Oak Grove School District

SUBSTITUTE TEACHER HANDBOOK

2026-2027

Table of Contents

Welcome to OGSD!	**3**
The District	**4**
Mission Statement	**4**
Core Values	**4**
School Contact Information	**5**
Job Description - Substitute Teacher	**6**
Keenan Trainings Required for Substitute Teachers	**7**
Mandated Reporter	**7**
Substitute System (Frontline)	**8**
Lesson Plans	**8**
Professional Standards and Ethics	**9**
Unattended Classroom	**9**
Active Instructional Engagement	**10**
End of the Day	**10**
Work Related Injuries	**10**
Workplace Violence Prevention	**10**
Payroll	**11**
Pay	**11**

Welcome to OGSD!

Thank you for choosing to serve as a substitute teacher in the Oak Grove School District. We are pleased to welcome you to our team and appreciate your willingness to support our students, schools, and staff. In Oak Grove, we view our substitute teachers as **Guest Teachers**—valued educational partners who deserve the same respect, support, and appreciation extended to every member of our learning community.

As a Guest Teacher, you play an essential role in ensuring that learning continues when a classroom teacher is absent. Your work extends far beyond supervising a class. Each day, you help maintain a positive, safe, and engaging learning environment while bringing your own experiences, talents, and perspective to our students. The consistency, professionalism, and care you provide make a meaningful difference in the educational experience of every student you serve.

This handbook has been developed to help you succeed in your assignments. It outlines the expectations, procedures, responsibilities, and resources that will support you before, during, and after each assignment. It also serves as a reference for school administrators and staff to promote consistent practices and ensure continuity of instruction throughout the District.

We encourage you to review this handbook carefully and refer to it whenever questions arise. If you need additional assistance, the Human Resources Department is available to help. Please contact us at **(408) 227-8300, ext. 10280**, and we will be happy to assist you.

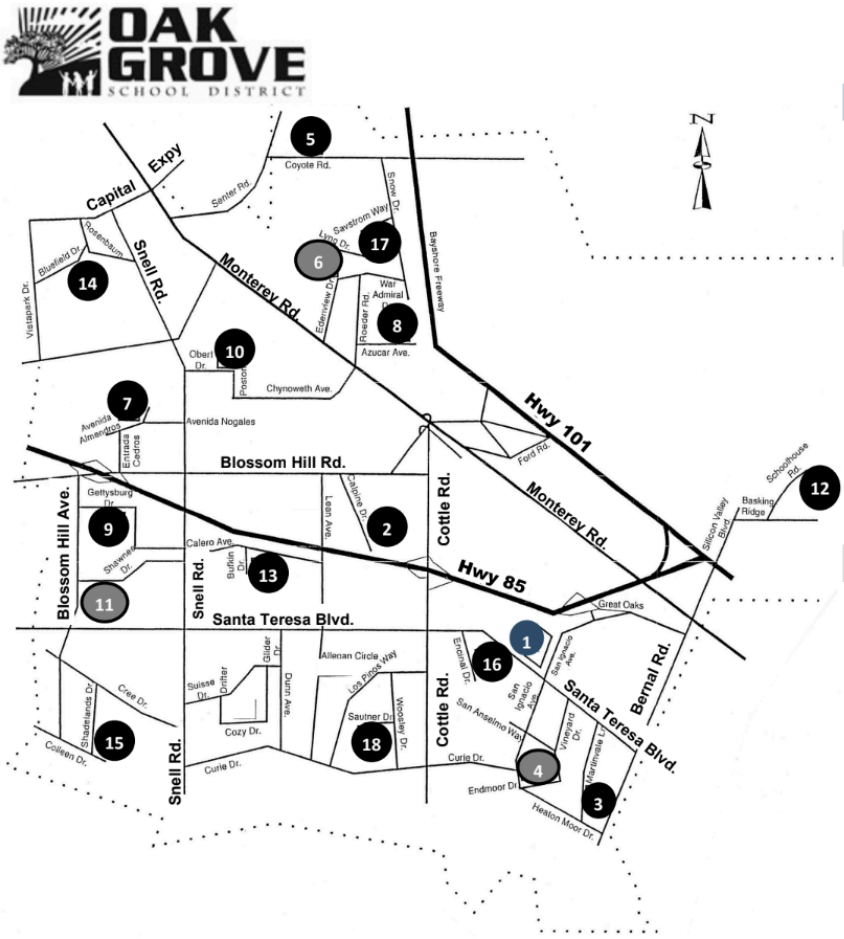
Thank you for your commitment to the students and families of the Oak Grove School District. We recognize the important role you play in our schools and appreciate the professionalism, flexibility, and dedication you bring to each assignment. We wish you a rewarding and successful experience as a Guest Teacher and look forward to partnering with you in supporting student success.

Mission Statement

To Ensure Every Child’s Potential is Achieved.

The District

Oak Grove School District comprises fifteen elementary schools, including two TK-8 schools, and three intermediate schools.
[OGSD District Map] linked here and found below.



1	**DISTRICT OFFICE** 6578 Santa Teresa Blvd 95119	408 227-8300
2	Alex **ANDERSON** Elementary (K-6) 5800 Calpine Avenue 95123	408 225-6556
3	Julia **BALDWIN** Elementary (TK-6) 280 Martinvale Lane 95119	408 226-3370
4	**BERNAL INTERMEDIATE** 6610 San Ignacio Avenue 95119	408 578-5731
5	**CHRISTOPHER** Elementary (K-6) 565 Coyote Road 95111	408 227-8550
6	Caroline **DAVIS INTERMEDIATE** 5035 Edenview Drive 95111	408 227-0616
7	**DEL ROBLE** Elementary (TK 6) 5345 Avenida Almendros 95123	408 225-5675
8	**EDENVALE** Elementary (TK-6) 285 Azucar Avenue 95111	408 227-7060
9	Earl **FROST** Elementary (K-6) 530 Gettysburg Drive 95123	408 225-1881
10	**HAYES** Elementary (TK-6) 5035 Poston Drive 95136	408 227-0424
11	Leonard **HERMAN INTERMEDIATE** 5955 Blossom Avenue 95123	408 226-1886
12	Rita **LEDESMA** Elementary (K-6) 1001 Schoolhouse Road 95138	408 224-2191
13	**OAK RIDGE** Elementary (TK-6) 5920 Bufkin Drive 95123	408 578-5900
14	**PARKVIEW** Elementary (TK-6) 330 Bluefield Drive 95136	408 226-4655
15	**SAKAMOTO** Elementary I (K-6) 6260 Shadelands Drive 95123	408 227-3411
16	**SANTA TERESA** Elementary (TK-6) 6200 Enbal Drive 95119	408 227-3303
17	Samuel **STIPE** Elementary (K-6) 5000 Lyng Drive 95111	408 227-7332
18	Bertha **TAYLOR** Elementary (TK-6) 410 Sautner Drive 95123	408 226-0462

04-2322b [rev. 10/18]

Core Values

Student Learning - We value a safe, nurturing, child-centered environment in which student learning is the major focus.

Positive Interdependence - We value a cooperative environment of mutual support, teamwork, shared responsibility, and success.

Quality Performance - We value commitment to creativity, innovation, initiative, continuous growth, & a strong work ethic.

Inclusivity - We value equity in an inclusive environment in which all people feel appreciated and respected; and have access to the same opportunities regardless of race, age, culture, ability, ethnicity or nationality, gender identity and expression, sexual orientation, religious affiliation and socioeconomic status.

Integrity - We value ethical and honest interactions.

Respect - We value and respect the individual differences and diversity of our students, employees, and community.

School Contact Information

If support is needed in the classroom, please reach out to the school front office. For outside numbers, dial 8, then 1, then the area code followed by the 7 digit phone number. Front office extensions are dialed directly.

School	Front Office Phone	Secretary Ext.	Health Clerk Ext.
Anderson Elementary	(408) 225-6556	11200	11202
Baldwin Elementary	(408) 226-3370	12200	12202
Christopher Elementary	(408) 227-8550	13200	13202
Del Roble Elementary	(408) 225-5675	14200	14202
Edenvale Elementary	(408) 361-6444	15200	15202
Frost Elementary	(408) 227-3425	16200	16202
Hayes Elementary	(408) 227-3805	18200	18202
Ledesma Elementary	(408) 227-8307	19200	19202

Oak Ridge Elementary	(408) 578-5900	20200	20202
Parkview Elementary	(408) 226-4655	21200	21202
Sakamoto Elementary	(408) 227-3411	22200	22202
Santa Teresa Elementary	(408) 227-3303	23200	23202
STEAM @ Stipe Elementary	(408) 227-7332	24200	24202
Taylor Elementary	(408) 226-0462	25200	25202
Bernal Intermediate	(408) 578-5731	26200	26202
Davis Intermediate	(408) 227-0616	27200	27202
Herman Intermediate	(408) 226-1886	28200	28202
INDIGO Program (K–8)	(408) 225-1882	17200	17202

Job Description - Substitute Teacher

The typical daily duties of an OGSD substitute teacher include:

- Provides learning experiences and teaches the lessons of study prescribed by the classroom teacher or administrator.
- Maintains professional, respectful, and caring demeanor at all times.
- Takes attendance in accordance with school procedures.
- Ensure that the students are never left unattended in the classroom.
- Assumes responsibility for overseeing student behavior in the classroom and surrounding areas during supervisory times.
- Develops and uses instructional materials suitable for verbal and/or visual instruction of students with a wide range of mental, physical, and emotional maturity.
- Provides individual and group instruction designed to meet individual needs and motivate students.
- Establishes and maintains standards of student control required to achieve effective participation in all activities.
- Consult with the principal and staff to resolve any questions and concerns that arise.
- Provides appropriate instruction and activities for students to meet school/ District policies goals and objectives.
- Follows school protocols and procedures.
- Perform duties usually required of the absent teacher such as supervision during

recess, before and/or after school, bus duty, etc.
- Provides written feedback to the teacher, including comments on behavior of students, lessons completed, and parent questions.
- Ensure the classroom is in order, student work and instructional materials are organized, and all students have been picked up or taken to office at the end of the assigned workday.
- Check out at the main office at the end of the day; return badge (if issued), key and any other items as required.
- Performs other related duties as assigned.

ADDITIONAL DUTIES FOR LONG TERM SUBSTITUTES (15 DAYS OR MORE IN THE SAME POSITION)

Substitutes can work in a long term capacity for up to 20 days (special education assignment) or 30 days (general education assignment). Long term substitute assignments receive retroactive pay to day 1 at the long term sub rate after the 15th consecutive day in the assignment

Additional long term substitute duties include: attending staff meetings, preparing lesson plans, assessing student work, conducting parent conferences, regularly checking district email, utilizing district educational programs, assigning grades in consultation with the assigned teacher, principal, and/or grade level or department team, and completing items to prepare for the end of the school year, as appropriate.

Substitute Teacher **-** link to job description found at ogsd.net

To substitute beyond 20 days (special education assignment) or 30 days (general education assignment), you must transition to long-term permits or credentials, where teacher of record responsibilities may apply.

Keenan Trainings Required for Substitute Teachers

Keenan SafeSchools is an online Program that provides the District's Substitutes with regulatory and compliance training. All Substitutes are required to complete annual training through Keenan Safe Schools. Please note this is required based on the condition of employment.

The following mandated trainings are required:
- Mandated Reporter: Child Abuse and Neglect--Annually within first 6 weeks of school or hire
- Understanding Boundaries--Annually within first 6 weeks of school or hire
- Sexual Harassment Prevention--Every other year and/or withing first 6 weeks of hire

Mandated Reporter

YOU ARE A MANDATED REPORTER. The Child Abuse and Neglect Reporting Act requires all Administrators, Teachers, Classified Employees, Noon Supervisors, Coaches, or Consultants, Volunteers, and Substitutes to REPORT any of the below acts involving anyone under the age of 18. Report suspected child abuse, such as:

- Physical Abuse
- Sexual Abuse
- Emotional Abuse
- Neglect

As a mandated reporter you must only have reasonable suspicion that a child has been mistreated. No evidence or proof is required prior to making a report. Any report made will be further investigated by law enforcement and/or child protective services.

Child Protective Services (CPS)	**(408) 299- 2071**	https://ssa.santaclaracounty.gov/protective-services/report-child-abuse-and-neglect
Sheriff's Department	**(408) 808-4500**	https://sheriff.santaclaracounty.gov/bureaus/law-enforcement/investigative-services

Substitute System (Frontline)

The District uses an electronic system for reporting absences and arranging for substitutes to fill the requests created by the absences. It is called Frontline and can be accessed either over the telephone or on the internet. All substitutes must use Frontline.

Substitute Quick Guide

- You can access Frontline through the app.frontlineeducation.com website.
- The Frontline Education App in the App Store or Google Play Store App. The App will request a PIN for the District. You will enter the code: 7354.
- Frontline Phone System
    - Your ID number will always be your phone number on file. Your default PIN will be 12121(this can be changed after your login).

Cancelling a Job

You can also call the Substitute Line (408) 227-8300 ext. 10281 or email sub-finder@ogsd.net

Finding Available Jobs
All Substitute jobs are recorded through the Frontline Portal. Payroll will run a monthly report from your profile to process your payment.

Student Calendar 2026-2027

- First Day of School August 13, 2026
- Last Day of School June 11, 2027

Lesson Plans

To ensure instructional continuity, classroom teachers will provide detailed lesson plans for each assignment. It is expected that Guest Teachers implement these instructions precisely as written. Maintaining the documented scope and sequence is essential to the learning process; any modifications to these plans must be supported by sound educational reasoning and remain aligned with established curriculum standards.

While many absences are scheduled for professional development or personal appointments, unexpected emergencies or illnesses may occur. In instances where specific plans are unavailable, please visit the front office to obtain emergency substitute lesson plans. Additionally, grade-level colleagues or department members are excellent resources and can provide assistance to ensure students remain engaged in meaningful instruction throughout the day.

Professional Standards and Ethics

As Guest Teachers within our learning community, substitutes are expected to maintain the highest levels of professionalism and integrity at all times. This commitment ensures a safe, respectful environment for all students and staff. To promote these standards, the District has identified specific behaviors that are considered inconsistent with professional expectations and must be avoided:

- Employing profanity or raising one's voice at students.
- Initiating physical contact with students, including hugging, hand-holding, or any form of pulling or pushing. Guest Teachers should maintain professional boundaries and avoid close physical proximity.
- Leaving a classroom unattended for any duration. If a personal emergency arises or support is needed, please contact the front office or a nearby colleague immediately.

- Modifying the established school schedule, such as dismissing students early or transitioning to lunch and recess ahead of the designated time, as this impacts District-wide operations.
- Retaining students beyond the scheduled bell; instruction should conclude promptly to facilitate safe transitions.
- Departing from the provided substitute lesson plans or authorized curriculum.
- Granting unauthorized "extra recess" or non-instructional free time.
- Remaining alone with a student in a locked or closed room. Ensure doors remain open if supervising a single student.
- Disclosing age-inappropriate personal details, including private social media, contact information, or sensitive life stories. It is vital to remember that students are pupils, not peers.
- Communicating with parents regarding serious classroom incidents without the direct involvement of a site administrator. Generally, Guest Teachers should defer all parent contact to the permanent teacher or administration.

Remember, Guest Teachers must maintain professional boundaries and should never have physical contact with students, except in rare circumstances where there is an immediate risk of harm to the student or others.

Oak Grove School District has the right to release a Substitute Teacher at any time, with or without cause

Unattended Classroom

The substitute should never leave the students unattended. Even if a student runs out of the room, the teacher should not chase the student. Contact the office immediately for assistance and handling of the situation. If the substitute needs to leave the classroom for personal reasons, she/he must contact the office immediately and seek assistance from a neighboring teacher, campus supervisor or administrator.

Active Instructional Engagement

To ensure a productive learning environment, Guest Teachers should remain actively engaged in the instructional process. This involves frequent circulation throughout the classroom, monitoring student progress, and providing direct assistance with assigned tasks. Adopting the mindset of being “on your feet, not in your seat” is highly recommended; maintaining physical proximity to students is a proactive and effective strategy for preventing many potential behavior issues.

End of the Day

When the students have been dismissed for the day, the substitute still has several more duties to perform. The room should be checked to ensure that it is restored to the way the substitute found it. Books, supplies, and instructional materials should be returned, desks placed in their original positions, etc. **Successful substitutes will take a few minutes to leave detailed notes for the teacher.** The teacher appreciates knowing how much of the lesson plan was accomplished and any other important information about the substitute's instructional efforts. The teacher would also want to be informed of any behavior problems or unusual events that may have occurred during his or her absence. Finally, the substitute should always check out through the office when leaving for the day and return all keys. This provides the office staff with an opportunity to deliver any messages to the substitute and sign the timesheet.

Work Related Injuries

If a Substitute sustains a work related injury, the Substitute is required to report the injury to their immediate supervisor, predominantly the site principal. The substitute should then contact the **Company Nurse** at **1-877-518-6702**, use **CODE: SCS05**, follow directions given by the Company Nurse, and complete the forms in the link below.

Workers Compensation Forms

Workplace Violence Prevention

In OGSD, we are committed to providing, to the extent possible, an environment free from all forms of violence including, but not limited to, harassment, intimidation, verbal, written and physical threats or acts of physical assault, as well as a threat or use of physical force against any employee. The District has a zero-tolerance policy when it comes to any form of violence in the workplace.

Should you experience any of the four types of workplace violence defined below, please contact the site administrator, who will assist you in completing an entry into the District's Violent Incident Log:

● Type 1 Violence: Workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime.

● Type 2 Violence: Workplace violence directed at employees by parents/guardians,

outside vendors, students, or visitors.

● Type 3 Violence: Workplace violence against an employee by a present or former employee, supervisor, or manager.

● Type 4 Violence: Workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

Payroll

All paychecks are mailed from the County Office. Direct Deposit Pay Stubs are available on the Employee Hub. Contact Amy Nguyen, Fiscal Program Support Specialist, at anguyen@ogsd.net for any questions on how to register.

Please see the Payroll Dates 2026-2027 for information on when paychecks are mailed and how to initiate direct deposit.

Pay

For the 2026-27 school year, substitute teacher pay rates are below:

1/2 Day Rate - $112.50
Full Day Rate - $225
Long Term Daily Rate (15-30 Consecutive Days) - $250
Credentialed OGSD Retiree Daily Rate - $245