



571 East Citrus
Farmersville, CA 93223
(559) 592-2010

2018-19

Certificated Substitute Handbook



Dear Substitute Teacher,

Welcome to Farmersville Unified School District. As a substitute teacher you are a valuable member of our educational team. Without you, we could not provide a positive and challenging learning environment for our students. The information contained in this handbook is intended to assist you in performing your duties.

Substitute teacher pay for the 2018-19 school year is \$135.00 per day for a day-to-day substitute.

On behalf of our staff and students, thank you for joining our educational team and best of luck to you in your professional service to our district.

Sincerely,

Thelma Maldonado

Human Resources

Office: (559) 592-2010

Cell Phone: (559) 342-5309

Email: tmaldona@farmersville.k12.ca.us

The Community

Farmersville is a small incorporated community with a population of 11,900 located between Visalia and Exeter in eastern Tulare County. The community is located about 36 miles from the entrance to Sequoia National Park and about 90 miles from Yosemite, which offers some of the state's finest mountain and recreational areas. Driving to the west two hours, the ocean provides a complete change of scenery.

The major industry in the area is agriculture, which includes dairy production, citrus, grapes, cotton, corn, grain, tree fruit, and alfalfa hay for beef cattle.

Farmersville's first school house was built at the southwest corner of the Four Corners. It was a two story building with the classrooms on the first floor, and a community room on the second for meetings and dances in 1869. It was torn down and a new school was built at the present day Snowden Elementary site. That schoolhouse was replaced in 1951.

The District

The District covers approximately four square miles and has a current K-12 enrollment of approximately 2,600. Farmersville is a single unified school district and in fall of 1998 opened the doors to the first high school. Farmersville High School is Home of the Aztecs. The high school operates a 9-12th grade comprehensive program with 688 students. J.E. Hester Elementary School is a K-1st grade school with 413 students. Hester School is a site with two transitional kindergarten classes, an extended day Kindergarten program and a Special Ed. Preschool; Snowden School is a 2-3rd grade site with 364 students.

Freedom Elementary School is a site with 4-6th grades with 589 students. Farmersville Junior High School is 7-8th grades with 395 students. Deep Creek Academy's Alternative Education and Independent Studies program with 66 students. There are 3 county-operated programs on FUSD sites: preschool, community school, and special ed. All sites offer after-school programs until 6:00 p.m.

The District General Fund budget is about \$31 million and employs 254 regular employees.

Current curricular focus is literacy development and mathematics success. 100% of District teachers are authorized to teach English Language learners. The District is a member of the TCOE Teacher Induction Program (TIP) to support new teachers.

Schools, Principals and Office Staff

J.E. Hester Elementary School

(Grades: Preschool, TK – 1st)

477 East Ash Street, Farmersville

(559) 594-5801

Lupe Perez, Principal

Rachel Espinoza, Secretary

G.L. Snowden Elementary School

(Grades: 2nd – 3rd)

301 S. Farmersville Blvd., Farmersville

(559) 747-0781

Melinda Canning, Principal

Maribel Hernandez, Secretary

Freedom Elementary School

(Grades: 4th – 5th)

575 E. Citrus, Farmersville

(559) 592-2662

Emily Rodriguez, Ed.D., Principal

Alberto Corrales, Assistant Principal

Letty Barrios, Secretary

Farmersville Jr. High School

(Grades: 7th – 8th)

650 N. Virginia Ave., Farmersville

(559) 747-0764

Manuel Mendez, Principal

Joeann Benitez, Secretary

Farmersville High School

(Grades: 9th – 12th)

631 E. Walnut, Farmersville

(559) 594-4567

Lisa Whitworth, Principal

Teresa Gonzalez, Secretary

Deep Creek Academy

(Continuation School)

281 S. Farmersville Blvd., Farmersville

(559) 747-6205

Emily Koop, Principal

Robin DeLoera, Secretary

Absence Management System (Aesop)

Farmersville Unified School District uses an automated computerized absence management system called Aesop that greatly simplifies and streamlines the process of recording and managing absences and finding substitutes. The Aesop service is available to you 24 hours a day, 7 days a week and can be accessed via internet or phone.

- You can access Aesop on the internet at www.aesoponline.com. You will be able to enter your ID number and PIN; then click login.
- You can also call Aesop toll free at 1-800-942-3767. Simply follow the voice menu to find, review, or cancel specific jobs.
- When you are unable to work, you must call the Absence Management to make yourself unavailable.
- See attached handout for more information.

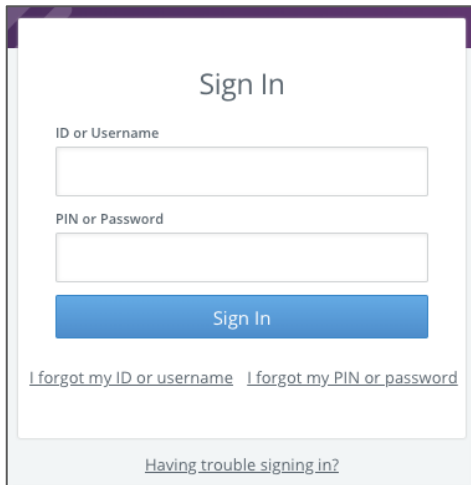
Note: Once Human Resources receives your substitute packet an email will be sent to you indicating your ID and PIN number.

Payroll Information

- Substitutes are responsible for entering all of the information on their timesheet.
- Timesheets must be submitted to the payroll department prior to the 31st of each month.
- Checks will be ready on the 15th of each month and can be picked up at the school site that you are substituting.
- It is the substitute's responsibility to monitor jobs in Aesop to ensure all jobs worked during a pay period have been entered. The substitute must notify the Payroll Department before the next pay period if he/she notices a mistake in days worked so the following paycheck can reflect the adjustment. You are able to monitor your days on the Absence Management System (Aesop).



Absence Management



Sign In

ID or Username

PIN or Password

Sign In

[I forgot my ID or username](#) [I forgot my PIN or password](#)

[Having trouble signing in?](#)

SIGNING IN

To log in to the absence management application, type aesoponline.com in your web browser's address bar.

The Sign In page will appear. Enter your ID/username and PIN/password and click **Sign In**.

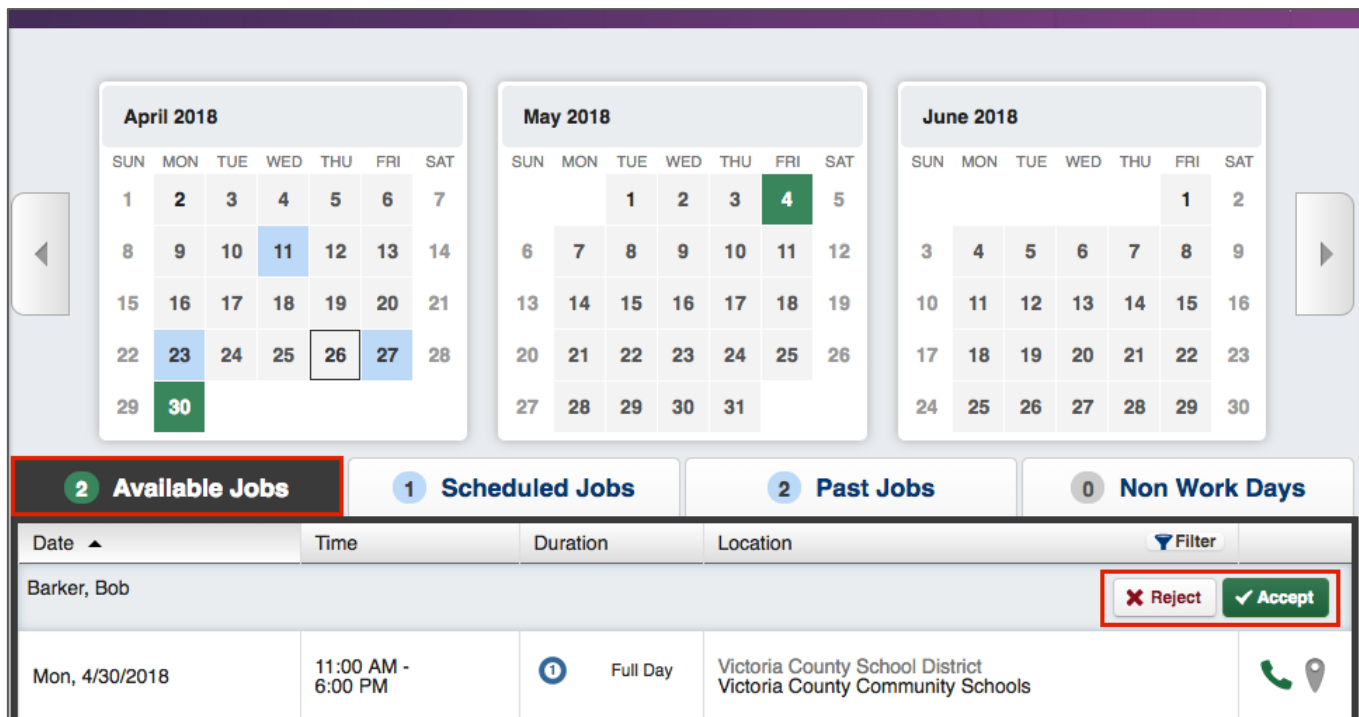
RECOVERING CREDENTIALS

If you cannot recall your credentials, use the recovery options or click the “**Having trouble signing in?**” link for more details.

SEARCHING FOR AVAILABLE JOBS

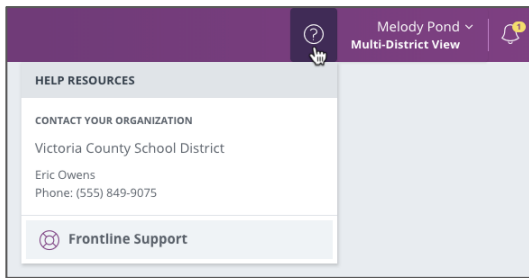
You can review available jobs directly on the homepage. These potential jobs appear in green on the calendar and in list form under the “Available Jobs” tab.

To accept a job, click the **Accept** button beside the absence (or click **Reject** to remove a job from the list).



The screenshot displays the Absence Management application interface. At the top, there are three calendar views for April 2018, May 2018, and June 2018. In the April calendar, the 30th is highlighted in green, indicating an available job. Below the calendars, there are four tabs: **2 Available Jobs** (selected), **1 Scheduled Jobs**, **2 Past Jobs**, and **0 Non Work Days**. Under the **Available Jobs** tab, a table lists the available jobs. The first job is for Bob Barker on Monday, 4/30/2018, from 11:00 AM to 6:00 PM, for a full day at Victoria County School District and Victoria County Community Schools. To the right of the job details, there are **Reject** and **Accept** buttons, with the **Accept** button highlighted in green.

Date	Time	Duration	Location	Filter
Barker, Bob				
Mon, 4/30/2018	11:00 AM - 6:00 PM	1 Full Day	Victoria County School District Victoria County Community Schools	Reject Accept



GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click **Help Resources** and select **Frontline Support**. This opens a knowledge base of help and training materials.

ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also find and accept available jobs, manage personal information, change your PIN number, and more, all on the phone.

When You Call into Absence Management

To call, 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 the absence management system, 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 the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

Keep in mind, when the system calls you, it will call about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

Note: When the system calls, 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, you can:

- Listen to available jobs – **Press 1**
- Prevent absence management from calling again today – **Press 2**
- Prevent absence management 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). The absence management system will list the job details, and you will have the opportunity to accept or reject the job.



Getting Started as a Substitute

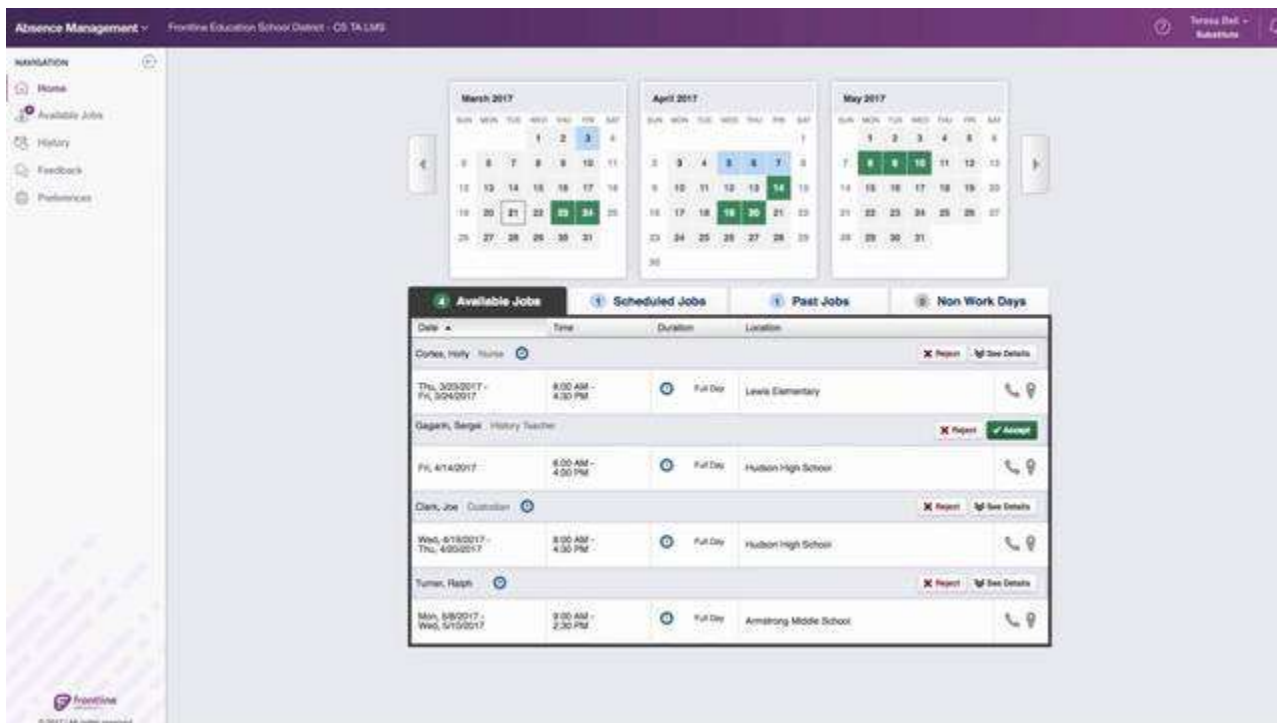
- Updated - December 13, 2018

This guide will help you get started, whether you're a brand new user or just need a refresher, so you can use the system to its full-potential and find the jobs you're looking for.

Keep in mind: Some functions are permission-based. If you see something in an article that you are not able to do or doesn't look exactly the same as what you see on your screen, your district may not have given you permission to access this function.

Basic Training Video

In the basic training video, we cover logging in, finding and accepting available jobs, changing your PIN, and more!



After you've finished viewing the basic video, dig deeper by [watching the advanced training video](#).

Easily Find and Accept Available Jobs

Absence and substitute management offers you the flexibility to proactively search for jobs and fill your own schedule the way you want. To help you benefit most from automated substitute placement, the system offers you both phone and web services for finding and accepting jobs. Substitutes can call in to the absence management system toll-free at **1-800-942-3767** or log in at aesoponline.com.

The system will notify you of available jobs that you qualify for. Most employee absences are entered the day before the absence occurs, but they can enter their absences very far in advance. Depending on your district's settings, you can

discover available jobs days, weeks, or even months in advance. When a job that you qualify and are available for is entered, the absence and substitute management system will notify you about the new job over the phone. You can then choose to accept or reject the assignment.

If you'd like more information about how to find available jobs in the system, check out this [article](#).

Manage your preferences

With absence management, not only can you plan your schedule ahead of time, but you can also choose Non-Work Days, specify which schools you would prefer to work at, and adjust call times to fit your schedule. You can also view work history and receive phone and e-mail notifications of available jobs.

Non-Work Days

Know you're going to be on vacation for a week this summer? Or would you prefer to never be offered Friday jobs? You can enter "Non-Work Days" which tell the system that you don't want to be called for jobs on pre-defined days.

Learn more about how to add and manage Non-Work Days [here](#).

Preferred Schools

There may be some schools in your district that you would prefer not to work at. The system gives you the ability to choose which schools you prefer to get job offers for and which schools you prefer not to be offered jobs for.

Learn more about how to use the Preferred Schools list [here](#).

Call Times

One of the features that make absence management great is its ability to automatically call and offer you available jobs. However, some times just aren't good times to be called (like at 5 AM - you need your rest!). The system allows you to customize the times at which the system will call you for available jobs.

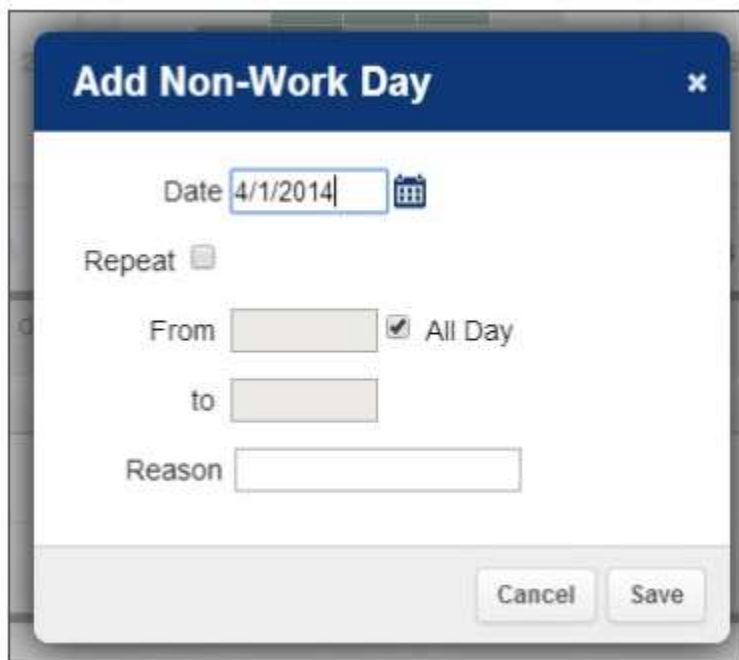
Adding Non-Work Days

If you have days or partial days when you are not able to substitute, you can create "Non-Work Days" so the absence management system will not offer you jobs on those days. Click the **Non-Work Days** tab to view your non-work days and to create new ones. The tab will have a number on it indicating how many Non-Work Days you have scheduled.




Date	Time	Reason	
Fri, 4/11/2014	All Day		X Remove
Fri, 4/25/2014	All Day		X Remove

To create a new Non-Work Day click the **Add Non-Work Day** button. This will bring up a window where you can enter your Non-Work Day info.



Add Non-Work Day X

Date 

Repeat ☐

From ☒ All Day

to

Reason

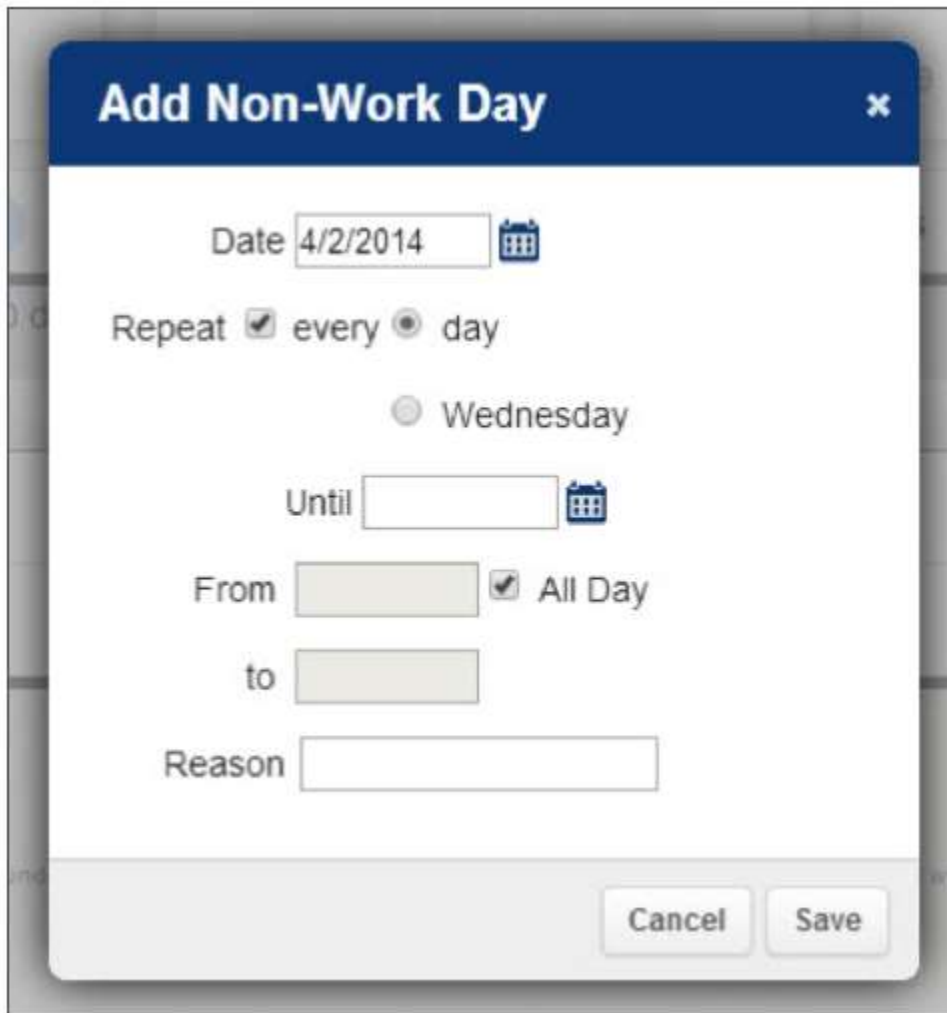
To create a single Non-Work Day...

- **Date** - Type the date into the box or use the calendar icon to select the date.
- **From/to** - Enter the start and end times for when you can't work. You must un-check the "All Day" box to edit the times.
- **Reason** - Enter the reason for your non-work day. This info is not required.

Click the **Save** button when you are ready to save the Non-Work Day.

Repeating Non-Work Days

You can also create a Non-Work Day that will repeat. For example, maybe you can't work on Tuesdays for the entire month. When creating the Non-Work Day, click the check box for "Repeat" (shown below).



The image shows a modal dialog box titled "Add Non-Work Day" with a close button (X) in the top right corner. The dialog contains the following fields and controls:

- Date:** A text input field containing "4/2/2014" and a calendar icon to its right.
- Repeat:** A checked checkbox followed by the text "every" and a radio button selected next to the word "day".
- Day:** A radio button selected next to the word "Wednesday".
- Until:** A text input field and a calendar icon to its right.
- From:** A text input field, a checked checkbox, and the text "All Day".
- to:** A text input field.
- Reason:** A text input field.
- Buttons:** "Cancel" and "Save" buttons at the bottom right.

Then, mark the circle for Tuesday, put in the end date you want this to repeat until, and click the **Save** button to save the repeating Non-Work Day.

Removing a Non-Work Day

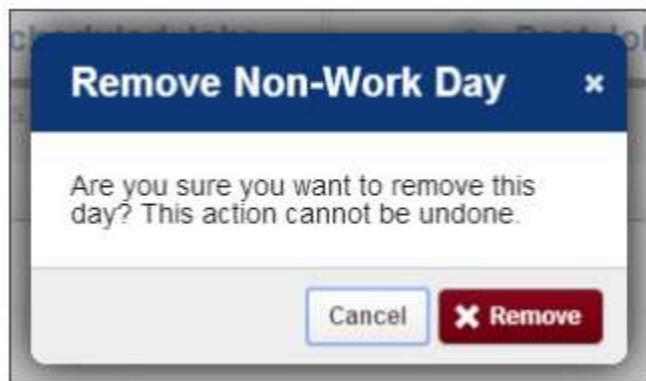
In your "Non-Work Days" tab, you will see a Remove button for any Non-Work Days that are still in the future. Click the **Remove** button for the specific Non-Work Day you want to remove.



The image shows a web interface with four tabs: "Available Jobs", "Scheduled Jobs", "Past Jobs", and "Non Work Days". The "Non Work Days" tab is active and shows a list of non-work days for the past 30 days. A link "View more by clicking the History tab" is present. A green button with a plus sign and the text "Add Non-Work Day" is in the top right of the list area.

Date	Time	Reason	
Fri, 4/11/2014	All Day		X Remove
Fri, 4/25/2014	All Day		X Remove

You will receive a confirmation pop-up. Click **Remove** to confirm (or if you would like to close the window without removing the Non-Work Day, click Cancel).



AB 1522 – Sick Leave

- ▶ Provides sick leave for employees who are not normally entitled to paid time off for illness
Substitutes, tutors, coaches, student workers
- ▶ Individuals must work 30 days before qualifying for paid sick leave
- ▶ Earns one hour of paid sick time for every 30 hours worked
- ▶ Earned leave can be used after 90 days of employment
- ▶ Can earn a maximum of 48 hours in a 'plan year'
- ▶ Can use a maximum of 24 hours in a 'plan year'
- ▶ Substitutes must accept/deny a job offering due to AB1522 and write it on their time cards in order to be paid for sick time
- ▶ Generally, AB1522 sick leave can be used for the employee's own illness or to take care of a sick family member. Leave can also be used when time off is needed in instances where the employee has been a victim of domestic violence, sexual assault or stalking
Law specifies who can be considered a family member

Important Information

- **Arrive on Time:** Report to duty at least fifteen (15-30) minutes before the start of school to allow time to find the office, sign in, find the classroom, locate the lesson plans, prepare the room and instructional materials, and otherwise prepare for a successful day of substitute teaching. The exact beginning and ending times for substitute teachers are 7:45 a.m. – 3:00 p.m., so be certain to note the start times carefully as indicated by the substitute management system. When in doubt, call the school the day before to verify the start time and to get directions to the school if needed.
- **Follow Lesson Plans Given to You:** All teachers are responsible and want their students to learn. You are expected to carry on with the academic program.
- **When you are unable to work,** you must communicate on Absence Management or call the District immediately, so that there is ample time to recruit another substitute.
- **When substituting in a long-term position** and you will require a substitute for yourself, please contact the Human Resources Department immediately.
- **As a substitute, your name and phone number** may be released to school staff in order to contact you regarding assignments.

Mandated Reporter – Child Abuse & Neglect

As a Farmersville USD Substitute Teacher, you are a mandated reporter. Therefore, as a mandated reporter you are required to complete a Mandated Reporter Training session annually.

To use our program log onto: <http://farmersville-keenon.safeschools.com>

Username: Your username is the first three letters of your first name followed by your entire last name (exp: Janet Smith would be JANSMITH)

Hester Elementary Fire & Earthquake Evacuation Map

Parking Area and
Student Drop off

Rachel & Veronica

Playground

Cafeteria

Rm # 1
Office

Lounge

Work
Room
C1

Rm #16
Pre-School

Rm # 17

Rm#18

Rm # 19

Rm # 20

Rm # 21

Rm # 10

Rm #11

Rm # 12

Rm # 13

Rm # 2

3

Rm # 4

Rm # 5

Rm #22

Rm # 23

Rm # 24

Rm # 25

Rm # 26

Rm # 27

Rm #28

Rm # 14
Computer Lab
15

Rm # 6
Library

Rm # 7

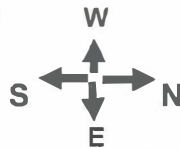
Rm # 8

Rm # 9

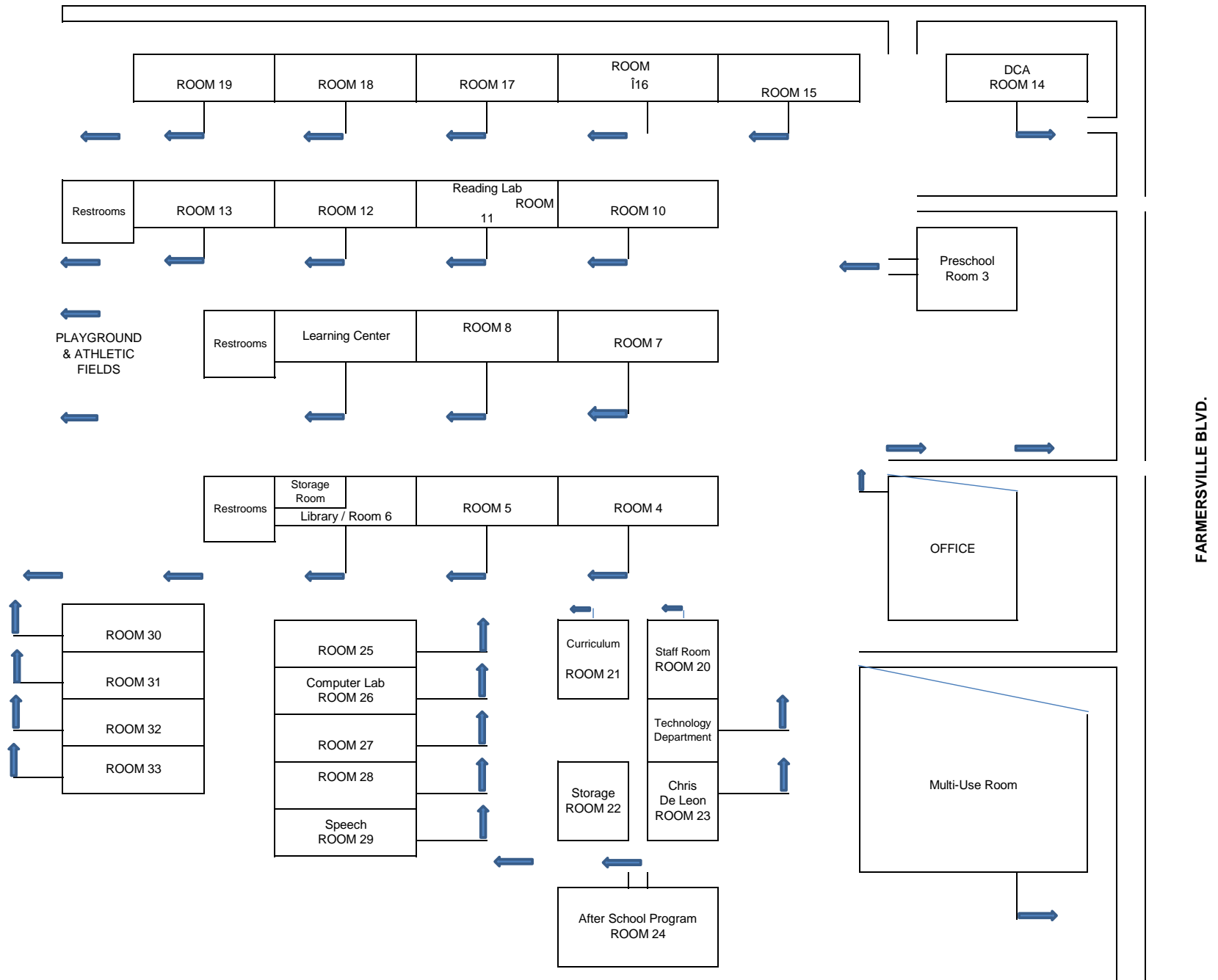
Student Bus Drop Off and Pick Up

Cathy

★ = Teaching Fellows



Emergency Evacuation Map Snowden Elementary School



Cafeteria - 1300





Principal- Dr. Emily Rodriguez
 575 E. Citrus
 Phone * 592-2662 Fax* 592-4841





Administration
 1202 Dr. Rodriguez
 1211 Corrales
 1200 Barrios
 1201 Ortiz
 1206 Flores
 1208 Villalobos
 1203 Morales

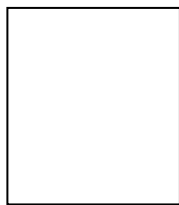
Library
 Martinez
 1205



District
 Office

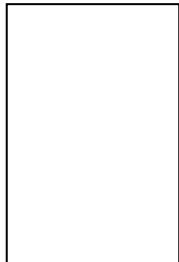
401	402 4 th	403 4 th	404 4 th	
412 4 th	411 4 th	410 4 th	409 Speech Counseling TCOE	





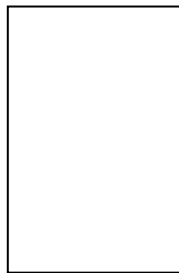
	501 Learning Center	502 4 th	503 5 th	504 5 th
	508 Computer Lab	507 Reading	506 Reading	505 P.E.



601 5 th	602 5 th	603 5 th	604 5 th	
612 5 th	611 5 th	610 6 th	609 P.E. After School	



701 Technology	702 6 th	703 6 th	704 6 th	
708 6 th	707 6 th	706 6 th	705 6 th	



**Farmersville Junior High School
Evacuation Plan Map 2016—2017
650 North Virginia Ave, Farmersville, CA 93223**

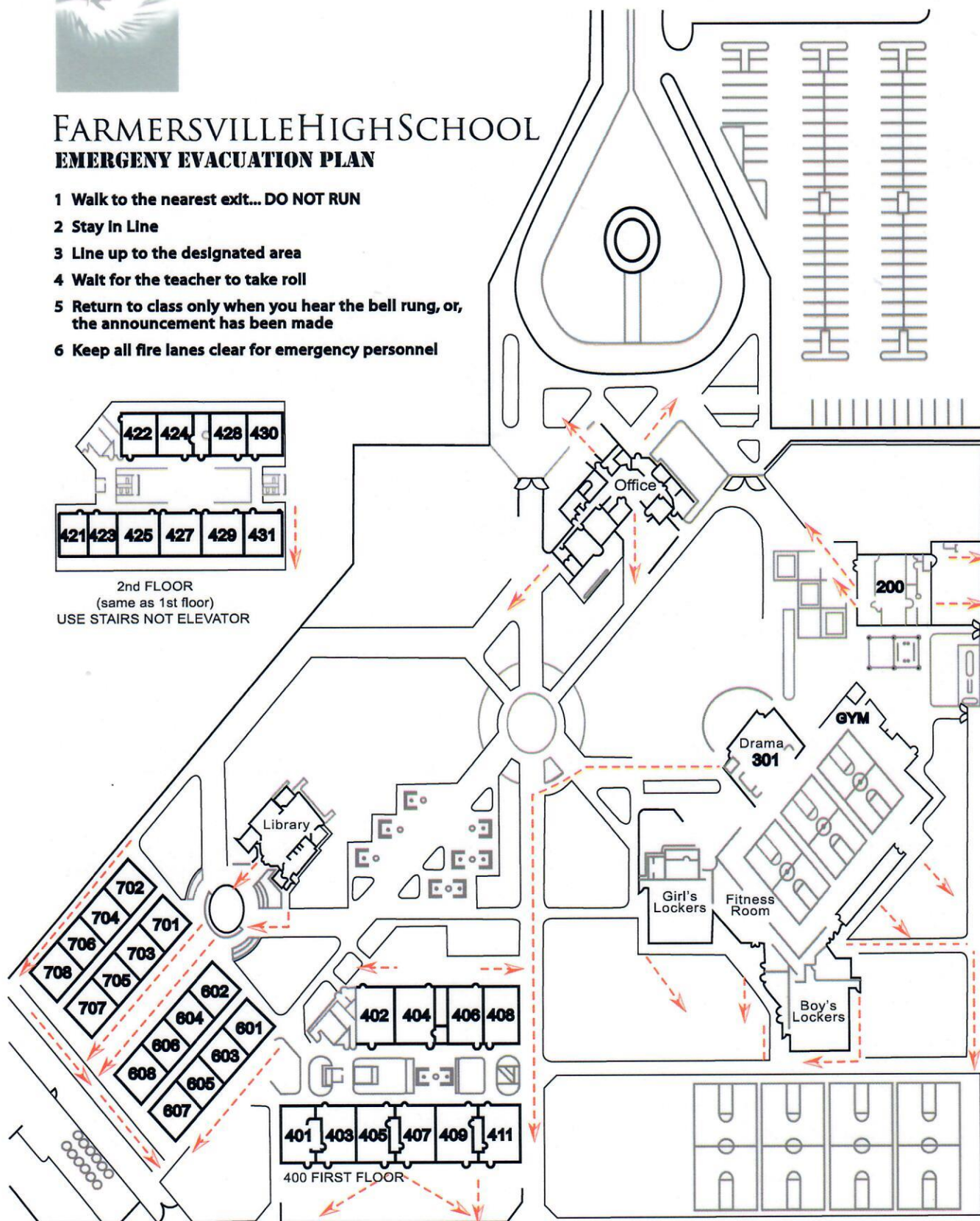




FARMERSVILLE HIGH SCHOOL

EMERGENCY EVACUATION PLAN

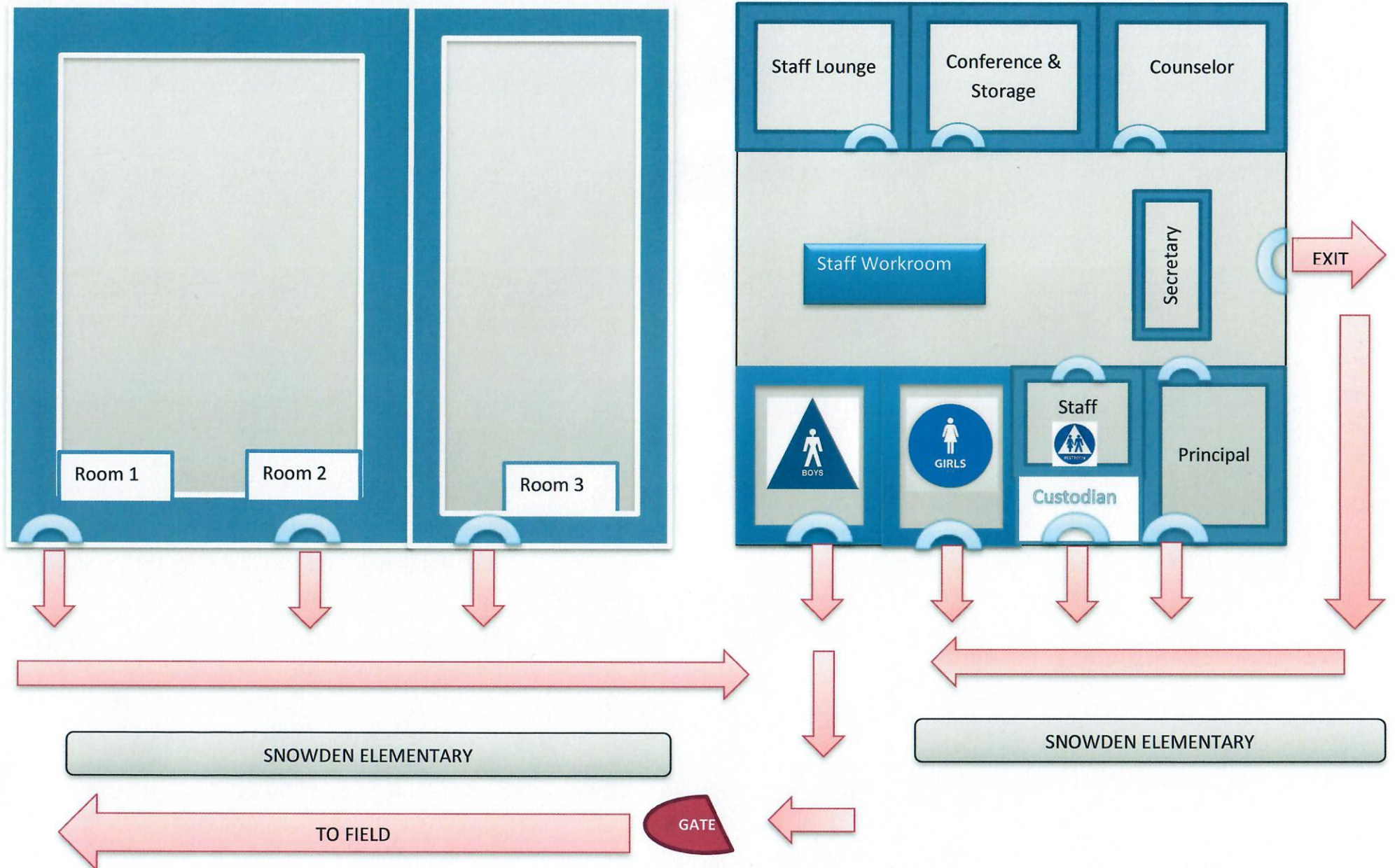
- 1 Walk to the nearest exit... DO NOT RUN
- 2 Stay In Line
- 3 Line up to the designated area
- 4 Wait for the teacher to take roll
- 5 Return to class only when you hear the bell rung, or, the announcement has been made
- 6 Keep all fire lanes clear for emergency personnel





Deep Creek Academy

Evacuation Map



Substitute Teacher Responsibilities

As a substitute I understand my responsibilities include but are not limited to those listed below:

- I will be punctual and adhere to the classroom schedule.
- I will maintain order in the classroom.
- I will follow the teacher's lesson plans in sequence and fulfill all responsibilities of the teacher, including extra duty.
- I will supervise the students assigned to the regular classroom teacher at all times (i.e., home room, hallways, dismissal, cafeteria, etc.).
- I understand I cannot leave campus during work hours.
- I understand I am not entitled to the teacher's prep period and may be asked by the principal or secretary to substitute for another class during that time.
- I understand the campus may change my assignment once I arrive.
- I understand I must not use corporal punishment and there must be no inappropriate physical contact at any time with students.
- I understand I must never verbally or physically sexually harass a student or employee.
- I understand substituting is part-time and I am called as needed. I also understand that not eligible for unemployment compensation benefits during any scheduled school breaks or holidays.
- I understand that if I receive a negative evaluation from the site administrator I can be removed from the substitute list.
- I understand that I do not have an employment contract with Farmersville USD, I may be dismissed at any time for any reason not prohibited by law or for no reason, as determined by the needs of the District. At-will employees who are dismissed shall receive pay through the end of the last day worked. At-will employees are free to resign at any time.

Substitute Teacher Name (print) _____