



2015-2016

Perris Union High School District

Certificated Substitute Handbook

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INTRODUCTION

Welcome to the Perris Union High School District!

Perris Union High School District strives to daily provide quality educational programs and meaningful opportunities which encompass the intellectual, social, emotional and physical aspects of all students within the District, with the ultimate goal of enabling each to become productive members of society.

Your role as Teacher is critical to that goal. You are a “guest teacher” and, as such, are entitled to the same respect, consideration, and assistance, as would be afforded any guest at our school(s). At the same time, it is our expectation that you conduct your responsibilities in such a way as to continue the “normal” routine of the school and classroom you have been assigned to as much as possible. To use the analogy of the “guest” alluded to above, if you have a guest in your home, you provide them what they need to feel comfortable and welcome in your home. They do not have the responsibility or “right” to “rearrange the furniture”.

This handbook has been prepared to provide guidance to assist you in being successful. If at any time you should have questions or concerns, please address them first to the site administration. You may also telephone or visit Human Resources after you have attempted to address your concern at the site level.

Thank you for being willing to share your time, training and skills in providing quality service to the students of Perris Union High School District. As indicated above, you are an important part of our instructional program, and we appreciate you.

Remember, all the staff members of Perris Union High School District are available to assist you.

DISTRICT ADMINISTRATIVE STAFF

Jonathan L. Greenberg, Ed. D.
Superintendent

Candace Reines
Assistant Superintendent,
Business Services

Grant Bennett
Assistant Superintendent,
Educational Services

Steve Swartz
Assistant Superintendent,
Human Resources

Tonya Davis
Executive Director,
Human Resources

Christopher Rabing
Director of Fiscal Services

Julie Zierold
Director of Learning Support
Services

Joseph Williams
Director of Technology

Charles Newman
Director of Pupil Services

Art Fritz
Director of Facilities Services

Brian Morris
Director of Special Education

Hector Gonzalez
Director of Facilities

Lynn Braxton
Coordinator of Special
Education

Michael Eisenhauer
Maintenance and Operations
Supervisor

Kerry Bobbitt
Student Information
Systems Supervisor

Kim Marksbury
Director of Nutrition Services

Nick Newkirk
Purchasing Agent

Judy Miller
Director of Risk Management
and Environmental Safety

BOARD OF TRUSTEES

Edward Agundez

Dr. Jose Araux

Joan D. Cooley

David Nelissen

Carolyn A. Twyman

SCHOOL SITES

ACADEMY 515 E. 7th Street Perris, CA 92570		951-657-2171 Fax: 951-657-8102	HERITAGE HIGH SCHOOL 26001 Briggs Road Romoland, CA 92585		951-940-5447 Fax: 951-325-5448
Pauline Garcia	Principal	X31100	Steven Haney	Interim Principal	X20100
Stephanie Stafford	School Secretary	X31101	Uli Stowell	High School Principal's Secretary	X20101
		X31101	Sylvia Sandoval	Aesop Coordinator	X20131
ADULT EDUCATION 418 Ellis Avenue Perris, CA 92570		951-657-7357 Fax: 951-940-5305	PALOMA VALLEY HIGH SCHOOL 31375 Bradley Road Menifee, CA 92584		951-672-6030 Fax: 951-672-6037
Dean Hauser	Principal	X30100	Don Williamson	Principal	X22100
Brenda Rawson	Secretary II	X30801	Josie Delgadillo	High School Principal's Secretary	X22120
			Nayeli Ramos	Aesop Coordinator	X22120
CALIFORNIA MILITARY INSTITUTE 755 N. "A" Street Perris, CA 92570		951-443-2731 Fax: 951-943-0473	PINACATE MIDDLE SCHOOL 1990 S. "A" Street Perris, CA 92570		951-943-6441 Fax: 951-940-5344
Michael Rhodes	Principal	X35100	Dru Morgan	Principal	X40100
Rose Cook	Principal's Secretary	X35101	Irma Marmolejo	Middle School Principal's Secretary	X40101
Helen Freeman	Aesop Contact	X35114			
PERRIS LAKE HIGH SCHOOL 418 Ellis Avenue Perris, CA 92570		951-657-7357 951-940-5305	PERRIS HIGH SCHOOL 175 E. Nuevo Road Perris, CA 92571		951-943-2171 Fax: 951-940-5717
Dean Hauser	Principal	X30100	Nick Hilton	Principal	X21100
Kimberly Cooper	School Secretary	X30101	Cynthia Avila-Medina	High School Principal's Secretary	X21101
			Shashonia Carr	Aesop Coordinator	X21124

LOCAL INFORMATION

PERRIS CHAMBER OF COMMERCE 277 N. "D" Street #A Perris, CA 92570		951-657-3555 951-657-3085 Fax	PERRIS CITY HALL 101 N. "D" Street Perris, CA 92570		951-657-5257
PERRIS ELEMENTARY SCHOOL DISTRICT 143 E. First Street Perris, CA 92570		951-657-3118	PERRIS LIBRARY 163 E. San Jacinto Ave. Perris, CA 92570		951-657-2358
RIVERSIDE COUNTY SHERIFFS DEPARTMENT 137 N. Perris Blvd. Perris, CA 92570		951-210-1000	ROB REINER CHILDREN & FAMILIES CENTER 2221 S. "A" Street Perris, CA 92570		951-657-1441
TRANSPORTATION Hemet Unified School District		951-943-6640			

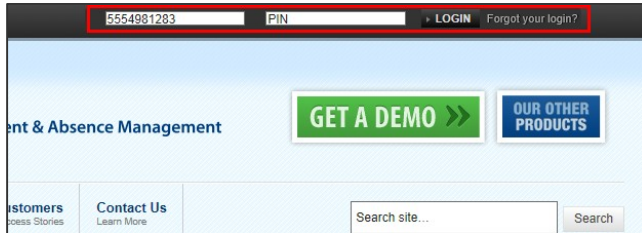
SUBSTITUTE QUICK START GUIDE for Aesop

Notification

Perris Union High School District utilizes the Aesop automated system to take care of all substitute site needs. Staff calls the system to record their absences, and the system in turn calls substitutes to fill vacancies.

Logging in on the Web

To log in to Aesop, navigate to www.frontlinek12.com/aesop in your web browser.



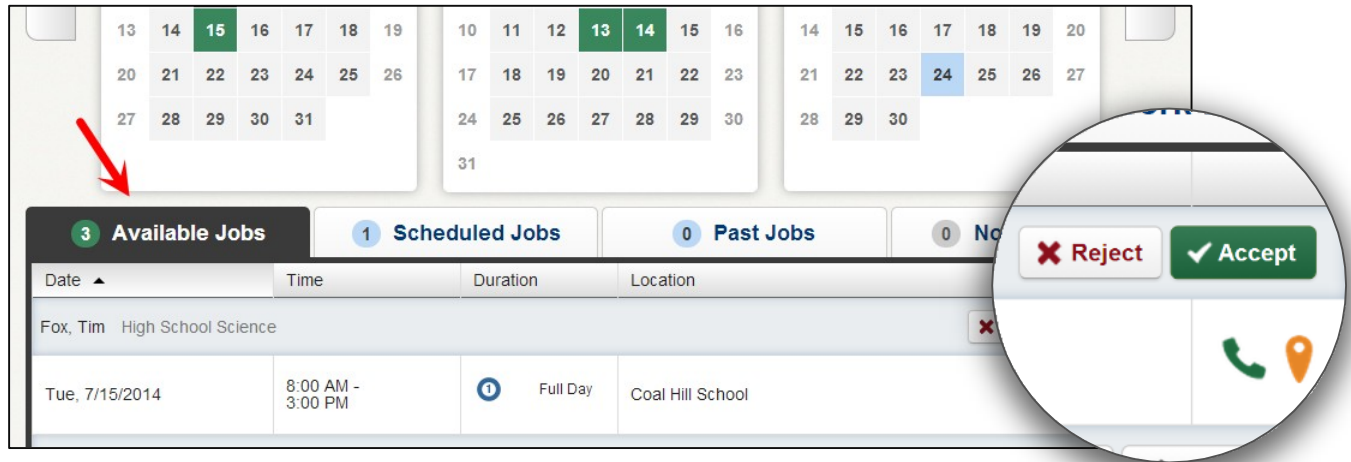
Enter your ID number and PIN, then click **Login**.

Can't remember your login info?

If you're having trouble logging in, click the "Forgot your login?" link next to the **Login** button for more information.

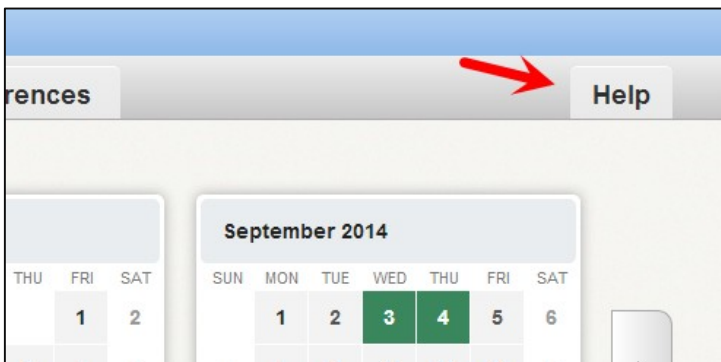
Finding Available Jobs

Aesop makes it easy to find available jobs, right on the homepage. Jobs available for you to accept show in green on the calendar, and in list form under the "Available Jobs" tab.



To accept a job, simply click the **Accept** button to next to the absence. If you do not want to accept this job, click the **Reject** button instead.

Getting Help and Training



If you have questions, want to learn more about a certain feature, or need want more information about a specific topic, click the **Help** tab to go to the Aesop Learning Center, a searchable knowledge base of Aesop help and training materials.

Using Aesop on the Phone

Not only is Aesop available on the web, but you can also find and accept available jobs, manage personal information, change your PIN number, and more, all over the phone.

When You Call Aesop

To call Aesop, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling Aesop, you can:

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

When Aesop Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, Aesop will automatically start calling substitutes, trying to fill the job. Keep in mind, when Aesop calls you, it will be calling about one job at a time, even if you're eligible for other jobs. You can always call into Aesop (see "When You Call Aesop" section above) to hear a list of all available jobs.

Note: When Aesop calls you, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call from Aesop, you can:

- Listen to available jobs – **Press 1**
- Prevent Aesop from calling again today – **Press 2**
- Tell Aesop the Sub it is trying to reach is not available – **Press 3**
- Prevent Aesop from ever calling again – **Press 9**

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). At this point, Aesop will list the job details and you will have the opportunity to accept or reject the job.

Long-Term (twenty-one or more consecutive days in the same assignment)

A long-term substitute will earn the daily rate of pay of \$125.00, and beginning at day twenty-one (21), within the same assignment, will receive the daily rate of pay of \$150.00.

REPORTING TO THE SCHOOL

Arrival Time

Guest teachers observe the same hours of service as regularly assigned teachers at the school to which they are assigned. Administration may assign the guest teacher additional work to complete prior to the end of the workday.

You should arrive at the school at least fifteen (15) minutes prior to the beginning of class. You are, however, strongly encouraged to get there a little earlier. You will find that the extra time you spend going over plans for the day, books and materials needed, and special procedures, will make your day much more effective and relaxed than if you try to do those things while students are present.

A guest teacher needs to work closely with the teacher assistants (TA) and/or regular staff to maintain the continuity and routine of the regular classroom program. Teacher assistants work closely with the classroom teacher each day. They are an invaluable resource who will assist and support you throughout your stay.

The guest teacher is responsible for providing for the needs of the class and for ensuring that established rules, procedures, and all assigned responsibilities are performed in an effective and professional manner. Remember, you set the tone for the day within your classroom. Students follow your lead. The first ten minutes in a classroom can set the stage in a proper manner or ruin your chance for success for that school day.

Reporting

Report to the school Aesop coordinator. You should be given: keys, a daily schedule, duty assignments (if any), attendance procedures, special school procedures (e.g. school discipline plan, drill procedures), and an electronic device (IPAD, Chromebook) if necessary.

In the Classroom

Check to see if the following are available and review them:

1. Daily lesson plans
2. Worksheets or other produced materials for carrying out the days activities within the classroom
3. Attendance materials
4. Special procedures in that classroom (**it is important that you do not vary from the practices of the regular teacher**)
5. Seating chart
6. Notes regarding specific students (e.g. special education, health or behavior problems)
7. Names of student helpers

- If the first three items above are not available, you should check with the office or a neighboring teacher for assistance.

- Make sure that the physical conditions of the room are conducive to good learning. Check the lighting, ventilation and temperature for comfortable levels.

Reporting to School – continued

When Students Arrive

- Meet the students at the classroom door. 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. Don't use your first name.
- Establish your authority as their teacher for the day. Let the students know your expectations. A positive, but firm attitude will help to make your day successful.
- Take roll near the beginning of the day (or period). A helpful technique is to ask a dependable student to assist you. Locate or make a seating chart. Make sure that the students are in their proper seats. Changing seats and names is a favorite trick of some students. Announce the names of the students you will be reporting as absent. This may straighten out any seating or attendance discrepancies.

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 teacher with that information.**
- It is a good idea to have some plans and activities of your own which 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 instructions in directing every activity.
- Whenever possible, the students' understanding of processes and concepts previously introduced should be emphasized, rather than the introduction of new materials. This is especially true in one-day assignments.

Additional Guidelines

- **Many times teachers keep personal items in their room/desk. Please do not utilize these items for your own personal use or allow students access to them.**
- Keep all assigned students under your supervision at all times.
- Substitutes are expected to cover non-teaching duties, such as campus supervision, yard supervision, bus duty, and the like, which have been assigned to the permanent teacher (coaching excluded).
- Be careful and professional about sharing personal information about a student. Necessary discussion should be confined to authorized school personnel in private.

At the End of the Day

- Return supplies and equipment to their proper storage areas. Re-lock any cabinets which were locked when you arrived.

Reporting to School – continued

- Close and lock all windows, turn off lights and lock all doors.
- Return all keys and items provided to you to the Aesop coordinator.
- Complete the substitute teacher report and return to the Aesop coordinator. Note any issues, helpful students, etc.
- Drop off the attendance rosters at the end of the day to the Attendance Office.
- Have your timecard signed. **Be sure you have the job number(s) on your timecard.**
- Check to see if you are to return for the following day.

**~PLEASE BE RESPECTFUL OF THE
TEACHER’S PROPERTY
AND
CLASSROOM SUPPLIES~**

GENERAL INFORMATION

Responsibility

Substitute teachers are directly responsible to the principal of the school of assignment. The principal or other designated person is to be informed of any significant problems with pupils, parents or the instructional program.

Appropriate Dress

It is not necessary to wear “dress up” clothing, but avoid a too casual appearance. Remember that you need to gain the respect of the student. The more professional you look and act, the easier it is to set that tone. Dress for the assignment (PE).

Availability/Change of Status

Be sure to contact Delisa Provost, 951-943-6369, extension 80306, in Human Resources with any changes to your name, address and/or phone number(s); acceptance of a long-term assignment in another district; a desire to modify the grade levels or subjects preferred; a request to be removed temporarily due to illness, travel, etc. or for assistance with using Aesop.

Workday

Length of workday is generally seven (7) periods, which is seven hours, 25 minutes per day inclusive of a lunch period.

Retirement

A substitute teacher is required to become a member of the State Teachers Retirement System (STRS) if the substitute accumulates 100 or more complete days of service in any district during a school year. Once you are a member of STRS, all future service is subject to contributions, the same as permanent teachers.

Credentials

Your substitute teaching credentials are your responsibility and must be renewed prior to expiring in order for you to continue teaching in the classroom. Please contact Human Resources for applications and process information.

Evaluation

- Substitutes may be evaluated by the teacher for whom they subbed. See form in the back.
- If there are any questions regarding the quality of service, Human Resources will be notified and a conference will be scheduled to clarify expectations or concerns to assure satisfactory service in the future. Egregious situations will be handled more severely.
- If there continues to be a situation of concern, a meeting will be scheduled with the Administrative staff of Human Resources.

General Information – continued

- Should there be a significant incident or service rendered over a period of time that is less than satisfactory, the substitute may be terminated.

STUDENT ATTENDANCE ACCOUNTING

Class rosters for attendance must be picked up from the Aesop coordinator in the morning and turned in at the end of each day to the Attendance Office.

CLASSROOM MANAGEMENT TECHNIQUES

Discipline

Your major responsibility is to maintain good order and desirable learning conditions in the classroom. Students are under your supervision at all times. A positive approach is recommended. A pleasant attitude, a warm feeling for students, respect for others, courtesy, and a sense of humor will help to foster a good learning environment.

Keeping students interested and busy is one of the best ways to prevent problems. Avoid “dead” time.

Deal with unacceptable behavior immediately. Do not assume that students will improve their behavior later. They won't! Follow the school's discipline plan to the best of your ability. Check with an Assistant Principal as to the school discipline policy. Let the students know the rules or direction in terms of behavior you want displayed. Say “lower your voices” rather than “don't make so much noise”. Yelling is not a good way to get a student's attention.

Be consistent. Don't let one student get away with behavior for which you had earlier disciplined another. It is usually better to act than to threaten. Be sure that you don't make any threats or promises that you can't carry out. Try not to back a student “into a corner”. Allow for some options.

Encourage every student by using positive reinforcement – a smile, nod of approval, compliment, “good report home” letter, and the like.

If discipline problems do arise, and you are unable to resolve them, follow these guidelines:

- DO NOT USE ANY PHYSICAL FORCE OR PUNISHMENT.
- Refer the problem to the Principal or other appropriate Administrator through the use of Campus Supervisors.

A FIVE-STEP PROCESS FOR PROMOTING POSITIVE STUDENT BEHAVIOR

- STEP 1: Get everyone's attention before you begin any class activity. Silence is many times the most effective technique.
- STEP 2: Introduce each activity and describe exactly how you expect students to behave during that activity.
- STEP 3: Circulate throughout the room once students are started on an activity. Provide students with positive feedback when they are meeting your expectations.
- STEP 4: Provide immediate feedback when students are not meeting your expectations.
- STEP 5: At the end of each activity, tell the students how well they have met your expectations.

PUHSD EMPLOYEE SAFETY

More information is available on the District or School Site Webpage. Under Staff go to Tool & Resources, then click on Employee Safety.

What to do When a Work Related Injury Occurs

“Call 911 for any life threatening emergency”

Immediately report all injuries, no matter how minor, to your Site Secretary and ask for a DWC (Dept. of Workers Comp) claim form and “Employee Statement of Injury.” The Perris Union High School District is self-insured for Workers Compensation, which means that coverage for an injured employee comes out of the General Fund. To protect employees and the District, it is important that injuries are reported whether or not medical attention is needed, for three reasons:

1. Protects employees by documenting an injury that occurred at work.
2. Protects the District by documenting an injury that occurred at work.
3. May identify an unsafe condition. The site secretary will report the “who, what, when, where, and how” information by email to the Risk Manager. Risk Management will review the information and work with your supervisor or administrator on a Supervisor’s Investigation Report to determine the root cause(s) of the incident so that the injury does not happen again to you or another employee.

If medical attention is needed, the site secretary has the location of local physicians that will treat employees right away, without an appointment. If medical attention is not needed, the **“Decline Treatment”** box can be checked. If symptoms persist, call Risk Management for authorization to seek medical treatment at a later date. (951) 943-6369 x 80281 or (951) 529-4691 cell. Report all “close calls” to your supervisor. A close call this time might be an injury the next time. “Close Calls” will also be investigated to find out what steps need to be taken to protect staff, students and property in the future.

Always follow-up with Risk Management after being treated for a work injury. Call or email (951) 943-6369 x80281, (951) 529-4691 cell or judy.miller@puhsd.org.

Employee Safety Programs

The District has designed and implemented several employee safety programs for the purpose of providing a safe and healthful workplace. Employees have rights and responsibilities relative to these programs and receive detailed information about them during the District hiring process. Your supervisor will provide you with information about safety programs (other than those below) that may apply specifically to your job or task. The following is an overview of employee safety programs that apply to all employees.

EMPLOYEES HAVE THE RIGHT TO:

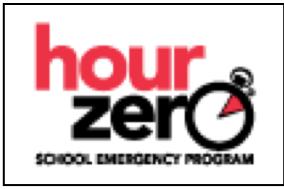
1. Receive training specific to the tasks they are required to perform and the equipment/tools they are required to use
2. Report, anonymously if they choose, unsafe working conditions and unsafe work practices without fear of reprisal (*Report of Unsafe Conditions can be found on the District website, on the Risk Management page under “Employee Safety” Report of Unsafe Conditions, or at each site posted in the staff lounge).
3. Have access to the District’s written IIPP (on District’s web site, and all district locations). Refuse hazardous work that they believe might lead to death or serious injury (L.C. § 6311).

PUHSD Employee Safety - Continued

EMPLOYEES HAVE THE RESPONSIBILITY TO:

1. Work safely
2. Not create unsafe conditions
3. Follow all safety policies/safe practices
4. Report unsafe conditions to Aesop coordinator

PUHSD Employee Safety - Continued



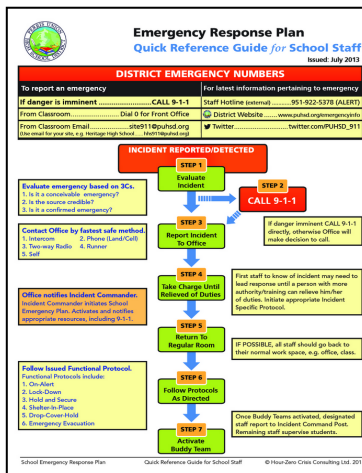
Emergency Response Plan: Hour-Zero

Hour-Zero is the district’s Emergency Response web-based tool that provides staff and supporting first responders with all the training, tools, and protocols needed to prepared for and respond to an emergency.

Please note that emergency medical information is strictly voluntary and includes an email notification system that alerts the employee if/when anyone accesses their emergency medical information.

If you do not receive your Hour-Zero Log-in/password, please let your site administrator know or contact Risk Management at (951) 943-6369 x 80282

Have the Hour-Zero Emergency Response Protocols Classroom Summary, the Emergency Response Plan Quick Reference Guide (August 2013), and multiple sets of the Emergency Response Status Cards. Teachers are asked and expected to follow the protocols and use the Status Cards during Emergency Drills, and Evacuations.



PUHSD Employee Safety – Continued

Crisis Notification Network

Communications is one of the most important functions of managing an emergency. To keep stakeholders informed during a crisis, beyond email messages, the following has been implemented.

For the latest information pertaining to an emergency the District has the following Hotlines:

Please note lines are informational only, lines are NOT monitored.

Staff: 951-92-ALERT (922-5378)

Community: 951-821-NEWS
(821-6397)

Emergency Updates will also be posted on the District and School Site Web pages.

www.puhsd.org/emergencyinfo

Staff/Community members can also follow us on Twitter, @PUHSD_911

Classroom Emergency Communication Protocol

To improve response time and coordination between the front office and classrooms, the following strategies are being recommended for all school sites.

For life threatening emergencies call 911!!!

PLEASE NOTE: 911 calls should be dialed from site telephones. When 911 is dialed from a site phone, an e911 Alert email is automatically generated and sent to administration.

To request assistance from the front office for emergencies:

1. Dial “ZERO” from the classroom

(All staff must understand and respect that the “Dial Zero Protocol” is for EMERGENCIES only!)

2. SAY- Emergency or Medical Emergency!

Keep it simple and clear!

Example(s):

- **Medical Emergency in room xyz** (medical assistance needed for student or staff injuries/incidents).
- **Emergency in room xyz** (all other emergency issues not related to a medical emergency such as students fighting in class, getting ready to fight or student is a physical threat to self or others, fire, smoke etc.).

3. Alternate or additional methods

- Email the emergency/issue to your site’s 911 email address (XYZ911@puhsd.org). This email goes to all site administrators and their clerical support staff.

Examples: CDS911@puhsd.org, CMi911@puhsd.org, HHS911@puhsd.org,

PHS911@puhsd.org, PLHS@puhsd.org, PMS911@puhsd.org, PVHS@puhsd.org, etc.

Classroom Emergency Communication Protocol

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Perris Union High School District

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- **Dial “ZERO” from the classroom**
(All staff must understand and respect that the “Dial Zero Protocol” is for EMERGENCIES only!)

2 SAY - “Emergency” or “Medical Emergency” Keep it simple and clear!

Example(s):

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- **Emergency in room xyz** (all other emergency issues not related to a medical emergency such as students fighting in class, getting ready to fight or student is a physical threat to self or others, fire, smoke etc.)

3 Alternate or additional methods

- **Email the emergency/issue to your site’s 911 email address**
cds911@puhsd.org, cmi911@puhsd.org, hhs911@puhsd.org, pvs911@puhsd.org, phs911@puhsd.org, plhs911@puhsd.org, pms911@puhsd.org this email goes to all site administrators and their clerical support staff
- **Please remember to use Emergency or Medical Emergency in Room XYZ, as it applies, in the subject line to alert staff that help/assistance is needed**
- You may send a responsible student to your neighboring “Buddy” teacher asking for assistance

PUHSD Employee Safety – Continued

- Please remember to **use the Emergency or Medical Emergency in Room XYZ, as it applies, in the email subject line** to alert staff that help or assistance is needed.
- May send a responsible student to a neighboring classroom or office to get help.

PUHSD Emergency Preparedness

The District Safety Committee determined that all classrooms should have basic emergency supplies because disasters or lockdown situations can happen at any moment. Emergency preparedness kits are a large portion of our emergency readiness and response systems in the event staff and students are in an extended “lock-down” and unable to leave the classroom/area and/or if they are trapped due to an earthquake or explosion



Phase 1 - Classroom Emergency Kits

Classroom kits are mounted on wall brackets inside of each classroom. Each kit contains essential emergency supplies (water, sanitation supplies, basic first aid, duct tape, and emergency blankets). These kits are tracked and checked out to teachers through the library system.



Phase 2 - Large Emergency Kits

The second phase of implementation included Large Emergency kits that have been installed in larger areas and classrooms on campus (libraries, locker rooms, multipurpose rooms, etc.) Each kit contains twice the amount of essential emergency supplies as the Classroom Emergency Kits (water, sanitation supplies, basic first aid, duct tape, and emergency blankets).



Phase 3 - Compact Emergency Response Kits

The final phase includes emergency supplies for offices and workstations. These kits will be installed at each workstation or desk in administrative areas and contain basic first aid, sanitation supplies, a whistle, etc.



SafeSchools is an on-line training resource that currently includes over 100 training modules that are, on average, 15 to 20 minutes in length. The training categories include:

- ◆ Emergency Management
- ◆ Environmental
- ◆ Health
- ◆ Human Resources
- ◆ Media and Information (copyright infringement)
- ◆ Nutrition Services
- ◆ Security
- ◆ Social and Behavior
- ◆ Special Education
- ◆ Transportation

Go to <http://puhsd.ca.safeschools.com> and **login with your employee ID number to access these training modules.** Or go to Risk Management on the District’s webpage, go to “Staff,” Tools & Resources, then to Keenan SafeSchools.

PUHSD Employee Safety – Continued

SAFE PRACTICES – TEACHERS/AIDES

General Classroom Safety Rules

- A. **Wipe up or isolate and report spills promptly.**
- B. **Report all accidents and injuries** to your administrator, supervisor or Risk Manager.
- C. **Be aware of where you are walking.** Trip and slip hazards – stacks of paper or boxes, for example, or recently polished and slick floors, or extension cords – are common in the classroom.
- D. **Means of egress/exits shall be kept clear of obstructions,** well lighted and unlocked during work hours.
- E. **Aisles must be kept clear** of items that can be tripped over and all areas under stairways that are egress routes should not be used to store combustibles.
- F. **Be aware of the location of the nearest fire extinguisher.** Read the instructions on the extinguisher now, before you need to use it.
- G. **Maintain a minimum 36” clearance in front of fire extinguishers, electrical panels, water heaters, emergency dredge showers, and eye wash stations.** Access must be maintained at all times.
- H. **Familiarize yourself with the emergency exit procedures.** An emergency evacuation plan must be posted near the classroom exit to notify all employees and students of how to exit the room, the evacuation route and where they are to assemble.
- I. **Chairs are not step stools.** Don't use them for that purpose. Use a step stool or ladder when reaching for elevated supplies and materials.
- J. **Don't climb on tables, counters or furniture.** Use a step stool or ladder when reaching for elevated supplies and materials or to an elevated surface (shelves, files etc.).
- K. **Extension cords cannot be used for permanent wiring.** Extension cords should be unplugged, rolled up and stored immediately after use. Improper use of electricity is the second most common cause of fires in schools.
- L. **Multi-plug adapters cannot be used without surge protection.**
- M. **Surge protectors cannot be “piggy backed” into each other.**
- N. **Only three pronged plugs should be used** to ensure proper grounding.
- O. **All cords running into walk areas** must be taped down or inserted through rubber protectors to preclude them from becoming tripping hazards.
- P. **Portable heaters are discouraged. However, only heaters with an emergency shut off switch, that activates if tipped over, can be used on district property.**

PUHSD Employee Safety – Continued

- Q. **Appliances such as coffee pots, warmers, microwave ovens, refrigerators, toaster ovens etc., are discouraged in the classrooms.** However, when used, staff will be responsible to inspect for signs of wear, heat or fraying cords.
- R. **Lit Candles are not allowed** in classrooms or at school sites.
- S. **Aerosol sprays (air fresheners, cleaners etc.)** should not be used in classrooms or around students/staff with respiratory illness/concerns. If there are air quality concerns/issues, they should be reported to your administrator, supervisor or Risk Management and not covered up with air fresheners (aerosol, solids, melt pots, plug-ins etc.).
- T. **Plug-in air fresheners are not allowed in classrooms or any district buildings.**
- U. **Flammable and combustible liquids may not be stored in classrooms.** These liquids are the third most common cause of school fires.
- V. **Be cautious with flammable materials; including paper products on walls.** They may not be attached to windows and doors and no more than 20% of all the wall space may be covered with flammable materials. Window coverings, drapes and curtains may not be installed unless they meet the Fire Marshall's fireproofing requirements. Keep decorations for holidays only.
- W. **Do not store combustibles (paper, boxes etc.) within 24" of the ceiling.**
- X. **Don't bring products from home** unless you have a Safety Data Sheet (SDS) that can be reviewed for hazards and stored on-site (staff lounge, work room etc.) ensuring access to all staff. Contact your administrator, supervisor or Risk Management with questions.
- Y. **Don't bring pesticides from home. Pesticides can only be applied by a licensed or certified applicator. Report all insect, pests or vermin concerns to your administrator, supervisor, Maintenance and Operations or Risk Management;** keep work areas free from food and sweet liquids.

Lifting Rules

It is just as important to keep your body in shape for the task as it is any other tool you use for other jobs. You can injure yourself just as easily lifting light objects as you can when lifting heavier ones if you don't lift properly and your "tool" is not in shape for the job. Lifting is a thinking person's job.

- A. **Before you lift something, prepare yourself and plan the move.** Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.
- B. **Use proper body mechanics when lifting.** Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.

UHSD Employee Safety - Continued

- C. **Turn, don't twist.** Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undue stress on your back.
- D. **Push, don't pull.** Whenever you have to move something that is on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.
- E. **Don't store heavy objects higher than your waist.** If heavy objects aren't stored higher than your waist than you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.
- F. **Lift like a pro and avoid the pain.** Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

Earthquake Hazards

- A. Evaluate stored items and placement of files and mobile cabinets as to what type of hazard it would pose should an earthquake cause an item to fall from the shelf or project across the room and injure you or a student.
- B. Rearrange file cabinets and stored items accordingly.
- C. Have all file cabinets, book shelves or other pieces of furniture over 4 ft. in height, anchored to the wall.
- D. Ensure all items placed on shelves or on top of cabinets are secured (knick-knacks, plants, pictures, pots etc.).
- E. Remove all loose items from shelves that could fall and injure you or a student.
- F. Keep the area under your desk clear for "Drop, Cover, Hold" drill or incident.

Trip Hazards

- A. Design your room in such a way that chairs, backpacks and electrical cords do not pose a trip hazard to you or others.
- B. Aisles should be clearly established and be at least 22 inches wide.

Indoor Air Quality

- A. **Do NOT** bring candles to your classroom (or office) for decorating purposes or to burn for "aroma" purposes.
- B. **Do NOT** bring items/products from home. PUHSD is required to have a Materials Safety Data Sheet on file for every substance or product.

PUHSD Employee Safety - Continued

- C. **Do NOT** bring or use aerosols, example: cleaners, air fresheners, sanitizers, fragrance, etc. (respiratory hazard).
- D. **Do NOT** bring or use any form of pesticides. Report any pest concerns to administration for appropriate action.
- E. Keep all plants free of dead leaves, wilted flowers, etc.
- F. Report ALL signs of water intrusion immediately (leaks, unusual condensation in windows, wet ceiling tiles, etc).

COMPENSATION AND PAYROLL INFORMATION

Time Sheets

- Obtain a substitute timecard from the Aesop coordinator. You may also print one from our website, www.puhsd.org. Click on Divisions, Business Services, then Fiscal Services, then Overview. Timecards are under Substitute Forms.
- On the timecard fill in site, date, number of periods subbed, teacher's name, Aesop job number and the reason for the substitution. The Aesop job number is required in order for you to be paid.
- **At the end of the day, it is your responsibility to have the Aesop coordinator or designee sign your timecard.**
- Refer to the Certificated and Classified Substitute Payroll Schedule for Pay periods.
- **YOUR TIME SHEET MUST BE SIGNED BY YOU** prior to being turned into the District Office.
- Time sheets must be turned into the payroll office no later than the end of the day on the date it is due.
 - Monday – Thursday 4:30 p.m.
 - Friday 3:00 p.m.
- Print your full name at the top of your timecard as well as your employee number.

Payroll Information

- Federal and state income taxes will be deducted in accordance with current tax table.
- Substitute teachers are not eligible for voluntary payroll deductions (e.g. credit union, dues, etc.).
- Substitute teachers who are members of the State Retirement System (STRS) will have retirement contributions deducted.
- Pay warrants and direct deposit stubs are available for pick-up at the District Office on pay day from 9:00 a.m. until 11:00 a.m. Those that are not picked up will be mailed to the address of record for you.
- Substitute teachers are eligible for direct deposit. Check with district payroll for information.

Pay Rates

New PUHSD Guest Teacher Pay	Daily	Trained	Full Credential
Standard	\$135.00	\$140.00	
Full Credential	\$150.00		
ACA/PMS	\$145.00	\$150.00	\$160.00
Long Term 21st Day	\$155.00	\$165.00	\$180.00
Long Term 21st Day ACA/PMS	\$165.00	\$175.00	\$190.00

*No Conference Period

\$10.00 – for an extra class at CMI **only**



PERRIS UNION HIGH SCHOOL DISTRICT 2015-16
 CERTIFICATED AND CLASSIFIED
SUBSTITUTE PAYROLL SCHEDULE

PAYROLL#	START DATE	END DATE	TIMECARDS DUE	PAY DATE
1A	- -----	07/07/15	07/08/15	07/20/15
2A	07/08/15	08/07/15	08/10/15	08/20/15
3A	08/10/15	09/04/15	09/08/15	09/18/15
4A	09/08/15	10/07/15	10/08/15	10/20/15
SA	10/08/15	11/06/15	11/09/15	11/20/15
6A	11/09/15	12/07/15	12/08/15	12/18/15
7A	12/08/15	1/06/16	01/07/16	01/20/16
8A	01/07/16	02/05/16	02/08/16	02/19/16**
9A	02/08/16	03/07/16	03/08/16	03/18/16
IOA	03/08/16	04/07/16	04/08/16	04/20/16
11A	04/08/16	05/09/16	05/10/16	05/20/16
12A	05/10/16	06/07/16	06/08/16	06/20/16

Signed and completed timecards are to be turned in and timestamped in the Payroll Office by 3:30PM on the day specified on the above schedule. Timecards received after this date are subject to being processed the following month.

Timecards are to reflect only the current pay period. Do not carry over time worked or accumulated from one pay period to the next.

****EXCEPTION:**

Due to holiday schedule, 8A pay warrants will be mailed to the employee's address of record.

Pay warrants and direct deposit stubs will be available for pick up at the District Office on pay day from 9:00 a.m. to 11:00 a.m. Pay warrants and direct deposit stubs not picked up will be mailed to the employee's address of record.

PLEASE NOTE: Direct Deposit is available as an option to all employees.

Payroll contact information: Robbin Campbell, Payroll (Alphabet A-Me) 951.943.6369 Ext. 80219
 Lisa Baker-McDaniel, Payroll (Alphabet Me-Z) 951.943.6369 Ext. 80218

REVISED: 6/26/15

GUEST TEACHER EMAIL

In order to improve site wide communication to our Guest Teachers, we have configured our email distribution groups for Guest Teachers to be “opt-in”. This means that you can choose to be part of any of the available groups that see fit to be a part of. If you only ever work at Heritage High School, then you can choose to only be part of the hhs-guest-teachers@puhsd.org group. If you move between sites frequently, you may wish to be part of every group, or you may wish to update your membership as you change sites.

Instructions to access the various Guest Teacher distribution groups are available at <https://goo.gl/0qf8pc>

If you have any questions or concerns regarding the email distribution groups for Guest Teachers (or any other tech item) please feel free to email the ITS helpdesk at helpdesk@puhsd.org or give us a call at (951) 943-6369 x 80250.



**PERRIS UNION HIGH SCHOOL DISTRICT
CERTIFICATED SUBSTITUTE TIME CARD**

NAME: _____ PAY PERIOD STARTS: ____ / ____ / ____ PAY PERIOD ENDS: ____ / ____ / ____ EMP # _____

Please Note: Signed and completed timecards are to be turned in to the Payroll Office by 3:30 PM on the day specified on the District Payroll Schedule. Timecards received after this date are subject to being processed the following month. Please use blue or black ink only. NO Pencil or Red Ink and DO NOT USE white out.

Date	Site Abbreviation	# of Per.	Subbed For	Reason	Description of Work	Funding Source (XX-XXX-XXXX-0-XXXX-XXXX-XXXX)	Sub Finder Job #	Admin. Approval	Payroll Use Only

I HEREBY CERTIFY that I have worked for the Perris Union High School District on the days stated above. I further understand the falsification of district records is grounds for disciplinary action including dismissal.

District Paid Resource 0000	Requires Other Resource
S-Sick Leave B-Bereavement JD-Jury Duty P/N-Personal Nec. (form) P/D-Personal Disc (form) W/C-Workers Compensation	C-Conference SD-Staff Development O-Other Activities

SUBSTITUTE'S SIGNATURE



PERRIS UNION HIGH SCHOOL DISTRICT
GUEST TEACHER REPORT

DATE: _____ SCHOOL: _____

GUEST TEACHER'S NAME: _____ TEACHER'S NAME: _____

Please read the Guest Teacher Folder. At the end of the day return the folder, key, and this form to the Substitute Clerk or School Secretary.

Please take a moment to complete the following information.

- 1. Were the lesson plans adequate? Yes [] No []
2. Were materials available? Yes [] No []

A. Seating Chart

B. Essential Information

C. Duty Schedule

- Yes [] No []
Yes [] No []
Yes [] No []

- 3. Behavior of Pupils Excellent [] Good [] Fair [] Poor []

Which students were helpful?: _____

I was unable to complete the following items, and why: _____

Comments: _____

(Please continue on back if necessary and designate by periods as appropriate)

Substitute Signature _____ Date: _____

REGULAR TEACHER REPORT

Please comment below on the performance of your substitute and return this form to the Substitute Clerk or School Secretary TODAY.

- 1. Were lesson plans followed as directed? Yes [] No []
2. Adequate information left regarding work completed? Yes [] No []
3. Room left in order that it was found? Yes [] No []
4. Was this a: Regular School Day [] Minimum Day [] Shortened Day []
5. Overall appraisal of substitute (good) 5 4 3 2 1 (poor)

If you have a "2" or a "1" circled, please have the Site Administrator submit a copy to the Human Resources Department. Please include factors related to your appraisal below:

Comments: _____

(Please continue on back if necessary)

Teacher Signature _____ Date _____

Administrator Comments: _____

Administrator Signature _____ Date _____



Perris Union High School District
 Student/Teacher
 2015-2016 Calendar

Board Approved 11/19/2014
 Revised 8/5/2015 to reflect bell schedules

2015

July

S	M	T	W	T	F	S
			1	2	3 H	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	

August

S	M	T	W	T	F	S
						1
2	3	4	5	6 *SD	7 *SD	8
9	10 SD	11 SD	12 FIRST DAY/M	13	M (PMS)	15
16	17	18	19 M	20 M (PMS)	22	
23	24	25	26 M	27 M (PMS)	29	
30	31					

September

S	M	T	W	T	F	S
		1	2 M	3	M (PMS)	5
6	7 H	8	9 M	10	M (PMS)	12
13	14	15	16 M	17	M (PMS)	19
20	21	22	23 M	24	M (PMS)	26
27	28	29	30 M			

October

S	M	T	W	T	F	S
				1	M (PMS)	3
4	5	6	7 M	8	M (PMS)	10
11	12	13	14 M	15	M (PMS)	17
18	19	20	21 M	22	M (PMS)	24
25	26	27	28 M	29	M (PMS)	31

November

S	M	T	W	T	F	S
1	2	3	4 M	5	M (PMS)	7
8	9	10	11 H	12	M (PMS)	14
15	16	17	18 M	19	M (PMS)	21
22	23 NS	24 NS	25 NS	26 H	27 H	28
29	30					

December

S	M	T	W	T	F	S
		1	2 M	3	M (PMS)	5
6	7	8	9 M	10	M (PMS)	12
13	14	M (HS)	16 M	17 M	18 SD	19
20	21 WR	22 WR	23 WR	24 H	25 H	26
27	28 WR	29 WR	30 WR	31 H		

2016

January

S	M	T	W	T	F	S
					1 H	2
3	4 H	5 WR	6 WR	7 *SD	8 *SD	9
10	11	12	13 M	14	M (PMS)	16
17	18 H	19	20 M	21	M (PMS)	23
24	25	26	27 M	28	M (PMS)	30
31						

February

S	M	T	W	T	F	S
	1	2	3 M	4	M (PMS)	6
7	8	9	10 M	11	M (PMS)	13
14	15 H	16 NS	17 NS	18 NS	19 H	20
21	22	23	24 M	25	M (PMS)	27
28	29					

March

S	M	T	W	T	F	S
		1	2 M	3	M (PMS)	5
6	7	8	9 M	10	M (PMS)	12
13	14	15	16 M	17	M (PMS)	19
20	21	22	23 M	24	25 H	26
27	28 SB	29 SB	30 SB	31 SB		

April

S	M	T	W	T	F	S
					1 SB	2
3	4	5	6 M	7	M (PMS)	9
10	11	12	13 M	14	M (PMS)	16
17	18	19	20 M	21	M (PMS)	23
24	25	26	27 M	28	M (PMS)	30

May

S	M	T	W	T	F	S
1	2	3	4 M	5	M (PMS)	7
8	9	10	11 M	12	M (PMS)	14
15	16	17	18 M	19	M (PMS)	21
22	23	24	25 M	26	27 NS	28
29	30 H	31				

June

S	M	T	W	T	F	S
			1 M	2	M (PMS)	4
5	6	M (HS)	8 M	9 M	10 CO	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Legend

- CO – Teacher Check Out Day
- H – Holiday
- HS/PL – High Schools and Perris Lake
- M – Minimum Day
- NS – No School
- Orange box - California High School Exit Exam (CAHSEE)
- Green box - 180 Student Days
- PMS – Pinacate Middle School
- SB – Spring Break
- SD – Staff Development
- *Teachers must attend Aug. 6th, 7th or Jan. 7th, 8th
- WR – Winter Recess
- 186 - Teacher Work Days

Holidays – 15 days

- Independence Day – July 3 (Observed)
- Labor Day – Sept. 7
- Veteran's Day – Nov. 11
- Thanksgiving – Nov. 26 & 27
- Christmas – Dec. 24 & 25
- New Years – Dec. 31 & Jan. 1
- Admissions Day – Jan 4*
- ML King Jr. Day – Jan. 18
- Presidents' Days – Feb. 15 & 19
- Good Friday – Mar. 25
- Memorial Day – May 30



California Military Institute

Student/Teacher

2015-2016 Calendar

2015

Pending Board Approval 8/19/2015
Revised 6/18/2015 to reflect
additional Staff Development days

July

S	M	T	W	T	F	S
			1	2	3 H	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	

August

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

September

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

October

S	M	T	W	T	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

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

December

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

2016

January

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

February

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

March

S	M	T	W	T	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 H	26
27	28 SB	29 SB	30 SB	31 SB		

April

S	M	T	W	T	F	S
					1 SB	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

May

S	M	T	W	T	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 NS	28
29	30 H	31				

June

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

Legend

- BTS – Back to School
- CO – Teacher Check Out Day
- H – Holiday
- M – Minimum Day
- NS – No School
- OH – Open House
- SB – Spring Break
- SD – Staff Development
- WR – Winter Recess
- Orange box – California High School Exit Exam (CAHSEE)
- Dark Blue box – 180 Student Days
- Light Blue box – 186 - Teacher Work Days

Holidays – 15 days

- Independence Day - July 3 (Observed)
- Labor Day – Sept. 7
- Veteran's Day – Nov. 11
- Thanksgiving – Nov. 26 & 27
- Christmas – Dec. 24 & 25
- New Years – Dec. 31 & Jan. 1
- Admissions Day – Jan. 4
- ML King Jr. Day – Jan. 18
- Presidents' Days – Feb. 15 & 19
- Good Friday – Mar. 25
- Memorial Day – May 30

PERRIS UNION HIGH SCHOOL DISTRICT
PERRIS COMMUNITY ADULT SCHOOL
 2015-2016 School Calendar

July 2015						
Su	M	Tu	W	Th	F	S
			1	2	3 H	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21 ELA	22 MATH	23	24	25
26	27	28	29	30	31	

August 2015						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 First Day	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2015						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7 H	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2015						
Su	M	Tu	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 2015						
Su	M	Tu	W	Th	F	S
1	2	3 ELA	4 MATH	5	6	7
8	9	10	11 H	12	13	14
15	16	17	18	19	20	21
22	23 NS	24 NS	25 NS	26 H	27 H	28
29	30					

December 2015						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18 SD	19
20	21 WR	22 WR	23 WR	24 H	25 H	26
27	28 WR	29 WR	30 WR	31 H		

January 2016						
Su	M	Tu	W	Th	F	S
					1 H	2
3	4 H	5 WR	6 WR	7 WR	8 WR	9
10	11	12	13	14	15	16
17	18 H	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2016						
Su	M	Tu	W	Th	F	S
	1	2 ELA	3 MATH	4	5	6
7	8	9	10	11	12	13
14	15 H	16 NS	17 NS	18 NS	19 H	20
21	22	23	24	25	26	27
28	29					

March 2016						
Su	M	Tu	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 H	26
27	28 SB	29 SB	30 SB	31 SB		

April 2016						
Su	M	Tu	W	Th	F	S
					1 SB	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

May 2016						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10 ELA	11 MATH	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27 NS	28
29	30 H	31				

JUNE 2016						
Su	M	Tu	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		

HOLIDAYS---15 DAYS

Independence Day- July 3
 Labor Day - September 7
 Veteran's Day - Nov. 11
 Thanksgiving - November 26 & 27
 Christmas - December 24 & 25

New Years - December 31 & January 1
 Admissions Day- January 4
 ML King Jr. Day- January 18
 Presidents' Day- February 15 & 19
 Good Friday- March 25
 Memorial Day- MAY 30

LEGENDS

H-HOLIDAY
 NS-NO SCHOOL
 SB-SPRING BREAK
 WR-WINTER RECESS

FALL SEMESTER: AUGUST 17, 2015 TO DECEMBER 17, 2015

SPRING SEMESTER: JANUARY 19, 2016 TO JUNE 9, 2016

BOARD APPROVED _____

SUGGESTIONS

If you have any comments or suggestions that would improve your assignment or job, please fill out the form below and submit it to Human Resources.

This is optional and can be done at any time you feel necessary.

Comments/Suggestions

Please submit this form to Human Resources.