

LACHSA Substitute Policy

How do ACADEMIC teachers obtain a substitute teacher?

Advanced Absences for Academic Faculty

- 1) Secure a substitute teacher using the Priority Sub List (see below). Mona prefers that you put your own absence into AESOP and select your sub.
- 2) Inform Mona Garcia of the person you have secured to Sub (she has two other reports to complete) and the REASON (Illness, School Business, etc)
- 3) Complete NOVA time online PRIOR to absence. Please note that all Personal Necessity requests must be submitted 5 days prior to requested absence for a non-emergency absence (LACEA may use up to 8 sick days per school year as PN). The Administration is **not** able to approve request for Personal Necessity Days that fall in conjunction with a 3 day weekend.
- 4) Leave Hard copy substitute plans **in your folder in the main office** by completing the substitute teacher lesson plan below.
- 5) Verify an updated roster for your class is in your folder in the main office for attendance purposes
- 6) Input your attendance into AERIES.net when you return from your absence (for long term absences please check in with an administrator)

Emergency Absences or Unscheduled Illness for Academic Faculty

- 1) Secure a substitute teacher using the Priority Sub List (see below)
- 2) If Subs are not available, secure a substitute via AESOP
 - a) Log in online <http://www.frontlinek12.com/aesop>
 - b) Or call Automated System 1-800-942-3767
 - c) ID & PIN are required and are sent out every August
 - d) If you have any questions, concerns or comments; please contact Sub Desk at 562-803-8371 or 562-803-8373
- 3) Email substitute teaching plans to the admin team and Mona Garcia so they can be prepared for your substitute by following the substitute teacher lesson plan below and are aware you will be out.
- 4) Text or call an administrator to inform them of your absence.
- 6) Input your absence into NOVA time while you are absent or by the end of the day you return to work.
- 7) Input your attendance into AERIES.net when you return from your absence (for long term absences please check in with an administrator)

How do ARTS teachers obtain a substitute teacher?

- 1) Call your arts chair to arrange coverage for arts classes.
- 2) Provide your arts chair a copy of your substitute teaching plans and lesson plan

SUB PRIORITY LIST - Academic Teachers

| Name | Phone | Email | Days | Notes |
|------------------|--|--|------------|---------------------------------|
| Wendy Markowitz | (213) 353-9915 (H) (323) 868-3308 (C) | wmarkowitz@sbcglobal.net Markowitz_Wendy@laoe.edu | | |
| Natalie Dilullo | (714) 351-4986 CELL | nat21dil@yahoo.com | | Fluent in Spanish |
| Jerry Freedman | (310) 409-7081 CELL | Freedman_Jerry@laoe.edu | Tues/Thurs | LACHSA History Teacher |
| David Sotelo | (213) 804-9259 | | | |
| Ryan Rodriguez | (323) 742-3477 | | | |
| Michael Malone | (909) 480-5570 | | | |
| Maria Sibrian | (323) 251-0648 | | | |
| Jessica Garcia | (323) 383-3011 | | | |
| Brian Sim | (323) 828-0831 | BrianSim@att.net | | |
| Corey Campbell | (714) 595-4220 | | | |
| Susana Hernandez | (323) 684-1126 | | | Lives close, CSULA Grad Student |
| Samantha Banz | (562) 292-6632 | | | (Jennifer Burchett's daughter) |
| Maddy Kostman | (310) 387-1492 | maddykostman@gmail.com | | LACHSA Alumni |
| Daniela Herrera | (626) 664-8222 | Danielaherrera.film@gmail.com | | LACHSA Alumni |

Substitute Protocol Reminders

Substitute Logistics:

- 1) All subs should report to the main office to sign in, pick up the Sub Folder and Attendance.
- 2) Substitute should then report to classroom to set up for the day
- 3) At the end of the day, substitute should return all materials to the main office.
- 4) Substitute teachers should remain on campus during their 7 hour duty day and may be asked to assist in other ways after the lunch period ends (1:15pm on Monday - Thursday and 2:05pm on Friday)

Substitute Hours

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Hours: 7:45am - 2:45pm | Hours: 7:15am - 2:15pm | Hours: 7:15am - 2:15pm | Hours: 7:45am - 2:45pm | Hours: 7:45am - 2:45pm |
| Lunch: 12:35 - 1:05pm | Lunch: 12:35 - 1:05pm | Lunch: 12:35 - 1:05pm | Lunch: 12:35 - 1:05pm | Lunch: 1:35pm - 2:05pm |

Bell Schedule

| | Monday | Tuesday | Wednesday | Thursday |
|-------------------|--------------|--------------|-----------------------|-----------|
| 7:30 - 7:55am | Office Hours | Office Hours | | |
| 8am - 9:25am | Period 1 | Period 4 | Period 1 | Period 4 |
| 9:25am - 9:40am | Nutrition | Nutrition | Nutrition | Nutrition |
| 9:40am - 11:05am | Period 2 | Period 5 | Period 2 | Period 5 |
| 11:10am - 12:35pm | Period 3 | Period 6 | Period 3 | Period 6 |
| 12:35pm - 1:05pm | Lunch | Lunch | Lunch Office Hours | Lunch |
| 1:15pm - 4pm | Arts | Arts | Arts | Arts |

| | Friday (1-3) | Friday (4-6) |
|-------------------|----------------------|-----------------------|
| 8am - 9:30am | Faculty PD- Room 223 | Faculty PD - Room 223 |
| 10am - 11:05am | Period 1 | Period 4 |
| 11:05am - 11:15am | Nutrition | Nutrition |
| 11:20am - 12:25pm | Period 2 | Period 5 |
| 12:30pm - 1:35pm | Period 3 | Period 6 |
| 1:35pm - 2:05pm | Lunch | Lunch |
| 2:15pm - 4pm | Arts | Arts |

General Information for Substitute

Main Office Phone number (in the event of emergency): 323-343-2550

Prior to the Start of Class:

1. Review Substitute Teaching Folder and Find the lesson plan. For an unexpected absence, please refer to the emergency lesson plan in the back of the binder.
2. Write your full name, the date, and the "Agenda" from the lesson plan on the board in the front of the classroom.
3. Find the Attendance Rosters in the Handbook and verify you have enough handouts for the class based on the teacher lesson plan. Copies may be made in 205 or 104, but copies should be left for you.

During Class:

4. Please take attendance. Please mark A for Absent and T for Tardy next to each student's name on the Attendance Roster. Please leave these rosters in my substitute folder and I will input attendance when I return.
5. Please have students put the following homework assignment into their planners:

Homework

6. Follow lesson in "Class Lesson" section of attached lesson plan
7. Please collect the following materials and place them in my substitute folder. I will collect them when I return.

Items to Collect

8. Please complete the substitute Feedback Form and leave it in the binder after lunch. After lunch (1:15 on Monday to Thursday and 2:05pm on Friday), please report to the main office to receive your afternoon assignment to complete your 7 hour duty day.

Substitute Lesson Plan (*fill out lesson plan*)

Title of Lesson Plan:

Date: _____

Teacher Name: _____

| Topic: | Subject/Grade Level: | Date: |
|--|---|-------|
| <p>CA state Standard: (<i>post on board</i>)</p> <p>Common Core Standard: (<i>post on board</i>)</p> | | |
| <p>Objective: Students will be able to...</p> | | |
| <p>Key Vocabulary:</p> | <p>Materials: (copies of all materials "attached")</p> | |
| <p>Agenda (to be written on board in front of room)</p> | | |
| <p>Class Lesson - Step by Step Plan (adjust order as needed)</p> <p>Warm up/ Anticipatory Set:</p> <p>Modeling / Direct Instruction:</p> <p>Activity:</p> <p>Check for understanding:</p> <p>Evidence/work collected:</p> <p>Grading Criteria or Rubric for collected work:</p> <p>Homework:</p> | | |

LACHSA Substitute Feedback Form

Directions: The substitute teachers should complete this form at the end of the day and leave in in the substitute teaching binder for the teacher to review when they return from their absence. One form should be filled out for each day the teacher is absent.

Was attendance taken for all periods covered? YES NO

For each of the periods, did you complete the material covered in the lesson plan? If not, what material was not covered and why? Please be specific.

Period 1/4

Period 2/5

Period 3/6

Did you find the lesson plan easy to follow? Were there any concerns or areas for improvement?

Did you have any concerns with students that you would like to share?

Any other feedback or input?

Please provide your contact info in the event I have additional questions:

Name: _____

Phone: _____

Email: _____

Date of coverage: _____

Please leave this form in the substitute folder and return the folder to the main office at the end of lunch.