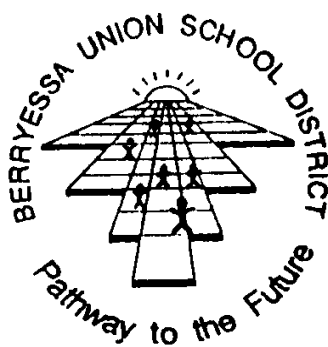


Berryessa Union School District

SUBSTITUTE TEACHER HANDBOOK



SUBSTITUTE TEACHER HANDBOOK

Table of Contents

WELCOME 1
DISTRICT BACKGROUND AND SCHOOLS 2
MISSION STATEMENT 2
CORE BELIEFS 2
DISTRICT PARAMETERS 2
DISTRICT STRATEGIES..... 3
DISTRICT RESPONSIBILITIES FOR SUBSTITUTES 3
SUBSTITUTE RESPONSIBILITIES 4
EMERGENCY PREPAREDNESS PROCEDURES 4
ASSIGNMENT..... 5
WORK DAY..... 6
ATTIRE 6
STAFF ROOM FACILITIES 6
PAYROLL 7
SUBSTITUTE DAILY CHECKLIST 8
SUBSTITUTE PERFORMANCE OBJECTIVES 10
DISTRICT MAP & SCHOOL LISTINGS12
SCHOOL MAPS13
DIRECTORY OF SCHOOL SITES/OFFICE PERSONNEL.....26
SCHOOL BELL SCHEDULES27
SCHOOL CALENDAR.....28
EMPLOYEE/SUBSTITUTE VERIFICATION REPORT29
CHILD ABUSE AND NEGLECT, BP 514230
DRUG AND ALCOHOL FREE WORKPLACE, BP 4090.....31
TOBACCO-FREE SCHOOLS, BP 3513.332
SEXUAL HARASSMENT, BP 4013/513333
PROFESSIONAL CODE OF ETHICS, BP 410334
PROFESSIONAL RESPONSIBILITIES OF EMPLOYEES, BP 400237
TELECOMMUNICATIONS – USE AGREEMENT38
PAYROLL TIME SHEET DEADLINES40
SMART FIND™ SYSTEM INSTRUCTIONS CARD.....41

BERRYESSA UNION SCHOOL DISTRICT

SUBSTITUTE TEACHER HANDBOOK

WELCOME TO BERRYESSA UNION SCHOOL DISTRICT

Dear Substitute Teacher:

As a substitute teacher, you play a vital role in the daily education of our pupils. Your importance goes far beyond filling the vacancy of teachers who are away from their classes. You provide our students with a unique learning experience based upon your own background, insights, and knowledge. You also have the opportunity to learn about the curriculum, the classes, and the needs of students — and to take the benefits of these experiences to each group of students with whom you work.

This handbook has been compiled especially for you. It also serves as a helpful guide for teachers and administrators who work with substitutes. It is intended to provide general information on the assignments, procedures, responsibilities and performance objectives for substitute teachers. By providing this information source, we endeavor to establish clear communication that will promote consistency throughout our schools, and maintain continuity in the education process.

After reading this booklet, if you still have questions, please feel free to contact the Personnel Services at (408) 923-1855. We will do our best to provide you with the information you need.

We recognize the challenge of your assignments, appreciate the energy and skills you put forth to make our schools run smoothly, and hope your experiences as a substitute teacher in Berryessa will be rewarding and enjoyable.

Sincerely,

Personnel Services

SUBSTITUTE TEACHER HANDBOOK

DISTRICT BACKGROUND AND SCHOOLS

Berryessa Union School District is serves approximately 8,200 ethnically, socially, and academically diverse students in preschool through eighth grades. More than 600 certificated and classified employees work in Berryessa's ten elementary and three middle schools. Berryessa Union School District is proud to provide a positive and safe learning environment to ensure the success of all students, through a strong core curriculum that reflects state academic standards.

MISSION STATEMENT

The Berryessa Union School District will strive to ensure that all students have the skills necessary to reach high levels of academic achievement, respect self and others, and become lifelong learners.

CORE BELIEFS

- Our diversity is our strength.
- Taking responsibility for our actions is essential.
- Beliefs and actions must be aligned.
- Every individual has intrinsic worth.
- Listening to all community voices unites us.
- All children have the right to a safe, nurturing learning environment.
- All staff must be committed to a quality education and academic excellence for all students.
- All children must have the opportunity to gain knowledge from challenging academic subjects enhancing their ability to think.

DISTRICT PARAMETERS

- We will make decisions based on the perspectives of all voices in the community.
- We expect excellence in both teaching and learning.
- We will support new programs only when they are implemented with effective staff development and adequate funding.
- We will never give up on a child.
- We will be explicit about our academic expectations for students.
- We will foster civility, ethics and character development for each student.

SUBSTITUTE TEACHER HANDBOOK

DISTRICT STRATEGIES

Student Achievement -- All students will succeed when we have high academic standards and high expectations, assessed at set intervals for continuous improvement.

Community Involvement -- All students will succeed when all stakeholders work together to fully integrate all aspects of our diverse community into full support and implementation of the mission of the district.

Staff Development/Continuous Improvement -- All students will succeed when we have quality staff who use effective pedagogy and best practices in all subject areas.

Communication -- All students will succeed when we have effective two-way communication, internally and externally, and authentic dialogue.

DISTRICT RESPONSIBILITIES FOR SUBSTITUTES

Personnel Services

- Hires and assigns substitute teachers
- Provides Substitute Teacher Handbooks to substitutes and schools
- Provides substitute teachers with information about their assignments
- Processes substitute feedback/assessment reports

Site Administrator

- Monitors adequacy of lesson plans
- Designates office staff in charge of substitutes
- Holds conferences as needed with substitutes
- Assures “emergency lesson plans” are developed and on file
- Lends assistance to substitute when necessary
- Evaluates substitutes

Site Office Staff

- Hands out and collects substitute time sheets, keys and substitute folders
- Orients and assists the substitute teacher
- Provides substitute feedback/assessment forms to site administrators

Teachers

- Provide lesson plans
- Make available seating charts/groupings
- Make available teachers’ editions of textbooks
- Provide appropriate teaching and classroom management materials
- Provide to site administrator pertinent information and feedback regarding substitute teacher performance in the classroom

SUBSTITUTE TEACHER HANDBOOK

SUBSTITUTE RESPONSIBILITIES

Substitute teachers, as well as regular teachers, have the responsibility to provide a stimulating learning environment for students. Your success as a substitute depends upon your ability to function successfully in support of the District's mission, and to teach students of varying ethnic/racial, socio-economic, and educational backgrounds. Substitute teachers must accept the obligation to function in the role of regular teachers; the same professional standards apply, and include:

- Satisfaction in seeing students learn
- Ability and willingness to work in different classroom structures
- Resourcefulness
- High expectations for student achievement and behavior

Substitute teachers are also responsible for keeping required paperwork current:

- **Credential or emergency substitute permit:**
Substitute teachers must accept responsibility for complying with the credential requirements and agree not to accept calls for substitute teaching in Berryessa Union School District unless their certificate is valid. Certificates should be renewed at least 120 days prior to expiration but no sooner than 6 months prior to expiration.
- **Tuberculosis (TB) clearance:**
A TB clearance, signed by a health care practitioner, must be submitted every four years.
- **Address/phone/name changes:**
If your address, phone number, or name changes, please call Personnel Services to request and complete a "Change of Address" form.

You are responsible for knowing all district policies and regulations related to mandated reporting of child abuse and neglect, sexual harassment, and substance abuse, professional responsibilities, and professional code of ethics. Copies of these regulations are included in this handbook and are also available on our website at www.Berryessa.K12.ca.us.

A "Substitute Daily Checklist" and "Substitute Performance Objectives are also included in this handbook. Please review and follow these carefully.

EMERGENCY PREPAREDNESS PROCEDURES

The Emergency Response Guides should be present in each classroom at all schools. It was designed to provide a quick reference in case of an emergency. This is one of the first things you should locate when you first report to a site.

BERRYESSA UNION SCHOOL DISTRICT

SUBSTITUTE TEACHER HANDBOOK

The priority of any emergency actions is to protect the welfare of students and employees. In the event of a disaster, it is the prime purpose of each employee to provide for the physical and emotional well being of every student and staff member. When appropriate, students will not be released to go home until a parent or guardian calls for them at school; also all District personnel are required to remain at their school until relieved by proper authority. A binder entitled Berryessa Emergency Preparedness Plan should be present in each classroom at all schools. All staff shall be familiar with the Berryessa Emergency Preparedness Plan.

General Instructions

- 1) The District Emergency Operation Command Center will be the District Office. The Back-up Command Center is the Operations Department.
- 2) The Emergency Response Guide outlines a protective action which employees may be called upon to execute in an emergency.
- 3) Mass panic can be one of the greatest dangers to students. Staff members should remember that in times of stress, students will look for leadership from those who are normally in an authoritative position. Remain calm, size up the situation, and take action based on known facts.
- 4) All information regarding any emergency must be relayed expeditiously, using all available modes of communication, electronically or physically to the Command Center.
- 5) Teacher must keep the class enrollment roster and/or other suitable records with them at all time in order to take roll.
- 6) A well-prepared and tested plan for prompt and positive action minimizes injuries and loss of life.
- 7) All employees must be thoroughly familiar with the contents of this plan.

In the absence of orders from the Superintendent or Incident Commander (IC), each principal is authorized and directed to implement plans as described herein; or to take action as may, in higher judgment, be necessary to save live and mitigate the effects of the disaster.

ASSIGNMENT

Berryessa Union School District uses the automated Smart Find™ System to make substitute assignments. The SmartFind™ System can be accessed via telephone at 408-627-7398 or online at <https://berryessa.eschoolsolutions.com> All substitute employees are required to register with the SmartFind™ System by telephone. Specific instructions on how to use the SmartFind™ System is included in this handbook.

You are not authorized to accept assignments directly from teachers or site administrators.

SUBSTITUTE TEACHER HANDBOOK

WORK DAY

Schools in the District have slightly different starting and ending times. A current schedule of starting times for all schools is included in this handbook.

Your assignment will be designated as either half-day (3 hours) or full-day. You will always receive at least one-half of the substitute daily rate if you are called to a school. If you stay beyond a designated half-day, you will receive the full substitute daily rate.

Your work day will begin thirty minutes prior to the time students are due in the classroom. You are expected to stay until the principal or designee has determined that you have completed your assignment.

ATTIRE

Your **attire should reflect professional standards and serve as a model to students.** Dress safely, comfortably and appropriately for the classroom and playground.

STAFF ROOM FACILITIES

Each school has a staff room equipped with a sink, stove, refrigerator, and hot water for coffee or tea; teachers supply their own coffee or tea. Teachers often use the staff room as a lunchroom.

A work and supply room, with a copy machine, paper cutter, typewriter, computer, and other equipment, is also usually located near the office. If you do not know how to operate a piece of equipment or need supplies, ask for assistance. Most teachers have their own allotted supplies they keep in the classroom or in a designated place in the supply room; this varies from school to school. The secretary or another teacher can usually tell you where to locate these items, if needed. Since expense is a major factor, please use supplies sparingly.

All of the schools in the District have parking lots. You will be notified if you are required to park in a designated location. Smoking is never permitted in the buildings or surrounding grounds of any school site in the District. See attached policy regarding "Tobacco-Free Schools".

BERRYESSA UNION SCHOOL DISTRICT
SUBSTITUTE TEACHER HANDBOOK

PAYROLL

The current daily pay rate for substitutes is based on a tiered schedule as follows:

<u>Days of Completed Service</u>	<u>Daily Rate</u>	<u>Retiree Rate</u>
1-20	\$115.00	*
21-50	\$125.00	*
51-75	\$135.00	*
76 or more	\$145.00	*

*Check with the Substitute Services Specialist for rates. Half-day services will be prorated.

Effective April 1, 2006

Long term pay rate for assignments of 15 days or more is the flat rate of \$145.00 retroactive to the first day of consecutive service in same assignment.

Time is recorded daily on an Employee/Substitute Verification Report (see sample included in this handbook.. You must verify the information recorded by the school secretary and sign the report. The school office will forward the report to the Payroll Department each month via the District's mail.

The payroll period runs approximately from the 26th of one month to the 25th of the next month. Payroll checks are mailed to your residence address on the 10th of each month. Exception: If you are working on payday, your check will be delivered to the site unless other directions are given to payroll.

If you have any questions about your paycheck, please call the Certificated Payroll Department at (408) 923-1858.

SUBSTITUTE TEACHER HANDBOOK

SUBSTITUTE DAILY CHECKLIST

- Report to assigned school on time.
- Check-in with office for room assignment, key, and school attendance procedures.
- Locate the teacher's schedule, emergency procedures, lesson plans and programs for the day.
- Inquire if the teacher has additional assigned campus, recess or lunch duties.
- Look over schedule/lesson plan and organize the supplies you will need.
- Discuss the day's program and work cooperatively with any assigned instructional associate or paraeducator who may be assigned to the class.
- Write your name on the board.
- Write the day's first assignment on the blackboard.
- Introduce yourself to the students and establish rules and expectations.
- It is normal for students to "test" a substitute. The atmosphere you create in the first ten minutes can set the stage for success or failure for the rest of the day. Maintain respect for the absent teacher; patience is essential!
- Take and record attendance, and provide the attendance report and lunch count (if applicable, in elementary schools) to the office.
- Follow regular teacher's lesson plans and established routines.
- Generally, plans are clear; if they are not, ask the administrator for direction. If you do not follow the plans because you do not understand them, this should be mentioned in your note to the teacher. Feedback is important; you should be open, honest, and informative. It is a good idea to create a set of lesson plans that will last you for one day for any grade or subject you might be assigned to teach, in case a lesson plan has not been prepared or you cannot locate it.
- Maintain effective control of the students under your supervision in the classroom, on the school grounds, and at various school events that are part of your assigned duties. Do not leave students unsupervised at any time.
- Refer serious behavior problems beyond your control to the school administrator.
- District policy prohibits teachers from using any type of corporal punishment. The best policy is to avoid any type of physical force.
- Immediately report any attack or threat, property damage, or loss of personal belongings to the school administrator. If you suspect a case of child abuse, notify the administrator immediately.
- Leave a written report for the regular teacher. Include any unusual events or names of students who experienced difficulty, so the regular teacher can follow up if necessary. Teachers appreciate your comments and like to know how your day progressed.

SUBSTITUTE TEACHER HANDBOOK

- Correct papers that are completed while you are assigned to a class; however, if the papers involve difficult, open-ended answers, leave them for the regular teacher.
- Leave the classroom as neat as possible at the end of the day, with materials approximately in the same order you found them.
- Report to the school office before leaving to return keys and check out with the school administrator.

SUBSTITUTE TEACHER HANDBOOK

SUBSTITUTE PERFORMANCE OBJECTIVES

Because substitute teachers play an important role in the total educational program of Berryessa School District, we are as concerned with the quality of substitute performance as we are with that of our regular teachers. The following performance objectives clearly outline the District’s performance expectations for successful substitute teachers:

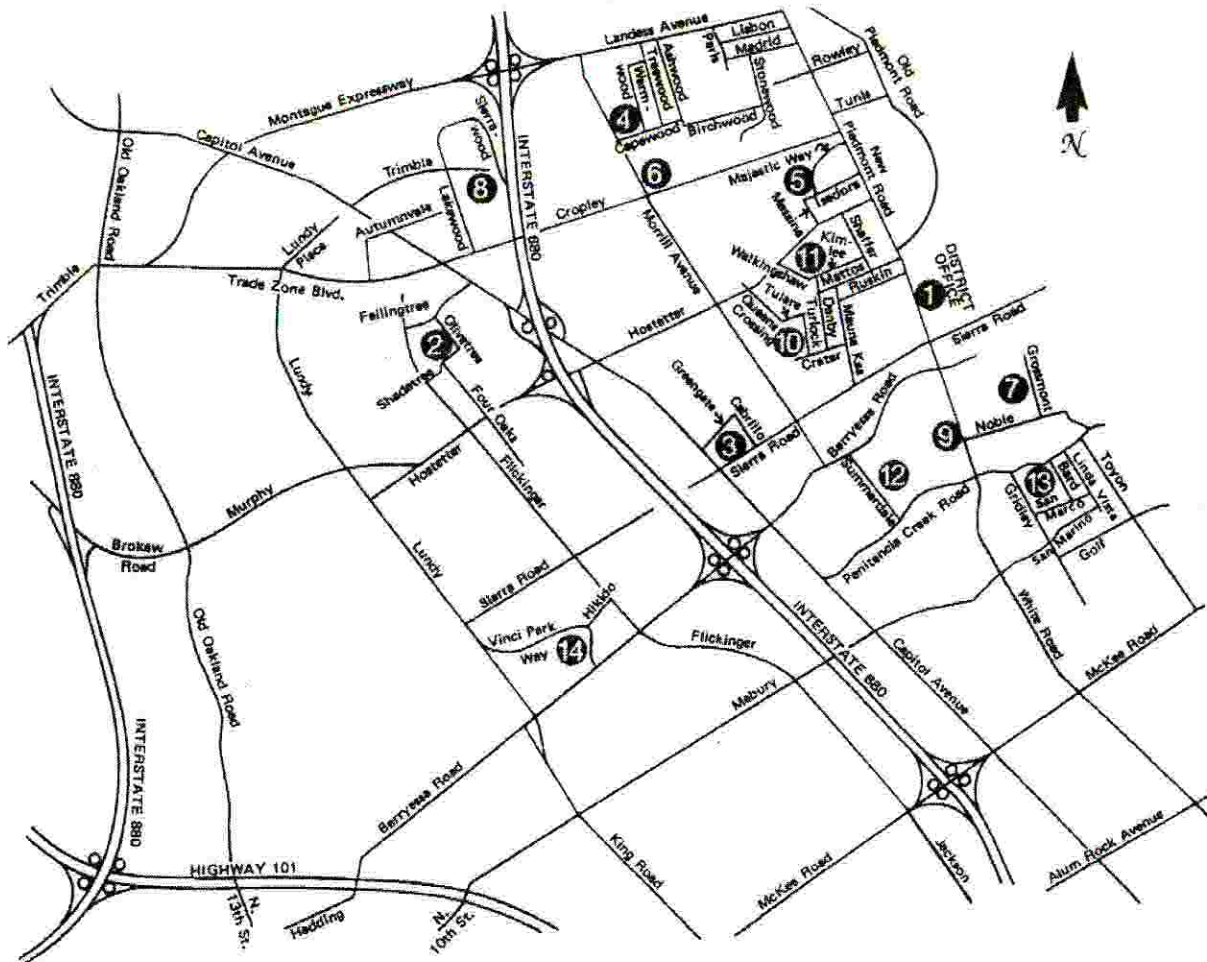
SUBSTITUTE PERFORMANCE OBJECTIVES	
PLANNING	<ul style="list-style-type: none"> • Follows lesson plans provided by regular teacher • Provides own suitable lesson plans if necessary • Adjusts plans as needed • Facilitates and grades assignments • Administers tests securely
INSTRUCTION	<ul style="list-style-type: none"> • Maintains student involvement in learning activities • Begins classroom activities promptly • Models/demonstrates new learning activities • Uses appropriate questioning and discussion techniques • Ensures student understanding before practice begins • Adjusts instruction as needed • Makes sure students understand and follow directions • Ensures students are attentive before addressing them • Monitors learning activities • Keeps students “on-task” • Addresses uninvolved students
MANAGEMENT	<ul style="list-style-type: none"> • Maintains student discipline and classroom control consistent with school and district standards • Promptly gains and maintains student attention • Transitions students smoothly from activity to activity • Circulates about the room as appropriate • Maintains awareness of student activities in classroom • Enforces school rules in classroom and on campus • Responds appropriately to disruptive behavior • Provides for safety and welfare of the students • Instructs in and encourages proper use of equipment and materials • Ensures students follow school emergency procedures quickly and effectively • Reports damage, vandalism, or unsafe conditions

BERRYESSA UNION SCHOOL DISTRICT

SUBSTITUTE TEACHER HANDBOOK

COMMUNICATION	<ul style="list-style-type: none">• Communicates with students, parents, and other personnel professionally, appropriately, and effectively• Appropriately uses confidential information• Written and oral communication is clear• Clarifies directions• Written communication and instructional materials are legible and neat• Uses seating charts to address students by name• Uses appropriate vocabulary• Varies pace as appropriate to maintain student interest• Written and verbal communication serve as a model of Standard English• Communication is free of racial, ethnic, sexual, or social class stereotyping
PROFESSIONALISM	<ul style="list-style-type: none">• Assumes responsibilities in accordance with school and district policies• Arrives punctually• Understands school and district expectations• Follows district-established procedures• Does not leave students unsupervised• Fulfills any assigned supervisory and other non-classroom duties• Accepts district direction with reference to changes in job/assignment which may occur after the job has been accepted.• Exercises professional judgment at all times.

Berryessa Union School District Map & School Listings



Brooktree School (#2)
 1781 Olivetree Drive , SJ 95131
 Phone: 408/923-1910
 Fax: 408/923-1635

Cherrywood School (#3)
 2550 Greengate Drive, SJ 95132
 Phone: 408/923-1915
 Fax: 408/258-8356

Laneview School (#4)
 2095 Warmwood Lane, SJ 95132
 Phone: 408/923-1920
 Fax: 408/263-9341

Majestic Way School (#5)
 1855 Majestic Way, SJ 95132
 Phone: 408/923-1925
 Fax: 408/254-1315

Noble School (#7)
 3466 Grossmont Drive, SJ 95132
 Phone: 408/923-1935
 Fax: 408/937-5006

Toyon School (#13)
 995 Bard Street, SJ 95127
 Phone: 408/923-1965
 Fax: 408/937-4908

Vinci Park School (#14)
 1311 Vinci Park Way, SJ 95131
 Phone: 408/923-1970
 Fax: 408/254-3790

Northwood School (#8)
 2760 E. Trimble Road, SJ 95132
 Phone: 408/923-1940
 Fax: 408/942-9032

Ruskin School (#10)
 1401 Turlock Lane, SJ 95132
 Phone: 408/923-1950
 Fax: 408/937-4846

Education Services Center (#1)
 1376 Piedmont Road, SJ 95132
 Phone: 408/923-1800
 Fax: 408/923-0623

Morrill Middle School (#6)
 1970 Morrill Avenue, SJ 95132
 Phone: 408/923-1930
 Fax: 408/946-0776

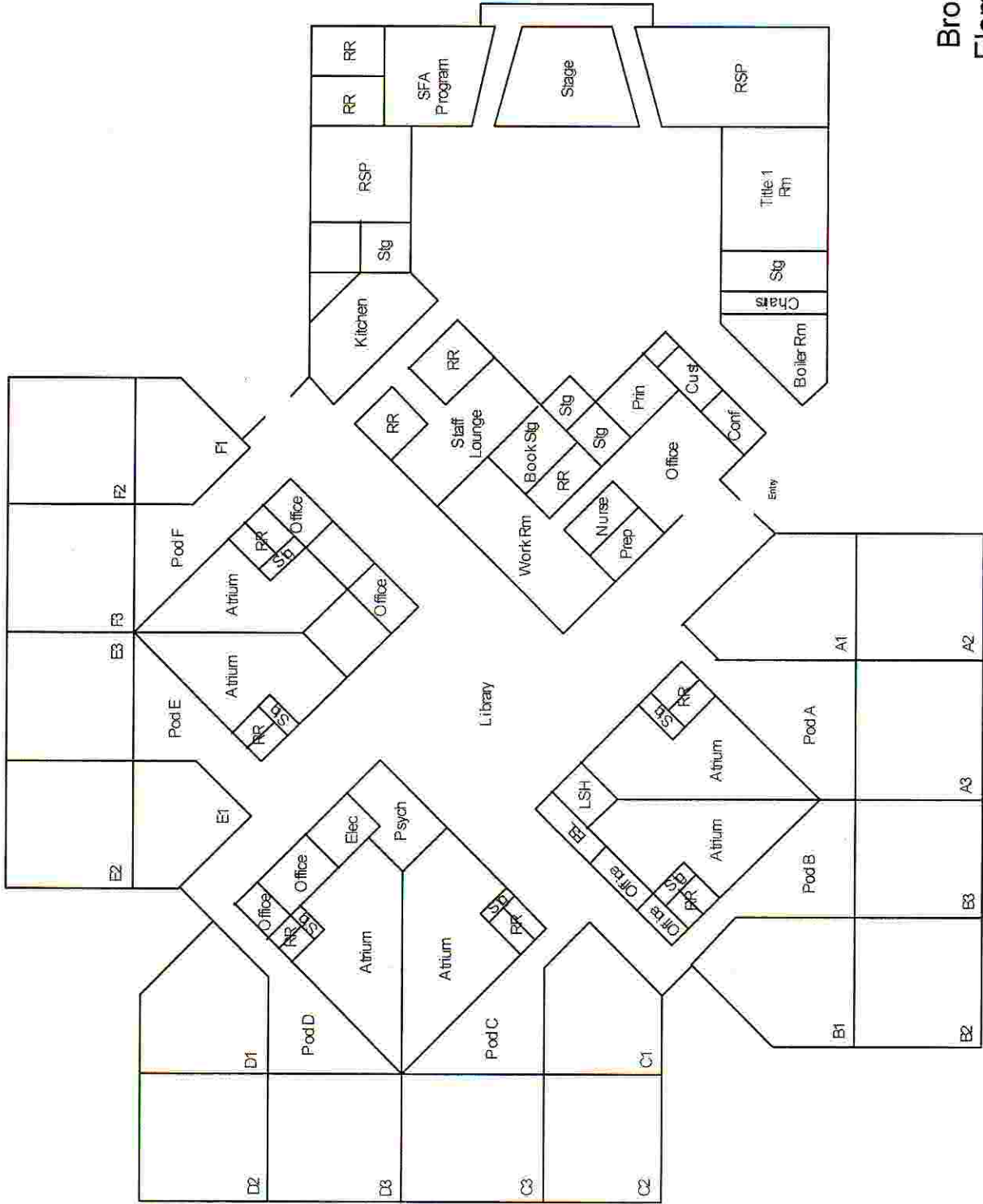
Sierramont Middle School (#11)
 3155 Kimlee Drive, SJ 95132
 Phone: 408/923-1955
 Fax: 408/729-5840

Piedmont Middle School (#9)
 955 Piedmont Road, SJ 95132
 Phone: 408/923-1945
 Fax: 408/251-2392

Summerdale School (#12)
 1100 Summerdale Drive, SJ 95132
 Phone: 408/923-1960
 Fax: 408/937-4923

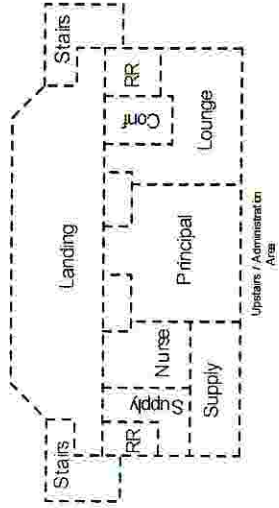
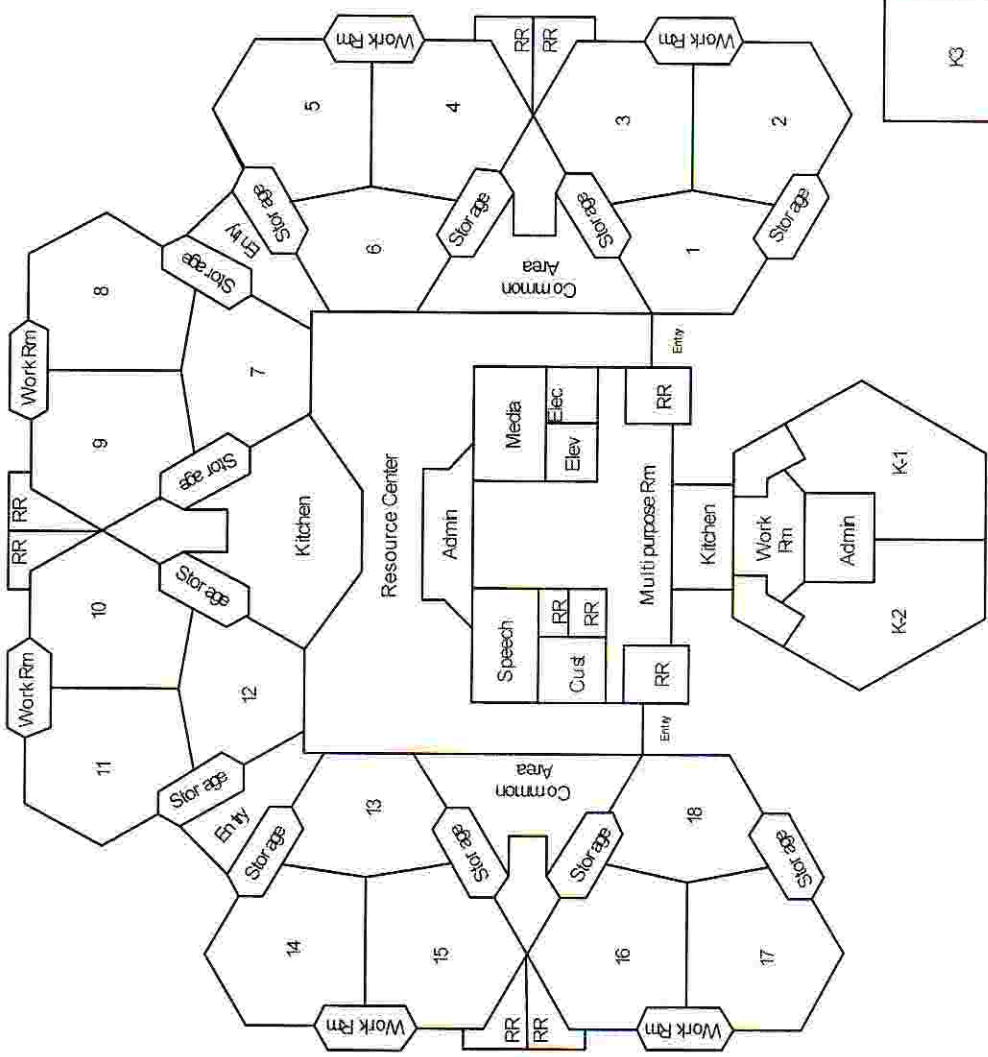
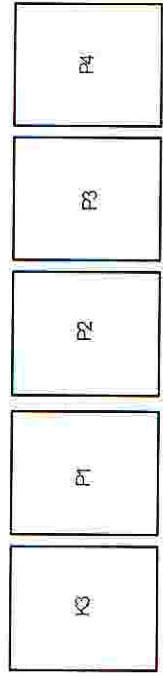
**For individual school information,
 visit our website at:
www.berryessa.k12.ca.us**

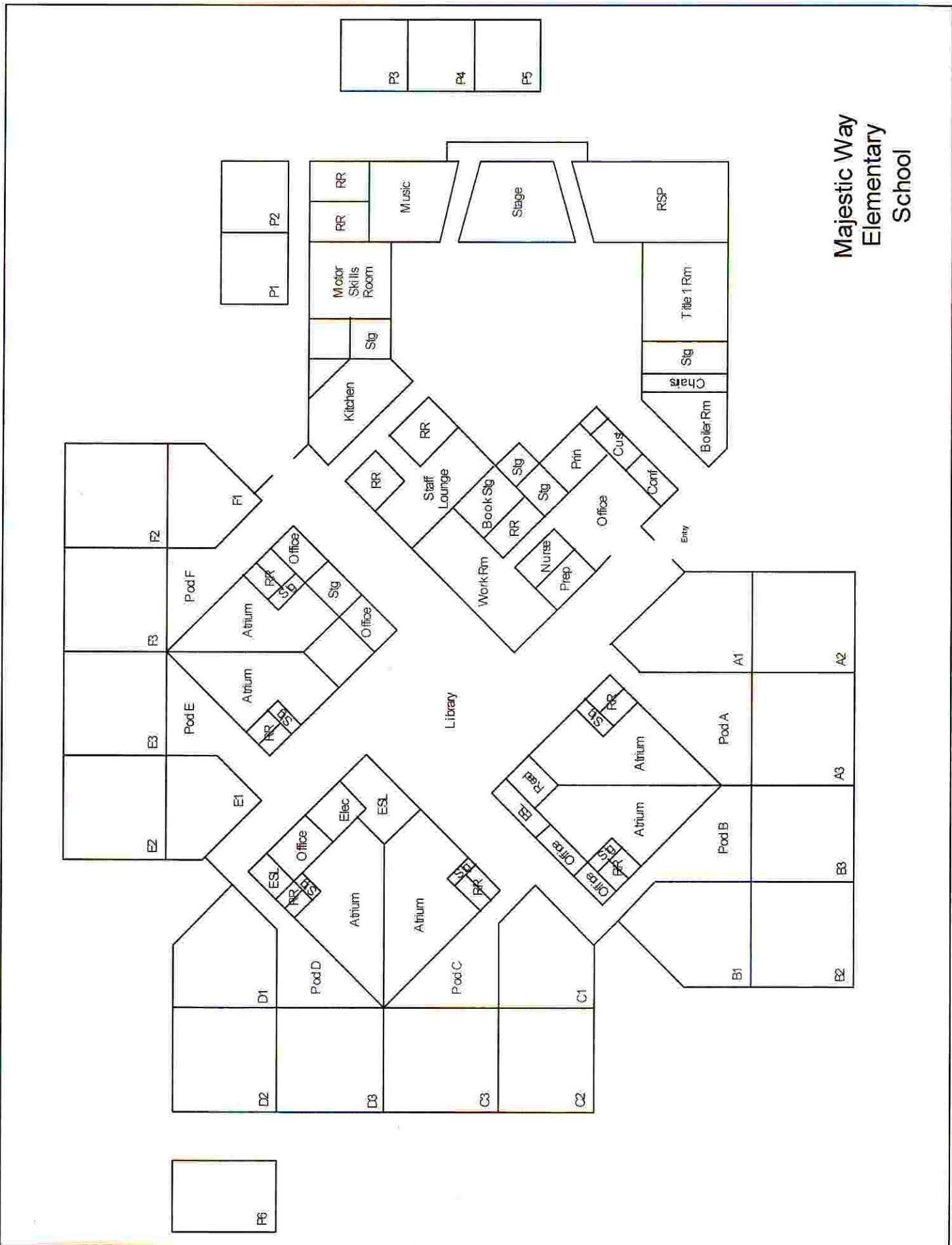
P1	P2	P3	P4	P5	P6	YMCA
----	----	----	----	----	----	------



**Brooktree
Elementary
School**

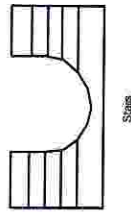
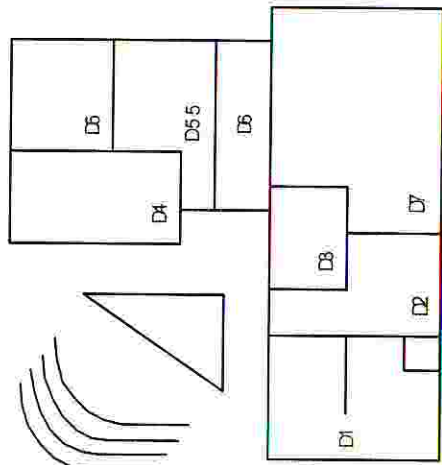
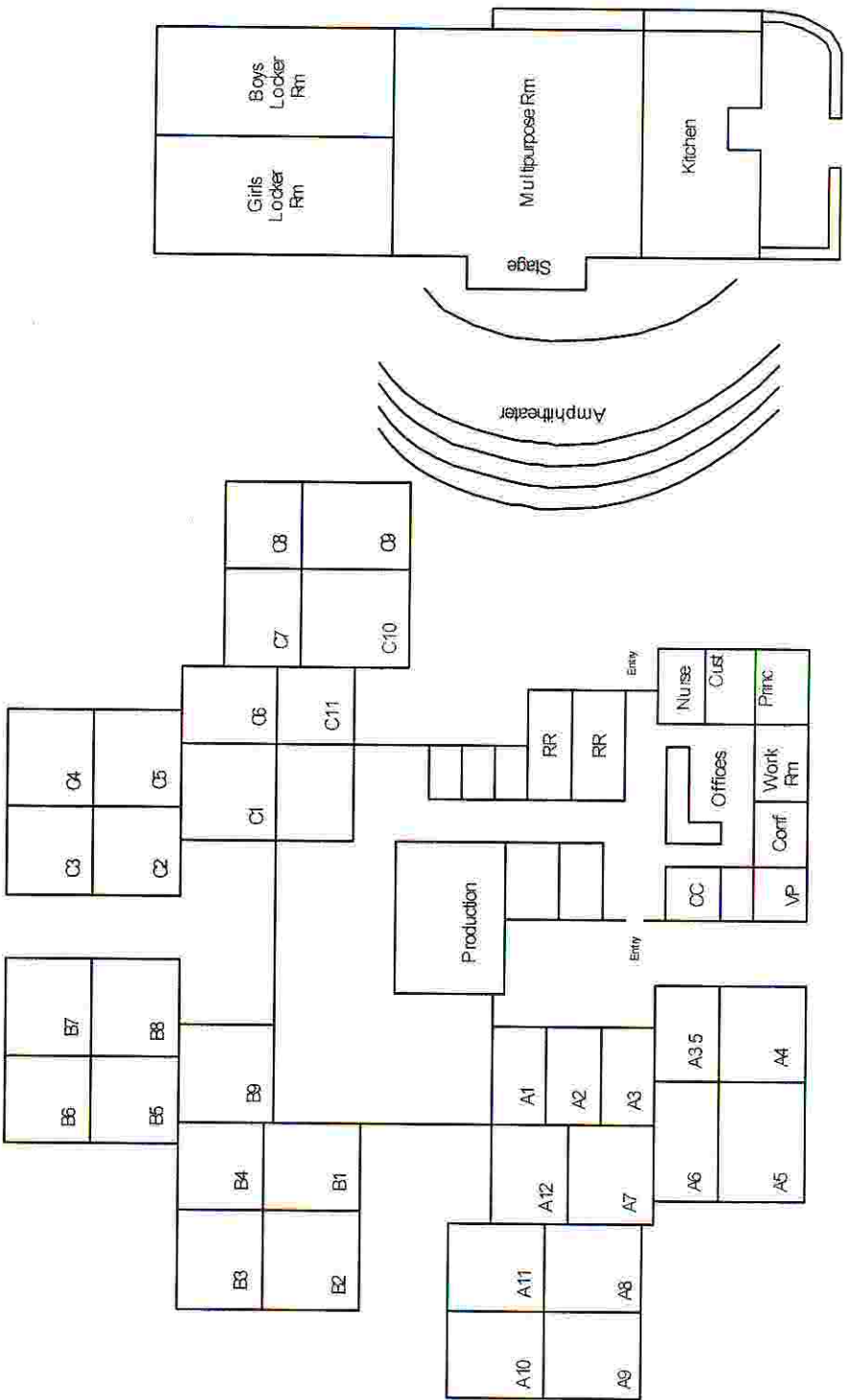
Cherrywood Elementary School





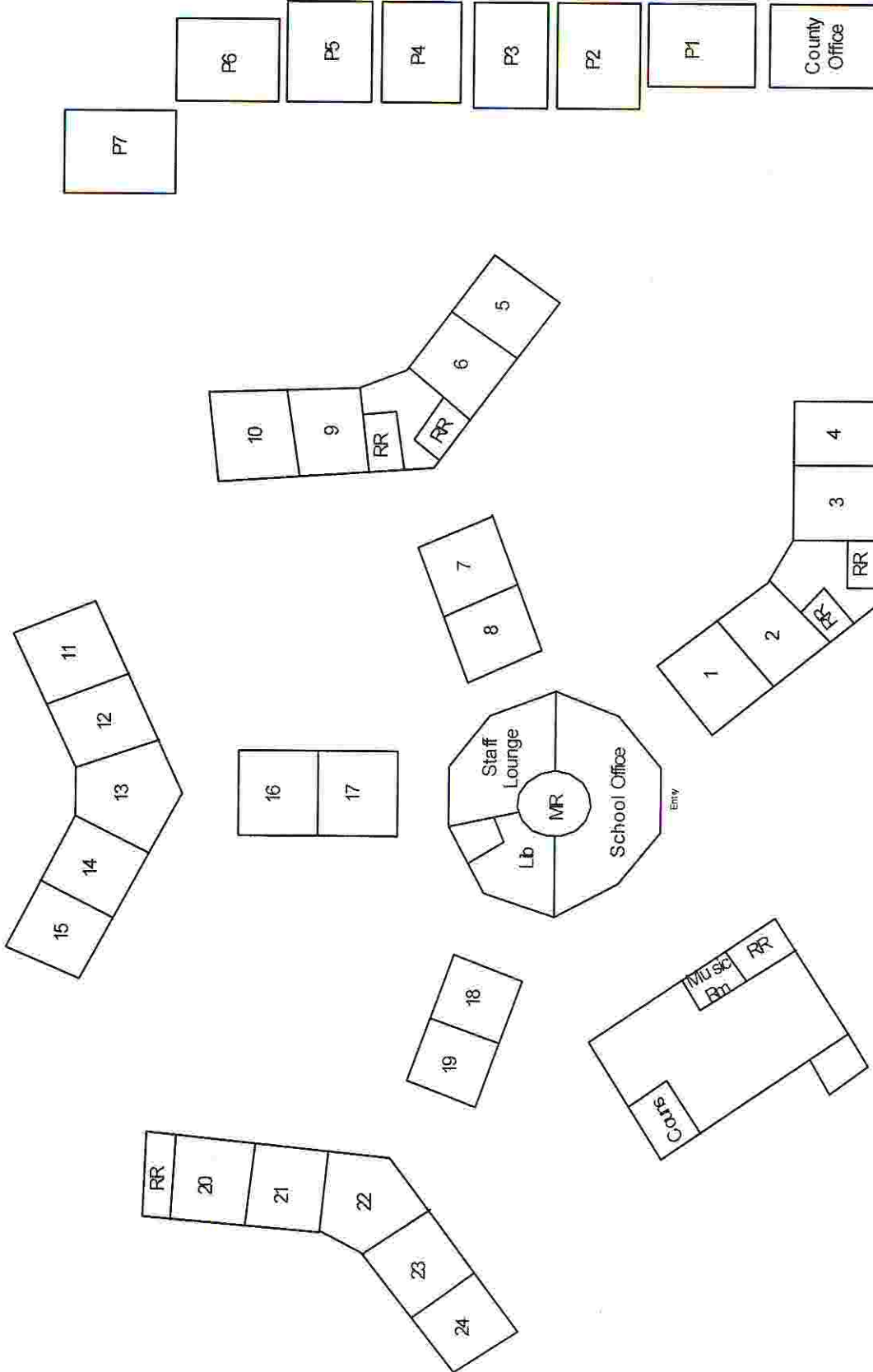
Majestic Way
Elementary
School

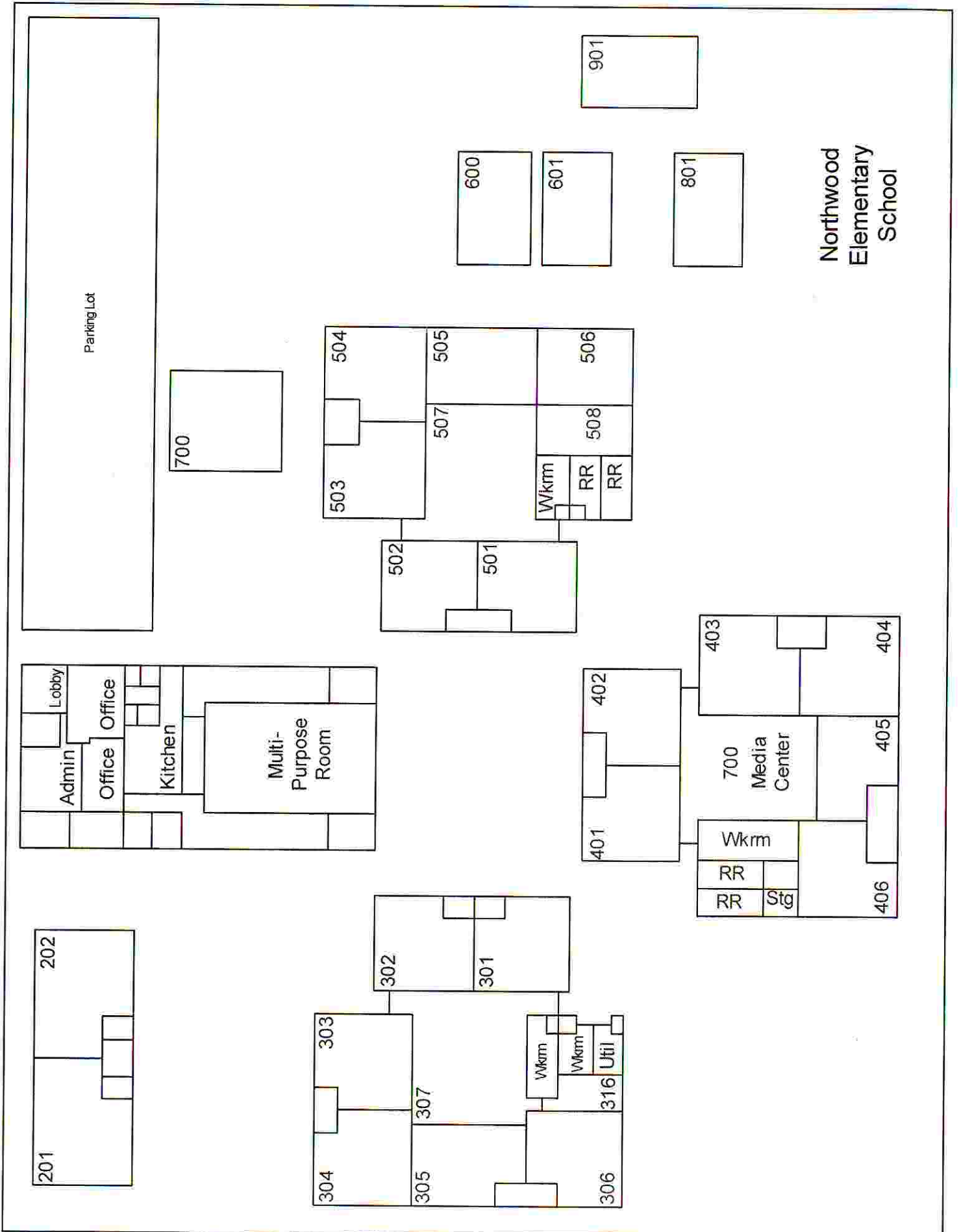
Morrill Middle School



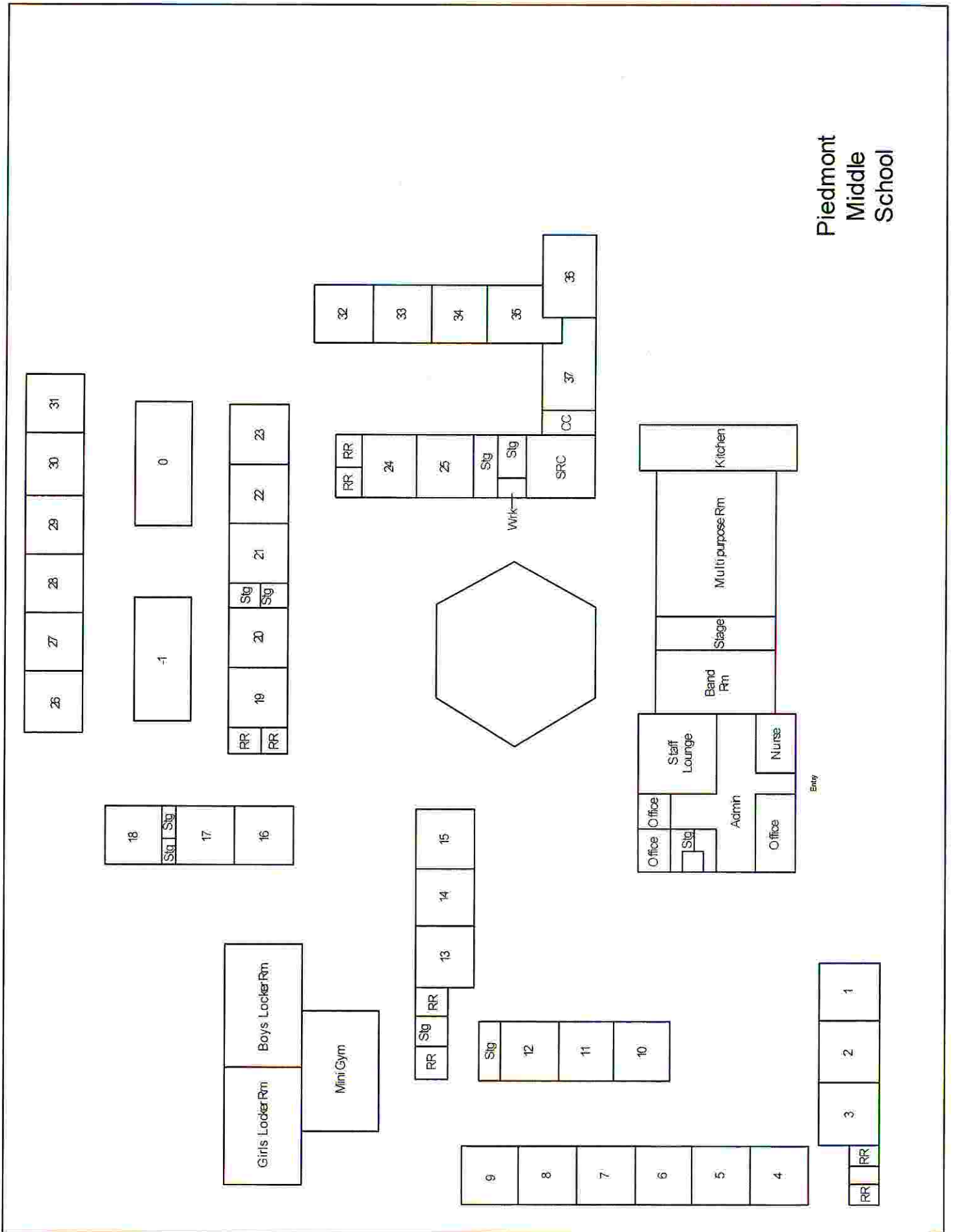
Stairs

Noble
Elementary
School

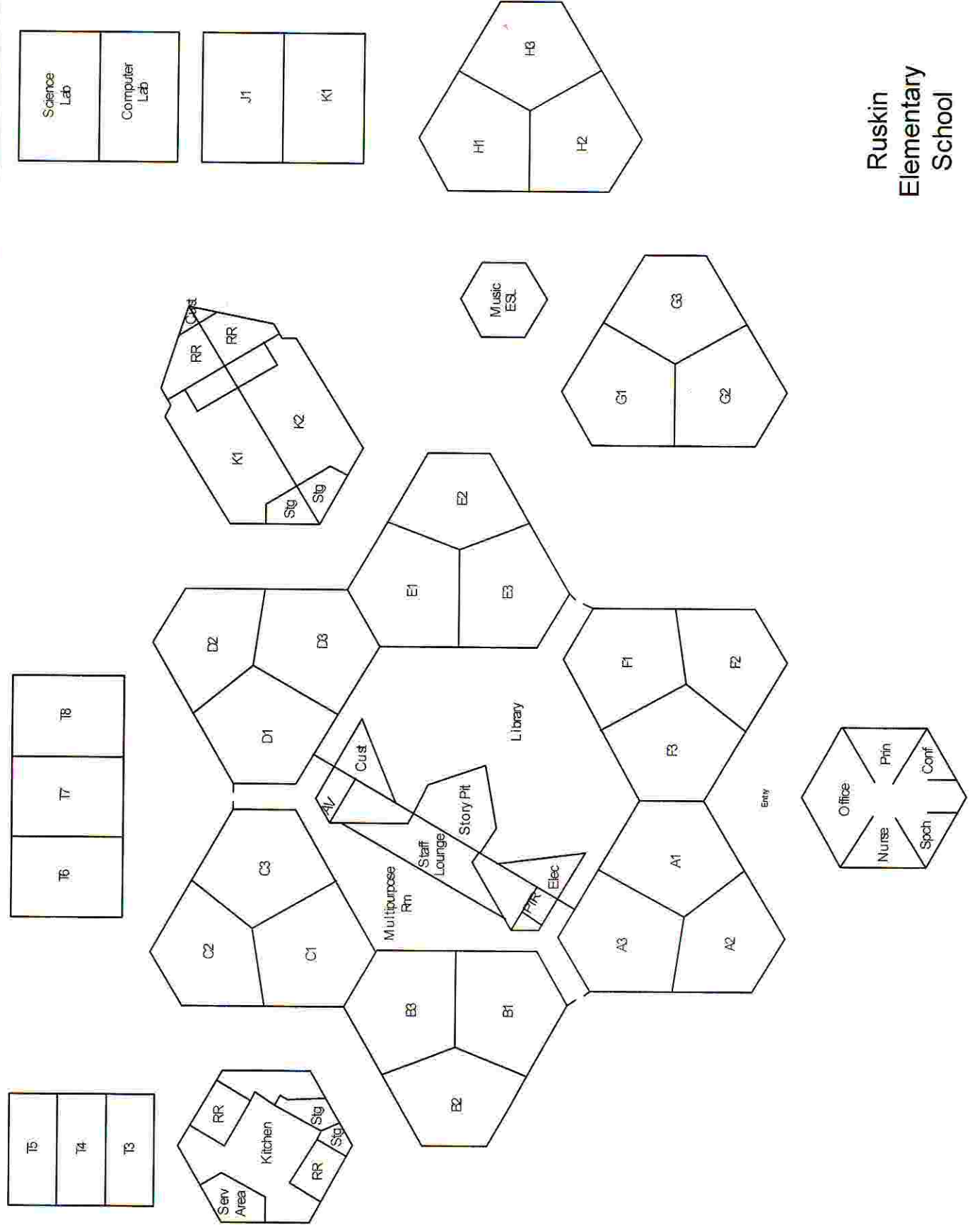




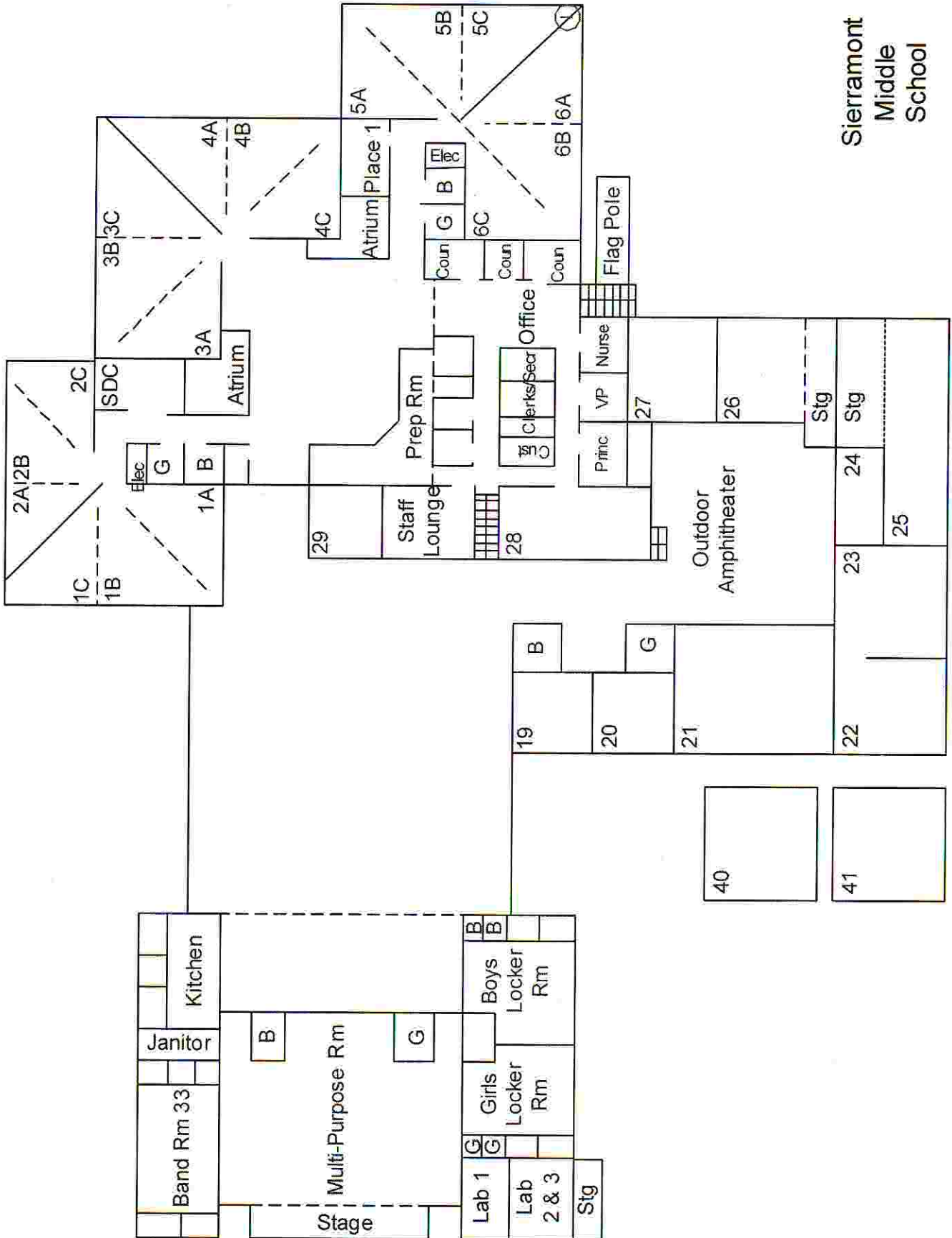
Northwood
Elementary
School



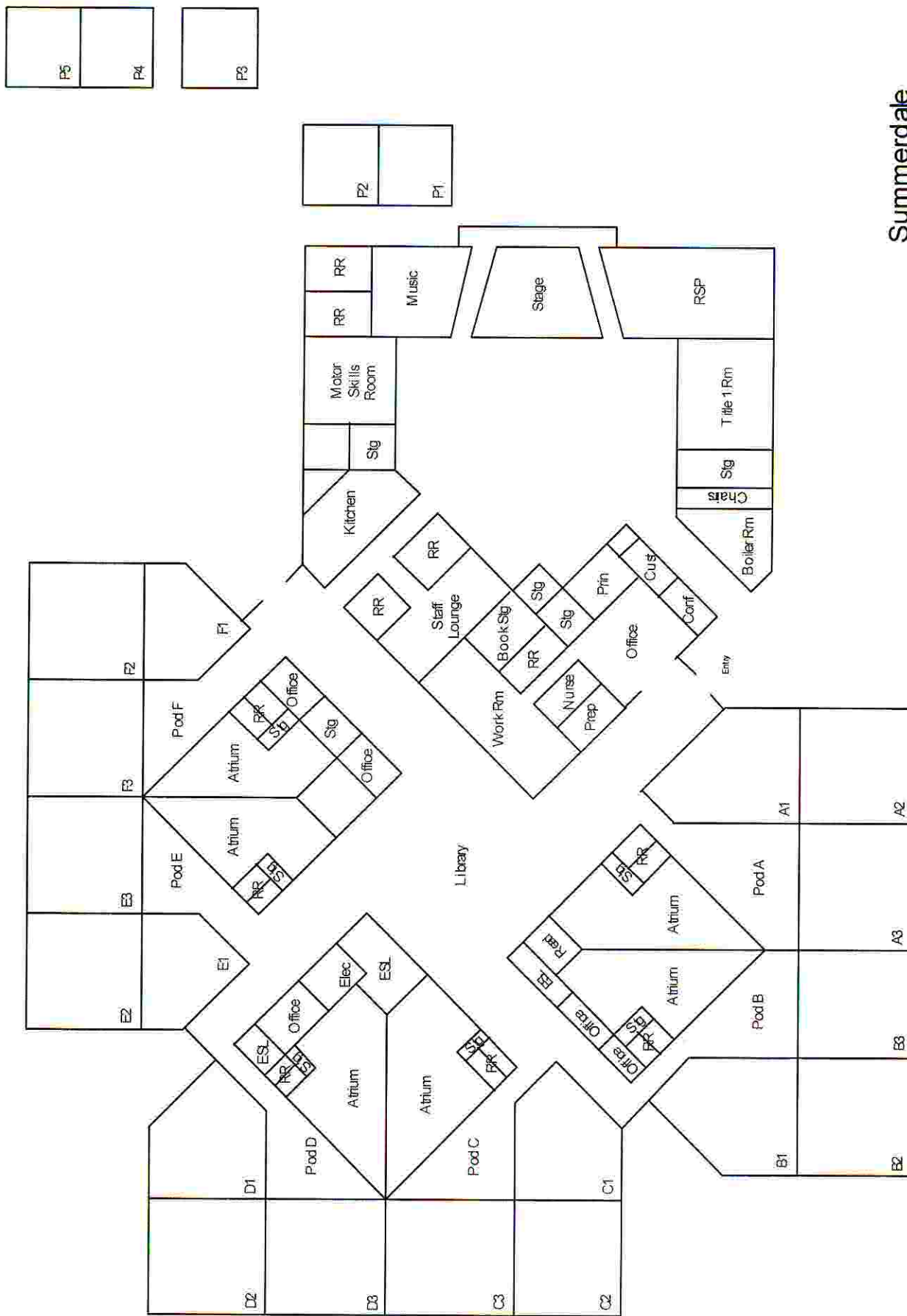
Ruskin Elementary School



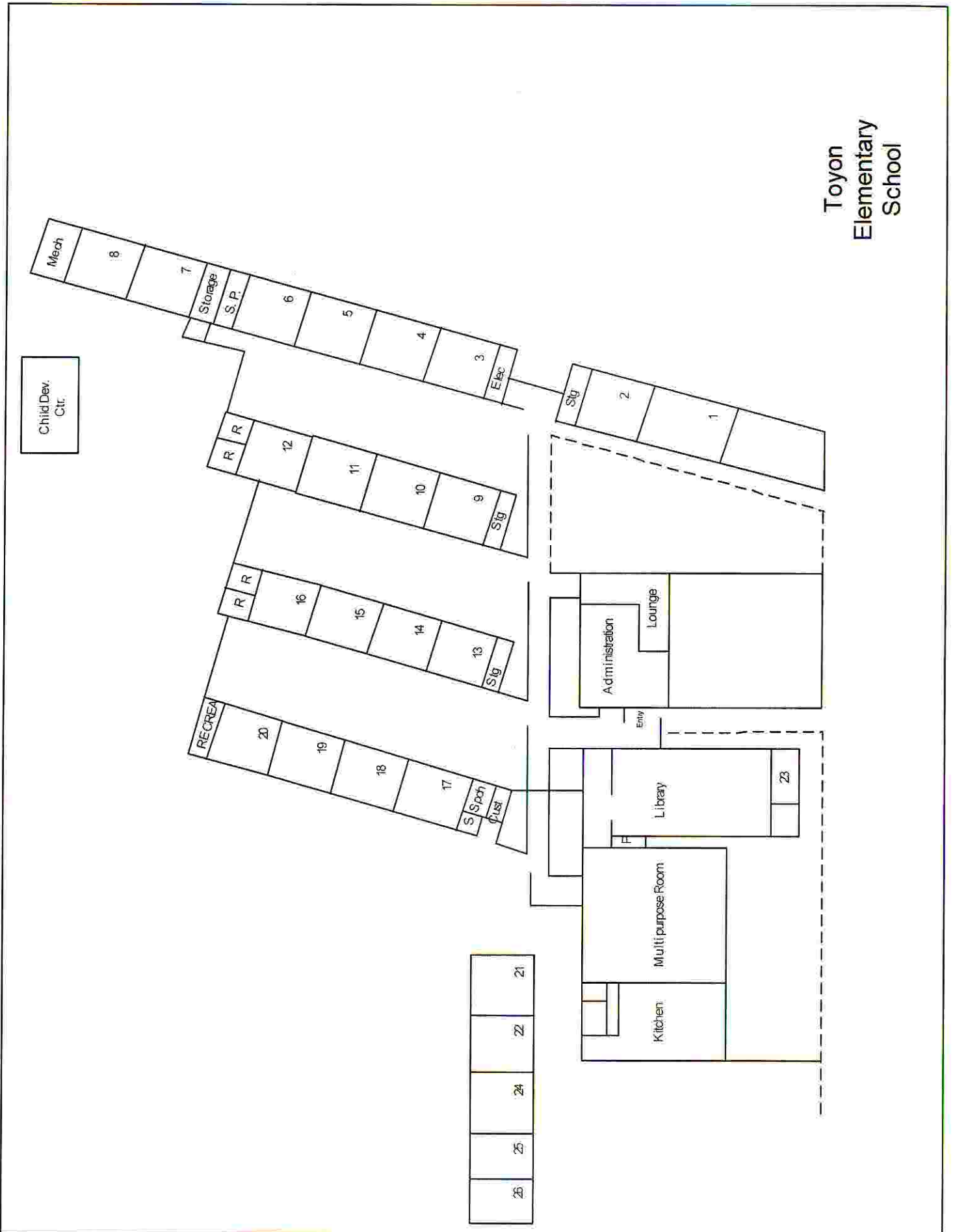
Sierramont
Middle
School



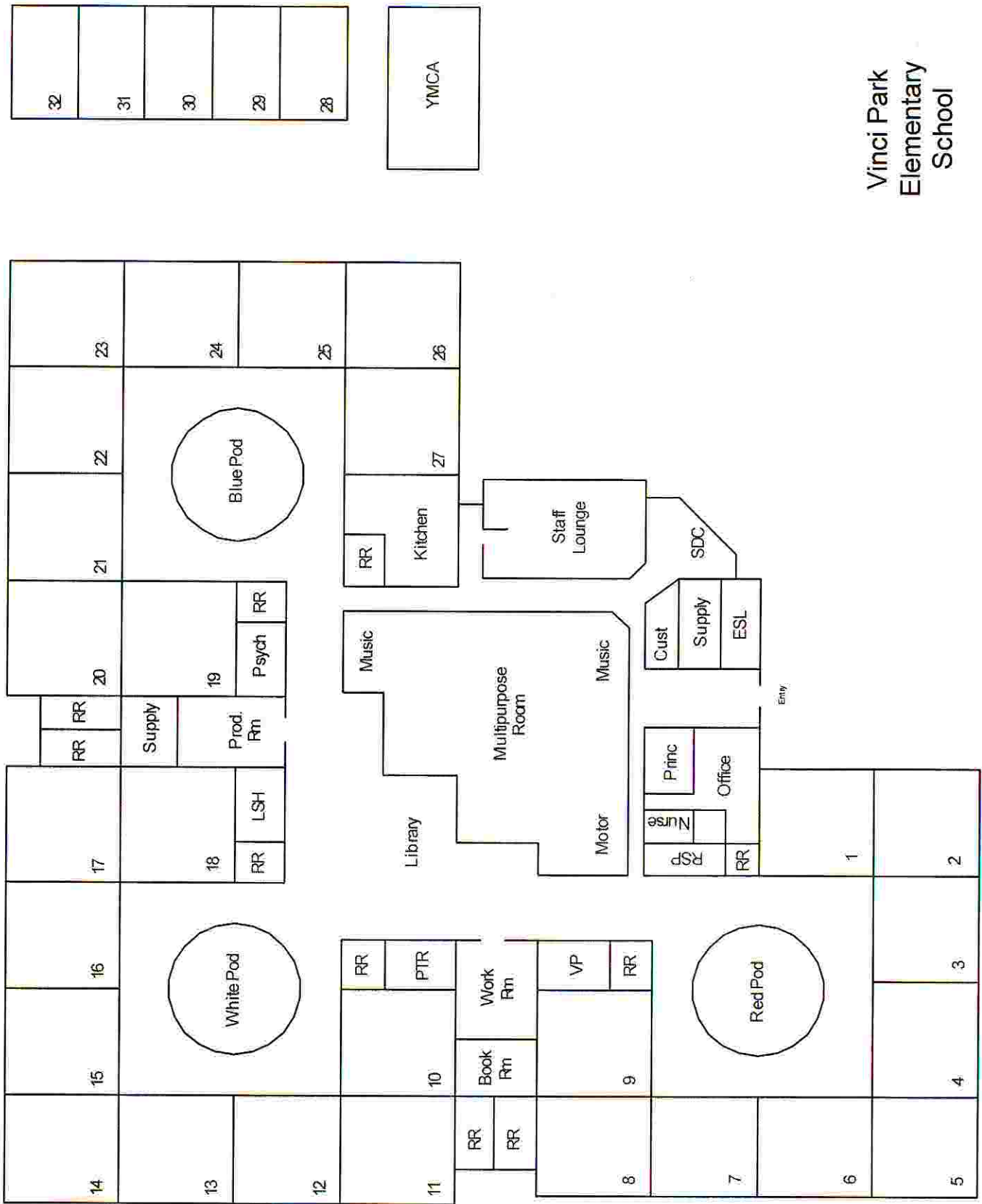
Summerdale
Elementary
School



Toyon Elementary School



Vinci Park Elementary School



**BERRYESSA UNION SCHOOL DISTRICT
 DIRECTORY OF SCHOOL SITES
 OFFICE PERSONNEL**

SCHOOLS	PRINCIPAL ASST PRINCIPAL	ADMINISTRATIVE ASSISTANT	CLERK COMPUTER CLERK	Media Techs	CUSTODIANS
BROOKTREE SCHOOL (2) 1781 Olivetree Dr San Jose, CA 95131-1933 Phone: 923-1910 Fax: 923-1635	Joann Vaars 2110	Terry Sherman 2100	Janine Nguyen 2101	Donna Glanville 2135	Tim Chavez John Samaniego
CHERRYWOOD SCHOOL (3) 2550 Greengate Dr San Jose, CA 95132-2699 Phone: 923-1915 Fax: 258-8356	Lakeisha Blackshire 2310	Debbie Logan 2300	Joanne Mah 2301	Marykay Sapirstein 2335	Alex Martinez Eduardo Manuel
LANEVUE SCHOOL (4) 2095 Warmwood Ln San Jose, CA 95132-1251 Phone: 923-1920 Fax: 262-5804	Virgie Catbagan 2510	Margie Matsuura 2501	Sabrina Pattar 2500	Denee Allen 2535	Albert Perez Wayne Baptiste
MAJESTIC WAY SCHOOL (1) 1855 Majestic Way San Jose, CA 95132-1999 Phone: 923-1925 Fax: 254-1315	Gayle Calhoun 2710	Elena Alegria 2700	Stormi Keith 2701	Doris Korn-Walker 2735	Bien Manuel Wayne Woodfield
MORRILL MIDDLE SCH (M) 1970 Morrill Ave San Jose, CA 95132-1637 Phone: 923-1930 Fax: 946-0776	AJ Winckler 4110 Rick Rauscher 4115	Heidi Perry 4100	Seanne Miller 4102 Debra Haupt 4100	Michelle Reyes 4135	Salvador Carrillo Mark Gomez
NOBLE SCHOOL (5) 3466 Grossmont Dr San Jose, CA 95132-3199 Phone: 923-1935 Fax: 937-5006	Bobbi 2910	Diana Carl 2900	Cynthia Peters 2901	Charla Ryan 2935	Jun Mollasgo Raymundo Gomez
NORTHWOOD SCHOOL (6) 2760 East Trimble Rd San Jose, CA 95132-1055 Phone: 923-1940 Fax: 942-9032	Sheila Gomez 3110	Michelle Abrams 3101	Crystal Clarke 3100	Cyndie Reyes 3135	Juan Luna Wayne Baptiste
PIEDMONT MIDDLE SCH (P) 955 Piedmont Rd San Jose, CA 95132-2699 Phone: 923-1945 Fax: 251-2392	Stacy Hamm 4510 Louis Barocio 4515	Lou Vallarta 4500	Terri Coleman 4502 Lori Miceli 4505	Laurie Ortega 4535	Mike Herrera Phuc Hang
RUSKIN SCHOOL (7) 1401 Turlock Ln San Jose, CA 95132-2399 Phone: 923-1950 Fax: 937-4846	Parisa Nunez 3310	Kailyn Higashi 3300	Ella Southworth 3301	Sandra Vargas 3335	Homero Paulet Wayne Woodfield
SIERRAMONT MIDDLE SCH (S) 3155 Kimlee Dr San Jose, CA 95132-3699 Phone: 923-1955 Fax: 729-5840	Chris Mosley 4910 Carol Mar 4915	Bettina Strickland 4901	Carol Yow 4900 Jeannie Nonato 4923	Paty Guerrero 4935	Carlos Aguilar Domingo Eclarino
SUMMERDALE SCHOOL (0) 1100 Summerdale Dr San Jose, CA 95132-2934 Phone: 923-1960 Fax: 937-4923	Patty McDonald 3510	Lori Matsui 3501	Janet Nichols 3500	Dorothy Cabanyog 3535	Sergio Nunez Eduardo Manuel
TOYON SCHOOL (8) 995 Bard St San Jose, CA 95127-1100 Phone: 923-1965 Fax: 937-4908	Don Vu 3710	Doreen Cook 3700	Carolina Rossman 3701	Jeanne Palmer 3735	Joel Real Raymundo Gomez
VINCI PARK SCHOOL (9) 1311 Vinci Park Way San Jose, CA 95131-2799 Phone: 923-1970 Fax: 254-3790	Sandra Jewett 3910	Kate Gomes 3901	Rose Beckrest 3900	Mark Corpuz 3935	Calvin Do John Samaniego

Obsolete!
Please refer to "Handbook Update Link"

**BERRYESSA UNION SCHOOL DISTRICT
2011-2012 School Bell Schedules**







School	Kindergarten	Primary (Gr 1 – 3)	Primary (Gr 4 – 5)	Minimum Day
Brooktree	8:03 – 12:03	8:03 – 2:25	8:03 – 2:25	8:03 – 1:00 (1-5) 8:03 – 12:03 (K)
Cherrywood	8:15 – 12:15 9:45 – 2:36	8:15 – 2:36	8:15 – 2:36	8:15 – 1:00 (1-5) 8:15 – 12:15 (K)
Laneview	8:15 – 1:00	8:15 – 2:25	8:00 – 2:25	8:15 – 1:00 (K) 8:15 – 1:00 (1-3) 8:00 – 1:00 (4-5)
Majestic Way	8:10 – 12:10 9:40 – 2:25	8:10 – 2:30	8:10 – 2:30	8:10 – 12:10 (K) 8:10 – 1:00 (1-5)
Noble	8:30 – 1:15 9:30 – 2:15	8:30 – 2:30	8:30 – 2:30	8:30 – 1:05 (K) 8:30 – 1:15 (1-3) 8:25 – 1:15 (4-5)
Northwood	8:15 – 1:00 9:15 – 2:15	8:15 – 2:15	8:15 – 2:35	8:15 – 1:00 (1-3) 8:15 – 1:00 (4-5) 8:15 – 1:00 (K)
Ruskin	8:05 – 12:50	8:05 – 2:25	8:05 – 2:30	8:05 – 1:00 (1-5) 8:05 – 12:45 (K)
Summerdale	8:15 – 12:55 9:50 – 2:30	8:15 – 2:30	8:15 – 2:30	8:15 – 1:00 (K-3) 8:15 – 1:00 (4-5)
Toyon	8:00 – 12:00 9:00 – 1:00	8:15 – 2:30	8:00 – 2:30	8:00 – 12:00 (K) 9:00 – 1:00 (K) 8:15 – 1:10 (1-3) 8:00 – 1:10 (4-5)
Vinci Park	8:10 – 12:10 9:15 – 2:00	8:10 – 2:35	8:10 – 2:35	8:10 – 12:10 (K) 8:10 – 1:00 (1-5)
Middle Schools		Grades 6 – 8		Minimum Day
Morrill		8:00 – 2:34		8:00 – 1:16
Piedmont		7:55 – 2:31		7:55 – 1:10
Sierramont		7:55 -- 2:34		7:55 – 1:10

Obsolete!
Please refer to Link"
"Handbook Update Link"

SCHOOL YEAR CALENDAR

178 Student Days

Legend

 New Teachers Report
 All Teachers Report
 () # of Student Days
 First Day of School
 Last Day of School
 Pupil Holidays

July (9)

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

4 - Fourth of July

August (8)

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

16 - New Teachers Report
 17 - All Teachers Report
 22 - First Day of School

September (21)

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

5 - Labor Day

November (16)

M	T	W	T	F
1	2	3	4	
7	8	10	11	12
14	15	17	18	19
21	22	24	25	26
28	29	30		

11 - Veterans' Day
 21-25 - Thanksgiving Break

December (12)

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

19-Jan 2 - Winter Break

January (20)

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

16 - King Day (Observed)

March (22)

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

6-13 - Spring Break

April (15)

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

May (22)

M	T	W	T	F
			1	2
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

28 - Memorial Day

October (21)

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

February (16)

M	T	W	T	F
			1	2
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29		

20-24 - Presidents' Break

June (6)

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

7 - Last Day of School

Obsolete! Please refer to Handbook Update Link!

Berryessa Union School District
Employee/Substitute Verification Report

Date	Absentee	Substitute	Reason	Acct. Number	Full or Half Day	Sub. Signature
School:				Principal's Signature:		

STUDENTS**Child Abuse and Neglect (Reporting Procedures)**

With concern for each student's total well-being, the Governing Board of Trustees directs the district's employees to report known or suspected incidences of child abuse in accordance with state law and district regulations. District employees shall cooperate with the child protective agencies responsible for reporting, investigating, and prosecuting cases of child abuse.

This policy and its administrative guidelines apply to all certificated district employees and any other district employees designated by law as a "child care custodian," or "health practitioner" as defined by state law. (Penal Code Sections 11165.7 and 11165.8)

The Superintendent shall develop and implement regulations for identifying and reporting child abuse.

The Superintendent shall provide training in child abuse identification and reporting for all certificated personnel, instructional and teacher aides, teacher assistants, and other classified employees. (Penal Code Section 11165.7)

All employees trained in child abuse identification and reporting shall be given, as part of that training, written notice of the child abuse reporting requirements and the employees' confidentiality rights. (Penal Code Section 11165.7)

In order to reduce or eliminate unfounded child abuse accusations directed at school employees, child abuse in-service training shall include guidelines for maintaining ethical relationships with students and for disciplining students.

Legal References: California Education Code

44690, et seq. Staff development in the detection of child abuse and neglect

48906 Notification when pupil released to peace officer

California Penal Code

273a Willful harm or injury to child; endangering person or health

11165-11165.17 Definitions relating to child abuse

11166-11170 Reporting known or suspected cases of child abuse

11172 Immunity from civil or criminal liability resulting from required reporting of known or suspected child abuse; failure to report is a misdemeanor

11174.3 Authorizes child protective agencies to interview suspected child abuse victims on school premises

Policy Adopted: February 25, 1988

Revised Policy Adopted: July 15, 1997

PERSONNEL: GENERAL

Drug and Alcohol Free Workplace

The Berryessa Union School District shall maintain a drug and alcohol-free workplace.

The district prohibits the unlawful manufacture, distribution, dispensing, possession, use or being under the influence of a controlled substance or alcohol beverage at any district school site or work site. The term "work site" encompasses all district property, whether owned, leased, or rented, and includes all district vehicles. In accordance with state law and establish district procedures, the district will discipline employees who violate this policy up to and including termination, and may require employees to participate satisfactorily in a drug-rehabilitation program.

Legal Reference: Business & Professions Code
25608 School Property (prohibits possession of alcohol)

Education Code

- 44011 "Controlled Substance Offense" defined
- 44276.1 School Safety
- 44346 Grounds for Denial of Certificate (Controlled Substances)
- 44425 Conviction of Narcotic Offense as Grounds for Revocation of Credential
- 44436 Conviction of Narcotic Offense as Grounds for Revocation of Credential by County Board
- 44940 Mandatory Leave of Absence Offense (Certificated Employees)
- 45123 Employment After Conviction for Controlled Substance Offense (Classified Employees)

United States Code

41 U.S.C. Section 701 Drug-Free Workplace Act of 1988

Policy Adopted: July 13, 1989
Revised Policy Adopted: December 16, 1997

BUSINESS AND NONINSTRUCTIONAL OPERATIONS**Tobacco-Free Schools**

The Board of Trustees recognizes the health hazards associated with smoking and the use of tobacco products, including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff.

The Board prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property and in district vehicles. (Health and Safety Code 104420; Labor Code 6404.5; 20 USC 6083) This prohibition applies to all employees, students and visitors at any instructional program, activity or athletic event.

Smoking or use of any tobacco-related products and disposal of any tobacco-related waste are prohibited within the boundaries of any playground. (Health and Safety Code 104495)

Legal References: California Education Code
 Section 48900, Grounds for suspension/expulsion
 Section 48901, Prohibition against tobacco use by students
 Health and Safety Code
 39002, Control of Air Pollution From Nonvehicular Sources
 104350 – 104495, Tobacco use prevention
 104495, Prohibition of smoking and tobacco waste on playgrounds
 Labor Code
 6404.5, Occupational safety and health; use of tobacco products
 United States Code, Title 20
 6083 Nonsmoking policy for children’s services
 PERB Rulings
 CSEA #506 and Associated Teachers of Metropolitan Riverside v.
 Riverside Unified School District (1989) PERB Order #750 (13 PERC
 20147)

Policy Adopted (1331):	September 27, 1979
Revised Policy Adopted (1331):	June 25, 1991
Renumbered Revised Policy Adopted (3513):	June 14, 1994
Renumbered Revised Policy Adopted (3513.3):	January 21, 2003

PERSONNEL: GENERAL

Sexual Harassment

It is the district's policy to provide a working and learning environment free from all unlawful discrimination. Sexual harassment is a form of illegal sex discrimination. The district prohibits sexual harassment.

Any district student or employee who harasses another student or employee through sex-based conduct or communication violates this policy.

The district will promptly investigate all sexual harassment complaints and will take remedial action reasonably calculated to end the harassment. If a student engages in sexual harassment, remedial action may include discipline, up to and including expulsion. If an employee engages in sexual harassment, remedial action may include discipline, up to and including termination.

The Governing Board directs the Superintendent to establish administrative guidelines to implement the district's policy to provide a sexual harassment-free working and learning environment.

Legal References: Education Code Sections 212.5, 212.6, 48900.2
Title VII of the 1964 Civil Rights Act
Title IX of the 1972 Educational Amendments

Policy Adopted: August 9, 1984
Revised Policy Adopted: March 10, 1992
Revised Policy Adopted: May 20, 1997

PERSONNEL: CERTIFICATED**Professional Code of Ethics**

Preamble: The educator believes in the worth and dignity of people. He/she recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic citizenship. He/she regards as essential to these goals the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts his/her responsibility to practice his/her profession accordingly to the highest ethical standards.

The educator recognizes the magnitude of the responsibility he/she has accepted in choosing a career in education, and engages self, individually and collectively, with other educators, to judge colleagues and to be judged by them, in accordance with the provisions of this code.

Principle I--Commitment to the Student: The educator measures success by the progress of each student toward realization of potential as a worthy and effective citizen. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. In fulfilling these goals, the educator:

- a. Encourages the student to independent action in the pursuit of learning and provides access to varying points of view.
- b. Prepares subject carefully, presents it to students without distortion and--within the limits of time and curriculum--gives all points of view a fair hearing.
- c. Protects the health and safety of students.
- d. Honors the integrity of students and influences them through constructive criticism rather than by ridicule and harassment.
- e. Provides for participation in educational programs without regard to race, color, creed, or national origin--both in what is taught and how it is taught.
- f. Ensures that relationships with students shall not be used for private advantage; the educator neither solicits nor involves them or their parents in schemes for commercial gain.
- g. Keeps in confidence information that has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

Principle II--Commitment to the Public: The educator believes that democratic citizenship in its highest form requires dedication to the principles of our democratic heritage; shares with all other citizens the responsibility for the development of sound public policy and assumes full political and citizenship responsibilities. The educator bears particular responsibility for the development of policy relating to the extension of educational opportunities for all and for interpreting educational programs and policies to the public. In fulfilling these goals, the educator:

- a. Has an obligation to support the profession and institution and not misrepresent them in public discussion. When he/she criticizes it in public he/she has an obligation not to distort the facts. When he/she speaks or writes about policies, he/she takes adequate precaution to distinguish his/her private views from the official position of the institution.
- b. Does not interfere with a colleague's exercise of political and citizenship rights and responsibilities.
- c. Does not use institutional privileges for private gain. He/she does not exploit pupils, their parents, colleagues, nor the school system itself for private advantage; does not accept gifts or favors that might impair or appear to impair professional judgment nor offer any favor, service, or thing of value to obtain special advantage.

Principle III--Commitment to the Profession: The educator believes that the quality of the services of the education profession directly influences the nation and its citizens. He/she therefore exerts every effort to raise professional standards, to improve his/her service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of trust to careers in education. In fulfilling these goals, the educator:

- a. Accords just and adequate treatment to all members of the profession in the exercise of their professional rights and responsibilities.
- b. Does not use coercive means or promise special treatment in order to influence professional decisions of colleagues.
- c. Does not misrepresent his/her own professional qualifications.
- d. Does not misrepresent the professional qualifications of colleagues, and will discuss these qualifications fairly and accurately when discussion serves professional purposes.
- e. Applies for, accepts, offers, and assigns positions or responsibility on the basis of professional preparation and legal qualifications.
- f. Uses honest and effective methods of administering educational responsibility; conducts professional business through proper channels. He/she does not assign unauthorized persons to educational tasks; uses time granted for its intended purposes; does not misrepresent conditions of employment; lives up to the letter and spirit of his/her contract.

Principle IV--Commitment to Professional Employee Practices: The educator regards the employment agreement as a pledge to be executed both in spirit and in fact in a manner consistent with the highest ideas of professional service. He/ she believes that sound professional personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect. The educator discourages the practice of his/her profession by unqualified persons.

In fulfilling obligations to professional employment practices, the educator:

- a. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications without discrimination on the grounds of race, color, creed, sex, or national origin.

- b. Shall apply for a specific position only when it is known to be vacant, and shall refrain from underbidding or commenting adversely about other candidates.
- c. Shall not knowingly withhold information regarding a position from an applicant, or misrepresent an assignment or conditions of employment.
- d. Shall give prompt notice to the employing agency of any change in availability of service, and the employing agent shall give prompt notice of change in availability or nature of a position.
- e. Shall adhere to the terms of a contract or appointment, unless these terms have been legally terminated, falsely represented, or substantially altered by unilateral action of the employing agency.
- f. Shall conduct professional business through channels, when available, that have been jointly approved by the professional organization and the employing agency.
- g. Shall not delegate assigned tasks to unqualified personnel.
- h. Shall permit no commercial exploitation of his/her professional position.
- i. Shall use time granted for the purpose for which it is intended

Legal References: California Education Code
44421. Immoral or Unprofessional Conduct,
Disobedience or Grounds For Revocation or Suspension
by Commission

California Administrative Code
Title V, Division 6. Certificated Personnel

Policy Adopted: July 10, 1975
Revised Policy Adopted: July 28, 1983

PERSONNEL: GENERAL

Professional Responsibilities of Employees

The Board of Trustees recognizes that teachers and other district staff work closely with students in carrying out the district's educational goals. The Superintendent or designee shall ensure that the duties, responsibilities, and district's expectations for positions are clearly defined and made known to staff member.

Each staff member shall be held accountable for assigned duties and shall receive regular performance evaluations in accordance with law and negotiated agreements.

The Board strongly encourages staff to continually improve skills and pursue excellence within the profession.

Policies, rules and regulations related to personnel shall be available to all concerned and shall be administered in a fair and equitable manner.

Legal Reference:

EDUCATION CODE

90	Definition, certificated and certified
44006	Certificated person

Policy Adopted (Professional Responsibilities: Teacher):	July 24, 1975
Revised Policy Adopted:	July 28, 1983
Revised Policy Adopted (4102):	February 11, 2003
Renumbered, Revised Policy Adopted:	November 14, 2006

BERRYESSA UNION SCHOOL DISTRICT



**Telecommunications – Use Agreement
Electronic Information Resource Agreement**

As information services become available to increasing numbers of staff and students and, as district staff use the Internet, the **Berryessa Union School District** will make every effort to protect users from any misuses or abuses as a result of our experiences with information services. Inappropriate and/or illegal interaction with the information service is strictly prohibited.

Please read the following document carefully. When signed, it becomes a legally binding agreement. Listed below are the provisions of this agreement. If any user violates these provisions, access to the information service may be denied and you may be subject to disciplinary action.

Terms and Conditions of This Agreement

Personal Responsibility

System. As a representative of **Berryessa Union School District**, I will accept personal responsibility for reporting any misuse or abuse of the network to the system administrator. Misuse may come in many forms, but it is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described below.

I have read and understand this provision. Initial _____

Equipment. I will accept responsibility for the normal and reasonable care and handling of the equipment and software assigned to me and where the equipment is under my supervision and direct use. Unauthorized actions of others resulting in damage to equipment and/or software will not be my responsibility unless I directed the actions. Any modification of hardware or software operating the equipment directed or done by me will only be done with prior approval of the system administrator. This excludes the normal computer operations use such as saving, deleting, user generated files, etc. I accept responsibility for any costs incurred by me for repair of any equipment which may be damaged by misuse caused by my actions.

I have read and understand this provision. Initial _____

Acceptable Use

My use of the system equipment and my account must be in support of education and research and with the educational goals and objectives of the **Berryessa Union School Districts**. I am personally responsible for this provision at all times when using the electronic information system.

- a. When using equipment or software to access other organizations’ networks or computing resources, the user must comply with rules established by the organizations and resources as well as those of **Berryessa Union School District**.
- b. Transmission of any material in violation of any United States or state laws is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
- c. Use or authorization of commercial activities by for-profit institutions is not acceptable unless approved by the **Berryessa Union School District**.
- d. Use of product advertisement or political lobbying is also prohibited.

I have read and understand this provision. Initial _____

Privileges

The use of an information system is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges or appropriate disciplinary action. The system administrator may close an account at any time providing the action is neither capricious nor arbitrary. The administration of **Berryessa Union School District** may request that the system administrator deny, revoke or suspend specific user accounts.

I have read and understand this provision.

Initial _____

Network Etiquette and Privacy

You are expected to abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:

- a. **BE POLITE.** Never send, or encourage others to send, abusive messages.
- b. **USE APPROPRIATE LANGUAGE.** Remember that you are a representative of this school district. You may be alone on your computer, but what you say and do can be viewed globally. Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- c. **ELECTRONIC MAIL.** E-Mail is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported.
- d. **DISRUPTIONS.** Do not use the network in any way that would disrupt use of the network by others.

I have read and understand this provision.

Initial _____

Security & Vandalism

Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the system administrator at once. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism is defined as any malicious attempt to harm or destroy data of another user or any agencies or networks that are connected to the system. Any vandalism caused by me will result in the loss of computer services, disciplinary action, and legal referral. The **Berryessa Union School District** has the authority to monitor any and all workstations for system security. Employees are warned that the district may read any personal or private files at any time.

I have read and understand this provision.

Initial _____

Required Signatures

I understand and will abide by the provisions and conditions of this agreement. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my account, and appropriate legal action. I also agree to report any misuse of the information system to the system administrator. Misuse may come in many forms, but may be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above. I also understand that this agreement in no way precludes due process and just cause or supersedes agreements contained in the Employee Collectively Bargained Contract or any rights guaranteed by applicable code provisions.

Name (please print)

Signature

Date

PAYROLL TIME SHEET DEADLINES

2011-2012	
	<small>(For Substitutes Only)</small>
END OF THE MONTH	10TH OF THE MONTH
<i>Please send time sheets to Payroll by 4:30 PM</i>	<i>Please send time sheets to Payroll by 4:30 PM</i>
July 15, 2011	
August 15, 2011	August 25, 2011
September 15, 2011	September 23, 2011
October 14, 2011	October 25, 2011
November 7, 2011	November 18, 2011
December 1, 2011	December 12, 2011
January 12, 2012	January 25, 2012
February 7, 2012	February 17, 2012
March 14, 2012	March 26, 2012
April 5, 2012	April 25, 2012
May 15, 2012	May 25, 2012
June 7, 2012	June 7, 2012
Questions? Please contact: Que Nghiem, Classified Payroll Management/Aides/Clerical/Teamsters 408-923-1857	Questions? Please contact: Sally Owyang, Certificated Payroll Administrators/Teachers 408-923-1858

Obsolete!
 Please refer to
 "Handbook Update Link"

Berryessa Union School District
Substitute Quick Reference Card

System Phone Number 408-627-7398

Help Desk Phone Number 408-923-1850

Write your Access ID _____

Write your PIN _____

Web Browser URL <https://berryessa.eschoolsolutions.com>

THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:

	Today's Jobs	Future Jobs
Weekdays	Starts at 5:30 am	4:00-10:00 pm
Saturday	None	None
Sunday	None	4:00-10:00 pm
Holidays	None	4:00-10:00 pm

DECLINE/CANCEL REASONS:

- 11 Illness
- 22 Personal Necessity
- 33 Bereavement
- 55 Vacation
- 77 Not Available
- 88 Other District

TELEPHONE ACCESS INSTRUCTION

REGISTRATION

1. Enter your **Access ID** followed by the star (*) key
2. Enter your **Access ID** again when it asks for your PIN followed by the star (*) key
3. Record your name followed by the star (*) key
4. Hear your callback #. Correct if necessary.
5. You will be asked to select a new PIN. Enter a PIN at least six (6) digits in length followed by the star (*) key.

THE SYSTEM CALLS

HEAR THE JOB OFFER

1. **PRESS 1** to Hear the job offer
PRESS 2 to Set temporary Do Not Call
2. If you **pressed 1** to Hear the job offer
PRESS 1 to Hear the job description
PRESS 2 to Decline the job (without hearing the description)
Enter the decline reason from page 1 followed by the star (*) key
3. If you **pressed 1** to Hear the job description
PRESS 1 to Accept this job
Record the Job Number. You are successfully assigned to the job.
PRESS 2 to Repeat the job description
PRESS 3 to Decline the job
Enter the decline reason from page 1 followed by the star (*) key
PRESS 1 to Accept

4. If you **pressed 2** to Set temporary Do Not Call, hear a time offered
PRESS 1 to Accept the time offered
PRESS 2 to Enter an earlier time in HH:MM format.

HEAR THE CANCELLATION

1. Hear "This assignment has been cancelled" and the job information
2. **PRESS 1** to Repeat the job information

CALLING THE SYSTEM

MENU OPTIONS

- 1 - Review or Cancel Assignments
- 2 - Hear Available Jobs
- 3 - Change your Callback Number
- 4 - Review or Modify Temporary Do Not Call Time
- 5 - Review or Modify Unavailability Dates
- 6 - Review or Modify Daily Availability
- 7 - Change PIN or Re-record Name
- 9 - Exit and hang-up

REVIEW OR CANCEL ASSIGNMENTS

1. Hear assignments in chronological order
PRESS 1 to Hear assigned job information again
PRESS 2 to Cancel this assigned job
2. If you **pressed 2** to Cancel assignment
PRESS 1 to Confirm cancellation (Enter cancellation reason followed by the * key)

HEAR AVAILABLE JOBS

1. Hear assignment information
PRESS 1 to Repeat assignment
PRESS 2 to Accept assignment
PRESS 3 to Decline assignment
2. If you **pressed 3** to Decline assignment
Enter decline reason from page 1 followed by the star (*) key

CHANGE YOUR CALLBACK NUMBER

1. Hear the Callback telephone number
PRESS 1 to Modify callback telephone number
2. Enter new telephone number followed by the star (*) key.

TO CHANGE PIN or RE-RECORD NAME

1. **PRESS 1** to Change your PIN
PRESS 2 to Change the recording of your name

WEB BROWSER ACCESS INSTRUCTIONS

SIGN IN

Open your browser and access the SmartFindExpress Sign In page. Enter your Access ID and PIN.

PIN REMINDER

The “Forgot your PIN?” link supports users who want to log into the system, but have forgotten their PIN. When this link is selected, the system displays the PIN Reminder Request page. The user’s Access ID and the security code being displayed must be entered on this page. **Note:** *You must be registered with the system to use this option.*

PROFILE

Email - Enter or change email address

Callback # - Update the phone # you want the system to use to call to offer you jobs

Change Password - Enter your current PIN followed by a new PIN twice and click Save

SCHEDULE

Modify an Availability Schedule

- Choose day or days of the week you want to delete by checking the boxes by that day and select the *Delete* button
- Select the *New* button to add a new day of week or time. Follow the steps for “Create a New Availability Schedule” as outlined above

Temporary Do Not Call

- Enter the telephone number where you can be contacted by the system. Include the ‘1’ (long distance indicator) and area code.
- Specify a temporary “Do Not Call Until” time if you do not want to be called by the system.

Classifications and Locations

- Review classifications and locations you have chosen for assignments

Unavailable Dates Tab

Create Unavailability Schedule

- Select the *All Day* check box or enter the time range in HH:MM am or pm format
- Select the *Call for Future Assignments* checkbox, if during the unavailable time period entered you would still like to receive calls for future assignments. Leave box unchecked if you do not want any calls during this time
- Select *Save* button

AVAILABLE JOBS

Choose the *Available Jobs* link to view and accept assignments

To view and accept jobs

- You must be available to work all days and times of the job
- You have specified that you will work at the location

Follow these steps:

- Select the date range for your search entering in the dates with forward slashes (MM/DD/YYYY) or using

the calendar icon. Leaving dates blank will return all data

- Press the *Search* button to display the list of jobs
- Press the *Details* link to view the job details. Review the specifics and choose one of the following
- Select the *Accept Job* button. A job number will be assigned to you if the job has been successfully assigned to you. **Please record this Job Number.**
- Select the *Decline Job* button. Select a reason for decline from the drop-down list, then select the *Decline Job* button
- Select the *Return to List* button to return to the job listing

REVIEW ASSIGNMENTS

Choose the *Review Assignments* link to review past, present and future assignments or to cancel an assignment

Follow these steps:

- Select format for Assignment display. List or Calendar view
- Search for assignments
- Press the *Search* button to display the list of assigned jobs
- Choose the *Job Number* link to view job details
 - Select the *Return to List* button to review other jobs assigned to you
 - Select the *Cancel Assignment* button to cancel your assignment. Enter a reason for canceling from the pull down list. Wait for the “Job was cancelled successfully” notification. You cannot cancel an assignment within 1 hour of the start time.
 - An assignment may contain file attachments. To view or download a file attachment, click on the file name.

SIGN OUT AND WEB BROWSER INFORMATION

At any time during the session, the *Sign Out* link can be selected to end the session and disconnect from SmartFindExpress. Selecting the browser's back button or going to another site on the Internet does not disconnect the session from SmartFindExpress.

To ensure security and privacy of information, use the *Sign Out* link to disconnect from SmartFindExpress, and close the web browser when you finish with your session.

You can click the Help link to access Help Guides and How-to videos.

Important Note: *Do NOT use the browser's BACK button to navigate to screens. Navigation buttons are on the bottom of SmartFindExpress screens, such as the Return to List and Continue buttons.*