



High School Director Lorraine Richards (MHS) & Vice President Dianne Garcia-Stevens (LMI) develop Executive Committee goals at a retreat August 29.

Unexpected Change in Assignment? Need Some Help?

Sometimes teachers are voluntarily or involuntarily reassigned in the beginning of the school year because of fluctuations in enrollment. Support for permanent classroom teachers in all areas of curriculum, room environment, and classroom management are available through the Joint Panel. The program offers:

- Individual support from a trained colleague;
- Confidentiality between colleagues; and,
- No paperwork or reports regarding the support.

Applications are due to

**Open Enrollment for
Health Insurance ends
September 29 at 4:30
p.m.**

**Change medical carriers
Add eligible dependents
Delete ineligible dependents**

**Human Resources Outlines
Substitute Request Procedures**

How Do I Reserve the Substitute I Want?

School Business Procedures

Teachers may request a particular substitute as long as their "Request for School Business Substitute" has been reserved in the HR Office. The school site Project Director, or his/her clerk, is usually responsible for reserving school business substitutes.

School Business Procedures

Teachers may still request a particular substitute if they are taking an Ill or Personal Day. This is done by inputting that information into the Sub Finder system via phone or internet. This can be done by the teacher or by the school site secretary at any time.

Teachers Must Supervise Classroom Volunteers

Teachers often request parent volunteers in their classrooms. It is the decision of the teacher whether or not parent volunteers fit the instructional program. Additionally teachers decide how and when to utilize volunteer requests. Education Code 51101 states that parents may:

*...volunteer their time and resources for the improvement of school facilities and school programs under the supervision of district employees, including, but not limited to, **providing assistance in the classroom with the approval, and under the direct supervision, of the teacher.** Although volunteer parents may assist with instruction, primary instructional responsibility shall remain with the teacher.*