**COMPTON UNIFIED SCHOOL DISTRICT**
**HUMAN RESOURCES**
***Certificated Personnel***

# SUBSTITUTE TEACHER HANDBOOK
# 2026-2027

Developed by
Human Resources
*Certificated Personnel*

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# COMPTON UNIFIED SCHOOL DISTRICT
## Human Resources-*Certificated Personnel*

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**COMPTON UNIFIED SCHOOL DISTRICT**
**Human Resources-*Certificated Personnel***

# SUBSTITUTE TEACHER HANDBOOK

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Welcome to the Compton Unified School District.

As a substitute teacher, we have high expectations for you as we do all of our teachers because you influence the lives of our students in their journey to reaching their fullest potential. You are therefore, an important member of the instructional staff and we value your services as a substitute teacher.

**We welcome you as a professional**: we expect you to take your job seriously, exhibiting a courteous, conscientious, and generally businesslike manner, build positive relationships, dress for success, smile and have the right attitude always.

It is vital that an excellent educational experience continues for our students when the regular classroom teacher **finds it necessary to be absent**. Being a substitute teacher is both challenging and rewarding. Facing the "first day" of school many times over in a school year can be exhausting! However, creativity and resourcefulness on your part can help to make this a rewarding experience for you and the students.

Your job calls for alertness and resourcefulness. You must apply good judgment and the fundamentals of good teaching for maximum success at all times. We expect from our substitutes to have a sincere interest in children and public education. We will provide any assistance that you desire at the district office or ask any of our site administrators and staff. We encourage you to take advantage of in-service programs, online trainings and the many opportunities in the Los Angeles area for professional development.

This handbook is a guide to answer questions about your employment. We hope this information will prove valuable and that it will enable you to approach your assignments with increased confidence and ease. We wish you much success in substitute teaching and thank you for your willingness to accept this important role in CUSD.

Carlos Moran
Executive Director, Human Resources

# About Compton Unified School District

Compton Unified School District is located in the South Central region of Los Angeles County, California, and encompasses the city of Compton and portions of the cities of Carson, Paramount, Long Beach and Los Angeles. The district currently serves K-12 grade students at 36 sites: twenty-one elementary schools (3 are K-8 schools, 4 TK-8 schools, 5 PreK-8 schools, 3 PreK-6 schools, 2 PreK-5 schools, 1 1-8 school, 1 K-5 school, 1 5th grade school, 1 TK-7 school), six middle schools, three comprehensive high schools, five alternative schools. Other programs include an Early College Program for high school students, Preschool at nine sites and Adult Education. CUSD also has a single district Career Technical Education (ROP/CTE) program. The district operates as a Single District SELPA providing services for students with disability within the district.

Demographic shifts occurred in our district over a relatively short period. During the 1990 Census, African Americans made up 62% of the population, and 34% of the residents were Latino. By 2016/17, 64% of the residents are Latino, and 32% African American and the rest white or other.

In the 2016-17 school year, student enrollment in the district was 22,431; (78.57% Latino and 18.67% African American). We have a small population of Pacific Islanders, white, and other/mixed race/ethnicity. All schools are Title I schools, and 96% of students qualify for free/reduced price meals under the guidelines of the National School Breakfast and Lunch Program. Nearly 4.30% of our total student population receives Special Education services.

Compton Unified School District employs 1362 certificated staff, of which 880 are classroom teachers, 1257 classified employees.

Our district continues to demonstrate improvement in its educational programs. Our current comprehensive high school graduation rate is **91%.** We have six California distinguished schools, five of the distinguished schools were double award winners, receiving both the distinguished school award and the Title Achieving School award at the same time, two schools have received the prestigious Blue Ribbon award and one National Title I award school. Two schools have the golden bell award, two are Gold Ribbon schools, and five are Apple Connect Ed Partner Schools. Our schools have received several other recognitions for some innovative programs and overall improved student achievement at every level.

The school district has a very strong and committed Board of Trustees. The Board of Trustees hired a new Superintendent in September of 2012, Superintendent Darin Brawley. Acknowledging the long existing need to improve student achievement in the Compton Unified School District, the Board of Trustees established the following mission statement and core beliefs to guide the district.

## MISSION STATEMENT

The Compton Unified School District will ensure that every student has an equitable, high quality elementary and secondary education in a safe environment.

## CORE BELIEFS

- We believe all students will learn at higher levels.
- We believe schools have an enormous impact on students' lives.
- We believe that all students shall be educated in a safe and orderly environment.
- We believe all students will reach their learning potential and that the achievement gap can be eliminated.
- We believe the Compton Unified School District will become a high performing educational institution.

# LCAP Goals

**Goal #1 (Priority 2, 4 & 7)**
All students will meet or exceed state academic standards that will prepare them to compete in the global society.

**Goal #2 (Priority 1, 2 & 7)**
All staff and community partners will collaborate to ensure all necessary materials, equipment and supports are provided to students within a safe and well-maintained learning environment.

**Goal #3 (Priority 7 & 8)**
Students will have full access to a variety of courses and enroll in a scope of study that will prepare them to be college and career ready.

**Goal #4 (Priority 3, 5 & 6)**
All staff will promote student engagement by building positive environments inclusive of parent and community participation.

**Goal #5 (Priority 2, 4, & 7)**
English Learners will acquire the academic and linguistic skills needed to attain grade level proficiency and college/career readiness.

# PROFESSIONAL STANDARDS

The Board of Trustees expects district employees to maintain the highest ethical standards, exhibit professional behavior, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employee conduct should enhance the integrity of the district, advance the goals of the district's educational programs, and contribute to a positive school climate.

The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.
Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill his/her responsibilities and should focus on his/her contribution to the learning and achievement of district students.

**Inappropriate employee conduct includes, but is not limited to:**

1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon
2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed
3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child
4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student
5. Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time
6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members
7. Willfully disrupting district or school operations by loud or unreasonable noise or other action
8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace or at a school-sponsored activity
9. Dishonesty with students, parents/guardians, staff, or members of the public, including, but not limited to, falsification of information in employment records or other school records

10. Divulging confidential information about students, district employees, or district operations to persons not authorized to receive the information
11. Using district equipment or other district resources for the employee's own commercial purposes or for political activities
12. Using district equipment or communications devices for personal purposes while on duty, except in an emergency, during scheduled work breaks, or for personal necessity
    **(cf. 4040 - Employee Use of Technology)**
    Employees shall be notified that computer files and all electronic communications, including, but not limited to, email and voice mail, are not private. To ensure proper use, the Superintendent or designee may monitor employee usage of district technological resources at any time without the employee's consent.
13. Causing damage to or engaging in theft of property belonging to students, staff, or the district
14. (cf. 4119.22/4219.22/4319.22 **- Dress and Grooming)** Wearing inappropriate attire.

An employee who observes or has evidence of another employee's inappropriate conduct shall immediately report such conduct to the principal or Superintendent or designee. An employee who has knowledge of or suspects child abuse or neglect shall file a report pursuant to the district's child abuse reporting procedures as detailed in AR 5141.4 - Child Abuse Prevention and Reporting.

**Any reports of employee misconduct shall be promptly investigated**. Any employee who is found to have engaged in inappropriate conduct in violation of law or Board policy shall be subject to disciplinary action and, in the case of a certificated employee, may be subject to a report to the Commission on Teacher Credentialing. The Superintendent or designee shall notify local law enforcement as appropriate.

An employee who has knowledge of but fails to report inappropriate employee conduct may also be subject to discipline.

The district prohibits retaliation against anyone who files a complaint against an employee or reports an employee's inappropriate conduct. Any employee who retaliates against any such complainant, reporter, or other participant in the district's complaint process shall be subject to discipline. **(Source** BP 4219.21)

**Orientation**
All new substitute teachers regardless of background and experience are required to complete an orientation conducted by the Human Resources. The orientation includes information on District Policies and Procedures, instructions in the use of the automated SmartFind Express, basic information on the roles and responsibilities of the substitute teacher, provide answers to frequently asked questions concerning substitute teaching, Mandated Reporting and Sexual Harassment Training.

**Professional Development**
Professional development is essential to the success of the substitute teacher. In addition to the Orientation, all new substitute teachers regardless of background and experience are required to complete the baseline Professional development online. This staff development provides training in classroom management, effective teaching strategies and other information that will assist the substitute teacher in continuing the learning process in the teacher's absence. The online training is available 24/7. **You will receive access to this online training.**

## General Information and Guidelines Regarding Status for Substitute Teachers

Substitute teachers in the Compton Unified School District (CUSD) are in either a Day-to-Day or Long-term substitute status. Human Resources (HR) has sole authority in status designation for all substitutes. This is imperative since valid credentials or eligibility for credentials determine the status.

Day-to-Day substitute teachers must have a permit authorizing them to teach in the classroom. There are various types of substitute teacher permits, including an Emergency 30-Day Substitute Teaching Permit, Emergency Substitute Teaching Permit for Prospective Teachers, and an Emergency Career Substitute Teaching Permit.

Holding the Emergency 30-Day, Substitute Teaching Permit allows you to be a day-to-day substitute teacher for up to 60 days for one teacher during a school year. The permit is valid for one year and may be renewed, as long as the school district keeps a Statement of Need on file. The Emergency Substitute Teaching Permit for Prospective Teachers allows you to substitute for no more than 30 days for one teacher, up to a maximum of 90 days per school year.

**We advise all of our substitute teachers to have both the Basic Skills Requirement (BSR) and CSET, which will allow you long-term stay in a classroom**.

## LONG TERM SUBSTITUTE TEACHERS (LTS)

All Day to day subs is limited to nine (9) consecutive days in one classroom. **Under no circumstances** are you to substitute on the tenth consecutive day in the same classroom. To work more than nine (9) consecutive days in one classroom, a substitute

must be placed in LTS status. **No one but the Assistant Superintendent of Human Resources or designee can authorize LTS status and LTS pay.**

In the event a principal wishes a Day to day sub to serve as a LTS for a particular class, the principal must submit the request to HR on the fifteenth day of service of the Day to day sub. HR will evaluate credentials and transcripts and make a decision. An approval or rejection notice will be sent to the principal and substitute. If your status is changed to LTS, the LTS rate of pay of $230.00/day does not begin until the tenth consecutive day of service. Please be reminded that you will not be paid the Long-term Sub rate unless HR has provided written approval.

## LTS RESPONSIBILITIES

As a LTS you will be required to submit lesson plans, attend all certificated staff member meetings, prepare report cards and other documentation related to students, attend parent conferences, Back-to-School Night, Open House, professional development on shortened Wednesdays, report to work on Pupil Free Days, and perform all other duties required of certificated staff members.

**Credentialed teachers are also welcomed as substitutes, especially retirees. Please notify the substitute desk if you are available for long-term positions.**

## LEGAL STATUS OF THE SUBSTITUTE

There is **no tenure** for the substitute teacher in the State of California. Substitutes are defined in Section 44917 of the California Education Code. Which states that Governing Boards of school districts shall classify as substitute employees those persons employed in positions requiring certification qualifications, to fill positions of regularly employed persons absent from service.

## Substitute Pay:

The daily substitute is $200.00 and long term is $230. When a substitute is in a Special Education class (SPED), Sub pay rate is $210.00 for day-to-day, and $230 for long term. The hourly rate is at $30.77.

## DAILY PROCEDURES INFORMATION

### Getting An Assignment

1. You may call the Substitute Finder System as often as needed.

2. When you receive an assignment, you will be given a job number. Use this job number when you report to the school. If two substitutes report for the same teacher, the substitute with the job number has **PRIORITY. If you work in a position without a job number, you will not be paid for that day.**

3. If you are asked to return to a particular school site for a different teacher, please have the school secretary call the Substitute Finder System to create the absence and receive a new job number.

4. **YOU MUST HAVE A JOB NUMBER FOR EACH NEW ASSIGNMENT**.

5. When the Sub Finder System calls you, this indicates that you are unassigned and available for a new assignment.

6. Refer to the "Substitute Quick Reference Card" insert for directions on using the Substitute Management Employee System (SmartFind Express).

7. The Daily Callout schedule for SmartFind Express is the following:

| | **Today's start** | **Future Start & End** |
|---|---|---|
| Weekday Mornings | 5:25 a.m. | |
| Weekday Evenings | | 3:30 p.m. – 10:00 p.m. |
| Saturdays | | 9:00 a.m. – 9:05 p.m. |
| Sundays | | 9:00 a.m. – 9:05 p.m. |
| Holidays | | 4:00 p.m. – 10:00 p.m. |

### Reporting to the School

8. Upon arriving at the school, report directly to the principal's secretary to sign in and collect keys, lesson plans, daily bulletin and any special instructions.
9. Substitutes are expected to arrive thirty minutes before their first class and remain long after the last class to prepare a written report for the regular teacher, describing what transpired in each class during the day. **This written report should be left in the teacher's mailbox in the main office or with the principal's secretary.** Holding students accountable for their time in school helps to keep learning going, no matter who is in the teacher's chair.
10. The names of the principals, schools' addresses, and phone numbers are also provided. (See list of schools)

## General Information for Substitutes

1. Substitutes are expected to hold in professional confidence any information about students or parents, which might be gained while substituting.
2. Substitutes teaching three or more days should confer with the regular teacher and/or administrator regarding instructional plans.
3. It is the privilege of each school to request certain substitutes. This is done through SmartFind Express, and whenever possible these requests will be granted.
4. As a substitute teacher, you are in a strategic position to increase understanding of and support for our schools. It is imperative that your concerns be directed to an administrator so that an opportunity for improvement may be provided.
5. Any questions regarding substituting not involving a specific school should be directed to the substitute Desk at the District Office at (310) 639-4321, Ext. 55049.
6. A principal may request for Site Restriction on a substitute teacher if they are ineffective or not following school expectations. Substitute teachers will be disciplined for delinquent behavior or misconduct.
7. When you accept an assignment, it is assumed that you will cover all classes taught by that teacher unless you have been otherwise notified.
8. Keep paper and pen handy by the phone so that you can record the school, teacher's name, job number, and subjects to be taught and starting time of the assignment. These contacts must be as brief as possible due to the volume of assignments to be filled.
9. It is recommended that you keep a record of the dates you substitute. This is especially helpful if you are subbing in more than one district. This is your record in case you discover an error on your pay warrant.
10. During minimum day schedule, you are required to stay till the end of the work day.
11. If you move, change your phone number or elect to stop substituting, report this information immediately to Human Resources at (310) 639-4321, Ext. 55049 and follow up with a written notice addressed to:

    Compton Unified School District
    Human Resources Department
    501 S. Santa Fe Ave.
    Compton, CA 90221

## Classroom Supervision

In order to supervise properly, the substitute teacher must be near the action and engaged in duties connected with his/her function as part of the school staff. Specific supervision is required for the first participation of an activity or dealing with dangerous or unfamiliar equipment or apparatus. Teachers shall stay in the classroom when having class, never leave the students unsupervised. If an emergency arises and you must leave the room, always ask a fellow teacher to watch the class during your absence or contact the office for assistance.

Teachers should make certain that safety equipment is furnished whenever needed, and that class experiments are conducted safely. The nature of the activity should dictate the directness of the supervision.

Extra Supervision Duty – Check the teacher's notes as soon as you get to school to check duties

- Teachers may be asked to help in the supervision of the lunch room, corridors and grounds during the lunch period, before school and after school.
- All teachers are expected to attend assemblies and help supervise.
- Each teacher is responsible for helping prevent damage to building and equipment. Report immediately any student defacing school property.
- Frequently check the restrooms in your area of the building. Stop any horseplay or loafing immediately.
- Teachers should step into the hall during the passing of classes and at dismissal to see that the halls are quiet and orderly. The responsibility and authority of a teacher extends beyond his/her own classroom. The development of good school citizenship is a team effort.
- Elementary teachers must escort their students to restrooms, water fountains, lunch, recess, special classes, etc. when going as a class. Teachers are expected to escort any class leaving Music, Art, P.E., and Library to their next destination.
- There will be periodic emergency drills throughout the year. These will include fire, Campus disruption or intruder, earthquake, bomb threat and lockdown.
- Student Accidents: if you should have an accident in your room, make certain that if anyone is injured, you fill out an accident report form, which can be obtained from the nurse's office. Report the incident to the nurse's office immediately and to the principal as soon as possible after the incident happens. This could be extremely important to you if there are questions about the incident. Also, parents like to know that an accident occurred, therefore ensure that the secretary knows and makes the call.

**Teacher-Student Relationship**

Teacher-student relationships are crucial for the success of both teachers and students. As part of classroom management, such relationships are the most significant factor in determining a teacher's work as successful.

It is vital that students respect the teacher as a professional. Effective teaching does not require that all students like the teacher; however, it is crucial that they all respect him or her. Teachers also do not need to like all of their students; they just need to be professionals and fair at all times. Students do not need to be friends with teachers, they need to respect teachers and learn.

Students tend to lose their respect for teachers in a mixed relationship where the roles are not clearly defined. Don't be over familiar with student. Teachers must maintain a measured level of Reserve.

**Sending Students on Errands**

Teachers should never send any student on an errand that will take him beyond the limits of the school grounds. This territory would be considered unfamiliar and therefore dangerous. It should be remembered that the student is acting as the teacher while on an errand, making the teacher responsible for any injury to or by the student.

**Recess Duty Supervision**

- *(Note: Take out bull horns while on duty and always alert the office of any safety hazards)
- There must be more than one adult if there are several classes out at recess. Make sure you note where the other adults are located.
- If you have duty, be on time.
- Be prompt in going out and coming in by the recess schedule.
- Have students being brought in and going out to be as quiet as possible to help in not disturbing other rooms.
- Make sure you know who has inside duty to send students to at the beginning of recess.
- Be preventive in the area of accidents. Insist students follow playground rules.
- No students should be allowed to stay in your room unsupervised once you leave.
- No students should re-enter the building except for injury or restroom emergencies.
- Teachers on duty should be moving to different locations, not be in groups for prolonged times, and be near equipment
- Do not allow students to be where they can't be seen.
- Teachers on duty are expected to supervise the activities of the students on the playground. Supervision of student playground activities shall be preventative in nature, continuously observing for hazardous and/or dangerous situations that require intervention. Supervision is NOT an opportunity for supervisors to visit other staff.
- Supervision should be done in close proximity to student activity.
- When acting as playground supervisor one should be near the action, standing or walking among the students on the playground. Standing and conversing with a fellow teacher the entire recess period is not adequate supervision.
- Walkie-talkies or a cell phone must be taken out while on recess duty.

**Negligence** is defined in the dictionary as "failure to exercise the care that a reasonably prudent person would exercise in like circumstances or simply "failure to take proper care in doing something". In law, it is defined as "failure to use reasonable care, resulting in damage or injury to another".

A court jury usually finds negligence if the teacher violated his responsibility as a responsible and prudent person. The teacher owes students the reasonable and ordinary care that a parent would exercise in the supervision of his/her own child.

**Temperature/Recess**
Before taking students out to recess, understand the Weather: For Wind-Chill: 30°is chilly and generally uncomfortable, 15°to 30° is cold, 0° to 15° is very cold, -20° to 0° is bitter cold with significant risk of frostbite. When Heat Index is 80° or below it is considered comfortable, 90° is beginning to feel uncomfortable, 100° is uncomfortable and may be hazardous, 110° is considered dangerous. Please do not sit children on ground in any kind of weather.

If it is raining or too hot, then students should not go outside. Teachers on duty will need to make the decision on coming in early if they **feel** conditions have changed to more severe.

**End of the Day**
Do not leave your classroom before the dismissal bell. If you are in the hallway, the office will be unable to contact you for last minute changes. Keep all your students with you until the appropriate time of dismissal:
If it is a bussed school, loading of buses should be accomplished with a minimal amount of congestion and confusion. Maintain order with your own class at dismissal time. Do not allow students to change where they are going at the end of the day without a note that has been approved by the office. When in doubt, **ASK**!

**DRESS AND GROOMING**
The Board of Trustees believes that appropriate dress and grooming by district employees contribute to a productive learning environment and model positive behavior. During school hours and at school activities, employees shall maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment, and not endanger the health or safety of employees or students. All employees shall be held to the same standards unless their assignment provides for modified dress as approved by their supervisor. (Source: BP 4219.22)

Your appearance is very important to your success as a teacher. Dress neatly and present a pleasing personality. Jeans may be worn on Fridays, field trip days and special events/programs/activities in the classroom. Shorts are not acceptable attire.
**Teachers and all other employees are prohibited from wearing attire that students are also prohibited from wearing.**

- With the exception of pupil free days, teachers are not to wear shorts or skirt/dresses of very short length (modest length allowed). Culottes of appropriate length are acceptable. We are role models for students, parents and the community. We set the standard.
- Appropriate attire for males includes but not limited to; collared shirt, casual or dress slacks, khakis, suits, ties, sweaters, sport coats, polo shirts and shoes with socks.

- Employees are allowed to wear athletic type shoes, but they must be in good condition without tears or stains. Both male and female employees may also wear dress sandals with proper foot coverings. Flip flops are not allowed (safety).

**NOTE:** The direct Supervisor is responsible for enforcing the dress code. The Administration will be the final judge whether a staff member's clothing is appropriate for school. Please guide yourself according to the above stated guidelines so as not be embarrassed.

**Preparation Period/Common Planning Time**

At the secondary level, each teacher is given at least one preparation period a day for preparation of the next day's assignments, grading papers, helping students and conferring with the principal. **Teachers are to remain at school during this preparation period.** The exception to this is when permission is received from the principal to leave school. The teacher must provide information on where and when you can be reached if needed by parents of students, member of your families or faculty/staff. If you do not have anything to do during your prep, time, ask other teachers or staff members if you can assist them. Please remember the school is paying you to work during this time.

**Dispensing Medicine**

Students will not be permitted to take medication while at school unless such medicine is given by the school nurse acting under specific written request of the parent or guardian and under the written instructions of the student's physician.
This policy covers all prescription and other drugs.
Certain medications (inhalers, etc.) may be kept by the student in the classroom provided permission and instruction is given by both the nurse and principal.

**Faculty Workroom, Lunchroom, and Copy room**

Students are not allowed to enter the faculty workroom; faculty lunchroom or faculty copy room. Teachers are not to send students to use the soda machine, run photocopies, pick up printed material or copies, given keys, operate various machines, or pick up mail out of teacher's mailboxes. Due to confidentiality, these are off limit areas to students. If you need assistance in any of these areas, please contact the office for help.

**Housekeeping**

Teachers shall exercise due diligence in maintaining appropriate standards for good housekeeping in their classrooms. Lights should be turned off when not in use. All windows should be closed and locked at the end of the day. Air-conditioning and heating temperatures should be adjusted prior to leaving the room for the day.

**Protection of Property**
Teachers shall preserve the good condition of all buildings, furniture, and equipment in their charge. They shall be alert to prevent the defacing of school property by writing, scratching or carving.

**Student Conduct**

The Board recognizes that acceptable behavior is essential to the development of responsible and self-disciplined citizens and to the provision of an effective school program. Positive behavior is based on respect for one's self and for the worth and human dignity of others. Development of such positive behavior in students is a dual function of the home and school.
In order to fulfill the responsibility of the school, it is necessary that each learning activity contribute positively to the creation and maintenance of a climate that is conducive to learning. All professional staff members have a responsibility for consistency in establishing and maintaining an appropriate behavioral atmosphere.

**Preventing Discipline Problems**

The classroom teacher can do much to prevent the development of discipline problems. Generally, it will be found that students who are kept on task and actively engaged in a lesson will not create discipline problems. The suggestions given below may be helpful to teachers in creating and maintaining a proper classroom situation.

- Do not accept an infraction by any student as something personal. The fact that a student misbehaves in class does not necessarily mean that he/she dislikes the teacher.
- Students should be corrected quietly and calmly.
- Threats should be avoided. These may serve only as a challenge to some students to see how far they can go before being punished.
- The teacher should be friendly but do not let the students forget that you are the teacher. Teachers cannot make decisions based upon whether the students will "like" them. Teachers are not to allow students to call them by their first names.
- The teacher should be firm, fair and considerate in dealing with all students.
- Avoid stereotyping a student as a discipline problem. If this is done, the chances are they will become a disciplinary problem.
- Contact the parent if a problem continues.
- The classroom should be neat and pleasant to work in.
- Classroom work should be well planned and meaningful to all students. Classroom routines should be established to save time in grading, passing in papers, etc.
- The student should be made to feel that he/she is a vital part of the class.
- Confidentiality
- When you are on campus as a substitute, you are considered an employee of the school. You are expected to act as an employee, any information that you see on a teacher's desk or work area is considered to be confidential information and

can't be shared with any one in any manner. Students are not allowed to act as a teacher aid and help in grading or passing out papers with grades.

- School Resources
- It is also common practice for electronic communication as well as phone records to be monitored by the district administration. Make sure that if you are using the school resources, they are being used for school related activities.
- Following Direction
- Regular classroom teachers will have left lesson plans for the substitute or will send them through email or another teacher. The curriculum that is assigned is expected to be followed as closely as possible. It takes a lot of planning for a teacher to be absent so please take time to follow the directions left. Teachers also expect to come back to a classroom the way that they left it. Make sure the teacher's desk, books, shelves, and resources are in proper order before leaving at the end of the day.
- Substitute Observations
- All staff members are asked to provide comments and information pertaining to observations they have seen for all substitutes each semester. This helps the director decide where substitutes work best and helps in assigning substitutes when needed.
- Student Handbooks
- Student handbooks can be found at website or at the front office of each school site and are recommended to be read by the substitute teacher before starting work.

## IDENTIFICATION BADGES

For everyone's safety and to simplify the identification of persons who do not belong on campus, the District provides identification badges for all staff, volunteers, and visitors. Please wear your badge at all times you are on a District property. If an employee should misplace the badge, a new one may be obtained by contacting Human Resources Services for a replacement. Volunteers and visitors who come to your classroom or onto the work site must stop by the main office to sign in and obtain a visitor's badge. Please ask them to do so. All employees are to wear the District badge daily.

## Employee cell phone use

Private cell phone use (including texting and email messaging) should be restricted to employee break and lunch time. The personal use of cellular phones and other electronic devices during the employee work hours is considered inappropriate and should be for emergencies only. Employees are encouraged to allow the voicemail function on their cellular phones to record personal messages during work time. At no time, except in the event of an emergency, should cell phone use disrupt classroom instruction or district office functions.

## STATE TEACHERS RETIREMENT SYSTEM (STRS)

Education Code 22602 – Persons Employed as Substitute Teachers: Under the law, substitute teachers are made members of STRS only if they perform 100 or more complete days of service during the school year for one employee (district). The membership effective date is the first day of the next pay period in which service is performed during the same school year. However, beginning January 1, 1992, the Internal Revenue Service (IRS) regulations required all public school employees to participate in a retirement system. We ask, therefore, that you elect into STRS if you are not already a member. Members' contributions plus interest are refundable upon termination from employment in the California Public Schools.

## Medicare

Your pay warrant will be subject to a deduction for Medicare.

2026-2027 Certificated Administrative Assignments
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| TITLE | NAME |
|---|---|
| Superintendent | Darin E. Brawley, Ed.D. |
| Chief Administrative Officer | Shannon Soto, Ed.D |
| Chief Academic Officer | Jennifer Kang-Moon, Ed.D. |
| Executive Director - College and Career Readiness | Jorge Torres, Ed.D. |
| Executive Director - Educational Services (EL) | Jennifer Graziano, Ed.D. |
| Executive Director - Human Resources | Carlos Moran |
| Executive Director - Special Education | Helen Rodriguez, Ph.D. |
| Senior Director - Child Welfare and Attendance | JaMaiia Bond |
| Senior Director - CTE | Rose Gonzalez |
| Senior Director - Educational Services (Secondary) | Kenya Williams, Ed.D. |
| Senior Director - Human Resources | Patrick Sullivan |
| Senior Director - Pupil Services | Rigoberto Roman, Ed.D. |
| Senior Director - Research and Evaluation | Narin Khy-Ly |
| Senior Director - Special Projects | Gregory Ogomaka |
| Director - Charter Schools | Rachel Collins |
| Director - Early Childhood Education | Telma Bayona |
| Director - Special Education | Alicia Weyeneth |
| Administrator - Educational Services (Induction) | Minluvi Ramos, Ed.D. |
| Administrator - Educational Services (ELA) | Kang, Christina |
| Administrator - Educational Services (ELA) | Elvia Bernal Espinoza |
| Administrator - Educational Services (ELA) | Royce Stuckey |
| Administrator - Early Childhood Education | Irma Hernandez |
| Administrator - Research and Evaluation | Tiesha J. Walker, Ed.D. |
| Administrator - ROP/CTE | Moshe Molcho |
| Administrator - Special Education | **Paulina Juarez Robalino (pending)** |
| Administrator - Special Education | Megan Holmes |
| Coordinator - Educational Services (ELA) | Paula Rodriguez, Ph.D. |
| Coordinator- Educational Services (ELA) | Nicole Crawford, Ed.D. |
| Coordinator - Educational Services (Math) | Adax Clay |
| Coordinator - Educational Services (Math) | Ambar Damian |
| Coordinator - Educational Services (Math) | Michael Clark |
| Coordinator - Educational Services (Science) | Chuen-Wei Ng |
| Coordinator - Educational Services (Social Science) | Jazmin Villalpando |
| Coordinator - Educational Services (Math) | Liza Delatorre |
| Coordinator - Educational Services (Math) | Shawnte Clewis |
| Coordinator - Educational Services (ELA) | Arlyn Villamor |
| Coordinator - Educational Services (EL) | Claudia Tomas-Lopez |
| Coordinator - Instructional Technology | David Platt, Ed.D. |
| Principal on Assignment | Joanne Davidson |
| Principal on Assignment - Black Student Achievement | Lakisha Moore |
| Principal on Assignment - Special Education | Britney Jones |
| Principal on Assignment - Special Education | Takisha Spears |
| Principal on Assignment - STEP | Tamara Y. Carter |

2026-2027 Certificated Administrative Assignments
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| ELEMENTARY SCHOOL | PRINCIPAL | ASSISTANT PRINCIPAL OR ADMINISTRATOR |
|---|---|---|
| Anderson | Barbara Zondiros | |
| Bunche | Caroline Alvarado | |
| Bursch | Aisha Provost | |
| Carver | Osbaldo Jimenez | |
| Clinton | Susana Miranda | Julius Donohoo |
| Dickison | Ikoko Mikle, Ed.D. | Yadira Rosas |
| Emerson | Sherry Osborne-Scott (interim) | |
| Foster | Cecelia McDuffie (Interim) | |
| Jefferson | Emily Dominguez | Aracely Zambrano |
| Kelly | Kevin Curry | Francisca Owoaje, Ed.D. |
| Kennedy | Susan Kang | Jennifer Guysayko–Vega |
| King | Susana Medina | |
| Laurel | Rachel Collins<br>Alejandra Sanchez (Principal on Assignment) | |
| Longfellow | Anisha Nicholson | (.5) Loed Lacayo |
| Mayo | Kalie Shaw | |
| McKinley | D'Shalen Barber | (.5) Loed Lacayo |
| McNair | Edrian Williams-Walker, JD | |
| Roosevelt | Dorothy Jenkins (Interim) | |
| Rosecrans | Aranzazu Garcia | |
| Tibby | Tajuana Cabaong R. Ed. D. | Christopher Clarke |
| Washington | Rebecca McKinley | |
| **MIDDLE SCHOOL** | **PRINCIPAL** | **ASSISTANT PRINCIPAL / ADMINISTRATOR** |
| Bunche | La Trece Polk | |
| Davis | Carol Hsini | Walter Martinez |
| Whaley | Emmanuel Ikeokonta | Emmanuel Taton |
| Willowbrook | Pamela Maddox, Ed.D. | Mona Walker |
| **HIGH SCHOOL** | **PRINCIPAL** | **ASSISTANT PRINCIPAL / ADMINISTRATOR / COORDINATOR** |
| Centennial | Bobby Walker, Ed. D.<br>Rebecca Perez, Principal of Instruction | Daniele Moatakef |
| | | Ixchel Gill-Stanford, Inst. Support Admin. |
| | | Christopher Calvin - Coordinator |
| Compton | Larry Natividad, Ed. D. | Emerald Branch–Gonzalez |
| | | Citlalic Federico ( Chavez Alt. School) |
| | | Alejandro Lopez |
| | | Clinton Fernicola |
| | | Charles Watkins R. - Administrator (Community Partnerships) |
| Compton Early College | Pamela Maddox, Ed.D. | Mona Walker |
| | | Autra Adams, Inst. Support Admin. |
| Dominguez | Caleb Oliver | Eric Garcia, Inst. Support Admin. |
| | | Ryan Hensman |
| | | Elisa Cano |
| | | Miguel Taylor |
| Compton Academy of Technology (C-Tech) | Lakeisha White | |
| Community Day School | Virginia Ward-Roberts, Ed.D. | |
| Adult School | Doi Johnson | |

**Employment Conditions**

"As Needed" Employment – Substitute teachers are employed on a daily basis for regularly scheduled school days and are called "as needed". Newly hired substitute teachers are reasonably assured of employment throughout the current school year. By virtue of this assurance, substitute teachers must understand that they are not eligible for unemployment compensation benefits during any school breaks including, but not limited to the summer, intercessions, fall and Spring breaks. This assurance is contingent upon continued school operations and will not apply in the event of any disruption that is beyond the control of the District.

**Reasonable Assurance of Employment**

In the spring of each year, substitute teachers will be sent a Letter of Reasonable Assurance informing them that they have reasonable assurance of employment for the coming school year on the same substitute basis that existed during the past school year. To receive a letter of assurance each substitute must have worked 40 days minimum during the school year.

**Substitute Teacher Evaluation**

The District has developed an evaluation procedure for Substitute teachers to report to the teacher some basic information about his/her class. It also allows the classroom teacher an opportunity to comment on how the substitute performed in their classroom. The School secretary will provide the substitute with the Substitute Report to Teacher form. The Absent teacher on returning will provide feedback on how the substitute performed. The school administrator completes the process. The sample of the Substitute Evaluation form, Substitute Report to the Teacher and Substitute Restriction form are located in the back of this handbook, a pdf copy is found on our webpage and in Human Resources Office.

It is our belief that with this level of accountability, we will be able to maintain a very professional and effective team of substitute teachers.

**PROCEDURE**

1. The substitute teacher fills out "Substitute Report to Teacher." This form is left for the teacher in the teacher's box (keep a copy for self).
2. The teacher reviews the substitute's report; the teacher then completes the "Feedback from Absent Teacher section, signs the form and forwards it to the Site Principal.
3. The Site Principal reviews the reports and notes any problems or concerns. The Principal will address concerns pertaining to the teacher (such as no lesson plan to follow) and forward the report to HR, if there are concerns pertaining to the sub, HR will handle it with the Sub.
4. The Principal retains a folder for each substitute with their evaluation forms.

Evaluations will be submitted to the Human Resources Substitute Desk to be maintained in the substitute teacher's personnel file and will be used for decision making when necessary.

Campus administrators may ask for a substitute teacher who has performed exceptionally well to be placed on a campus priority list. The SmartFind Express will call the substitute teachers on this list first. If the “priority subs” are not available to substitute, the SmartFind Express will begin to randomly attempt to fill the absence.

Substitute teachers not performing satisfactorily will be sent a copy of their evaluation for improvement.. Substitute teachers may be removed from the substitute list for lack of improvement or consistently poor performance or for a serious offense. The substitute could be restricted if an administrator deems it necessary. A letter will be sent to the substitute teacher notifying him/her of this action. The substitute will have the opportunity to conference with the Executive Director of Human Resources or his/her designee.

Substitute teachers leaving a campus without permission, failing to carry out responsibilities or making offensive remarks to students are subject to termination.

## WORKERS' COMPENSATION

Employees are covered for benefits under the Workers' Compensation Law. To assure proper protection for employees and Compton Unified School District, any accident that occurs on the job must be reported, even if there are no injuries apparent at the time. Forms for this purpose are available from Compton Unified School District. Compton Unified School District also participates in the District of Columbia unemployment program. The employee must complete an Accident Report, signed by the campus administrator and forwarded to the Risk Management Office immediately. An additional copy should be forwarded to the Human Resources. Failure to report an injury in a timely manner may result in loss of benefits and denial of a claim.
If you have any questions you should contact the **Risk Management and Safety Department at (310) 639-4321, Extension 55131 or 55041.**

### 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 and may be fined and imprisoned.

### LIFE THREATENING INJURY

1. **Call 911** and report Accident Immediately.
2. Follow “Non-Life Threatening Injury” reporting procedure.

# MANDATED SUSPECTED CHILD ABUSE REPORTING

As the holder of a credential, certificate, or permit which authorizes you to work with, observe, or have knowledge of children as part of your official duties, you are required to report every instance of child abuse which becomes known to you or which you reasonably suspect to have occurred to a child with whom you have professional contact. You must report your observations to a Child Protective Agency immediately, or as soon as practicably possible, by telephone and send a written report to the Child Protective Agency within 36 hours after you become aware of the abuse of the child. Your duty to report is individual, and no supervisor or administrator may impede or inhibit your duty to report, although you may also report to your supervisor or administrator. Your failure to report instances of child abuse known or reasonably suspected to you is a misdemeanor, punishable by up to six months in jail or by a fine of one thousand dollars ($1000) or both. Reference: California Penal Code Section 11166.5.

## CHILD ABUSE –WHAT IS IT?

Any act of omission or commission that endangers or impairs a child's physical or emotional health and development, including:

- **Physical abuse** – **non-accidental act resulting in injury;** cutting twisting limbs**,** shaking, hitting, beating, burning, biting, or any other extreme physical mistreatment. (Report Police/Sheriff or child Abuse hotline)
- **Sexual abuse -** incest, any forced sexual activity, exposure to sexual stimulation not appropriate of the child's age, sexual exploitation of a minor. (report to Police/Sheriff)
- **Neglect** – **negligent failure of a parent or caretaker to provide adequate food, clothing, shelter, medical care, or supervision where no physical injury has occurred;** pattern of failure to provide for the child's emotional needs. (Report to Department of Children & Family Services, DCFS 1-800-540-4000)
- **Emotional abuse -** constantly blaming or demeaning; excessive yelling or shaming; frequently interacts with child in hostile manner. (Report to DCFS 1-800-540-4000)

**NOTE: It is not up to the reporter to investigate or decide if the child's complaint is valid or not.**

**All CUSD employees are mandated reporters, and must:**

- Report suspected child abuse immediately
- Prior to calling, make sure to have all information needed to complete the written Suspected Child Abuse Report, (SCAR) http://ag.ca.gov/childabuse/pdf/ss8572.pdf

**What Is My Responsibility?**
If you are a teacher, administrative officer, supervisor of child welfare and attendance, or certified pupil personnel employee, or a licensed nurse, you are a mandated reporter and it is your responsibility to:

- Identify incidents of suspected child abuse.
- Comply with laws requiring reporting of suspected child abuse to the proper authorities.

**How Do I Report?**
Call the Los Angeles County Department of Social Services, Protective Services Division, immediately at 1-800-540-4000 and provide the following information:

- Your name.
- Name of the child.
- Present location of the child.
- Nature and extent of injury.
- Any other information that led the reporter to suspect child abuse.
- Other information as requested. Within 36 hours, complete the Suspected Child Abuse (4-part NCR) as completely as possible. Retain the yellow (last) copy for your personal record. Mail the remaining copies to: Department of Social Services Attention: Child Protective Services

**What Happens If I don't Report?**
You may be found guilty of a misdemeanor and may be held liable for civil damages.

**Can I Ask Someone To Report For Me? NO**
When two or more persons who are required to report are aware of an instance of suspected child abuse, it may be agreed that one will make the report. However, if any person who knows or should know that the person designated to report failed to do so, that person then has a duty to make the report.

**What If The Suspected Child Abuse Is Unfounded?**
You are not liable either in civil damages or for criminal prosecution for reporting as required by law.

## Annual Training on Mandated Reporting for ALL School Employees

Assembly Bill 1432-Mandated reporters – requires school districts, county offices of education, charter schools, state special school, and diagnostic centers to provide annual training to all returning employees within 6 weeks of each school year and within the first 6 weeks of that person's employment. **DUE PROCESS PROTECTIONS AND COMPLAINTS**

## (NON-DISCRIMINATION)

The Compton Unified School District is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on disability, gender, gender identify, gender expression, genetic information, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. It is the policy of the District to provide to every person equal opportunity to receive an education as required by federal and/or state law. Complaints may be filed under the District's Uniform Complaint Procedures, in accordance with Board Policy 1312.3: Community Relations – Uniform Complaint Procedures and Administrative Regulations 1312.3 (Uniform Complaint Procedures) and 1312.4 (Williams Uniform Complaint Procedures). Copies of the District's Uniform Complaint Procedures are available free of charge at the District Office or at the school office.

## NON-DISCRIMINATION IN EMPLOYMENT POLICY

The Board of Education prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation at any district site and/or activity. The Board also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district's complaint procedures instituted pursuant to this policy. Any district employee who engages or participates in unlawful discrimination, or who aids, abets, incites, compels or coerces another to discriminate, is in violation of this policy and is subject to disciplinary action, up to and including dismissal. (Source BP 4030)

## COMPLAINT PROCEDURES

If any employee perceives comments, gestures or actions deemed to be offensive from any other employee, including supervisors or members of management, the employee should notify the immediate supervisor, or the Assistant Superintendent, Human Resources Immediate supervisors will promptly report any complaint to the Assistant Superintendent, Human Resources No employee is required to file any complaint with the alleged harasser.

The complainant may present such complaint orally or in writing. However, if the complaint is not resolved informally, the complainant must present such complaint in writing to the Assistant Superintendent, Human Resources Department. The statement shall be a clear, concise statement of the complaint and the circumstances involved. The District will promptly and thoroughly investigate any complaints of harassment, and will take immediate action to resolve such complaints (BP 4144).
**You may contact the school office or the District office to obtain a copy of the District's complaint procedures.**

## POLICY AGAINST WORKPLACE HARASSMENT

Compton Unified School District is committed to providing a work environment for all employees that is free from sexual harassment and other types of discriminatory harassment. Employees are expected to conduct themselves in a professional manner and to show respect for their co-workers.

Compton Unified School District's commitment begins with the recognition and acknowledgment that sexual harassment and other types of discriminatory harassment are, of course, unlawful. To reinforce this commitment, Compton Unified School District has developed a policy against harassment and a reporting procedure for employees who have been subjected to or witnessed harassment. This policy applies to all work-related settings and activities, whether inside or outside the workplace, and includes business trips and business-related social events. Compton Unified School District's property (e.g. telephones, copy machines, facsimile machines, computers, and computer applications such as e-mail and Internet access) may not be used to engage in conduct that violates this policy. Compton Unified School District's policy against harassment covers employees and other individuals who have a relationship with Compton Unified School District which enables Compton Unified School District to exercise some control over the individual's conduct in places and activities that relate to CUSD's work (e.g. directors, officers, contractors, vendors, volunteers, etc.).
It is also against Compton Unified School District's policy to retaliate against an employee for filing a complaint of discriminatory harassment or for cooperating in an investigation of a complaint of discriminatory harassment.

***Reporting of Harassment*:**

If you believe that you have experienced or witnessed sexual harassment or other discriminatory harassment by any employee of Compton Unified School District, you should report the incident immediately to your supervisor or to the Superintendent. Possible harassment by others with whom Compton Unified School District has a business relationship, including customers and vendors, should also be reported as soon as possible so that appropriate action can be taken. (See Policy)

## NOTIFICATION OF TOBACCO FREE SCHOOLS STAFF POLICY (BOARD POLICY 3513.3)

The Board of Trustees recognizes that the health hazards associated with tobacco products, including the breathing of second-hand smoke, are inconsistent with its goal to provide a healthy environment for students and staff. The board prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property, and in district vehicles. (Health and Safety Code 104220; Labor Code 6404.5; 20 USC 6083)

This prohibition applies to all employees, students, and visitors at any instructional program, activity, or athletic event held on or off district property. Any written joint use agreement governing community use of district facilities or grounds shall include notice of the district's tobacco-free schools' policy and consequences for violations of the

policy. Prohibited products include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, and nicotine delivery devices such as electronic cigarettes. Exceptions may be made for the use or possessions of prescription nicotine products. The use of any tobacco-related products and disposal of any tobacco-related waste are prohibited **within 25 feet of any playground,** except on a public sidewalk located within 25 feet of the playground (Health and Safety Code 104495)

In addition, all employees are reminded that they are encouraged to serve as models for good health practices that are consistent with District's instructional programs. Therefore, please be mindful if you are using tobacco products offsite but close to District premises or wearing distinctive District uniforms, to be mindful of your conduct as it may be visible to the public and students.

## HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures: When observed or discovered; and When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers who are required to correct the hazardous condition shall be provided with the necessary protection.

## ACCIDENT/EXPOSURE REPORTING AND INVESTIGATION

Procedures for reporting workplace accidents, blood borne pathogens, bodily fluids and hazardous substance exposures include:

- Report all accidents, injuries/illnesses and exposures to your supervisor, administrator and/or Risk Management immediately after occurrence.
- Secure and complete the necessary paperwork including State and District forms with your supervisor or administrator and submit to Human Resources Department

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Interviewing injured workers and witnesses;
- Examining the workplace for factors associated with the accident/exposure;
- Determining the cause of the accident/exposure;
- Taking corrective action to prevent the accident/exposure from reoccurring; and
- Recording the findings and actions taken.

## DRUG AND ALCOHOL-FREE WORKPLACE

The Board of Trustees believes that the maintenance of a drug- and alcohol-free workplace is essential to staff and student safety and to help ensure a productive and safe work and learning environment. An employee shall not unlawfully manufacture, distribute, dispense, possess, or use any controlled substance in the workplace.

(Government Code 8355; 41 USC 8103)
Employees are prohibited from being under the influence of controlled substances or alcohol while on duty. For purposes of this policy, on duty means while an employee is on duty during both instructional and non-instructional time in the classroom or workplace, at extracurricular or co-curricular activities, or while transporting students or otherwise supervising them. Under the influence means that the employee's capabilities are adversely or negatively affected, impaired, or diminished to an extent that impacts the employee's ability to safely and effectively perform his/her job. (Source: BP 4020)

## SEXUAL HARASSMENT

Compton Unified School District has a **zero tolerance for any form of sexual harassment.** The Board of Education prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons, who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the work or educational setting when: (Education Code 212.5; 5 CCR 4916)

Be careful. You may never know who is offended by your comments or action. Nothing employees do at work is really ever “private” including: conversations, telephone calls, websites visited, or email.

## Weapons

No employee shall bring upon any school property or have in his or her possession while on any school property, any firearm, weapon or destructive device. Any employee in violation of this rule shall be subject to reprimand, suspension and/or dismissal.

## Emergency Information

Each building has a plan in place for fire, earthquake, lockdown and intruder situations. It is imperative for you to know and feel comfortable with the plan for the classroom that you are working in. If you can’t find the information posted in the classroom, contact the office before school starts to get a copy of the emergency plan.

## DRILLS

- Fire Drills will be **conducted monthly or ten times per school year**. Radio Communications checks shall be performed at least **3 times per year** during fire drills.
- Earthquake "Drop, Cover and Hold" drills will be held at least **three times** each school year.
- Lockdown Drills will be held **least four times** each school year.

**EMERGENCY BELLS AND ACTIONS**

Staff should be familiar with the general guidelines contained in this plan so that they are prepared to react in the event of an emergency. Regardless of the crisis situation, the school has four basic responses which each staff member must be familiar with:

- EVACUATE
- DUCK, COVER & HOLD ON
- LOCKDOWN
- Continue normal operations

- All schools must have an annually updated Comprehensive Safety Plan which will include the following bells or announcements will alert staff:

**FIRE or EVACUATION**

- Students will proceed to pre-designated evacuation area posted in your classroom.
- Teachers will take role when class reaches assembly area and report any missing or injured students to the principal.
- This signal should be given in the event of a fire, explosion, following an earthquake or structural failure, or any other occurrence, which might make the school buildings unsafe.

**DUCK, COVER, AND HOLD ON**:

- Teacher will give oral command of "DUCK, COVER, AND HOLD ON" to students when an earthquake, explosion, structural failure, or surprise attack occurs.
- If indoors, students and staff should seek cover under desks or sturdy tables and away from windows or objects, which may topple.
- If outdoors, students and staff should move away from buildings, trees, or objects, which may topple.
- When immediate emergency is over, and if safe to do so, teacher will instruct students to follow the evacuation procedure.

**LOCKDOWN:**

Announcement over public address system, "ATTENTION: We have a LOCKDOWN situation—begin LOCKDOWN procedures now. [PAUSE] ATTENTION: We have a LOCKDOWN situation—begin LOCKDOWN procedures now."

- Staff should independently initiate LOCKDOWN procedures if they become aware of a disturbance or violent situation on campus without warning.
- Teachers and other staff members are to immediately lock doors and have students lie on the floor and away from windows, if possible.
- While students are getting on floor, turn off lights, and close any shades and/or blinds if it appears safe to do so.

- When there is any evidence of a potential problem, classes outside will immediately return to locker rooms/classrooms, etc.
- Teachers and students are to remain in the classroom regardless of the bell schedule until an authorized staff member gives the ALL CLEAR signal.
- This action will not normally be preceded with any warning.
- If staff initiates a Lockdown in a classroom in response to an immediate threat and not in reaction to an instruction from the administration, the teacher should attempt to notify the administration via phone if possible to alert the campus of the emergency.
- The principal or designee will notify the District Office and the local law enforcement agency whenever a **Lockdown** is ordered.

**ALL CLEAR:**

All Clear or announcement over public address system, "Your attention please, ALL CLEAR. [PAUSE] ALL CLEAR. [PAUSE] ALL CLEAR. [PAUSE].

## STELLAR SERVICE MATRIX

| Friendly Staff Members: | Helpful Staff Members: | Respectful Staff Members: | Professional Staff Members: |
|---|---|---|---|
| Greet guests within 30 seconds of their arrival with a smile and friendly welcome. | Are patient. | Treat all customers fairly and equally. | Ensure workplace is neat, clean, attractive and welcoming. |
| Are eager to help customers and give them their full attention. | Are problem-solvers. | Treat customers with courtesy and respect. | Present a professional image that conveys reliability, competence dependability, and respectfulness. |
| Answer phones within 3 rings with a smile in their voices. | Have an "It is my job!" attitude. | Actively listen to customers and strive to understand their concerns and needs. | Present a professional image that conveys caring, commitment, compassion and confidence. |
| Communicate in a caring manner. | Seek out answers for customers, rather than just passing them on to someone else. | Acknowledge and apologize when anyone makes a mistake or a customer is inconvenienced. | Are knowledgeable about schools, programs and community. |
| Have friendly voicemail greetings that include: An invitation to leave a message, the promise of a quick response, and an alternative number for immediate help. | Respond to calls and emails within one Business day. | Do not discuss confidential information in public places. | Check their email, voicemail & mailbox at least once, preferably twice, each day. |
| Always Strive hard to exceed customer expectations. | Walk guests to their Destinations and introduce them using their name | Do not engage in gossip or make derogatory remarks about others | Leave an "out of the office" voicemail/ email message if out for a day or more. |
| | Try to ensure people to whom they transfer a call are available | | Are flexible and open to change. |
| | Address customer complaints in a timely and fair manner and follow up to ensure concerns have been addressed. | | Act with integrity. |

*-Source: Adapted from Burbank Unified School District*

**COMPTON UNIFIED SCHOOL DISTRICT**
**Human Resources**
**501 South Santa Fe Ave.**
**Compton, CA 90220**

**TELEPHONE:** (310) 639-4321 Ext. 55041
**FAX:** (310) 764-5892
**EMAIL:** aajala@compton.k12.ca.us

**Bulletin No. 16/17-09** **February 21, 2017**

**TO:** All

**FROM:** Dr. Abimbola Williams-Ajala, Assistant Superintendent

**RE:** **Reporting Paid Sick Leave for Substitute/Temporary Eligible**

**DATE:** February 21, 2017

The purpose of this Bulletin is to provide information and a guide to District employees about the procedure for the notification, reporting and approval of the paid sick leave for all eligible employees who currently do not receive sick days.
The Healthy Workplaces, Healthy families Act of 2014 provided mandatory sick leave for certain eligible employees – in this District, this mainly addresses those who currently do not receive paid sick leave. This law provides that an employee who has been employed for 89 days and who works for 30 or more days for the District within a year from the commencement of employment is entitled to paid sick days for prescribed purposes. Our District utilizes the "accrual" method, which allows an employee to accrue 1 hour of sick leave for every 30 hours worked.

**Paid Sick Leave Eligibility**
This policy applies to substitute and temporary employees who satisfy the eligibility criteria below.

To qualify in our District, substitute employees shall have:

- Worked thirty (30) days for the District during a school year regardless of the amount of hours worked.

To utilize sick leave hours in the same school year, substitute employees shall have:

- Been employed for at least eighty-nine (89) days, which means an employee can begin to use accrued sick leave on the 90 day of employment if they have actually worked 30 days.
- Declined an assignment that was offered to the substitute employee
- Document this declined assignment in the Smart Find Express System
  - To do this, staff shall choose the reason for their inability to work this day
  - Once staff choose the reason, the date and time of the declined assignment shall be recorded in the system.
  - You may use up to a total of twenty-four (24) hours of paid sick leave per anniversary year. Unused paid sick leave may be carried over to the following anniversary year.

**USAGE:**

- Substitute employees may begin using these benefits immediately
  - If you were sick previously during the **2015/16** school year and declined hours due to being sick, please feel free to submit the "Substitute Sick Leave" form after Feb. 15, 2017.
- Employees may use their paid sick leave for the following:
  - Himself or herself, or a family member, for the diagnosis, care, or treatment of an existing health condition or preventive care.
  - Specific purposes for an employee who is a victim of domestic violence, sexual assault, or stalking.

- A family member includes the employee's current spouse, child or individual for which the employee stands in loco parentis, legal guardian or ward, parent, parent-in-law, person who stood in loco parentis status when the employee was a minor child, sibling, grandparent, or grandchild.
    - An employee's domestic partner (as defined by law), as well as the child and parent of a registered domestic partner, are also considered an employee's family member.
    - These familial relationships include not only biological relationships, but also relationships resulting from adoption, step-relationships, and foster care relationships.
    - The definition of child applies irrespective of a child's age or dependency status.
- **Accrual Amount**
    - The maximum amount of sick leave an employee may accrue is 6 days or 48 hours, whichever is greater. Once an employee reaches his/her maximum sick leave accrual cap, no further sick leave will accrue until the bank falls below the cap.
    - Any accrued, but unused, sick leave hours may be carried over into a new school year (defined as July 1 through June 30); up to a maximum of 48 hours or the equivalent of 6 days of sick leave, whichever is greater.
    - Once the employee has used 24 hours or the equivalent of 3 days of sick leave, whichever is greater, in a school year, the employee is not eligible to use any further sick leave in that anniversary year.
    - Sick leave shall not be advanced to employees prior to it being earned.
    - Employees are not allowed to donate leave to other employees
- **Usage of Sick Leave**
    - Minimum of one (1) hour – employees using paid sick time shall not be able to use the sick absences for any time less than one (1) hour such as 1/4 , ½, or ¾ hour.
    - Maximum of eight (8) hours per day.

If the need for paid sick leave is foreseeable, you must provide reasonable advance notice to your Supervisor. If the need for paid sick leave is unforeseeable, you must provide notice to your Supervisor as soon as practicable. To the extent possible, appointments should be scheduled either at the beginning or at the end of your workday. If you become sick during the day, you must inform your Supervisor before you leave the facility.

As you request to utilize your sick leave hours, please complete the "Substitute Employee Sick Leave Report" form (found on the CUSD website) and electronically submit this form (through email) to Sharlene Tipeni stipeni@compton.k12.ca.us for Certificated and Classified Substitutes. For your convenience, please find the "Substitute Sick Leave" form on the CUSD website under Human Resources. Once Sharlene receives your form, she will route this form to payroll for sick day compensation. If you have any questions, please feel free to contact our office William @ (310) 639-4321 Ext. 55046 or Sharlene Tipeni (310) 639-4321, Ext. 55049.
Below outlines additional information on available sick leave for substitute employees:

**Permanent Positions**
Substitute employees offered a probationary (permanent) bargaining unit position should not have this sick leave balance transferred to the new bargaining unit position. The employee shall be offered sick leave consistent with the CUSD and Collective Bargaining Agreement.

**Separation from Employment**
Employees who separate from the District shall not receive compensable wages in lieu of sick leave.
**Retirees**
At this time, CalPERS retirees are not eligible to earn sick leave under AB1522. In contrast, CalSTRS retirees remain eligible to receive sick leave under AB1522.

Approved:

Darin Brawley, Superintendent

Approved:

Alejandro Alvarez, Deputy Superintendent & CAO

# COMPTON UNIFIED SCHOOL DISTRICT

*501 S. Santa Fe Ave. Compton, CA 90221*

## SUBSTITUTE EMPLOYEE SICK LEAVE REPORT

**EMPLOYEE NAME:** _____ **DATE:** _____

**TITLE:** _____ **EMPLOYEE ID#:** _____

**PHONE #** _____ **DISTRICT EMAIL:** _____

This report of absence must be approved by the Human Resources Department or Personnel Commission, and will be forwarded to the **payroll department** for **processing**.

**CERTIFICATED EMPLOYEES ONLY**

**JOB #** _____ **DATE DECLINED:** _____ **HOURS DECLINED** _____

**REASON FOR DECLINING:** _____

**EMPLOYEE SIGNATURE:** _____

I Certified that this request meets the requirement for use of sick leave as defined by AB 1522 effective July 2015.

**CLASSIFIED EMPLOYEES ONLY**

**SUBSTITUTE CLASSIFICATION:** _____

**LOCATION:** _____ **DATE OF ABSENCE:** _____

**EMPLOYEE SIGNATURE:** _____

I Certified that this request meets the requirement for use of sick leave as defined by AB 1522 effective July 2015.

**FOR DISTRICT USE**

☐ CERTIFIED STAFF ☐ APPROVED ☐ DENIED

**COMMENTS:** _____

☐ CLASSIFIED STAFF ☐ APPROVED ☐ DENIED

**COMMENTS:** _____

**Approved by:** _____ **Title** _____ **Date:** _____

**NOTE: Retained a copy for your records.**

**COMPTON UNIFIED SCHOOL DISTRICT**
**Human Resources-*Certificated Personnel***

# HOW TO BE A SUCCESSFUL SUBSTITUTE TEACHER

## A. REPORTING TO THE SCHOOL

**Arrival Time:**

You should arrive at the school at the time the substitute system told you, usually 20-30 minutes prior to the beginning of classes

**Reporting**:

Report to the school office, you will usually go to the principal's secretary. You should receive:

1. Directions for keys.
2. A daily schedule.
3. Duty assignment (if any).
4. Attendance procedures.
5. Special school procedures (e.g. school discipline plan, emergency or drill procedures).

**In the classroom:**

Check to see if these are available and review them:

1. Daily lesson plans (writing them on the board is often helpful. It lets the students know that you intend to have a normal day).
2. Worksheets or other produced materials for carrying the day's activities within the classroom.
3. Attendance materials.
4. Special procedures in that classroom (do not vary from the teacher's schedules and procedures).
5. Seating chart(s).
6. Notes regarding specific students (e.g. special education pull-outs, individual health problems, and behavior problems).
7. Names of the student helpers.
8. **If any or all of the first three items are not available, it would be wise to check with the office or a neighboring teacher.**
9. Make sure the physical conditions of the room are conducive to learning.

## B. WHEN STUDENTS ARRIVE

_____ Meet students in the location you have been directed by the office. Be sure that they enter the room in an orderly and quiet manner. This could set the tone for the day or period.
_____ Introduce yourself to the class. Write your name on the board. Do not use your first name.
_____ Establish your authority as their teacher for the day. Let students know your expectations. A positive, but firm attitude will help to make your day successful.
_____ Start your class promptly; that helps to reduce discipline problems.
_____ Generally, you will need to take attendance near the beginning of the day (or period). A helpful technique is to ask a dependable student to assist you. Assuming that there is a seating chart, see that the students are in their proper seats (changing seats and names is a popular trick of students). Announce the names of the students you will be reporting as absent; this may straighten out any seating or attendance discrepancies.

## C. CLASSROOM TECHNIQUES

_____ Follow the teacher's lesson plans as closely as you can. If you find it necessary to deviate, be sure to leave a note for the regular teacher with that information.
_____ It is a good idea to have some plans and activities of your own that can be used if there are no lesson plans or if the class covers the planned material before the end of the day (or period). Other teachers in the same grade level or subject area can be helpful if additional ideas are needed.
_____ Use clear, consistent instruction in directing every activity.
_____ Whenever possible, the student's understanding of process and concepts previously introduced should be emphasized, rather than the introduction of new material. This is especially true in one-day assignments.
_____ Be sure to correct those assignments the regular teacher has specified for correction. Also, any written materials that you initiate should be corrected and left for the teacher.

## D. CLASSROOM MANAGEMENT

_____ Your major responsibility is to maintain good order and desirable learning conditions in the classroom. Students should be under your supervision at all times.
_____ A positive approach is recommended. A pleasant attitude, warm feeling for students, respect for others, courtesy, and a sense of humor will help foster a good room atmosphere.
_____ Keeping students interested and busy is one of the best ways to prevent problems. Avoid "dead" time.
_____ Deal with any unacceptable behavior immediately. Don't assume that students will improve their behavior later. Follow the teacher's discipline plan. **Do not deviate from it**.
_____ State rules or directions in terms of the behavior that you want the students to display. Say, "Lower your voices" rather than "Don't make so much noise or shut up."
_____ Be consistent. Don't let one student get away with behavior for which you earlier disciplined another (or vice versa).
_____ It is better to act than to threaten. Be sure that you don't make any threats or promises that you can't carry out.
_____ Do no back students "into a corner." Allow for some options.

_____ Encourage every student by using positive reinforcement – a smile, nod of approval, compliment, or a good report home letter.
_____ Yelling is not a good way to get a classroom's attention.

If classroom management problems do arise, and you are unable to solve them, follow these guidelines:

1. **Do not use any physical force or punishment.**
2. Refer the problem to the principal or other appropriate administrator.
3. Do not place an unsupervised student out of the room.
4. Students may not be kept after school.
5. Contact with a parent should be made only through the principal or with the principal's approval.
6. You are not to deprive a student of lunch or recess.

## E. ADDITIONAL GUIDELINES

_____ Do not release a student without written approval from the office.
_____ Keep all assigned students under your supervision at all times.
_____ Substitutes are expected to cover non-teaching duties, such as recess, yard supervision, and bus duty, which are assigned to the regular teacher.
_____ Students are not allowed to use paper cutters.
_____ Be careful and professional about sharing personal information about a student. Necessary discussion should be confined to authorized school personnel.

## F. AT THE END OF THE DAY

Complete the final written report to the regular teacher and include:

1. What you were able to complete in their lesson plans.
2. What you were unable to complete, and why.
3. What you added to the lesson plans, and why.

_____ Leave complete, corrected student work for the regular teacher
_____ Close and lock all windows, turn off lights and lock all doors.
_____ Return all items to the office.
_____ Check to see if you are to return for the following day. **If so, you must have a job number!**

# Substituting Dos and Don'ts

This list was compiled based on actual incidents regarding substitutes' action and behavior. Please consider each point carefully and act accordingly.

## DOs

- Always follow the teacher's lesson plan if humanly possible. Be sure to explain in your wrap-up notes why you could not complete any portion of the plan.
- Always leave a complete written report of the day's accomplishments, problems, concerns, etc., by period, for the teacher. Try to make the note as positive as possible.
- Take accurate roll each period. Notify the office immediately if there is no attendance book or computerized attendance list.
- If you check out any books, tools, art supplies, cameras, or their equipment, keep an accurate record. It is best not to distribute materials unless the teacher asks you to do so.
- If you need assistance, ask for it. It is not a sign of weakness to say "Help".
- When you arrive at your assigned classroom, introduce yourself to the teachers in the rooms on either side so they will be aware that the regular teacher is absent.
- If a student is called out of the room on a pass, make a note of it. Clip the pass to the lesson plan when the student returns. If they've forged a signature, you will never know-but the regular teacher should catch it. If the student does not return, include that information in your note to the teacher.
- Be friendly, but firm. In most cases you will only be there one day, and the kids need to know who is boss.
- Be prepared to fulfill the entire substitute assignment. If you realize that you will not be able to do so, then don't accept the teaching assignment for the day.
- Always carry some back-up lessons plans, in case there are none when you arrive.
- If you must write a referral on a student, follow up to be sure the student went to the proper person, as you directed.
- Insist that students address you by your last name. Write your name on the chalkboard when you arrive.
- Dress with pride and care, regardless of the assignment. You only have one chance to make a good first impression.

- Be consistent in your behavior expectations.

- Keep your personal problems to yourself. Kids have problems too, and they don't need someone else's woes to confuse their already complicated lives.

- Act mature. Try to keep calm and use your common sense when unique situations arise. A panicked, irrational teacher always results in panicked, irrational students.

- Enjoy yourself. While substituting is not your ultimate goal, it does have some advantages. Try to look at the positive side. If you find yourself dreading the next substitute call, and wanting to run away, then stop substituting. Substituting is hard work and can be debilitating. Don't let it ruin your attitude toward yourself and kids. When this happens, you are no good to anyone.

## DON'Ts

- While you may have a pet message you'd like to share with students, i.e., the benefits of transcendental medication, etc., do not use your substitute exposure for that purpose. It is unprofessional and illegal.

- Leave a note saying, "Everything went fine", tells the teacher nothing and is unacceptable.

- Employees, whether male or female, should never approach a student for a date. Remember, you are the teacher and, as such, must maintain a professional distance. Distance does not mean aloof and unfriendly – just common sense. Often, remarks made in jest are misinterpreted by students and result in trouble and/or termination for the employee.

- Don't forget to check for accuracy if the teacher has students assigned to take attendance. This is one of the most frequently criticized areas on substitute evaluations.

- Do not depend on an honor system when lending supplies. Students will unintentionally fail to return items and you are responsible.

- Don't make the mistake of thinking you are invincible and can handle every situation. Even the most seasoned teacher needs help at some time.

- Don't gripe or gossip about other schools. If you have a legitimate complaint, share it with the school's principal, secretary or other responsible person. If you feel you cannot share your concern with the school involved, contact the Human Resources office.

- Don't fall for student's stories about being released before the bell, etc. They will try every trick imaginable to get out of class. If they have a pass for daily cafeteria work, or the like, of course those passes should be honored.

- Don't plan to do your knitting or catch up on your personal reading while substituting. You are expected to supervise and teach the class the entire period, even if the students are assigned a silent reading activity.

- Don't ignore dangerous situations. If you notice items that need repair, mention them to the secretary as you leave the school site.

- Don't use sarcasm as a disciplinary tool. Kids, like adults, want to be treated with dignity.

- Do not to let your frustration at not having a permanent position affect your substituting it's not the students' fault that enrollments are declining, or that the finances are dwindling.

- Don't expect one level of behavior from one group that you don't expect of all: i.e. boys vs. girls, or minority vs. Anglo. Sometimes it is easy to rationalize inconsistencies and the kids will pick up immediately and make your life miserable.

- Do not use profanity in front of the students under any circumstances.

- Do not leave the class unattended.

**BOARD APPROVED POLICIES (Student)**

**CUSD POLICIES - https://www.compton.k12.ca.us/departments/human-resources/cusd-policies**

AR 5145.71 Title IX Sexual Harassment Complaint Procedures

AR 5145.3 Nondiscrimination-Harassment

AR 5145.7 Sexual Harassment

BP 5111.1 District Residency

BP 5145.7 Sexual Harassment

E5145.6 Parental Notifications-Exhibit

BP 5145.6 Parental Notifications

**BOARD APPROVED POLICIES (Personnel)**

AR 4030 Nondiscrimination in Employment

AR 4119.11 Sexual Harassment

AR 411912 Title IX Sexual Harassment Complaint Procedures

BP 4119.11 Sexual Harassment

**TITLE IX**

Title IX

Title IX Training_PPT 4834-0700-6923 3

**COMPTON UNIFIED SCHOOL DISTRICT**
**Human Resources – *Certificated Personnel***

## *SIGNED STATEMENT CHILD ABUSE REPORTING REQUIREMENTS*

Section 11166 of the Penal Code requires any child care custodian, health practitioner or employee of a child protective agency who has knowledge of or observes a child in his/her professional capacity or the scope of his/her employment whom he/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 36 hours of receiving the information concerning the incident.

"Child care custodian" includes teachers; an instructional aide, a teacher's aide, or a teacher's assistant employed by any public or private school, who has been trained in the duties imposed by this article. If the school district has so warranted to the to the State Department of Education; administrative officers, supervisors of child welfare and attendance, or certificated pupil personnel employee of any public or private school; administrators of a public or private day camp; administrators and employees of public or private youth center, youth recreation programs and youth organizations; administrators and employees of public or private organizations whose duties require direct contact and supervision of children and who been trained in the duties imposed by this article; licensees, administrators and employee of licensed community care child day care facilities; head start teacher; licensing worker or licensing evaluators; public assistance worker; employee of child care institution including, but not limited to, foster parents, group home personnel, an personnel of residential care facilities; social worker, probation officers or parole officers; employee of a school district police or security department, or any person who is an administrator or a presenter of , or a counselor in, a child abuse prevention program in any public or private school.

"Health practitioner: includes physicians and surgeons, psychiatrists, psychologists, dentists, residents, interns, podiatrists, chiropractors, licensed nurses, dental hygienists, optometrists, or any other person who is licensed under Division 2 (commencing with Section 500) of the Business and Professions code; marriage, family and child counselors; emergency medical technicians I or II, paramedics, or other persons certificated pursuant to Division 2.5 (Commencing with Section 1797) of the Health and Safety Code; psychological assistants registered pursuant to the Section 2913 of the Business and Professions Code; marriage, family and child counselor trainees as defined in subdivision (c) of Section 4980.03 of the Business and Professions Code; unlicensed marriage, family and child counselor interns registered under Section 4980.44 of the Business and Professions Code; state or county public health em0ployees who treat minors for venereal diseases or any other condition; coroners; paramedics; and religious practitioners who diagnose, examine, or treat children.

As an employee of the Compton Unified School District, I, _____,
Certify that I know the requirements to make reports regarding known or suspected instances of child abuse.

_____ _____
Employee's Signature Date

## Compton Unified School District

### *2026-2027 INSTRUCTIONAL CALENDAR - GRADES TK-8th (All Elementary and Middle Schools)*

| MONTH | FIRST WEEK | | | | | SECOND WEEK | | | | | THIRD WEEK | | | | | FOURTH WEEK | | | | | FIFTH WEEK | | | | | DAYS TAUGHT | LEGAL HOLIDAY | LOCAL HOLIDAY |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Mon. | Tue. | Wed. | Thu. | Fri. | Mon. | Tue. | Wed. | Thu. | Fri. | Mon. | Tue. | Wed. | Thu. | Fri. | Mon. | Tue. | Wed. | Thu. | Fri. | Mon. | Tue. | Wed. | Thu. | Fri. | | | |
| JULY 2026 | | | 1 | 2 | ✪ 3 | 6 | 7 | 8 | 9 | 10 | 13 | 14 | 15 | 16 | 17 | 20 | 21 | 22 | 23 | 24 | 27 | 28 | 29 | 30 | 31 | 0 | 1 | 0 |
| AUGUST 2026 | 3 | 4 | 5 | 6 | 7 | 10 | 11 | ◆ 12 | ✈ 13 | 14 | 17 | 18 | 19 | 20 | 21 | 24 | 25 | 26 | 27 | 28 | 31 | | | | | 13 | 0 | 0 |
| SEPTEMBER 2026 | | 1 | 2 | 3 | 4 | ✪ 7 | 8 | ✹ 9 | ✹ 10 | 11 | 14 | 15 | 16 | 17 | 18 | 21 | 22 | 23 | 24 | 25 | 28 | 29 | 30 | | | 21 | 1 | 0 |
| OCTOBER 2026 | | | | 1 | 2 | 5 | 6 | 7 | 8 | 9 | 12 | 13 | 14 | 15 | 16 | 19 | 20 | 21 | 22 | 23 | 26 | 27 | 28 | 29 | 30 | 22 | 0 | 0 |
| NOVEMBER 2026 | 2 | 3 | 4 | 5 | Ⓤ 6 | 9 | 10 | ✪ 11 | 12 | 13 | 16 | 17 | 18 | 19 | 20 | 23 | 24 | 25 | ✪ 26 | ₮ 27 | 30 | | | | | 15 | 2 | 1 |
| DECEMBER 2026 | | 1 | 2 | 3 | 4 | 7 | 8 | 9 | 10 | 11 | 14 | 15 | 16 | 17 | 18 | 21 | 22 | 23 | ₮ 24 | ✪ 25 | 28 | 29 | ₮ 30 | ₮ 31 | | 13 | 1 | 3 |
| JANUARY 2027 | | | | | ✪ 1 | 4 | 5 | 6 | 7 | 8 | 11 | 12 | 13 | 14 | 15 | ✪ 18 | 19 | 20 | 21 | 22 | 25 | 26 | 27 | 28 | 29 | 19 | 2 | 0 |
| FEBRUARY 2027 | 1 | 2 | 3 | 4 | 5 | ✪ 8 | 9 | 10 | 11 | 12 | ✪ 15 | 16 | 17 | 18 | 19 | 22 | 23 | 24 | 25 | 26 | | | | | | 18 | 2 | 0 |
| MARCH 2027 | Ⓤ 1 | 2 | 3 | 4 | 5 | 8 | 9 | 10 | 11 | 12 | 15 | 16 | 17 | 18 | 19 | 22 | 23 | 24 | ₮ 25 | ₮ 26 | 29 | 30 | 31 | | | 18 | 0 | 2 |
| APRIL 2027 | | | | 1 | 2 | 5 | 6 | 7 | 8 | 9 | 12 | 13 | 14 | 15 | 16 | 19 | 20 | 21 | 22 | 23 | 26 | 27 | 28 | 29 | 30 | 20 | 0 | 0 |
| MAY 2027 | 3 | 4 | 5 | 6 | 7 | 10 | 11 | 12 | 13 | 14 | 17 | 18 | 19 | 20 | 21 | 24 | 25 | 26 | 27 | Ⓤ 28 | ✪ 31 | | | | | 20 | 1 | 0 |
| JUNE 2027 | | 1 | 2 | 3 | Ⓤ 4 | 7 | 8 | 9 | 10 | 11 | 14 | 15 | 16 | 17 | 18 | 21 | 22 | 23 | 24 | 25 | 28 | 29 | 30 | | | 4 | 0 | 0 |
| | | | | | | | | | | | | | | | | | | | | | | | | | TOTALS | 183 | 10 | 6 |

### ✪ LEGAL HOLIDAY PER EDUCATION CODE SECTION 37220

| HOLIDAY | OBSERVED | DAY | EACH YEAR |
|---|---|---|---|
| Independence Day | July 3 | Friday | July 4 |
| Labor Day | Sept. 7 | Monday | 1st Mon. in Sept. |
| Veteran's Day | Nov. 11 | Wednesday | Nov. 11 |
| Thanksgiving Day | Nov. 26 | Thursday | 4th Thu. in Nov. |
| Christmas Day | Dec. 25 | Friday | Dec. 25 |
| New Year's Day | Jan. 1 | Friday | Jan. 1 |
| Martin L. King Day | Jan. 18 | Monday | 3rd Mon. in Jan. |
| Lincoln Day | Feb. 8 | Monday | Feb. 12 |
| Presidents' Day | Feb. 15 | Monday | 3rd Mon. in Feb. |
| Memorial Day | May 31 | Monday | Last Mon. in May |

### ₮ LOCAL HOLIDAY PER EDUCATION CODE 37220

| HOLIDAY | OBSERVED | DAY | EACH YEAR |
|---|---|---|---|
| Local Holiday | Nov. 27 | Friday | |
| Local Holiday | Dec. 24 | Thursday | |
| Local Holiday | Dec. 30 | Wednesday | |
| Local Holiday | Dec. 31 | Thrusday | |
| Cesar Chavez Day | Mar. 25 | Thursday | March 31 |
| Local Holiday | Mar. 26 | Friday | |

Whenever an approved holiday falls on Sunday, the following Monday shall be deemed to be the holiday.

### PARENT INFORMATION

- ✹ Back to School Night ✱..... MS September 9, 2026 (Early Release: 1:30 pm)
- ✹ Back to School Night ✱..... ES Sepember 10, 2026 (Early Release: 1:15 pm)
- Parent Teacher Conference ✱..... October 14 - 16, 2026 (minimum day)
- Parent Teacher Conference ✱..... February 2 - 4, 2027 (minimum day)
- Open House ✱..... MS: March 10, 2027, 5:00 pm - 7: 00 pm (Early Release 1:30 pm)
- Open House ✱..... ES: April 7, 2027, 5:00 pm - 7: 00 pm (Early Release 1;15 pm)
- Professional Development ..... Early Release Time: **ES** 1:15 pm and **MS** 1:30 pm
- ✱ **No Professional Development on After School Event Dates**
- Teachers are to discuss student progress. Report Cards will be mailed 5-7 days after the end of the trimester.

### SCHOOL AND DISTRICT CLOSURE

| | |
|---|---|
| Thanksgiving Break | November 23 - 27, 2026 |
| Winter Recess | December 18, 2026 - January 1, 2027 |
| Spring Recess | March 29 - April 2, 2027 |

### OTHER

- ◆ All Certificated Non-management staff report for planning/preparation day
- ✈ First Day of Instruction
- Ⓤ Minimum Day - End of Trimester (Release time: **ES** - 12:15 P.M. and **MS** 12:30 p.m.)

1st Trimester Ends November 6, 2026 (61 days)
2nd Trimester Ends March 1, 2027 (61 days)
Preparation for End of the Year Activities: May 28, 2027
3rd Trimester Ends June 4, 2027 (61 days)

**PROMOTIONAL ACTIVITIES**

Middle School Promotion: Friday, June 4, 2027
Elementary School Promotion: Friday, June 4, 2027

Board Approved: 02/18/25

## Compton Unified School District

### *2026-2027 INSTRUCTIONAL CALENDAR - GRADES 9th-12th (Centennial HS, Compton HS, Dominguez HS, Cesar Chavez, and AB288 Students)*

| MONTH | FIRST WEEK | | | | | SECOND WEEK | | | | | THIRD WEEK | | | | | FOURTH WEEK | | | | | FIFTH WEEK | | | | | DAYS TAUGHT | LEGAL HOLIDAY | LOCAL HOLIDAY |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Mon. | Tue. | Wed. | Thu. | Fri. | Mon. | Tue. | Wed. | Thu. | Fri. | Mon. | Tue. | Wed. | Thu. | Fri. | Mon. | Tue. | Wed. | Thu. | Fri. | Mon. | Tue. | Wed. | Thu. | Fri. | | | |
| JULY 2026 | | | 1 | 2 | ✪ 3 | 6 | 7 | 8 | 9 | 10 | 13 | 14 | 15 | 16 | 17 | 20 | 21 | 22 | 23 | 24 | 27 | 28 | 29 | 30 | 31 | 0 | 1 | 0 |
| AUGUST 2026 | 3 | 4 | 5 | 6 | 7 | 10 | 11 | ◆ 12 | ✈ 13 | 14 | 17 | 18 | 19 | 20 | 21 | 24 | 25 | 26 | 27 | 28 | 31 | | | | | 13 | 0 | 0 |
| SEPTEMBER 2026 | | 1 | 2 | ☼ 3 | 4 | ✪ 7 | 8 | 9 | 10 | 11 | 14 | 15 | 16 | 17 | 18 | 21 | 22 | 23 | 24 | 25 | 28 | 29 | 30 | | | 21 | 1 | 0 |
| OCTOBER 2026 | | | | 1 | 2 | 5 | 6 | 7 | 8 | 9 | Ⓤ 12 | 13 | 14 | 15 | 16 | 19 | 20 | 21 | 22 | 23 | 26 | 27 | 28 | 29 | 30 | 22 | 0 | 0 |
| NOVEMBER 2026 | 2 | 3 | 4 | 5 | 6 | 9 | 10 | ✪ 11 | 12 | 13 | 16 | 17 | 18 | 19 | 20 | 23 | 24 | 25 | 26 | 27 | 30 | | | | | 15 | 2 | 1 |
| DECEMBER 2026 | | 1 | 2 | 3 | 4 | 7 | 8 | 9 | 10 | 11 | 14 | 15 | 16 | Ⓤ 17 | 18 | 21 | 22 | 23 | 24 | ✪ 25 | 28 | 29 | 30 | 31 | | 13 | 1 | 3 |
| JANUARY 2027 | | | | | ✪ 1 | 4 | 5 | 6 | 7 | 8 | 11 | 12 | 13 | 14 | 15 | ✪ 18 | 19 | 20 | 21 | 22 | 25 | 26 | 27 | 28 | 29 | 19 | 2 | 0 |
| FEBRUARY 2027 | 1 | 2 | 3 | 4 | 5 | ✪ 8 | 9 | 10 | 11 | 12 | ✪ 15 | 16 | 17 | 18 | 19 | 22 | 23 | 24 | 25 | 26 | | | | | | 18 | 2 | 0 |
| MARCH 2027 | 1 | 2 | 3 | 4 | 5 | 8 | 9 | 10 | 11 | 12 | Ⓤ 15 | 16 | 17 | 18 | 19 | 22 | 23 | 24 | 25 | 26 | 29 | 30 | 31 | | | 18 | 0 | 2 |
| APRIL 2027 | | | | 1 | 2 | 5 | 6 | 7 | 8 | 9 | 12 | 13 | 14 | 15 | 16 | 19 | 20 | 21 | 22 | 23 | 26 | 27 | 28 | 29 | 30 | 20 | 0 | 0 |
| MAY 2027 | 3 | 4 | 5 | 6 | 7 | 10 | 11 | 12 | 13 | 14 | 17 | 18 | 19 | 20 | 21 | 24 | 25 | 26 | 27 | 28 | ✪ 31 | | | | | 20 | 1 | 0 |
| JUNE 2027 | | 1 | 2 | 3 | Ⓤ 4 | 7 | 8 | 9 | 10 | 11 | 14 | 15 | 16 | 17 | 18 | 21 | 22 | 23 | 24 | 25 | 28 | 29 | 30 | | | 4 | 0 | 0 |
| | | | | | | | | | | | | | | | | | | | | | | | | | | 183 | 10 | 6 |

### ✪ LEGAL HOLIDAY PER EDUCATION CODE SECTION 37220

| HOLIDAY | OBSERVED | DAY | EACH YEAR |
|---|---|---|---|
| Independence Day | July 3 | Friday | July 4 |
| Labor Day | Sept. 7 | Monday | 1st Mon. in Sept. |
| Veteran's Day | Nov. 11 | Wednesday | Nov. 11 |
| Thanksgiving Day | Nov. 26 | Thursday | 4th Thu. in Nov. |
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| Martin L. King Day | Jan. 18 | Monday | 3rd Mon. in Jan. |
| Lincoln Day | Feb. 8 | Monday | Feb. 12 |
| Presidents' Day | Feb. 15 | Monday | 3rd Mon. in Feb. |
| Memorial Day | May 31 | Monday | Last Mon. in May |

### ţ LOCAL HOLIDAY PER EDUCATION CODE 37220

| HOLIDAY | OBSERVED | DAY | EACH YEAR |
|---|---|---|---|
| Local Holiday | Nov. 27 | Friday | |
| Local Holiday | Dec. 24 | Thursday | |
| Local Holiday | Dec. 30 | Wednesday | |
| Local Holiday | Dec. 31 | Thrusday | |
| Cesar Chavez Day | Mar. 25 | Thursday | March 31 |
| Local Holiday | Mar. 26 | Friday | |

Whenever an approved holiday falls on Sunday, the following Monday shall be deemed to be the holiday.

### PARENT INFORMATION

☼ Back to School Night ✱.....September 3, 2026
Parent Teacher Conference ✱..... September 23 and 24, 2026 (Minimum Day)
Parent Teacher Conference ✱..... February 3 and 4, 2027 (Minimum Day)
Open House ✱.....March 17, 2027
Professional Development ..... Early Release Time: 2:00 pm

✱ **No Professional Development on After School Event Dates**
Teachers are to discuss student progress. Report Cards will be mailed 5-7 days after the end of the trimester.

### SCHOOL AND DISTRICT CLOSURE

| | |
|---|---|
| **Thanksgiving Break** | November 23 - 27, 2026 |
| **Winter Recess** | December 18, 2026 - January 1, 2027 |
| **Spring Recess** | March 29 - April 2, 2027 |

### OTHER

◆ All Certificated Non-management staff report for planning/preparation day
✈ First Day of Instruction
Ⓤ Minimum Day - End of Quarter (Release time: 1:00 p.m.)
1st Quarter Ends October 12, 2026 (42 days)
2nd Quarter Ends December 17, 2026 (42 days)
3rd Quarter Ends March 15, 2027 (48 days)
4th Quarter Ends June 4, 2027 (51 days)
High School Graduation: Thursday June 3, 2027

Board Approved: 02/18/25

# Compton Unified School District

## *2026-2027 INSTRUCTIONAL CALENDAR - Compton Early College High School (Grades 9th - 12th) and Compton Academy of Technology and Innovation*

| MONTH | FIRST WEEK | | | | | SECOND WEEK | | | | | THIRD WEEK | | | | | FOURTH WEEK | | | | | FIFTH WEEK | | | | | DAYS TAUGHT | LEGAL HOLIDAY | LOCAL HOLIDAY |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Mon. | Tue. | Wed. | Thu. | Fri. | Mon. | Tue. | Wed. | Thu. | Fri. | Mon. | Tue. | Wed. | Thu. | Fri. | Mon. | Tue. | Wed. | Thu. | Fri. | Mon. | Tue. | Wed. | Thu. | Fri. | | | |
| JULY 2026 | | | 1 | 2 | 3 | 6 | 7 | 8 | 9 | 10 | 13 | 14 | 15 | 16 | 17 | 20 | 21 | 22 | 23 | 24 | 27 | 28 | 29 | 30 | 31 | 0 | 1 | 0 |
| AUGUST 2026 | 3 | 4 | 5 | 6 | 7 | 10 | 11 | 12 | 13 | 14 | 17 | 18 | 19 | 20 | 21 | 24 | 25 | 26 | 27 | 28 | 31 | | | | | 13 | 0 | 0 |
| SEPTEMBER 2026 | | 1 | 2 | 3 | 4 | 7 | 8 | 9 | 10 | 11 | 14 | 15 | 16 | 17 | 18 | 21 | 22 | 23 | 24 | 25 | 28 | 29 | 30 | | | 21 | 1 | 0 |
| OCTOBER 2026 | | | | 1 | 2 | 5 | 6 | 7 | 8 | 9 | 12 | 13 | 14 | 15 | 16 | 19 | 20 | 21 | 22 | 23 | 26 | 27 | 28 | 29 | 30 | 22 | 0 | 0 |
| NOVEMBER 2026 | 2 | 3 | 4 | 5 | 6 | 9 | 10 | 11 | 12 | 13 | 16 | 17 | 18 | 19 | 20 | 23 | 24 | 25 | 26 | 27 | 30 | | | | | 18 | 2 | 1 |
| DECEMBER 2026 | | 1 | 2 | 3 | 4 | 7 | 8 | 9 | 10 | 11 | 14 | 15 | 16 | 17 | 18 | 21 | 22 | 23 | 24 | 25 | 28 | 29 | 30 | 31 | | 14 | 1 | 3 |
| JANUARY 2027 | | | | | 1 | 4 | 5 | 6 | 7 | 8 | 11 | 12 | 13 | 14 | 15 | 18 | 19 | 20 | 21 | 22 | 25 | 26 | 27 | 28 | 29 | 14 | 3 | 0 |
| FEBRUARY 2027 | 1 | 2 | 3 | 4 | 5 | 8 | 9 | 10 | 11 | 12 | 15 | 16 | 17 | 18 | 19 | 22 | 23 | 24 | 25 | 26 | | | | | | 19 | 1 | 0 |
| MARCH 2027 | 1 | 2 | 3 | 4 | 5 | 8 | 9 | 10 | 11 | 12 | 15 | 16 | 17 | 18 | 19 | 22 | 23 | 24 | 25 | 26 | 29 | 30 | 31 | | | 18 | 0 | 2 |
| APRIL 2027 | | | | 1 | 2 | 5 | 6 | 7 | 8 | 9 | 12 | 13 | 14 | 15 | 16 | 19 | 20 | 21 | 22 | 23 | 26 | 27 | 28 | 29 | 30 | 20 | 0 | 0 |
| MAY 2027 | 3 | 4 | 5 | 6 | 7 | 10 | 11 | 12 | 13 | 14 | 17 | 18 | 19 | 20 | 21 | 24 | 25 | 26 | 27 | 28 | 31 | | | | | 20 | 1 | 0 |
| JUNE 2027 | | 1 | 2 | 3 | 4 | 7 | 8 | 9 | 10 | 11 | 14 | 15 | 16 | 17 | 18 | 21 | 22 | 23 | 24 | 25 | 28 | 29 | 30 | | | 4 | 0 | 0 |
| | | | | | | | | | | | | | | | | | | | | | | | | | | 183 | 10 | 6 |

### LEGAL HOLIDAY PER EDUCATION CODE SECTION 37220

| HOLIDAY | OBSERVED | DAY | EACH YEAR |
|---|---|---|---|
| Independence Day | July 3 | Friday | July 4 |
| Labor Day | Sept. 7 | Monday | 1st Mon. in Sept. |
| Veteran's Day | Nov. 11 | Wednesday | Nov. 11 |
| Thanksgiving Day | Nov. 26 | Thursday | 4th Thu. in Nov. |
| Christmas Day | Dec. 25 | Friday | Dec. 25 |
| New Year's Day | Jan. 1 | Friday | Jan. 1 |
| Lincoln Day | Jan. 4 | Monday | Feb. 12 |
| Martin L. King Day | Jan. 18 | Monday | 3rd Mon. in Jan. |
| Presidents' Day | Feb. 15 | Monday | 3rd Mon. in Feb. |
| Memorial Day | May 31 | Monday | Last Mon. in May |

### LOCAL HOLIDAY PER EDUCATION CODE 37220

| HOLIDAY | OBSERVED | DAY | EACH YEAR |
|---|---|---|---|
| Local Holiday | Nov. 27 | Friday | |
| Local Holiday | Dec. 24 | Thursday | |
| Local Holiday | Dec. 30 | Wednesday | |
| Local Holiday | Dec. 31 | Thursday | |
| Cesar Chavez Day | Mar. 25 | Thursday | March 31 |
| Local Holiday | Mar. 26 | Friday | |

Whenever an approved holiday falls on Sunday, the following Monday shall be deemed to be the holiday.

### PARENT INFORMATION

Back to School Night ..... August 20, 2026
Parent Teacher Conference Fall ✱..... October 14 and 15, 2026 (minimum day)
Parent Teacher Conference Spring ✱... February 24 and 25, 2027 (minimum day)
Open House ✱..... March 10, 2027, 5 - 7 pm (early release)
Professional Development Early Release Days: **Release Time 1:30 P.M.**

✱ No Professional Development After School Events: August 20, 2026 and March 10, 2027
Teachers are to discuss student progress. Report Cards will be mailed 5-7 days after the end of the quarter.

### SCHOOL AND DISTRICT CLOSURE

| | |
|---|---|
| Thanksgiving Break | NONE |
| Winter Recess | December 21, 2026 - January 8, 2027 |
| Spring Recess | March 29 - April 2, 2027 |

### OTHER

All Certificated Non-management staff report for planning/preparation day
First Day of Instruction
Minimum Day - End of Quarter (Release time: 12:30 p.m.)
1st Quarter Ends October 12, 2027 (42 days)
2nd Quarter Ends December 18, 2027 (46 days)
3rd Quarter Ends March 15, 2027 (44 days)
4th Quarter Ends June 4, 2027 (51 days)
High School Graduation: Thursday June 3, 2027
Compton College Graduation: Friday June 11, 2027 (Associate in Arts Degree Recepients Only)

Board Approved: 02/18/2025

Revised: 04-08-2025

# Compton Unified School District

## *2026-2027 INSTRUCTIONAL CALENDAR - Early Childhood Education*

| MONTH | FIRST WEEK | | | | | SECOND WEEK | | | | | THIRD WEEK | | | | | FOURTH WEEK | | | | | FIFTH WEEK | | | | | DAYS TAUGHT | LEGAL HOLIDAY | LOCAL HOLIDAY |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Mon. | Tue. | Wed. | Thu. | Fri. | Mon. | Tue. | Wed. | Thu. | Fri. | Mon. | Tue. | Wed. | Thu. | Fri. | Mon. | Tue. | Wed. | Thu. | Fri. | Mon. | Tue. | Wed. | Thu. | Fri. | | | |
| JULY 2026 | | | 1 | 2 | 3 | 6 | 7 | 8 | 9 | 10 | 13 | 14 | 15 | 16 | 17 | 20 | 21 | 22 | 23 | 24 | 27 | 28 | 29 | 30 | 31 | 0 | 1 | 0 |
| AUGUST 2026 | 3 | 4 | 5 | 6 | 7 | 10 | 11 | 12 | 13 | 14 | 17 | 18 | 19 | 20 | 21 | 24 | 25 | 26 | 27 | 28 | 31 | | | | | 13 | 0 | 0 |
| SEPTEMBER 2026 | | 1 | 2 | 3 | 4 | 7 | 8 | 9 | 10 | 11 | 14 | 15 | 16 | 17 | 18 | 21 | 22 | 23 | 24 | 25 | 28 | 29 | 30 | | | 20 | 1 | 0 |
| OCTOBER 2026 | | | | 1 | 2 | 5 | 6 | 7 | 8 | 9 | 12 | 13 | 14 | 15 | 16 | 19 | 20 | 21 | 22 | 23 | 26 | 27 | 28 | 29 | 30 | 22 | 0 | 0 |
| NOVEMBER 2026 | 2 | 3 | 4 | 5 | 6 | 9 | 10 | 11 | 12 | 13 | 16 | 17 | 18 | 19 | 20 | 23 | 24 | 25 | 26 | 27 | 30 | | | | | 14 | 2 | 1 |
| DECEMBER 2026 | | 1 | 2 | 3 | 4 | 7 | 8 | 9 | 10 | 11 | 14 | 15 | 16 | 17 | 18 | 21 | 22 | 23 | 24 | 25 | 28 | 29 | 30 | 31 | | 13 | 1 | 3 |
| JANUARY 2027 | | | | | 1 | 4 | 5 | 6 | 7 | 8 | 11 | 12 | 13 | 14 | 15 | 18 | 19 | 20 | 21 | 22 | 25 | 26 | 27 | 28 | 29 | 19 | 2 | 0 |
| FEBRUARY 2027 | 1 | 2 | 3 | 4 | 5 | 8 | 9 | 10 | 11 | 12 | 15 | 16 | 17 | 18 | 19 | 22 | 23 | 24 | 25 | 26 | | | | | | 18 | 2 | 0 |
| MARCH 2027 | 1 | 2 | 3 | 4 | 5 | 8 | 9 | 10 | 11 | 12 | 15 | 16 | 17 | 18 | 19 | 22 | 23 | 24 | 25 | 26 | 29 | 30 | 31 | | | 17 | 0 | 2 |
| APRIL 2027 | | | | 1 | 2 | 5 | 6 | 7 | 8 | 9 | 12 | 13 | 14 | 15 | 16 | 19 | 20 | 21 | 22 | 23 | 26 | 27 | 28 | 29 | 30 | 20 | 0 | 0 |
| MAY 2027 | 3 | 4 | 5 | 6 | 7 | 10 | 11 | 12 | 13 | 14 | 17 | 18 | 19 | 20 | 21 | 24 | 25 | 26 | 27 | 28 | 31 | | | | | 20 | 1 | 0 |
| JUNE 2027 | | 1 | 2 | 3 | 4 | 7 | 8 | 9 | 10 | 11 | 14 | 15 | 16 | 17 | 18 | 21 | 22 | 23 | 24 | 25 | 28 | 29 | 30 | | | 4 | 0 | 0 |
| | | | | | | | | | | | | | | | | | | | | | | | | | TOTALS | 180 | 10 | 6 |

### LEGAL HOLIDAY PER EDUCATION CODE SECTION 37220

| HOLIDAY | OBSERVED | DAY | EACH YEAR |
|---|---|---|---|
| Independence Day | July 3 | Friday | July 4 |
| Labor Day | Sept. 7 | Monday | 1st Mon. in Sept. |
| Veteran's Day | Nov. 11 | Wednesday | Nov. 11 |
| Thanksgiving Day | Nov. 26 | Thursday | 4th Thu. in Nov. |
| Christmas Day | Dec. 25 | Friday | Dec. 25 |
| New Year's Day | Jan. 1 | Friday | Jan. 1 |
| Martin L. King Day | Jan. 18 | Monday | 3rd Mon. in Jan. |
| Lincoln Day | Feb. 8 | Monday | Feb. 12 |
| Presidents' Day | Feb. 15 | Monday | 3rd Mon. in Feb. |
| Memorial Day | May 31 | Monday | Last Mon. in May |

### LOCAL HOLIDAY PER EDUCATION CODE 37220

| HOLIDAY | OBSERVED | DAY | EACH YEAR |
|---|---|---|---|
| Local Holiday | Nov. 27 | Friday | |
| Local Holiday | Dec. 24 | Thursday | |
| Local Holiday | Dec. 30 | Wednesday | |
| Local Holiday | Dec. 31 | Thrusday | |
| Cesar Chavez Day | Mar. 25 | Thursday | March 31 |
| Local Holiday | Mar. 26 | Friday | |

Whenever an approved holiday falls on Sunday, the following Monday shall be deemed to be the holiday.

### PARENT INFORMATION

- Back to School Night ..... September 10, 2026
- Parent Teacher Conference ..... October 14 -16, 2026 (Minimum Day: 12:15 pm)
- Parent Teacher Conference ..... February 2 - 4, 2027 (Minimum Day: 12:15 pm)
- Open House ..... April 7, 2027 (5:00 - 7:00 PM)
- # Pupil Free Days ..... Sep. 18, & Nov. 20, 2026 and Mar. 19, 2027

### SCHOOL AND DISTRICT CLOSURE

| | |
|---|---|
| Thanksgiving Break | November 23 - 27, 2026 |
| Winter Recess | December 18, 2026 - January 1, 2027 |
| Spring Recess | March 29 - April 2, 2027 |

### OTHER

- Childhood education teachers report for voluntary professional development
- All Certificated Non-management staff report for planning/preparation day
- First Day of Instruction
- End of Trimester
  - 1st Trimester Ends November 6, 2026 (60 days)
  - 2nd Trimester Ends March 1, 2027 (60 days)
  - 3rd Trimester Ends June 4, 2027 (60 days)

Promotional Activities: Friday June 4, 2027

Board Approved: 02/18/2025

**EARNINGS TYPE**
Regular
Over-time
Dock-Time
Retro
Longevity
Extended Minutes
ESA = Earned Salary Advance

**RATE & UNITS**
Rate = Rate of pay (see pay basis)
Units = # of hours/units/days paid or deducted

**MARITAL STATUS**
M = Married
S = Single
00 = Zero Allowance

**REDUCTIONS FROM EMPLOYEE PAY PRE=TAX DEDUCTIONS**
STRS RED = State Teacher Retirement System
PERS RED = Public Employee Retirement System
TSA XXXX = Tax Shelter Annuity 403b/457
125 MEDRMB = Section 125 Plan Benefits
125 DEPCARE = Section 125 Plan Benefits
Medical/Dental Premium – Fringe Benefits
*ESA = Earned Salary Advance

**C/N**
C = Certificated Employee
N = Classified Employee

**BASIS**
M = Monthly Pay Rate
H = Hourly Pay Rate
D = Daily Pay Rate
L = Lump Sum Pay

**TAXES**
FWT = Federal Withholding Taxes
SWT = State Withholding Taxes
OASDI DED = Social Security
MEDICARE DED = Medicare

**END DATE EARNING PERIOD**
01-31-XX = JAN
02-28-XX = FEB
03-31-XX = MAR
04-30-XX = APR
05-31-XX = MAY
06-30-XX = JUN
07-31-XX = JULY
08-31-XX = AUG
09-30-XX = SEP
10-31-XX = OCT
11-30-XX = NOV
12-31-XX = DEC

**DEDUCTIONS FROM EMPLOYEE PAY AFTER-TAX DEDUCTIONS**
Deductions include items such as union dues, credit unions, voluntary insurance coverage, wage levies, 457b, and garnishments.

**YEAR TO DATE**
Calendar year-to-date accumulations for gross earnings and taxable earnings.

**DISTRICT CONTRIBUTIONS**
STRS CON = State Teachers Retirement System
PERS CON = Public Employee Retirement System
OASDI CON = Social Security
MEDICAR CON = Medicare
SUI = State Unemployment Insurance
WORK COMP = Workers Compensation
OPEB = Other Post-Employment Benefits

| SCHOOL DISTRICT OF LOS ANGELES COUNTY | | | | PAY LOCATION | PAY CYCLE | ISSUE DATE | ADVICE NUMBER |
|---|---|---|---|---|---|---|---|
| | | | | 113 | E1F | 10-05-20XX | XXXXXXX |
| EMPLOYEE NAME | EMPLOYEE ID | FEDERAL STATUS/ ALLOWANCES | STATE STATUS/ ALLOWANCES | ADDITIONAL STATE ALLOWANCES | | | |
| LAST NAME, FIRST NAME | 123456789 | S / 00 | S / 01 | 00 | | | |

EARNINGS – COMPENSATION

| BASIS | DESCRIPTION | END DATE | RATE | UNITS | AMOUNT |
|---|---|---|---|---|---|
| N M | REGULAR | 09-30-20XX | 2,778.13 | 22.00 | 2,778.13 |
| N L | LONGEVITY | 09-30-20XX | 27.00 | | 27.00 |

DEDUCTIONS/TAXES/MISC

| EMPLOYEE DEDUCTIONS | CURRENT AMOUNT | YTD TOTALS |
|---|---|---|
| PRE-TAX REDUCTIONS | | |
| PERS RED | 211.58 | 1,765.95 |
| PERS RED | 2.16 | 15.12 |
| ESA | 1,283.00 | 10,307.00 |
| EMPLOYEE DEDUCTIONS | | |
| OASDI DED | 94.37 | 1,385.57 |
| MEDICAR DED | 22.07 | 324.04 |
| FWT | 72.45 | 1,911.99 |
| SWT | 13.96 | 330.00 |
| VICTORY CL | 2.00 | 20.00 |
| CSEA | 2.00 | 14.0 |
| CSEA DUES | 36.75 | 294.00 |
| EMPLOYER CONTRIBUTIONS | | |
| PERS CON | 334.04 | 2925.91 |
| OASDI CON | 94.37 | 1,385.51 |
| MEDICAR CON | 22.07 | 324.04 |
| SUI | 4.57 | 73.38 |
| WORK COMP | 173.92 | 1,513.86 |
| OPEB 1 | | 154.30 |
| BENEFITS | 923.00 | 7384.00 |
| OPEB 2 | | |

| ********LEAVE BALANCES******** | CURRENT TAXABLE BALANCES | | YTD TAXABLE BALANCES | | CURRENT PAY SUMMARY | |
|---|---|---|---|---|---|---|
| VACATION | FEDERAL | 1,308.39 | FEDERAL | 20,566.84 | GROSS PAY | 2,805.13 |
| SICK LEAVE | STATE | 1,308.39 | STATE | 20,566.84 | REDUCTIONS | 1,496.74 |
| COMP TIME | MEDI GROSS | 1,522.13 | MEDI GROSS | 22,347.91 | TAXES | 202.85 |
| | OASDI GROSS | 1,522.13 | OASDI GROSS | 22,347.91 | DEDUCTIONS | 40.75 |
| | CA SDI GROSS | | CA SDI GROSS | | | |
| | GROSS EARN'S | 2,805.13 | GROSS EARN'S | 22,347.91 | NET PAY | $1,06.79 |

DISTRICT NAME | DISTRICT ADDRESS

# HOW TO READ YOUR PAYCHECK OR DIRECT DEPOSIT STUB

## SUBSTITUTE TEACHER PAYDAYS 2026/2027

| PAYROLL PERIOD | TIMESHEETS DUE | PAYDAY |
|---|---|---|
| 08/01/26 TO 08/31/26 | 08/31/26 | 09/10/26 |
| 09/01/26 TO 09/30/26 | 09/30/26 | 10/09/26 |
| 10/01/26 TO 10/31/26 | 10/30/26 | 11/10/26 |
| 11/01/26 TO 11/30/26 | 11/20/26 | 12/10/26 |
| 12/01/26 TO 12/31/26 | 12/17/26 | 01/08/27 |
| 01/01/27 TO 01/31/27 | 01/29/27 | 02/10/27 |
| 02/01/27 TO 02/28/27 | 02/26/27 | 03/10/27 |
| 03/01/27 TO 03/31/27 | 03/31/27 | 04/09/27 |
| 04/01/27 TO 04/30/27 | 04/30/27 | 05/10/27 |
| 05/01/27 TO 05/31/27 | 05/31/27 | 06/10/27 |
| 06/01/27 TO 06/30/27 | 06/04/27 | 07/09/27 |

***Payroll dates are subject to change pending LACOE schedule

## SUB FINDER SYSTEM - SMART FIND EXPRESS –Certificated Employees

Human Resources currently use the E-School Solutions SmartFind Express Sub Finder System which places Substitute Teachers in uncovered classrooms. Human Resources provide you with information on how to access the Smart Find Express upon employment. Full-time Teachers as well as Substitute Teachers can access Smart Find Express via online or by using the telephone automated system. Human Resources is the designated Smart Find Express Operator.

***In order for ALL employees to be active in Smart Find Express, each employee must call the automated number 310-898-6107 to activate their account. The automated voice will prompt the employee to change his/her Pin number, record their name, etc.***

**Employee Profile:**
All employees should update their profile in Smart Find Express whenever a change occurs to their personal contact information such as email, address change, or phone numbers. The Secretary at the School Site also has access to change an employee's profile based on their site's employees only.

**Smart Find Express Automated System:**
All employees will be required to set a pin number that is at least 4 digits long. You can use the automated system to review current assignments, review available jobs, cancel a job, and review personal information. Remember, Smart Find Express only works from touch-tone telephones!

**Smart Find Express Online Info:**
All employees will use their Access ID number and Pin number to log into Smart Find Express Online. To visit Smart Find Express please go to comptonusd.eschoolsolutions.com

**How Does Smart Find Express work online?**
*The Smart Find Express* online system works in conjunction with the automated system. All data becomes instantly available, when either system is updated. *Smart Find Express* online system can be used on any device with Internet access. Simply enter the web address for *Smart Find Express* in your Internet Browser, comptonusd.eschoolsolutions.com , tap **Enter** on the keyboard, and the Sub system Log In screen will appear.

**Administrator**

If you need further assistance, please contact the Substitute Help Desk, at 310-639-4321, ext. 55049 or by email stipeni@compton.k12.ca.us

The SmartFindExpress substitute online system is available to you 24 hours a day, 7 days a week. You may interact with the system in two ways:

1. Phone – (310) 898-6107
2. Internet – https://comptonusd.eschoolsolutions.com

# COMPTON UNIFIED SCHOOL DISTRICT

## SUBSTITUTE'S REPORT TO TEACHER

**Name:** _____ **Date:** _____

**School:** _____ **Subbing for:** _____

The following students were absent:

_____
_____
_____
_____
_____

The following students were DISRUPTIVE

_____
_____
_____
_____
_____

I followed your lesson plan:

☐ Exactly
☐ Modified
☐ Changed
☐ Omitted:

_____

The following students were HELPFUL:

_____
_____
_____
_____
_____

Overall the class…

___ was helpful and courteous
___ worked well on assignment
___ followed classroom rules
___ followed directions

___ did not remain seated
___ did not listen well
___ did not follow directions
___ did not stay on task

We accomplished:

_____
_____

We didn't get to:

_____
_____

What I liked best about today was:

_____
_____

I encountered the following difficulties and/or problems:

_____
_____

Would you like to substitute in this class again? YES _____ NO _____

Signed: _____

Revised 07/29/26

**COMPTON UNIFIED SCHOOL DISTRICT**
**SUBSTITUTE TEACHER EVALUATION FORM**

**Name of Substitute Teacher:** _____ **Date(s) Substitute Covered:** _____

**Grade/Subject:** _____ **School:** _____

**Name of Absent Teacher**_____

## Feedback from Absent Teacher

| | | YES | NO |
|---|---|---|---|
| 1. | Lesson plans appeared to have been satisfactorily followed. | ☐ | ☐ |
| 2. | Students' work was left for teacher's review in an organized manner. | ☐ | ☐ |
| 3. | The classroom and materials were left in good condition. | ☐ | ☐ |
| 4. | The substitute provided adequate written feedback. | ☐ | ☐ |
| 5. | Student behavior was appropriately handled (if known by teacher). | ☐ | ☐ |

***Comment***:

## Evaluation School Administrator (please rate substitute on the following)

**RATINGS: 1: Excellent 2. Commendable 3. Satisfactory 4. Needs Improvement 5. Unsatisfactory**
*(Leave rating line blank if not applicable or not observed)*

| | | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|---|
| 1. | Substitute was punctual. | ☐ | ☐ | ☐ | ☐ | ☐ |
| 2. | Substitute teacher was dressed appropriately | ☐ | ☐ | ☐ | ☐ | ☐ |
| 3. | Followed instructions left by teacher/covered lesson plans/alternate plan | ☐ | ☐ | ☐ | ☐ | ☐ |
| 4. | Substitute kept students engaged and on task. | ☐ | ☐ | ☐ | ☐ | ☐ |
| 5. | Demonstrated promptness and accuracy with required records and reports. | ☐ | ☐ | ☐ | ☐ | ☐ |
| 6. | Took appropriate steps to ensure student safety and security | ☐ | ☐ | ☐ | ☐ | ☐ |
| 7. | Cooperated with site administrators. | ☐ | ☐ | ☐ | ☐ | ☐ |
| 8. | Substitute effectively managed class well | ☐ | ☐ | ☐ | ☐ | ☐ |
| 9. | Took appropriate actions regarding student behavior. | ☐ | ☐ | ☐ | ☐ | ☐ |
| 10. | Related well to other staff members. | ☐ | ☐ | ☐ | ☐ | ☐ |
| 11. | Sought out assistance when necessary and appropriate. | ☐ | ☐ | ☐ | ☐ | ☐ |
| 12. | Left room in an orderly condition. | ☐ | ☐ | ☐ | ☐ | ☐ |

***Comment***:

**Overall: We will like this substitute teacher back at our site (please circle) Yes No**

Teacher's Name: _____ Signature: _____ Date: _____

Administrator's Name: _____ Signature: _____ Date: _____

Substitute's Name: _____ Signature: _____ Date: _____

**COMPTON UNIFIED SCHOOL DISTRICT**
**Human Resources – *Certificated Personnel***
**501 South Santa Fe Ave.**
**Compton, CA 90221**

**Telephone:** **(310) 639-4321 Ext. 55041**
**Fax:** **(310)764-5892**

# REQUEST FOR SUBSTITUTE SITE RESTRICTION

**TO:** _____ **FROM:** _____
Substitute Teacher School Principal

_____
School

**RE:** **Request for Substitute Site Restriction** **DATE:** _____

I am requesting that you do not return to this school as a Substitute Teacher.

Reason: _____

_____

_____

_____

**Principal Signature:** _____ **Date:** _____

**Substitute Response:**

☐ **- Substitute declines to sign document** ☐ **- Substitute is unavailable to sign document**

☐ **- I do not have a response regarding the above** ☐ **- My response(s) to the above are as follows:**

_____

_____

_____

_____

_____

**Substitute Signature:** _____ **Date:** _____

**HRED Use Only**

**Your request for the above named substitute not to return to the above named school site is:**

☐ **- Approved** ☐ **- Rejected**

_____ _____
**Signature Assistant Superintendent – Human Resources** **Date**

**SUBSTITUTE HANDBOOK**

## ACKNOWLEDGEMENT FORM

This will acknowledge my receipt of the Compton Unified School District Substitute Handbook and my responsibility to become familiar with its contents. I further understand and agree to the following:

- This handbook represents a brief summary of some of the more important Compton Unified School District policies relative to employment, but not intended to be all inclusive of district policies or practices.

- The Compton Unified School District retains the sole right in its business judgment to modify, suspend, interpret, or cancel in whole or part at any time, and with or without, notice, any of the published or unpublished personnel policies or practices.

- The Compton Unified School District does not recognize verbal or implied contracts for employment. Only the Superintendent and/or Board of Trustees of the Compton Unified School District has the authority to enter into any agreement of employment for specified durations. Such employment agreements will only be valid and binding on the Compton Unified School District when the agreement is set forth in a written document signed by the employee and the Superintendent, or other authorized agent of the Compton Unified School District.

- The contents of the handbook do not constitute an expressed or implied contract for employment.

_____

Employee's Name (Print or Type)

_____

Employee's Signature: Date

_____

Witness Date

_____

Title

**COMPTON UNIFIED SCHOOL DISTRICT**
**Human Resources-*Certificated Personnel***

## POLICY SIGN-OFF

As an employee of the Compton Unified School District, I, _____, certify that I have been given the information listed below and I have been instructed to read each subject thoroughly.

- Board Policy on Personnel and Student Sexual harassment.
- Policy on reporting Known and/or Suspected Child Abuse.
- Board Policies on Maintenance of a Drug Free and Alcohol-Free Work Place..
- Uniform Complaint Procedures.
- Dress Code
- Grounds for Suspension or Expulsion
- School Employee Information on Infectious Diseases
- Other Board Policies and Pertinent Information

_____ _____
Employee's Signature Date