



**SUBSTITUTE
TEACHER
HANDBOOK**

REQUIREMENTS FOR SERVICE

As a substitute in the State of California you are required to have a valid teaching credential and a TB test done within the last 4 years. This is your responsibility. You can renew your credential up to a year in advance by following the guidelines attached as Appendix A (Online Services for Educators, Quick Tips – How to Renew/Reissue Your Documents).

PROCEDURE FOR SUBSTITUTE ASSIGNMENTS

- You are required to arrive fifteen minutes before the time noted in the assignment on Aesop. This allows you time to be prepared and ready to start when the students walk in the door. You should check in with the Office Manager for class plans and sign in on the sign in sheet.
- You will receive a key from the secretary in the office when you sign in for your assignment. Turn in key at the end of the day. When you pick up your key also check in with the office to see if you have either carpool or yard duty.
- Substitutes are expected to follow lesson plans left by the teacher.
- Ask the Office Manager what the school's procedures are on how to take attendance. Usually you will need to have the absence log into the front office a half hour after the first bell rings.
- If you are paid for a full day and the specific assignment is less than the full day, the principal has the prerogative to assign other duties to the substitute.
- While we would encourage you to stay on campus during lunch, if you must leave the school site during your lunch you will be required to check in and out with the school office.
- If you have picked up a substitute job but are ill the morning of, you must cancel the job by at least 6:30 a.m. through Aesop. If you have problems cancelling the job please immediately call the school office and leave a voice mail with the site office manager. (650) 321-7140, extension 1000 for Encinal, 2000 for Hillview, 3000 for Laurel and 4000 for Oak Knoll.
- To respect sacred instructional time with students, phones for texting, emailing and calling are only to be used during your break or prep time except in the case of an emergency. Your duty time is included in "instructional time." Phones need to be on vibrate or silent when students are present.
- At the end of the assignment leave the room neat and orderly with materials and supplies returned to the proper area. Students can help with this.
- Leave a note for the teacher describing what was covered or not covered in the lesson plan, the names of students who were helpful or created problems, what you did during the day, a list of activities accomplished, any difficulties you had locating plans, supplies or schedules, and your overall feeling about the day.

CONFIDENTIALITY

Substitutes should not talk about children that have been in their classes with anyone other than the student's teacher and/or the principal or designated office staff. If parents or anyone else initiate contact regarding specific children, the substitute should tell the person to contact the teacher directly.

STUDENT SUPERVISION AND DISMISSAL

- Keeping students safe is a substitute's NUMBER ONE responsibility. You are on duty all of the time you are on campus.
- No student may leave school grounds without written permission from home and approval from the office. Any student, who must leave early, must be signed out through the office by a parent or guardian. Any person coming to the classroom to pick up a child must be referred to the office first. The parent or guardian must be wearing a visitor badge that proves they checked in at the office.
- When a child is to be excused from class at a designated time, please do not send the child to the office until the office has called for them.
- You are responsible for the students in your room at all times. Do not leave students unattended. If there is an emergency, call the office or notify a teacher next to you to watch your class. Supervision of students is your job any time you are on the premises. Be polite and treat the student as you wish to be treated.
- When a child becomes ill or is injured he/she should be brought or sent to the nurse's office with another student. The office will contact the parents and inform the teacher if the child is to be sent home. If a child does not return to the class in a reasonable length of time, please check with the office.
- If a child was involved in an accident, fill out an accident report form immediately.
- Students are never to be left alone in the classroom. Be sure to use your break, lunch and prep period for restroom breaks, however, if a situation arises and you must use the restroom while students are present be sure to call the office for an aide to come and step in for you.

EMERGENCY PROCEDURES

Each classroom has an emergency canvas bag and backpack. The canvas bag is to be brought out to the field by the teacher/substitute during all drills and evacuations, and must contain a copy of the emergency necklaces. Backpacks contain first aid supplies and must be carried out during drills and emergencies. Instructional Aides will then carry the backpacks to the First Aid Station. The location of this bag should be noted at the top of the lesson plans.

In the event of a security emergency (intruder, threat of violence, etc.) the emergency will be announced over the intercom.

- Classroom doors will be closed.
- Students will not be allowed to leave the room. Students will remain with specialist.
- School will remain in lock down until the all clear is given.
- When possible, instructions and clarification will be given. Do not call the office and ask for information.
- When the emergency is over and safety and security are reestablished you will be informed that you may resume normal activities. Explanation and media releases will be forthcoming.

OTHER INFORMATION

Dress Code

All adults should dress in a manner that reflects professionalism. All adults are models for students in the school and therefore have a responsibility to model appropriate dress. Additionally, teacher attire should not contradict anything that is prohibited for student attire.

Clothing should be professional attire, not casual weekend wear.

Child Abuse Reporting

It is your legal responsibility to report any cases of suspected child abuse. To ensure that requirements of the law and MPCSD are met, please discuss all details of the report with the Principal or Asst. Principal before a report is made

Student Medication

All medication (including over the counter cough drops) MUST have the medication authorization form signed by doctor.

All medications are stored in the nurse's office. Some students require Epipens which are stored in the office and in the student's classroom. Specific information related to students and how to handle medication administration will be left in the substitute teacher plans from the teacher. If substitute is unsure, contact the office.

Field Trips

Sometimes a substitute will work on a day that the class is scheduled to be on a field trip. Follow instructions left by the classroom teacher. Menlo Park City School District no longer allows for parent drivers on field trips so there will be a bus present to take the students on the trip.

Movies

Movies that are not G rated cannot be shown without parental permission. No PG-13 or R movies are allowed. Movies shown in class should reflect the grade level

curriculum. Substitutes should only show movies that have been specifically designated as part of the lesson plan for the day.

Yard Supervision

Aides, Lunch Supervisors and Teachers must wear the orange vests while on duty. Check the substitute teacher lesson plans to know if you have yard duty during any of the recesses. It's your responsibility to be on time to yard duty, and remain focused on the students for the duration of the supervision time. If you are on duty, you should be walking out to the yard 1-2 minutes prior to the bell.

Students are only allowed to be on the yard, not hallways, pathways, and around classrooms until their bell rings and students are dismissed to go to class.

Classroom Doors

The entrance doorway(s) in each classroom is to remain UNLOCKED while students are present and the window must remain clear (no posters or colored paper). No personal items should be left unattended in unlocked classrooms. When the room is vacated, please lock the door. Students may not be in your room without an adult present.

Rainy Day Lunches

The office will make a daily determination about indoor or outdoor recess and lunch. The substitute should call the front office or touch base with other members of their grade level team for the day to find out if the substitute needs to remain in the classroom with children during the lunch hour.

Your Service

As an on call substitute teacher, you serve at the pleasure of the District. The District wants you to be successful working in our schools and feel that you are a key part of our educational team. There are times when a substitute is not a match for certain schools or ages of students and has overall unsatisfactory service. In those situations a principal may request that a substitute teacher not be assigned to their school site.



Mission, Vision & Core Values

MISSION

We are a community working together to inspire high academic achievement among all students, serve their needs, challenge their minds, and enrich their lives, laying a foundation for success and participation in our democratic society and as citizens of the world.

VISION

Every child achieves academic excellence.
 Every child becomes emotionally and physically stronger.
 Every child discovers and grows their talents.

CORE VALUES

We are committed to achieving our Vision by relentlessly focusing on these Core Values:

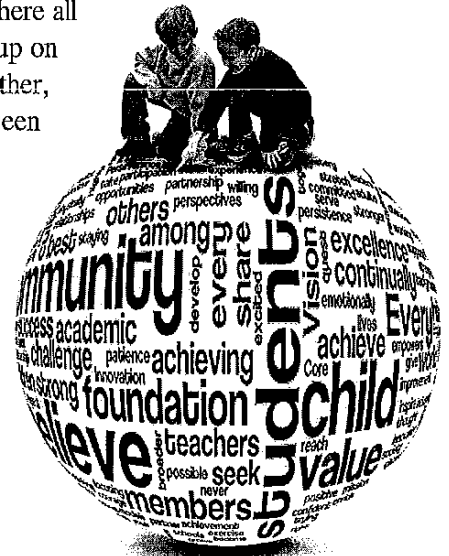
§ We value excited and curious learners who take initiative and feel confident in themselves, and teachers who revel in the quest to help every child become their best. We believe that an educational experience where students are highly engaged and challenged to achieve mastery, built upon a foundation of strong relationships, is integral to our mission...
 Engagement

§ We value a zest for continuous improvement by students, teachers, and all members of the community. We believe a culture of innovation empowers children to realize they can change the world. Our community supports and values staying current on the latest thinking, trying new ways to reach students, and taking the initiative to develop and share best practices...
 Innovation

§ We believe that effective leaders display a positive attitude, treat others with kindness and respect, and exercise the courage to stand up for and do what is right. We believe that both children and adults should continually seek to challenge themselves, be willing to step out in front, and act as role models and guides. We believe service to others is a foundation of leadership...
 Leadership

§ We value a strong partnership among students, staff, and parents, and we also seek to partner with and benefit from the unique strengths of our broader community. A culture of inclusivity is the norm in our schools, where all backgrounds and perspectives are valued, and we share a deep commitment to providing opportunity and achieving success for every child...
 Partnership

§ We believe that excellence requires hard work, patience and persistence. We value a community where all members never give up on themselves or each other, where obstacles are seen as opportunities, and where all members continually stretch to achieve more than was thought possible...
 Perseverance



APPENDIX A

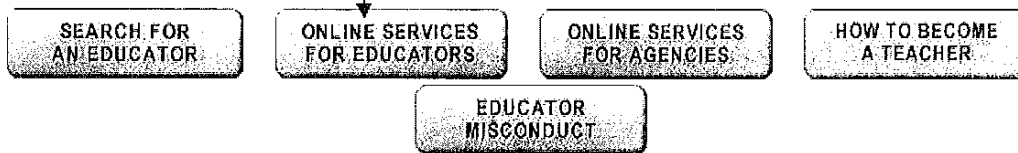


Online Services for Educators

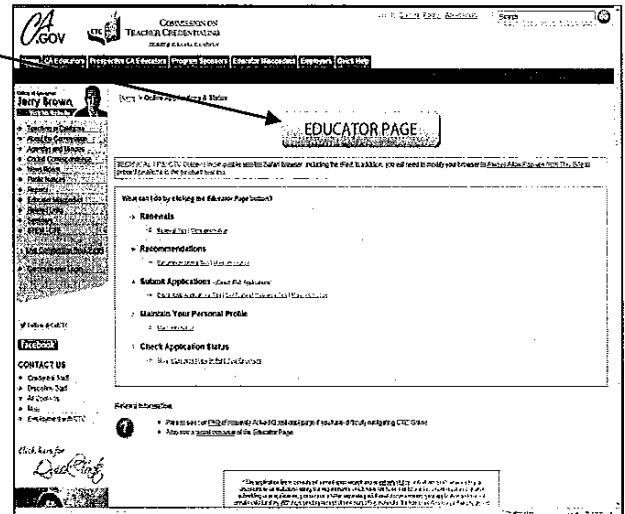
Quick tips-How to Renew/Reissue Your Documents

Important: Before beginning the application process, be sure set your web browser to "Always accept pop-ups" from the Commission's websites www.ctc.ca.gov and www.educator.ctc.ca.gov.

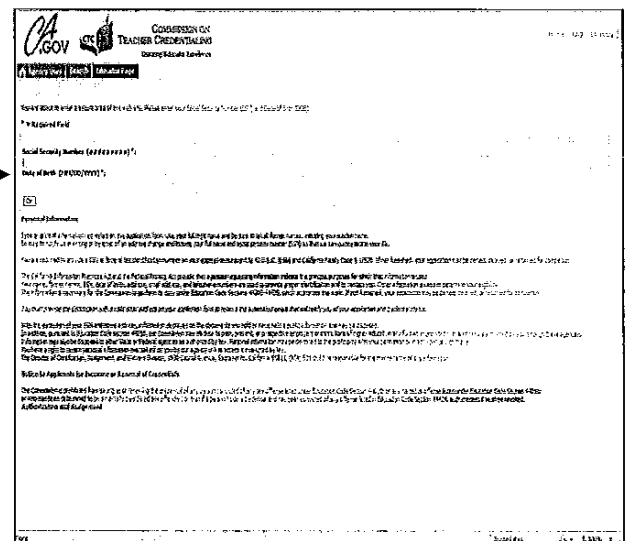
1. From the Commission's Home page www.ctc.ca.gov, click the **Online Services for Educators** navigation button



2. Select the **Educator Page** button.



3. Log in to your personal profile on the secure Educator Page using your SSN and date of birth.



- Verify your personal information on your Profile page. If necessary, you can edit this information here before moving to the next step. When finished, click Next.

- Your personal Educator Page provides a view of your document history. Under the heading “Renewals/Reissuances,” documents currently eligible for renewal will appear.

NOTE: If you hold a document eligible for renewal that does not appear under the Renewals heading, please contact the Commission promptly for assistance.

DO NOT SUBMIT A NEW WEB APPLICATION TO RENEW AN EXISTING DOCUMENT! This will only cause unnecessary delays in receiving your new document.

Document Number	Document Title	Term	Status	Issue Date	Expiration Date	Original Issuance Date	Grade	Special Grade
RENEWAL	Single Subject Teaching Permit	Emergency	ISS	5/1/2013	5/1/2014	5/1/2013		
REISSUANCE	Single Subject Teaching Permit	Emergency	ISS	5/1/2013	5/1/2014	5/1/2013		
REISSUANCE	Single Subject Teaching Permit	Emergency	ISS	5/1/2013	5/1/2014	5/1/2013		
REISSUANCE	Single Subject Teaching Permit	Emergency	ISS	5/1/2013	5/1/2014	5/1/2013		

- Under the heading "Renewals/Reissuances," if more than one document is eligible for renewal, click the small blue arrow on the left to highlight the row of the document you wish to renew. Then click on the drop down and select "Yes."

If you are selecting an additional document for renewal that is dependent on your basic credential, see step 7; if it is not a dependent document, go directly to step 9.

COMMISSION ON TEACHER CREDENTIALING
Ensuring Educator Excellence

Documental | Applicant | Applicant and Commission Action

Document Number	Document Title	Term	Status	Issue Date	Expiration Date	Original Issuance Date	Grade	Special Grade
6222007	Career Substantive Teaching Permit	Emergency	Valid	5/1/2011	4/30/24	5/1/2013		
6222010	30-Day Substantive Teaching Permit	Emergency	Valid	4/3/2012	5/1/2013	5/4/2010		
6222012	30-Day Substantive Teaching Permit	Emergency	Valid	4/2/2011	4/2/2013	3/2/2010		
6222013	30-Day Substantive Teaching Permit	Emergency	Valid	5/1/2011	4/2/2013	5/1/2013		

Renewals

Select "Yes" next to the Document Title and doc. Number

Select	Document Title	Term	Status	Issue Date	Expiration Date	Original Issuance Date	Pick Basic Credential	Special Grade
<input type="checkbox"/>	30-Day Substantive Teaching Permit	Emergency	Valid	4/3/2012	5/1/2013	5/1/2013		

Web Applications

Select "Yes" next to the Document Title and doc. Number

Select	Document Title	Application Status	Issue Date	Return Reason
<input type="checkbox"/>	Certificates of Clearance	Pending		
<input type="checkbox"/>	Activity Supervisor Clearance Certificate	Pending		
<input type="checkbox"/>	Employment History and Employment Clearance Certificate	Pending		

- (Dependent documents only) When renewing a dependent document, you will be required to identify your basic credential. Use the pick applet here to choose your basic credential from the list.

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Document Number	Document Title	Term	Status	Issue Date	Expiration Date	Original Issuance Date	Grade	Special Grade
6222007	Career Substantive Teaching Permit	Emergency	Valid	5/1/2011	4/30/24	5/1/2013		
6222010	30-Day Substantive Teaching Permit	Emergency	Valid	4/3/2012	5/1/2013	5/4/2010		
6222012	30-Day Substantive Teaching Permit	Emergency	Valid	4/2/2011	4/2/2013	3/2/2010		
6222013	30-Day Substantive Teaching Permit	Emergency	Valid	5/1/2011	4/2/2013	5/1/2013		

Renewals

Select "Yes" next to the Document Title and doc. Number

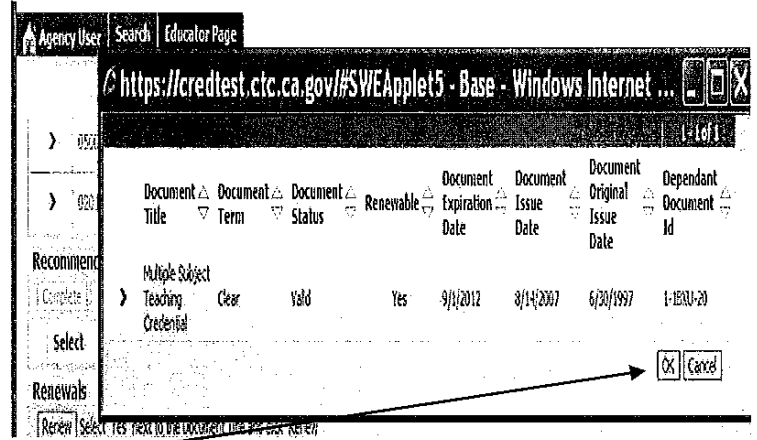
Select	Document Title	Term	Status	Issue Date	Expiration Date	Original Issuance Date	Pick Basic Credential	Special Grade
<input type="checkbox"/>	30-Day Substantive Teaching Permit	Emergency	Valid	4/3/2012	5/1/2013	5/1/2013		

Web Applications

Select "Yes" next to the Document Title and doc. Number

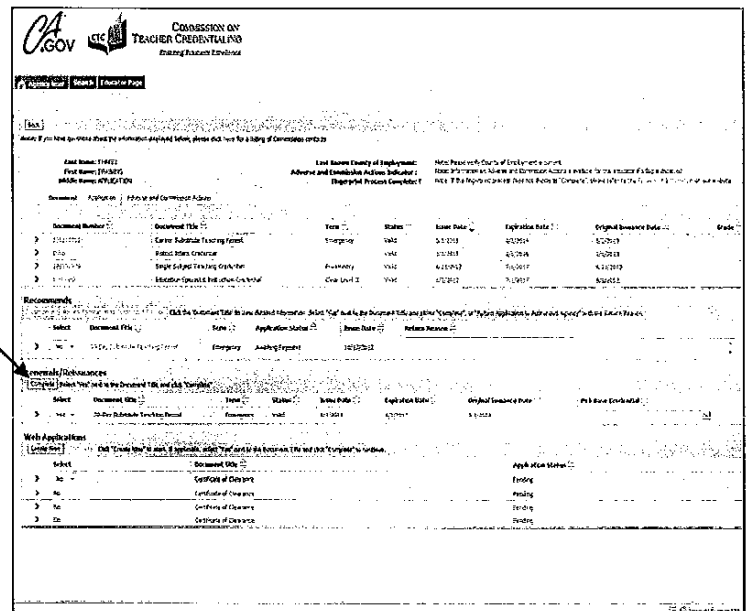
Select	Document Title	Application Status	Issue Date	Return Reason
<input type="checkbox"/>	Certificates of Clearance	Pending		
<input type="checkbox"/>	Activity Supervisor Clearance Certificate	Pending		
<input type="checkbox"/>	Employment History and Employment Clearance Certificate	Pending		

8. (Dependent documents only [cont.])
 A pop up window should display showing which documents are eligible to be a basic. If more than one document is eligible to serve as the basic credential, click on the small blue arrow at the left of the row to select the one with the latest expiration date.

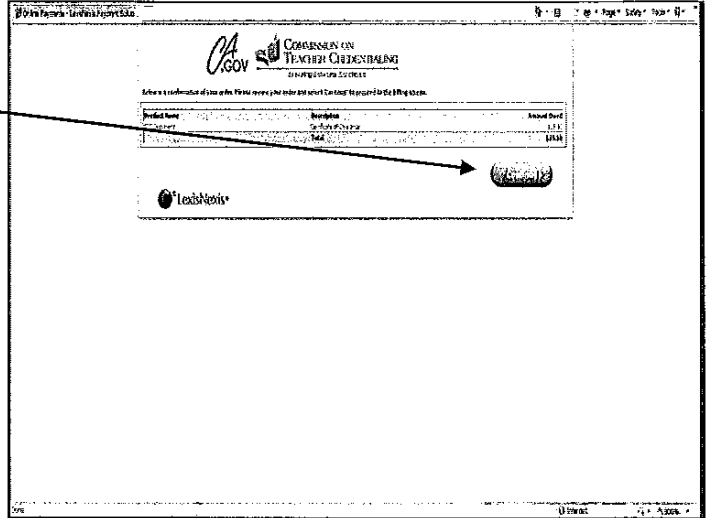


Select OK to populate the "pick base credential" field. You should now be able to continue the renewal process.

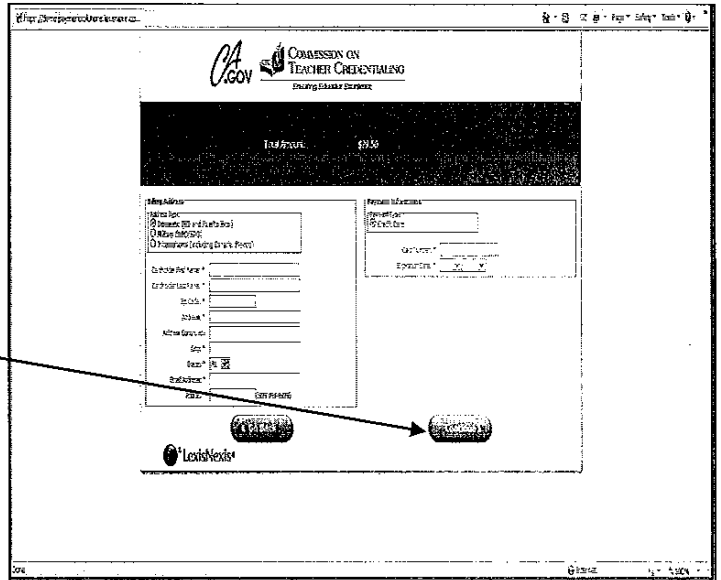
9. Click on the "Complete" button.



12. The display shows the document applied for and the amount to pay. Click the Continue button.



13. Complete the billing verification information for LexisNexis. Choose to pay with credit card (can also use debit card with Visa or MasterCard logo). Click the Continue button when finished.



17. The final landing page provides directions back to the Educator Page or to log out of CTC Online.



Please note: if you have allowed your credential to lapse for more than 18 months, you will be required to be resubmit your fingerprint information along with your application for reissuance.