

## Archived Issues Available at [MontebelloTeachers.org](http://MontebelloTeachers.org)

*There is no substitute*

## For good communication with your Substitute

Which substitute comes to your classroom will depend on the reason you are out, or more specifically what budget the substitute is charged to.

For example, if you are out for

- Illness
- Personal Leave
- Personal Business
- Bereavement
- School Business (initiated from the site)



your substitute will be charged to **Base**. This means your substitute teacher will be an employee of the District. Any communication regarding the substitute will go through Human Resources.

Director Jose Alarcon and Specialist Diana Perez are lead in working with District substitutes.

*The District protocol when there are more absences than substitute teachers is to cancel school business and place substitutes in the unfilled classrooms.*

**Issues (positive or negative) should be directed to your site principal or secretary to be conveyed to Human Resources. Substitute teachers can be blocked from your classroom and your site. Human Resources has a form.**

### **The District Contracts with Agencies for Professional Learning**

If your absence is for **Education Division Professional Learning** and charged to **S&C** (Supplemental and Concentration Grant portion of the Local Control Funding Formula often called "LCAP") your substitute teacher will be employed by either **Kelly Education** or **Swing Education**.

The agency contracted substitute teachers cannot be used for the absences paid for by Base.

However, if individual substitutes contracted by either Kelly Education or Swing Education do not show up to your classroom, *you can be required to report back to your site.*

**Issues (positive or negative) should be directed to your site program specialist or secretary to be conveyed to the appropriate agency: Kelly Education or Swing Education. Substitute teachers can be reviewed by the District and blocked.**

### **Always Protect Your Personal Property**

Lock away or take away valuable personal property prior to any absence. Take pictures of your classroom prior to the absence in case something is amiss upon your return. Label items that should not be handled by the substitute or the students.

# Substitute Teacher Response Form

My name is:

The grade level is:

The closest colleague that can help you is:

Welcome to my classroom. Please complete the following form and leave it on my desk. I will review it upon my return.

Your Name: \_\_\_\_\_

Your email: \_\_\_\_\_

I am employed by (check one):

Montebello USD

Kelly Education

Swing Education

Please note what went well in my classroom today.

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Please note what could have gone better.

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*Thank you.*