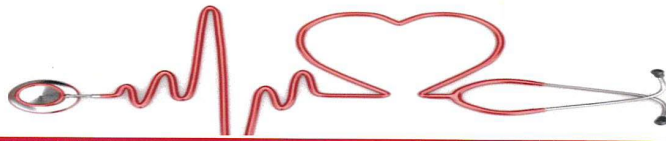


Call

1.800.78.CRIME

1 8 0 0 7 8 2 7 4 6 3

No one will know who you are. Not us . . . Not ever!



IN THE EVENT OF A WORKPLACE INJURY



InterAID Nurse Triage Hotline

1 (800) 367-5020

AVAILABLE 24 HOURS A DAY

1. **REPORT THE INJURY:** Immediately report your work injury to your supervisor.
2. **MEDICAL CARE:** Contact the InterAID Triage Nurse by calling **(800) 367-5020**.
3. **TRIAGE NURSE:** The Triage Nurse will ask you questions about your work related injury and give you treatment advice necessary to appropriately treat your work related injury.

Dial 911 if life or limb is threatened!



This service is provided by InterMed. All minor work injuries should be reported to your supervisor before you leave the worksite.

SANTA ANA UNIFIED SCHOOL DISTRICT

BP 4119.22(a)

Certificated Personnel

Dress and Grooming

The Governing Board believes that since District staff serve as role models, they should maintain professional standards of dress and grooming.

The Board encourages staff during school hours to wear clothing that demonstrates their high regard for education and presents an image consistent with their job responsibilities. Clothes that may be appropriate for shop instructors or gym teachers may not be appropriate for classroom teachers.

Employees shall not dress or groom themselves inappropriately if the manner of dress or grooming has an adverse effect on the District's ability to deliver educational services, and its education programs, or endangers the health and safety of employees or students.

In accordance with Education Code Section 45138, this policy shall apply to all certificated employees in the same manner, unless safety concerns or their assignments provides for modified dress, as approved by their principal/ supervisor. Such modifications may be approved on a temporary or on-going basis, depending upon the circumstances, such as a field trip activity, site "Spirit Day," or assignments in non-air conditioned areas when temperatures exceed 90 degrees. Special exceptions may also be made for religious or medical reasons. Physician verification of modifications for a fixed period of time shall be accepted. This policy shall comply with state and federal laws.

Appropriate attire will demonstrate a high regard for education and the teaching profession and will present an image consistent with job responsibilities and community values and expectation.

The following is the District's expected dress attire:

Females:

- Pantsuits, suits
- Pants with shirt or blouse
- Pants with a sweater, coat or jacket
- Dresses
- Skirts (including culottes or skorts) in a length no higher than 3" above the knee with shirt, blouse or sweater, coat or jacket
- Dress shoes

Males:

- Suits
- Dress pants or casual dress pants with shirt and tie
- Dress pants or casual dress pants with shirt and tie, sweater, coat or jacket
- Dress shoes

Employees are required to follow the below-listed guidelines for inappropriate attire:

Inappropriate attire for all includes the following:

- Unprofessional tight-fitting or body-contoured clothing.
- Inappropriately revealing clothing, such as:
 - See-through blouses, shirts, skirts, shorts
 - Bare midriffs
 - Plunging necklines
 - Backless tops
 - Cropped tops
 - Tank tops
 - Short skirts (higher than 3" above knee)
 - Jeans or shorts (except for P.E.)
 - T-shirts or shirts without collars (except for P.E.)
 - Casual sweatshirts, sweat pants, sweat suits, (except for P.E.)
 - Thongs, sandals, construction boots or dirty, stained, worn, torn or unrepai red shoes
 - Hats inside a building (excluding professional looking dress hats or hats that are worn for health purposes)
 - Clothing with inappropriate or distracting non-school logos or language, such as:
 - Sports teams
 - Advertising
 - Vulgar language

Legal Reference:

EDUCATION CODE
 35160 Authority of governing boards
 35160.1 Broad authority of school districts
 45138 Wearing of a distinctive uniform by classified personnel
GOVERNMENT CODE
 3543.2 Scope of Representation
 12947.5 Unlawful employment practice for an employer to refuse to permit an employee to wear pants
Forstner V. City Etc. of San Francisco (1966) 243 Cal.App.2d 625, 634
Miller V. School District # 167 (7th Cir. 1974) 495 F.2d 658
Kelley V. Johnson (1976) 425 U.S. 238 [47L.Ed.2d 708]
Domico V. Rapides Parish School Board 5th Cr. 1982) 675 F.2d 100
San Mateo City School District V. PERB (1983) 33 Cal. 3d 850
San Mateo City School District (1984) PERB Dec. No.375 [8 PERC ¶ 15021, p. 139]
Inglewood Unified School District PERB 1700 (1985)
Inglewood Unified School District (1987) PERB Dec. No.624 [11 PERC ¶ 18114)

Adopted: (10-96 6-97 4-98) 6-02

Santa Ana, CA

SANTA ANA UNIFIED SCHOOL DISTRICT

AR 4040(a)

All Personnel

Employee Use Of Technology

User Obligations and Responsibilities

Employees are authorized to use the District's technology in accordance with user obligations and responsibilities specified below.

1. The employee in whose name a network services account is issued is responsible for its proper use at all times. Users shall keep personal account information, home addresses and telephone numbers private. They shall use the system only under their own account.
2. Employees shall use the network primarily for purposes related to their employment with the District. Incidental personal use is permitted provided it does not interfere with the performance of job duties or District systems or operations. Commercial and/or political use of District technology is strictly prohibited. The District reserves the right to monitor any use of its technology, including but not limited to, Internet-based communications, for improper use and for maintenance and security purposes.
3. Users shall not use the network or District technological resources for any illegal activity or to promote unethical practices or any activity prohibited by law or District policy, or administrative regulations. (cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)
4. Users shall not access, post, submit, publish, or display matter that is threatening, intimidating, obscene, vulgar, harmful to minors (as defined in 47 USC 254), disruptive, harassing, or a violation of the District's policies against discrimination and harassment. (cf. 4030 - Nondiscrimination in Employment) (cf. 4031 - Complaints Concerning Discrimination in Employment) (cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
5. Copyrighted material may not be placed on the system network of any Internet-based resources except with the author's permission or when otherwise in accordance with applicable copyright laws. Users may download copyrighted material for their own use only and only in accordance with copyright laws. (cf. 6162.6 - Use of Copyrighted Materials)
6. Vandalism is not permitted. Vandalism includes uploading, downloading or creating computer viruses and/or any malicious attempt to harm or destroy District equipment or materials or the data of any other user.
7. Users shall not attempt to access or read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.

8. Users are encouraged to keep messages brief.
9. Users shall report any potential security problem or misuse of the District's network resources to the Superintendent or designee. (cf. 6163.4 - Student Use of Technology)
10. Any Internet or network-based resources developed or accessed by a District employee using District technology shall be subject to rules and guidelines established for District publishing activities including, but not limited to, copyright laws, privacy rights, and prohibitions against obscene, libelous, and slanderous content. The District retains the right to delete material on any such Internet-based communications. (cf.1113 - District and School Web Sites)
11. Employees are reminded that if they choose to grant students access to their social media site(s), the site(s) should be professional and appropriate for students. It is suggested that employees maintain a separate social media presence for their personal use as opposed to any social media presence they have for school- or student-related purposes.
12. Employees shall not direct students to sign up for Internet services, such as e-mail accounts, without District authorization. Written permission from the parent/guardian shall be required in a form prescribed by the District.
13. Any employee who uses a District cell phone or mobile communications device (or a personal device during work time) in violation of law, Board policy, or administrative regulation shall be subject to discipline and may be referred to law enforcement officials as appropriate. Driving while using a cell phone without a hands-free device is unlawful. (cf.3513.1 - Cellular phone reimbursement) (cf.3542 - School bus drivers)
14. Employees shall use District technology responsibly. For example, employees shall not:
 - modify District computers or other hardware without prior authorization;
 - connect any personal networking device to the network such as a wireless access point, router or hub, etc.;
 - use web-based proxies, software or other means to make activity on the Internet untraceable;
 - employ, either directly or by implication, a false identity when using an account or other electronic resource; or
 - distribute, post, or otherwise make available to those without authority any confidential or private information.

All Personnel

Employee Use of Technology

The Governing Board recognizes that technology and Internet-based resources can enhance employee performance by improving access to and exchange of information, offering effective tools to assist in providing a quality instructional program, and facilitating operations. The Board expects all employees to learn to use the available electronic resources that will assist them in their jobs. As needed, staff shall receive training in the appropriate use of these resources. (cf. 0440 - District Technology Plan) (cf. 4032 - Reasonable Accommodation) (cf. 4131 - Staff Development) (cf. 4231 - Staff Development) (cf. 4331 - Staff Development)

Employees shall be responsible for the appropriate use of technology and shall use the District's resources primarily for purposes related to their employment. Incidental personal use of District technology shall not interfere with job duties or District operations. Use of District technology is a privilege which may be revoked at any time. (cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

Employees should be aware that electronic files and communications shared over networks, including email, Internet messaging and voice mail, are not private. Internet-based communications technologies should not be used to transmit confidential information about students, employees, or District affairs without authority and the proper use of security software.

To ensure proper use, the Superintendent or designee may monitor the District's technological resources, including but not limited to, email and voice mail systems, stored files and text messages, at any time without advance notice or consent. **If passwords are used, they must be known to the Superintendent or designee so that he/she may have system access when the employee is absent.** Employees are reminded that employee emails and other electronic communications pertaining to the business of the District are generally deemed to be public records and must be disclosed to members of the public upon request unless the records are specifically exempt from disclosure by law.

Employees are cautioned to follow all applicable laws and District policies in releasing student or personnel information electronically or otherwise. Disclosure of such information is generally prohibited. Employees shall not allow students to access employee accounts, passwords, grading programs or other restricted resources.

The Superintendent or designee shall establish administrative regulations which outline employee obligations and responsibilities related to the use of technology. Employees who fail to abide by these regulations shall be subject to disciplinary action, revocation of the user account, and legal action as appropriate. (cf. 4218 - Dismissal/Suspension/Disciplinary Action)

The Superintendent or designee may establish guidelines and limits on the use of technological resources. He/she shall ensure that all employees using these resources receive copies of related policies, regulations and guidelines. Employees shall be asked to acknowledge in writing that they have read and understood these policies, regulations and guidelines.

In the event that the use of an electronic resource affects the working conditions of one or more employees, the Superintendent or designee shall notify the employees' exclusive representative.

Legal Reference:

EDUCATION CODE

11600-11609 Education Technology Grant Program Act of 1996

51870-51884 The Morgan-Farr-Quackenbush Education Technology Act of 1992

GOVERNMENT CODE

3543.1 Rights of employee organizations

PENAL CODE

632 Eavesdropping on or recording confidential communications

UNITED STATES CODE, TITLE 20

6801-7005 Technology for Education Act of 1994

Management Resources:

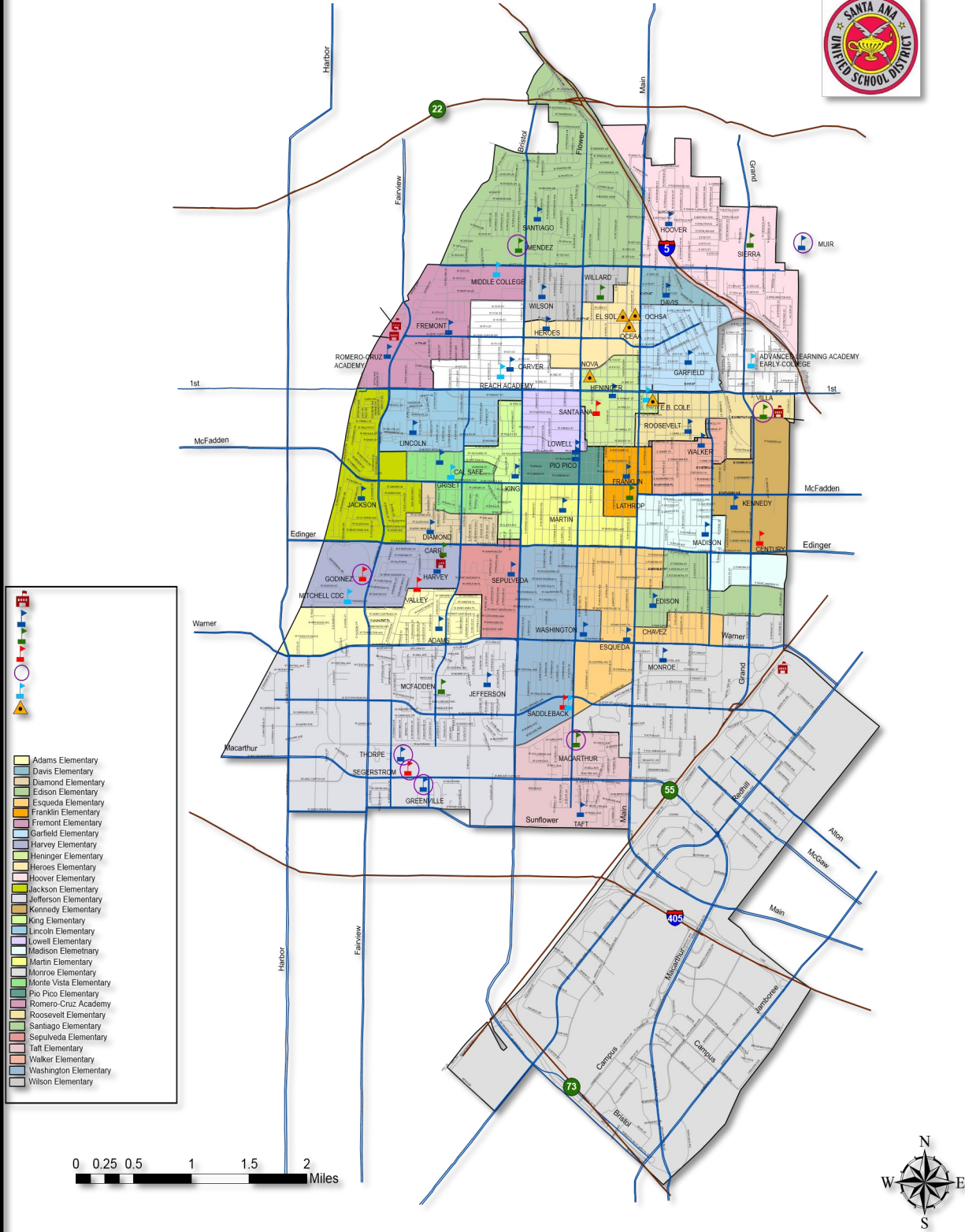
CDE PUBLICATIONS

K-12 Network Technology Planning Guide: Building the Future, 1994 CDE

PROGRAM ADVISORIES

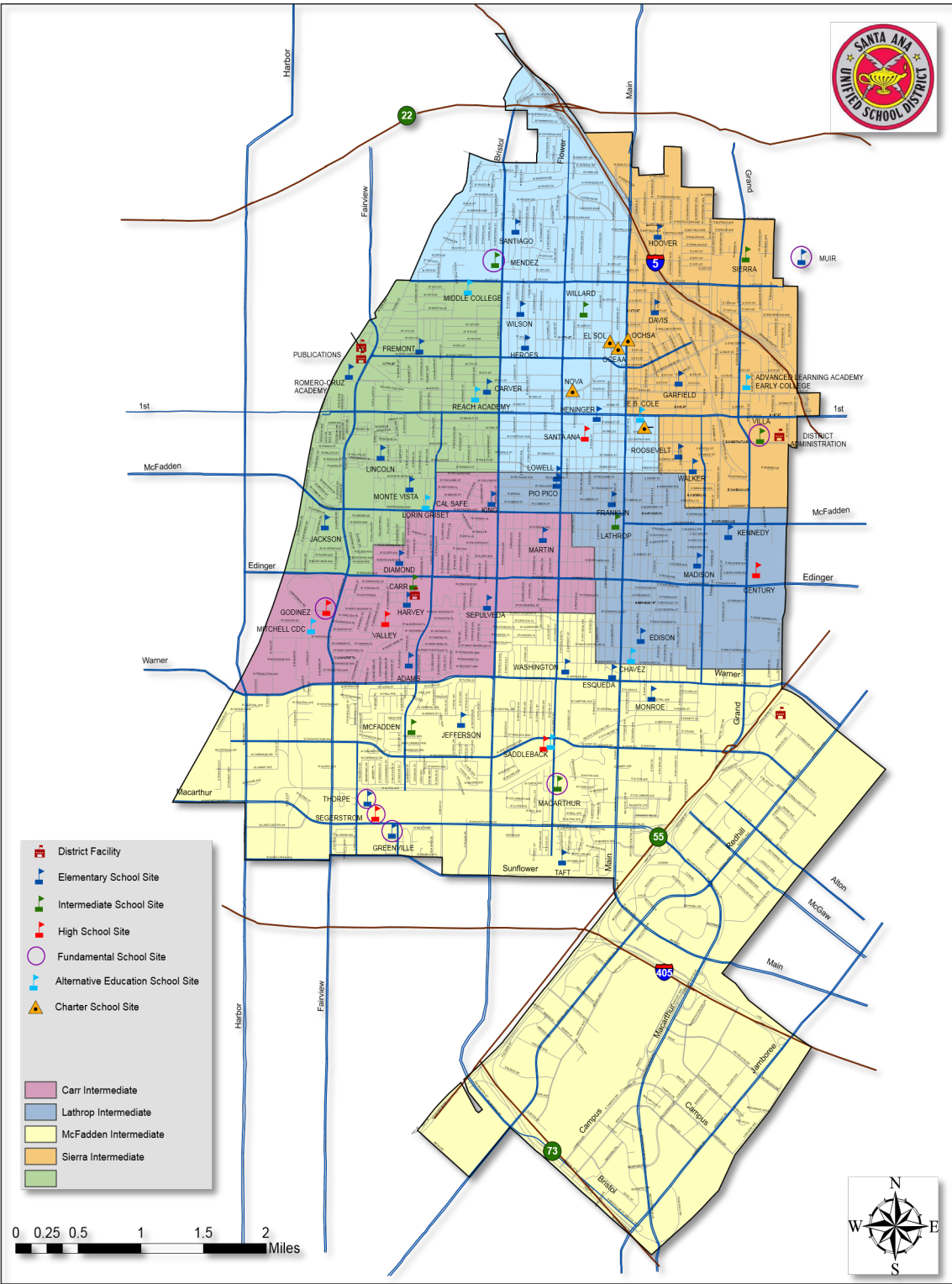
1223.94 Acceptable Use of Electronic Information Resources

SANTA ANA UNIFIED SCHOOL DISTRICT



Updated 2019-KG

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