

# GUEST TEACHER HANDBOOK

## Santee School District

An Equal Opportunity Employer

## A Handbook of Personnel Policies



This handbook is a guide to our district procedures  
and does not create any contractual rights.

Santee School District • 9625 Cuyamaca St. • Santee, California 92071  
619.258.2300 • Fax 619.258.2305  
[www.santeesd.net](http://www.santeesd.net)

This Guest Teacher handbook is the property of the Santee School District.  
Human Resources 7/18

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## **Vision**

*Santee School District will be an innovative leader in education, inspiring students to realize their unique potential.*

## **Mission**

*Santee School District assures a quality education, empowering students to achieve academic excellence and to develop life skills needed for success in a diverse and changing society.*

## **Rallying Cry**

*“Where Young Minds Meet Open Doors”*

## **Belief Statements**

*Children are our first priority. Therefore, we believe....*

- 1. All students can learn.*
- 2. Student growth, academic performance, and positive personal development are the highest measures of student and district success.*
- 3. Trust, integrity, respect, citizenship, honesty, responsibility, commitment, and pride are the foundations on which our district is built.*
- 4. Students should understand and respect the origin of the nation, the law of the land, and the principles of our democracy.*
- 5. Parent and community involvement in our schools is crucial to the academic success of our students.*
- 6. Knowledgeable, motivated, and inspired employees assure the success of our students.*
- 7. Everyone has the right to learn and work in a safe, healthy, orderly, and clean environment.*
- 8. The district operates efficiently and effectively through focused leadership, fiscal responsibility, and open communication, with a strong academic program as the top priority.*



*A Word about This Handbook*

The practices outlined in this booklet should be regarded as management guidelines derived from the District policies and administrative regulations, adopted by the Santee School District Board of Education (Board). The District retains the right to make decisions involving employment as needed in order to conduct its work in a manner beneficial to the Guest Teacher and to the District. This handbook does not include all policies and procedures but is designed to give a general overview.

This Handbook is designed to acquaint you with Santee School District and provide you with general information about working conditions and policies affecting your employment. We, Santee School District, are an Equal Opportunity Employer in all personnel decisions.

The information contained in this Handbook applies to all Guest Teachers of Santee School District. Following the policies described in this Handbook is considered a condition of continuous employment. However, nothing in this Handbook alters a Guest Teacher’s “at-will” status. The contents of this Handbook shall not constitute nor be construed as a promise of employment or as a contract between the District and any of its Guest Teachers. The Handbook is a summary of our policies, which are presented here only as a matter of information.

You are responsible for reading, understanding, and complying with District Board Policies, Administrative Regulations, and provisions of this Handbook. **All policies and regulations can be found on the District website at [www.santeesd.net](http://www.santeesd.net) under *School Board / Board Policies*.** Our objective is to provide you with a work environment that is constructive to both personal and professional growth.



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## **Board of Education**

<b>Dustin Burns</b>	<b>Voice Mail: (619) 258-2250-1458</b>
<b>Dianne El-Hajj</b>	<b>Voice Mail: (619) 258-2250-1457</b>
<b>Ken Fox</b>	<b>Voice Mail: (619) 258-2250-1454</b>
<b>Elana Levens-Craig</b>	<b>Voice Mail: (619) 258-2250-1456</b>
<b>Barbara Ryan</b>	<b>Voice Mail: (619) 258-2250-1452</b>

## **District Administration**

<b>Dr. Kristin Baranski, Superintendent</b>	<b>(619) 258-2304</b>
Lisa Arreola, Executive Assistant – <a href="mailto:Lisa.Arreola@santeesd.net">Lisa.Arreola@santeesd.net</a>	
<b>Karl Christensen, Asst. Supt., Business Services</b>	<b>(619) 258-2320</b>
Evonn Avila, Administrative Secretary – <a href="mailto:Evonn.Avila@santeesd.net">Evonn.Avila@santeesd.net</a>	
<b>Tim Larson, Asst. Supt., Human Resources &amp; Pupil Services</b>	<b>(619) 258-2308</b>
Karen Ortega, Administrative Secretary – <a href="mailto:Karen.Ortega@santeesd.net">Karen.Ortega@santeesd.net</a>	
<b>Dr. Stephanie Pierce, Asst. Supt., Educational Services</b>	<b>(619) 258-2351</b>
Kathy McKinnon, Administrative Secretary – <a href="mailto:Kathy.McKinnon@santeesd.net">Kathy.McKinnon@santeesd.net</a>	

## **Important Numbers**

<b>Carla Buckel</b>	
Personnel Assistant / Substitute Help Desk – <a href="mailto:Carla.Buckel@santeesd.net">Carla.Buckel@santeesd.net</a>	<b>(619) 258-2242</b>
<b>Krista D’Agostino</b>	
Personnel Technician – <a href="mailto:Krista.Dagostino@santeesd.net">Krista.Dagostino@santeesd.net</a>	<b>(619) 258-2311</b>
<b>Lindsay Meyer</b>	
Personnel Technician – <a href="mailto:Lindsay.Meyer@santeesd.net">Lindsay.Meyer@santeesd.net</a>	<b>(619) 258-2387</b>
<b>Katie Borts</b>	
Benefits Technician – <a href="mailto:Katie.Borts@santeesd.net">Katie.Borts@santeesd.net</a>	<b>(619) 258-2313</b>
<b>Karen Lippert</b>	
Payroll Specialist – <a href="mailto:Karen.Lippert@santeesd.net">Karen.Lippert@santeesd.net</a>	<b>(619) 258-2314</b>
<b>AESOP (absence verification system)</b>	<b>(800) 942-3767</b>
<a href="http://www.aesoponline.com">www.aesoponline.com</a>	

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**Section: General Information      PowerSchool Student Attendance Information**

*Thank you for substituting for us today!*

In order for you to take attendance in Power School (our electronic attendance system) you will need to know a few things:

1. **Go to the teacher’s computer and turn it on. If it is already on, turn it off. When the computer comes up you will see the box below:**

**Your User name = Substitute  
Password = Santee**

**This will take you to the Power School sign in Screen. Your screen will look like #2 below.**



2. **Select the school you are at and the teacher you are substituting for. Your password will be the first two initials of the school you are at (example: cp for Cajon Park or sc for Sycamore) followed by temp...no spaces (cptemp, chtemp, cotemp, cfhtemp, hctemp, pdtemp, patemp, rstemp and sctemp).**
3. **Click on the chair icon for a class roster (to enter attendance) or click on the dining utensils icon to enter the lunch count.**

**\*\*\*IMPORTANT NOTE\*\*\* ATTENDANCE IS ALWAYS TAKEN IN THE ZERO (0) PERIOD CLASS. IF A TEACHER HAS MULTIPLE CLASSES, BE SURE TO DO THE MORNING ATTENDANCE IN ZERO PERIOD.**

There are only two (2) codes to be used for attendance. Enter an “A” for anyone not in attendance or enter a “D” for late students. If everyone in the class is present, simply click on the submit button. Lunch count is also to be taken at this time.



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## **Section: General Information    AESOP Absence Verification System Registration**

You will receive your personal identification number (PIN) after your paperwork has been completed and your employment information has been processed by Human Resources. If you are still unable to register after 4-5 days, call (619) 258-2242. **Your LOG IN will always be your 10-digit phone number (xxxxxxxxxx)**. You are able to change your phone number and PIN at any time. **PLEASE NOTE: if you change your phone number it will change your LOG IN number.**

Aesop allows you to search for substitute assignments online at [www.aesoponline.com](http://www.aesoponline.com). Aesop will also call with assignments during the following hours:

Weekday Mornings	5:00 a.m. – until filled
Weekday Evenings	4:30 p.m. – 9:00 p.m.
Saturdays	None
Sundays and Holidays	4:30 p.m. – 9:00 p.m.

Online access allows you to secure an assignment as soon as it becomes available without waiting for the Aesop system to call. However, you can also call Aesop at (800) 942-3767, or the system will call you if assignments have not been filled. Please listen carefully and follow the prompts. Aesop will notify you of the school, classified employee's name, time to report to the assignment, and give you an assignment number.

**Substitutes should only accept assignments offered by Aesop or the Human Resources Department and may be moved to another assignment in order to support the needs of our students and classroom coverage. If you are requested to work an assignment by an employee, you must verify that the assignment is entered in Aesop in order for it to be considered a valid assignment.**

When a substitute is called for a late assignment the **arrival time** will determine the number of hours to be paid. **Arrival time specified when accepting the assignment is critical in making this determination.**

Other reasons to Call or Utilize Aesop:

- Listen or view assignments available for you to accept
- Review an assignment
- Review or modify your daily availability
- Change phone number (LOG IN) or PIN
- Add or change an email address  
(Please notify Carla Buckel at (619) 258-2242 if you have a change in mailing address)

**Email information must be on file in order to receive important District notifications.**

Reasons to Decline or Cancel an assignment:

- Illness
- Personal Emergency

**Cancellations must be reported 24 hours prior to assignments by calling  
(800) 942-3767 or (619) 258-2242.**

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**Section: General Information**

**School Calendar**

**Santee School District 2018-2019 School Calendar**

July 2018						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

7/4 INDEPENDENCE DAY

- 7/31 Principals return
- 8/1 VPs return
- 8/1 11-mo employees return
- 8/2 \*Sch Sec/SACs return
- 8/13 School offices open to public
- 8/15 Teachers return
- 8/15-8-16 District Prof Dev
- 8/17-8/21 Site Prof Dev
- 8/22 10-mo employees return
- 8/22 Students Return
- 8/22 9-mo employees return

August 2018						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

9/3 LABOR DAY Observance

October 2018						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 11/2 End of 1st trimester (52 days)
- 11/9-11/16 Parent/Teacher Conf; modified days/Classified Prof Dev
- 11/12 VETERANS' DAY Observance
- 11/19-11/23 THANKSGIVING BREAK
- 11/22 THANKSGIVING DAY
- 11/23 LOCAL HOLIDAY

December 2018						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 12/24-1/4 WINTER BREAK
- 12/24 LOCAL HOLIDAY in lieu of Admissions' Day
- 12/25 CHRISTMAS DAY
- 12/26 LOCAL HOLIDAY
- 12/31 LOCAL HOLIDAY

January 2019						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 1/1 NEW YEAR'S DAY
- 1/7 Classes resume
- 1/21 MARTIN LUTHER KING DAY observance

February 2019						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

- 2/11 LINCOLN'S DAY observance
- 2/18 WASHINGTON'S DAY observance
- 2/22 End of 2nd trimester (61 days)

March 2019						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2019						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 4/15-4/26 SPRING BREAK
- 4/19 LOCAL HOLIDAY
- 4/29 Classes resume

May 2019						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 5/27 MEMORIAL DAY Observance

June 2019						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 6/12 End of 3rd trimester (67 days)
- 6/12 Last school day; minimum day
- 6/12 9-mo emp last work day
- 6/18 10-mo emp last work day
- 6/19 VPs last work day
- 6/20 Sch Sec/SACs last work day
- 6/24 Prin last work day
- 6/28 11-mo emp last work day

Promotion dates vary (please contact school sites)

\*Variations of Sch Sec/SAC employee schedules will be approved by supervisor and a copy provided to payroll.

Board Approved: December 5, 2017



**CAJON PARK SCHOOL**

**10300 Magnolia Avenue  
Santee, CA 92071**  
Telephone: (619) 956-2400  
Fax: (619) 956-2408  
[Tim.Dobbins@santeesd.net](mailto:Tim.Dobbins@santeesd.net)

**Principal: Tim Dobbins**  
**Vice Principal: Angelo Benedetto**  
Secretary: Tessa Borgerding  
Office Hours 7:30 a.m. to 3:30 p.m.

**CARLTON HILLS SCHOOL**

**9353 Pike Road  
Santee, CA 92071**  
Telephone: (619) 258-3400  
Fax: (619) 258-3414  
[Stephanie.Southcott@santeesd.net](mailto:Stephanie.Southcott@santeesd.net)

**Principal: Stephanie Southcott**  
**Vice Principal: Leah Saunders**  
Secretary: Susan Bosjolie  
Office Hours 7:30 a.m. to 4:00 p.m.

**CARLTON OAKS SCHOOL**

**9353 Wethersfield Road  
Santee, CA 92071**  
Telephone: (619) 956-4500  
Fax: (619) 956-4509  
[Andrew.Johnston@santeesd.net](mailto:Andrew.Johnston@santeesd.net)

**Principal: Andy Johnston**  
**Vice Principal: Melynda Pezone**  
Secretary: Shannon Birch  
Office Hours 8:15 a.m. to 4:00 p.m.

**CHET F. HARRITT SCHOOL**

**8120 Arlette Street  
Santee, CA 92071**  
Telephone: (619) 258-4800  
Fax: (619) 258-4816  
[Tylene.Hicks@santeesd.net](mailto:Tylene.Hicks@santeesd.net)

**Principal: Tylene Hicks**  
**Vice Principal: DiAnn Albert**  
Secretary: Stephanie Borden  
Office Hours 7:00 a.m. to 3:30 p.m.

**HILL CREEK SCHOOL**

**9665 Jeremy Street  
Santee, CA 92071**  
Telephone: (619) 956-5000  
Fax: (619) 956-5014  
[Suzie.Martin@santeesd.net](mailto:Suzie.Martin@santeesd.net)

**Principal: Suzie Martin**  
**Vice Principal: Chasity Forster**  
Secretary: Breann Bedsole  
Office Hours 7:15 a.m. to 3:45 p.m.

**PEPPER DRIVE SCHOOL**

**1935 Marlinda Way  
El Cajon, CA 92020**  
Telephone: (619) 956-5100  
Fax: (619) 956-5114  
[Ted.Hooks@santeesd.net](mailto:Ted.Hooks@santeesd.net)

**Principal: Ted Hooks**  
**Vice Principal: Tiffani Brown**  
Secretary: Julia Hauner  
Office Hours 8:00 a.m. to 3:30 p.m.

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***PRIDE ACADEMY AT PROSPECT SCHOOL & PRESCHOOL***

**9303 Prospect Avenue**

**Santee, CA 92071**

Telephone: (619) 956-5200

Fax: (619) 956-5212

[Kristen.Bonser@santeesd.net](mailto:Kristen.Bonser@santeesd.net)

**Principal: Kristen Bonser**

**Vice Principal: Johanna Simko**

Secretary: Patty Eng

Office Hours 7:15 a.m. to 3:45 p.m.

***RIO SECO SCHOOL***

**9545 Cuyamaca Street**

**Santee, CA 92071**

Telephone: (619) 956-5500

Fax: (619) 956-5514

[Debra.Simpson@santeesd.net](mailto:Debra.Simpson@santeesd.net)

**Principal: Debra Simpson**

**Vice Principal: Erica Edmonston**

Secretary: Jackie D'Agostino

Office Hours 7:30 a.m. to 3:30 p.m.

***SYCAMORE CANYON SCHOOL***

**10201 Settle Road**

**Santee, CA 92071**

Telephone: (619) 956-5400

Fax: (619) 956-5412

[Summer.Locke@santeesd.net](mailto:Summer.Locke@santeesd.net)

**Principal: Summer Locke**

Secretary: Aemily Scott

Office Hours 8:00 a.m. to 4:00 p.m.

***ALTERNATIVE SCHOOL***

**10250 North Magnolia Ave.**

**Santee, CA 92071**

Telephone: (619) 956-2490

Fax: (619) 956-2494

[Bonner.Montler@santeesd.net](mailto:Bonner.Montler@santeesd.net)

**Administrator: Bonner Montler**

**Teacher: Patricia Noujaim**

School Office Receptionist/Clerk: Kim Whitacre

Office Hours 8:45 a.m. to 2:45 p.m.

***SANTEE SUCCESS SCHOOL***

**10250 North Magnolia Ave.**

**Santee, CA 92071**

Telephone: (619) 956-2453

Office: (619) 258-2364

[Mike.Olander@santeesd.net](mailto:Mike.Olander@santeesd.net)

**Administrator: Mike Olander**

**Teacher: Annelise Steen**



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**SANTEE SCHOOL DISTRICT  
School Schedules  
2018-2019**

**Cajon Park      Carlton Hills      Chet F. Harritt      Hill Creek      PRIDE Academy**

Regular Schedule

Minimum Days

Parent/Teacher Conf. & Last Day of School  
11/9/18-11/16/18 & 6/12/19

<i>Grade</i>	<i>Start</i>	<i>End</i>		<i>Start</i>	<i>End</i>
TK, EAK	7:45	11:15		7:45	11:15
K-3	7:45	1:35		7:45	12:20
4-8	7:45	2:01		7:45	12:20

**Carlton Oaks      Pepper Drive      Rio Seco      Sycamore Canyon**

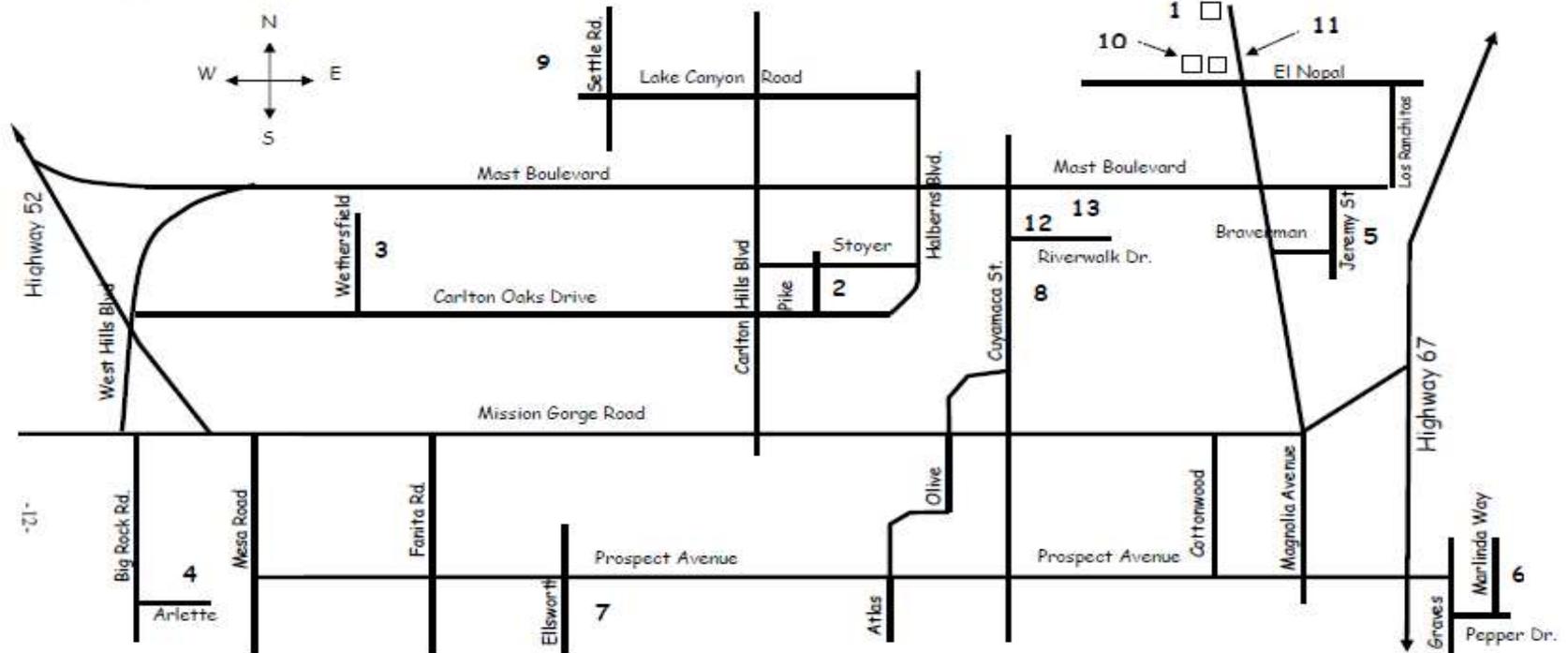
Regular Schedule

Minimum Days

Parent/Teacher Conf. & Last Day of School  
11/9/18-11/16/18 & 6/12/19

<i>Grade</i>	<i>Start</i>	<i>End</i>		<i>Start</i>	<i>End</i>
TK, EAK	8:30	12:00		8:30	12:00
K-3	8:30	2:20		8:30	1:05
4-8	8:30	2:46		8:30	1:05

Santee School District Site Map



- |   |   |   |   |
|---|---|---|---|
| <p>1. <b>Cajon Park</b>      <b>956-2401</b><br/>10300 Magnolia Avenue<br/>Santee, CA 92071</p>     | <p>4. <b>Chet F. Harritt</b>      <b>258-4801</b><br/>8120 Arlette St.<br/>Santee, CA 92071</p> | <p>8. <b>Rio Seco</b>      <b>956-5501</b><br/>9545 Cuyamaca St.<br/>Santee, CA 92071</p>               | <p>11. <b>Santee Success Program</b>      <b>956-2453</b><br/>10250 North Magnolia<br/>Santee, CA 92071</p>                           |
| <p>2. <b>Carlton Hills</b>      <b>258-3401</b><br/>9353 Pike Rd.<br/>Santee, CA 92071</p>          | <p>5. <b>Hill Creek</b>      <b>956-5001</b><br/>9665 Jeremy St.<br/>Santee, CA 92071</p>       | <p>9. <b>Sycamore Canyon</b>      <b>956-5401</b><br/>10201 Settle Rd.<br/>Santee, CA 92071</p>         | <p>12. <b>Educational Resource Ctr</b>      <b>258-2350</b><br/>Douglas E. Giles Bldg.<br/>9619 Cuyamaca St.<br/>Santee, CA 92071</p> |
| <p>3. <b>Carlton Oaks</b>      <b>956-4501</b><br/>9353 Wethersfield<br/>Santee, CA 92071</p>       | <p>6. <b>Pepper Drive</b>      <b>956-5101</b><br/>1935 Marlinda Way<br/>El Cajon, CA 92020</p> | <p>10. <b>Alternative School</b>      <b>956-2490</b><br/>10250 North Magnolia<br/>Santee, CA 92071</p> | <p>13. <b>District Office</b>      <b>258-2300</b><br/>Charles E. Skidmore Bldg.<br/>9625 Cuyamaca St.<br/>Santee, CA 92071</p>       |
| <p>7. <b>Prospect Avenue</b>      <b>956-5201</b><br/>9303 Prospect Avenue<br/>Santee, CA 92071</p> |   |   |   |

Form 65-407 Human Resources 8/11

Map not to scale. Not all streets are shown.

1. As a guest teacher, you must be flexible. There will be times when your assignment may change in order to support the needs of our students and classroom coverage.
2. As a guest teacher, you are responsible for the full schedule of the regular teacher you are substituting for. This includes the classroom day and any special duties or assignments performed by the regular teacher. You are expected to follow the plans of the teacher as closely as possible. You are invited to attend faculty meetings and are expected to attend specific meetings at the request of the principal or supervisor.
3. As a guest teacher, you are responsible for the conduct of classes to which you are assigned. When and if special problems arise, you should feel free to turn to the principal's office for help. Requests for help and assistance should not be viewed negatively, but rather as opportunities for you to learn and grow professionally.
4. As a guest teacher you must:
  - Check in with the office before entering campus.
  - Check with the office concerning daily student attendance reporting procedures.
  - Always wear a "Staff" identification badge, or printed label, provided by the school office while on campus.
  - Maintain normal classroom routines and discipline procedures. The principal should be contacted should a serious discipline problem arise. **Corporal punishment of any kind must not be used.**
  - Leave the regular teacher a report of work done in the plan book, especially if lesson plans have been altered.
  - If substituting in the same class for more than one day in succession, correct papers and list grades for the regular teacher if requested to do so.
  - Leave room as neat as possible at the end of the day with things approximately in the same place in which they were found.
  - Lock the classroom whenever you and the students are out of the room. Never leave the class unattended under any circumstances.
  - Check to see if there are sufficient supplies in the classroom prior to class beginning and if there are not, contact the office.
5. As a guest teacher, you should refrain from doing the following without authority from the principal:
  - Change seating unless absolutely necessary.
  - Change groupings.
  - Dismiss class ahead of time.
  - Allow students to leave class ahead of time.
  - Allow students to leave the classroom without permission.
6. As a guest teacher, under no circumstances should you:
  - Criticize the regular teacher or any other staff member, parent, or student.
  - Leave money or valuables in the desk.
  - Release a child from your jurisdiction during school hours without written permission from the school office.



**Legal Status**

Guest teacher employees are those persons employed in positions requiring certification qualifications to fill assignments of regularly employed persons absent from service. Guest teacher service does not apply toward tenure. Guest teachers are employed on a day to day basis and will be paid at the rate adopted by the Board of Education. Upon completion of the eleventh (11) consecutive day of employment in one (1) position, guest teachers will receive the long term guest teacher rate of pay.

- **Full Day** - If you have been hired to work a full day, you are expected to work six and one-half hours (6 ½) excluding lunch. Class schedules can be found in this booklet. These times reflect the times that students are in school. As a certificated staff member, you will be expected to arrive prior to the time specified by Aesop for your assignment. You must check in at the office and will be expected to work for six and one half hours (6 ½) excluding lunch.
- **Half Day A.M.** - If you have been hired to work a half day morning only, you will be expected to arrive prior to the time specified by Aesop for your assignment to check in at the office and your work day will end at 11:15 a.m.
- **A.M. / P.M.** - If you have been hired to work at one school in the morning and another school in the afternoon, you must communicate with the site secretary at each site to determine your release time between the two (2) sites.
- **Half Day P.M.** - If you have been hired to work a half day afternoon only, your work day begins at 11:15 a.m. You will be expected to arrive prior to 11:15 a.m. to check in at the office; unless you are working a morning assignment at another school. Then you will arrive at the time agreed to by both sites.
- **Modified Days – Staff Development** - If you have been hired to work a full day and the school you are assigned to is having a modified day, you are still required to work six and one-half hours (6 ½) excluding lunch. If you are interested in attending the staff development activity, please talk to the school principal prior to the staff development activity.

**GUEST TEACHER PAY RATES:    FULL DAY - \$120.00    HALF DAY - \$70.00  
LONG TERM FULL DAY - \$130.00**

**SPECIAL ED PAY RATES:        FULL DAY - \$130.00    HALF DAY - \$75.00  
LONG TERM FULL DAY - \$140.00**

**Time Sheets and Pay Warrants**

The guest teacher must record work performed on a time sheet and have it signed by each school or department. This time sheet must be turned in to the payroll department according to the “Time Sheet Schedule” found in this booklet. Failure to do so may result in your pay warrant to be issued on the following pay period. Paper warrants will be available from 9:00 a.m. to 2:30 p.m. in the payroll department at the district office on the last working day of the month unless specified otherwise. Paychecks will no longer be mailed to your home address and you will be required to pick up your paycheck unless you have made arrangements for direct deposit (see below for online pay statements / direct pay information).

**Paychecks will only be released to the individual whose name appears on the check or an individual who the Guest Teacher has designated and approved through written consent with proper ID.**

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Please adhere to the schedule. Timesheets must include **employee ID number** and appropriate signatures. Incomplete timesheets will be returned for completion and could result in your paycheck being delayed.

**Employee ID number is printed on your pay statement**

SANTEE SCHOOL DISTRICT  
2018-2019 PAYROLL DATES AND DEADLINES

Month	Timesheets due to Payroll	Issue Date
July 2018	June 29	July 31
August 2018	July 31	August 31
September 2018	August 31	September 28
October 2018	September 28	October 31
November 2018	October 31	November 30
December 2018	November 30	December 21
January 2019	December 21	January 31
February 2019	January 31	February 28
March 2019	February 28	March 28*
April 2019	March 28*	April 30
May 2019	April 30	May 31
June 2019	May 31	June 28

*Employee ID# is required on all timesheets*

\* March payroll issue date is 3/28/19 due to the observance of the Cesar Chavez holiday on 3/29/19.

**IMPORTANT INFORMATION REGARDING PAYCHECK AND DIRECT DEPOSIT STUB DISTRIBUTION:**  
Direct Deposit paycheck information is available online; no paper copies will be distributed. Paychecks will be online beginning on the issue date via a hyperlink on the Payroll Services page of the Santee School District website. Non-direct deposited paychecks will be available for pick up in the Payroll Department between 8:00 am and 4:00 pm on the issue date. All checks not picked up on the issue date will be mailed to the employee's home address on file.

Please contact the Payroll Department with any questions or concerns:

[karen.lippert@santeesd.net](mailto:karen.lippert@santeesd.net)

[lorie.schmitz@santeesd.net](mailto:lorie.schmitz@santeesd.net)

[claudia.jaquez@santeesd.net](mailto:claudia.jaquez@santeesd.net)

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Direct deposit pay statements from the Santee School District will be available **online only**; no paper copies will be distributed. Every employee and substitute is able to self-register for the Direct Deposit Pay Statement web system from the District’s website.

The link to online statement information can be found by navigating to the Payroll webpage at <http://www.santeesd.net/Domain/32>.

You must have your paycheck directly deposited to view your statement online.

All employees and substitutes are strongly encouraged to have their paycheck directly deposited. The District is assessed a fee by the County Office of Education for every paper check that is printed; this cost cannot be “passed on” to our employees.

**For employees and substitutes who are not set up for direct deposit:**

The District will not mail or deliver paper paychecks to school sites. All paychecks must be picked up in the Payroll Department on payday. If you are unable to come in on payday you must contact the Payroll Department to make arrangements to pick up your check at a later date.

Karen Lippert  
(619) 258-2314  
[Karen.Lippert@santeesd.net](mailto:Karen.Lippert@santeesd.net)

Lorie Schmitz  
(619) 258-2322  
[Lorie.Schmitz@santeesd.net](mailto:Lorie.Schmitz@santeesd.net)

Claudia Jaquez  
(619) 258-2312  
[Claudia.Jaquez@santeesd.net](mailto:Claudia.Jaquez@santeesd.net)

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**SANTEE SCHOOL DISTRICT  
PAYROLL DEPARTMENT**

**Deferred Compensation Program Information**

**The opportunity to participate in a voluntary supplemental retirement program is available to all Santee School District employees and substitute employees.**

For information about the 403b and 457b programs available through the District, please see the website [FBCRetire.com](http://FBCRetire.com). There you will find information about available plans, how to enroll, planning tools, all plan forms, as well as contact information to speak to a retirement plan specialist. To view the list of all approved vendors please see the website [403bCompare.com](http://403bCompare.com).

There are two types of accounts –

- Empower Retirement Plans, which are administered through the Fringe Benefits Consortium (FBC) which is the provider for the San Diego County Office of Education (SDCOE)
- Outside Vendor Plans, which are administered by the vendors on the approved vendor list and are not connected to the SDCOE.

All forms related to Empower accounts are listed under “Empower Plan Forms”.  
All forms related to non-Empower vendors are listed under “General Forms”.

All forms for exchange, distribution, rollover, hardship/emergency, and loan authorization are to be completed and submitted to National Benefit Services (NBS); contact information is printed on the forms. NBS is the plan administrator and will issue authorization when needed to complete the above actions.

The Salary Reduction Agreement and the Maximum Contribution Worksheet are the 2 forms used to set up payroll contributions to 403b and 457b accounts and are to be completed and submitted to the District Payroll Department for processing.

The Salary Reduction Agreement is the form used to set up new a new payroll contribution, change an existing payroll contribution, or cancel a payroll contribution to a 403b or 457b account. This form does not set up an account with the vendor; that is a separate process that must be done before the funds are sent from your payroll check to the vendor. If a Salary Reduction Agreement is processed by the payroll department but there is no open account at the other end the funds will be returned to the District and could have an impact on the employee’s tax liability.

The Maximum Contribution Worksheet is used to verify that contributions do not exceed the maximum limit and should be completed and submitted with the Salary Reduction Agreement for new payroll deductions when the annual contribution amount approaches the base annual limit, 18,500.00 for the calendar year 2018 for both 403b and 457b accounts.

For more information please contact:  
Karen Lippert, Payroll Specialist  
(619) 258-2314  
[karen.lippert@santeesd.net](mailto:karen.lippert@santeesd.net)

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Santee School District expects that every Guest Teacher to be punctual for each assignment. This means being at the proper location and ready to work prior to the starting time for each assignment. Tardiness places a burden on Santee School District staff.

***Keys to Professional Success***

The professional practices listed below are tied directly to the District expectations for all Guest Teachers

- **Honor confidentiality.** You are a professional and you will receive personal information about students, parents and other staff members. Honor that confidentiality.
- **Walk the Talk.** Your words are valuable. Be careful about what you say. Others listen to you and your words – positive or negative actions will have an impact.
- **Dress for Success.** Your appearance and demeanor will affect how others perceive you.
- **Recognize the Positive Contributions of Others.** Don't dwell on their faults.
- **Honor others with your positive attendance.** Be on time. Be attentive. Be an active listener. Contribute to the purpose of the meeting.
- **Fulfill your Professional Community Duties.** Read and follow written communications. Ask clarifying questions. Provide positive guidance to others.
- **Education is our Work.** Improving your knowledge and skills is vital to the success of our students.

District policies, regulations, and standards of conduct for Santee School District are important and the District regards them seriously. It is expected that all Guest Teachers become familiar with and follow all District policies, rules, and regulations faithfully while in an assignment or conducting Santee School District business. Please note that any Guest Teacher who deviates from these rules and standards will be subject to corrective action, up to and including immediate removal from the Guest Teacher employment list. It is Santee School District's practice to allow the Guest Teacher two (2) opportunities to receive constructive criticism and/or notices of incidents without being removed from the Guest Teacher list referred to as the "Three Strike Rule". **All policies and regulations can be found on the District website at [www.santeesd.net](http://www.santeesd.net) under School Board / Board Policies.**

Guest Teacher personnel files may include the following: job application, job description, resume, salary history, records of disciplinary action and documents related to Guest Teacher performance reviews, coaching, and mentoring. Personnel records are maintained on a current basis. Please notify us immediately of any change of name, address, telephone number, marital, dependent or tax status. Personnel records are kept highly confidential, and are not available to anyone outside of the District unless you have authorized the release, or release is to an authorized governmental agency, or is required by law. To obtain access to your records, contact Human Resources.

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**Section: General Procedures**                      **Confidential Information and District Property**

The Santee School District is committed to providing the best possible education for its students. Each Guest Teacher must keep in mind any matters concerning individual students, such as academic achievement, special needs, discipline problems, health issues, etc. are to be kept confidential and discussed only when appropriate within the confines of the school. All Guest Teachers should also display professionalism and confidentiality in relation to fellow Guest Teachers.

During the course of your employment with the District, you may be provided and/or will generate correspondence, memoranda, reports, summaries, and other documents and data concerning the District. Any and all such records and data, whether maintained in hard copy or on a computer disk, computer hard drive, computer tape, or other medium is the property of the District, regardless of whether it is or contains Confidential Information and you are required to keep all such records confidential.

**Section: General Procedures**                      **Conflicts of Interest**

All Guest Teachers have a duty to further the District’s aims and goals, and to work on behalf of its best interest. Guest Teachers should not place themselves in a position where the Guest Teacher’s actions or personal interests may be in conflict with those of the District. Examples include solicitation or use the District for personal gain, and acting as director, officer, Guest Teacher, or otherwise for which the District has a competitive or significant district relationship without the written approval of the Superintendent.

Guest Teachers should report to their supervisor any situation or position (including outside employment by the Guest Teacher or any member of the Guest Teacher’s immediate household) which may create a conflict of interest with the District

**Section: General Procedures**                      **Dress Code [BP 4119.22](#)**

The Governing Board 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.

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**District Phone Calls:**

A friendly but professional telephone manner should always be projected.

**Personal Phone Calls:**

Personal phone calls should only be made during breaks/lunches and outside of the classroom so that they do not interfere with classroom instruction. Flexibility will be provided in circumstances demanding immediate / emergency attention.

**Personal Cellular Phone Calls:**

In order to provide an optimum work environment, Classified Substitutes are expected to have cell phones turned off during work hours. Ringing cell phones are a distraction to students and can interfere with instruction. Cell phones should only be used during breaks/lunches and outside of the office. Flexibility will be provided in circumstances demanding immediate / emergency attention.

**Purpose**

To establish and maintain a comfortable and safe working environment.

**Practice**

We often take safety for granted in a classroom environment. Though we may not be exposed to the same degree of risk as a typical manufacturing firm or healthcare facility, we should still recognize that safety risks are present and take steps to reduce the risk for injury or illness. Safety is everyone's responsibility at Santee School District.

**Procedures**

- All work-related injuries and illnesses should be reported immediately to your supervisor or the Human Resources Department, even if you are not sure whether it is truly work-related. Even small, insignificant injuries, left untreated can result in more serious conditions.
- Your supervisor (or a designated alternate) will complete an Accident Report. When injuries are reported immediately, accidents can quickly be investigated and corrective action taken to prevent another injury.

If you see any potential hazards that need attention, notify the school office immediately. Santee School District wants to ensure that our Guest Teachers remain safe and injury-free when accidents are preventable. We expect our Guest Teachers to refrain from horseplay, careless behavior and negligent actions. It is Santee School District's policy to maintain a safe and secure working environment for all Guest Teachers and students.

While working, Guest Teachers must observe safety precautions for their safety and the safety of others. All work areas must be kept clean and free from clutter and debris. Any hazards or potentially dangerous conditions must be corrected immediately or reported to a supervisor.

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**Section: Employment Procedures**

**Equal Employment Opportunity**

The Santee School District is committed to the full utilization of all human resources and to a policy of equal employment opportunity. You may discuss equal employment opportunity related questions with your administrator or Human Resources. Our District will not discriminate against employees or applicants for employment on any legally-recognized basis including, but not limited to, veteran status, race, color, religion, gender, marital status, national origin, physical or mental disability, age, gender orientation or ancestry.

It is our policy to provide equal employment opportunity to all individuals. We are committed to a diverse workforce. We value all Guest Teachers' talents and support an environment that is inclusive and respectful. We are strongly committed to this policy, and believe in the concept and spirit of the law.

We are committed to assuring that:

- All recruiting, hiring, training, promotion, compensation, and other employment related programs are provided fairly to all persons on an equal opportunity basis;
- Employment decisions are based on the principles of equal opportunity; and
- Guest Teachers and applicants will not be subjected to harassment, intimidation, threats, retaliation, coercion or discrimination because they have exercised any right protected by law.

**Section: Employment Procedures**

**I-9 Immigration Reform Policy**

Santee School District complies with the Immigration Reform and Control Act of 1986 by employing only United States citizens and non-citizens who are authorized to work in the United States. All Classified Substitutes are asked prior to their first day of employment to provide original documents verifying the right to work in the United States and to sign a verification form required by federal law (INS Form I-9).

**Section: Workplace Conduct**

**Drug-Free Workplace BP / AR 4020**

The Board of Education believes the maintenance of a drug free workplace is essential to promoting quality school district operations. Accordingly, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol is prohibited in the workplace. Guest Teachers who violate these prohibitions shall be immediately removed from the substitute list.

As a condition of employment, each Guest Teacher agrees to abide by the terms of this policy. It will be each Guest Teacher's responsibility to notify the school district within five days if he or she is convicted of a criminal drug violation which occurred in the workplace. The Board directs the Superintendent to develop procedures needed to implement this policy and comply with requirements of the Drug Free Workplace Act of 1988 as it may be amended from time to time.

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The Santee School District is committed to providing a safe and healthy environment for employees, guests, students, and visitors. Therefore, smoking or use of any tobacco products is not permitted on District property.

The District recognizes that harassment on the basis of gender is a violation of both federal and state employment discrimination laws. The District will provide to all employees a work environment free from sexual harassment and will not tolerate such conduct on the part of any employee. Sexual harassment includes acts by males against females, females against males and between members of the same gender.

1. Definitions

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition of an individual's employment;
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an employee; or
- Such conduct unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Forms of sexual harassment include the following:

- Verbal harassment, such as derogatory comments, jokes slurs, whistling, or leering;
- Physical harassment, such as unnecessary or offensive touching, pinching, patting, grabbing, or impeding or blocking movement; and
- Visual harassment, such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, or gestures.

2. Compliant Procedure

If any employee perceives comments, gestures, or actions to be offensive from any employee, including supervisors or members of management, the employee should notify his/her immediate supervisor and/or the Assistant Superintendent of Human Resources. Supervisors who become aware of any allegation(s) of sexual harassment shall immediately report such allegation(s) to the Assistant Superintendent of Human Resources.

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**Purpose**

To proactively protect the health and safety of all Santee School District Guest Teachers.

**General Guidelines in an Emergency**

Stay calm and think through your actions.

Know important emergency numbers:

- Fire/Police/Ambulance (9) 9-1-1
- Human Resources [619-238-2308](tel:619-238-2308)
- School Office [see school directory information on pages 7 & 8]

Be aware of your surroundings.

- Know where all exits are located and each classroom emergency plan.
- In the event of any emergency, do not take elevators, use only stairs.
- Do not hesitate to call/alert others if you believe that an emergency is occurring.

**Fire**

Evacuation:

- Guest Teachers are notified of a fire by either the fire alarm system or paged announcement.
- Upon hearing the alarm, immediately evacuate the building using the classroom’s emergency exit plan. Do not delay evacuation to get your coat, personal belongings, finish a phone call, or wait for friends.
- Notify Emergency Plan Leaders according to classroom emergency plans.

We want to ensure that everyone and everything is safe and secure. All Guest Teachers must check in at the school / site office and obtain a staff identification badge or label. No one will be allowed to enter the premises without the school / site office’s knowledge.

**Internet Usage**

Internet usage is provided to Santee School District Guest Teachers to conduct work-related activities. Incidental and occasional personal use is not permitted. This privilege should not be abused and must not affect a user’s performance of employment related activities.

Access to the district computer network for information systems is a privilege, not a right. This access is limited and is subject to district policies, rules, regulations, and restrictions, as they may be adopted and amended from time to time. When using the District’s computer network, activities must be in support of education and research, and consistent with the educational objectives and rules and regulations of the District Technology Acceptable Use board policy and administrative regulation. Every substitute will be required to sign a Technology Acceptable Use form E(1) 4040.

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