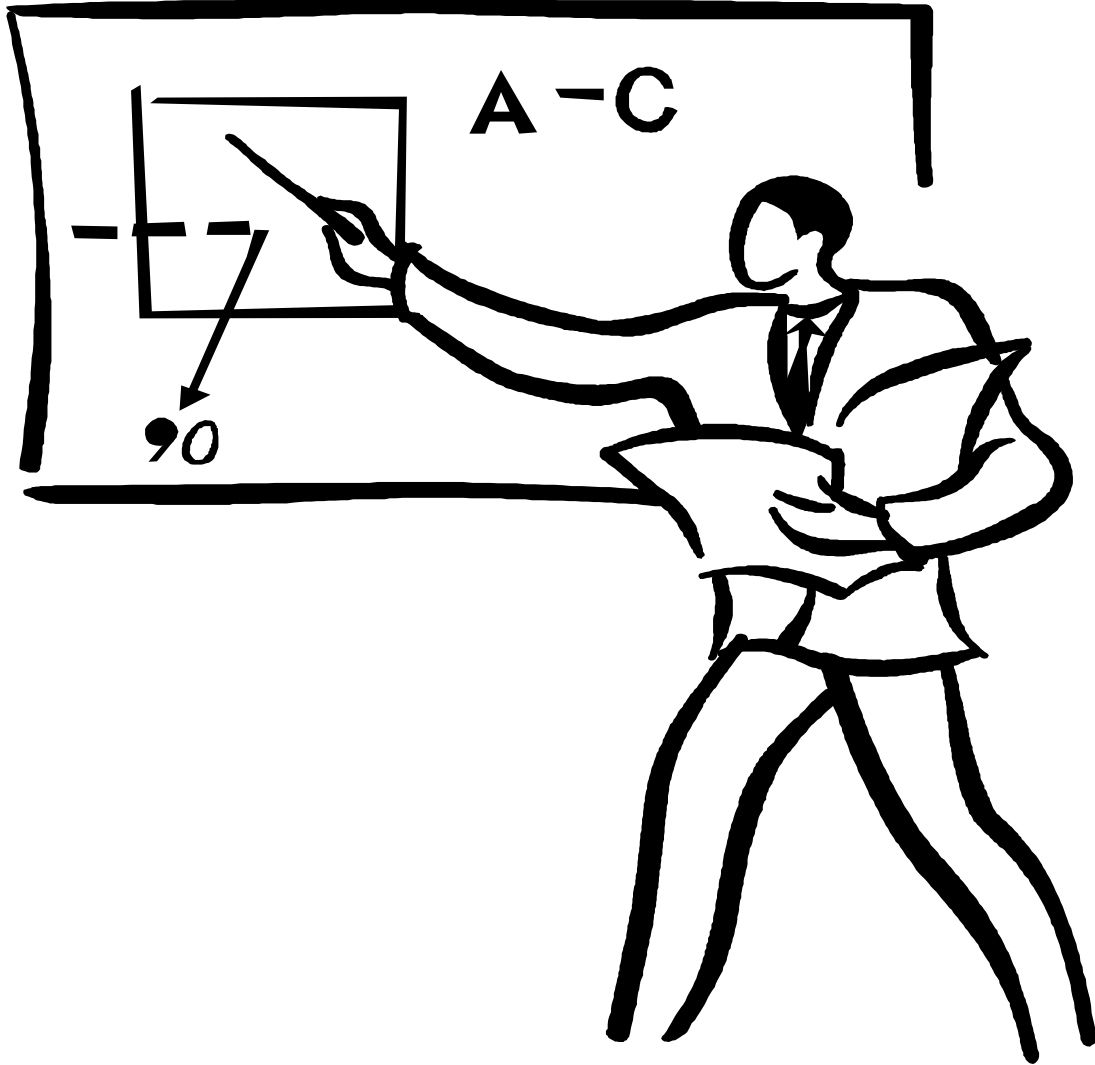


# Certificated Substitute Handbook



**SWEETWATER**  
UNION HIGH SCHOOL DISTRICT



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**SWEETWATER UNION HIGH SCHOOL DISTRICT  
1130 Fifth Avenue  
Chula Vista, CA 91911**

**BOARD OF TRUSTEES**

Jim Cartmill  
Bertha Lopez  
Pearl Quiñones  
Arlie N. Ricasa  
Greg Sandoval

**DISTRICT SUPERINTENDENT**

Jesus M. Gandara, Ed.D.

**Human Resources Department Staff**

|  |   |
|--|---|
| Rita Sierra Beyers,<br>Assistant Superintendent of Human Resources | (619) 585-6010  |
| Wesley R. Braddock,<br>Director of Human Resources                 | (619) 585-6001  |
| Dr. Thomas Glover,<br>Director of Human Resources                  | (619) 691-5504  |
| Danya Williams, (Help Desk)<br>Human Resources Technician          | (619) 585-6008  |
| SubFinder<br>(Computerized Calling System)                         | (619) 585-6040  |
| WebConnect<br>(SubFinder Online)                                   | email: <a href="mailto:subfinder.sweetwaterschools.org">subfinder.sweetwaterschools.org</a> |
| Certificated Job Tape  | (619) 585-6049  |

"The Sweetwater Union High School District will fulfill the promise of 100% student success"

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*Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy 0410*

Dear Substitute Teacher:

Welcome to the Sweetwater Union High School District! Your substitute teaching services will provide vital support to both our students and staff.

Substitute teaching in Sweetwater - - one of the finest secondary districts in California - - offers a unique window of opportunity for professional growth and success. We hope this opportunity will help to strengthen your teaching skills and expand your professional network. You are a critical component of our team

Please contact us with any questions you may have. Again, we welcome your involvement with the Sweetwater Union High School District.

Human Resources

## **THE DISTRICT**

The Sweetwater Union High School District was organized in 1920. It is governed by five trustees who are elected by the registered voters of its communities - - Bonita, Chula Vista, Imperial Beach, National City, San Ysidro, and South San Diego.

The district encompasses approximately 154 square miles and is located in San Diego County - - just south of the city of San Diego. Within the Sweetwater Union High School District boundaries are four elementary school districts and a community college district: Chula Vista Elementary School District, National School District, San Ysidro School District, South Bay Union School District, and Southwestern Community College District.

The district is composed of ten middle schools (grades 7-8), one junior high (grades 7-9), thirteen high schools (grades 9-12), one continuation high school (grades 9-12), one vocational center, and an Alternative Education program. The curriculum is Standards based and accessible to all students.

In addition to the educational programs for the youth of its communities, the district provides adult education classes at its four adult schools as well as many off-campus locations.

**SWEETWATER UNION HIGH SCHOOL DISTRICT POLICY #2466 PROHIBITS SMOKING BY STUDENTS, EMPLOYEES AND THE GENERAL PUBLIC AT ALL TIMES.**

## **SWEETWATER UNION HIGH SCHOOL DISTRICT REGULATION #4141.3 RESPONSIBILITIES OF SUBSTITUTE TEACHERS**

All authorized substitute assignments will be made only by the Human Resources Department. Whenever possible, substitutes will be contacted in advance; however, the majority of phone calls to substitutes will be made from 5:45 a.m. to 7:30 a.m. on the day services will be needed.

1. After being notified by the Human Resources Department, the substitute reports to the assigned school.
2. Upon arrival the substitute signs the substitute teacher roster and Notice of Temporary Assignment (EC 44916). Please indicate the name of the teacher he/she is replacing.
3. The substitute picks up and studies lesson plans provided by the teacher for whom he/she is substituting.
4. If additional information is needed regarding lesson plans, the substitute confers with the principal or their designee.
5. When given an assignment, a substitute is expected to be on duty the same hours and to assume all duties of the teacher for whom he/she is substituting.
6. The substitute checks with the principal's office at the end of each school day to ascertain whether or not the regular teacher is returning.
7. If after being assigned a substitute cannot report for service, he/she shall notify the Human Resources Department.
8. All substitutes are retained for possible reassignment until 7:30 a.m. the day following any assignment and if not contacted by 7:30 a.m. are released.

## **HOW ARE SUBSTITUTES ASSIGNED?**

The district utilizes a computerized calling system called the Subfinder that assigns substitute teachers up to 30 days in advance. You should maintain a log of “jobs” that you have been assigned for future reference. Review the Subfinder User Guide, which will inform you how to register as a substitute and secure assignments.

## **WHEN ARE ASSIGNMENT CALLS MADE?**

The system calls for substitutes during these times: Weekdays from 5:00 a.m. to 12:00 p.m. for current day jobs; and from 4:30 p.m. to 9:00 p.m. for future jobs every day.

## **WHEN DO I REPORT FOR SERVICE?**

You are expected to temporarily assume the same duty hours as the regular employee for whom you substitute per Ed Code 44916.

The on-site duty hours for classroom teachers, nurses and librarians are seven (7) hours and fifteen (15) minutes, which includes a duty-free lunch period and ten (10) minutes before and after the student day. A few assignments include six teaching periods; most are five with a preparation period. **It is recommended that you arrive 20 minutes early;** you will need time to report to the Principal’s office, locate restrooms, review lesson plans, familiarize yourself with the classroom, and make any necessary preparations for the day.

## **WHERE DO I REPORT FOR SERVICE?**

Upon your arrival at the school site, check in with the principal’s secretary. She will provide you with needed materials and information such as a teaching schedule for the day, bell schedules, keys, student attendance reports, lesson plans, and “Substitute’s Report to Teacher” forms.

When you report to and depart from school, make certain that you sign in and out **clearly** on the attendance roster **using the name that appears on your social security card** - this is a record for payroll purposes.

If you have any questions regarding the assignment or other relevant matters, please ask the secretary. If the secretary is unable to answer your questions, the principal or the assistant principal will be asked to help you.

## **WHEN THE STUDENTS ARRIVE**

When the students arrive, stand by the door and introduce yourself; rapport with the students should be established quickly. A pleasant, sincere, but firm approach and adherence to the established routine of the classroom will help ensure a relationship of mutual respect with the pupils.

## **LESSON PLANS**

Typically, you will be provided with a lesson plan for the day. The teacher will have spent hours preparing for their absence. Therefore it becomes very important to them that you provide feedback on how the lesson progressed for each period. Failure to do so will give the students opportunity to give feedback from their biased perspective. Other times a very brief lesson plan may be included as part of the teacher’s message left on Subfinder; in some instances, you may have no lesson plans. You should contact school administration if you have concerns regarding the lesson plans. Prior to any assignment, you may wish to develop a set of emergency plans

to aid you and provide your students with an educationally fulfilling day. In all cases, meaningful instruction must be provided. (Please see page 27 for ideas)

### **ATTENDANCE REPORTING**

Attendance reports must be completed by you (not a student) for each class period. Attendance records are legal documents that can be requested by a court of law. Most classrooms to which you are assigned will have a student seating chart. The seating chart can be invaluable to you, not only for attendance, but for classroom management as well.

### **CLASSROOM MATERIALS AND SUPPLIES**

Classroom materials and supplies are closely budgeted - - please use them sparingly and with care. Many teachers invest their own time and money and will be troubled if you do not make certain they are left in proper order.

### **PREPARATION PERIODS**

You are expected to follow the schedule of the employee for whom you are subbing unless expressly advised to the contrary by the site principal or his/her secretary. You are expected to remain on campus during the preparation period. You may be needed to provide class coverage for an absent teacher and the secretary will need to be able to find you quickly. You are never to leave campus except during your duty-free lunch unless you have authority to do so from the site principal.

### **LEAVING A CLASSROOM UNSUPERVISED**

Under no circumstances are substitute teachers to leave the classroom unsupervised. Notify a site administrator if you have an emergency.

### **DISCIPLINE**

Keeping the students on task is the most effective method in avoiding discipline problems. If you have a student discipline problem that you are unable to counter, contact an assistant principal or principal. Under no circumstances should you administer corporal punishment. (See page 27 for ideas on keeping students on task).

### **STUDENT REQUESTS TO HEALTH OFFICE**

As with all passes, students should not be given a pass to the nurse during the first or last ten minutes of class. The first 10 minutes is restricted to be sure the student is counted in attendance; the last 10 minutes is so students don't miss the next class and possibly an important test.

That being said, if a student requests a pass to the nurse, it is perfectly legitimate for the teacher to ask why the student needs the pass. Some reasons NOT to send a student to the nurse might be:

Behavior problems  
Paper cuts  
Old injuries  
To weigh self

Sleeping in Class  
Blisters  
Piercings/Tattoos

Ongoing cold  
Insect bites  
Supplies

Reasons to send a student to the nurse IMMEDIATELY might be:

Obvious illness (cough, vomiting, red face)  
Asthma complaints of any kind  
Any injury to the head or neck

Obvious new injury  
Bee stings  
Nosebleeds

Students with a stomach ache, head ache, or menstrual cramps can usually wait till passing period, nutrition break or lunch to visit the health office. However, if these students appear to be uncomfortable or tell you they cannot wait, send them to the health office so the nurse can evaluate them.

**Students who are suspected of being under the influence should be referred to the assistant principal first unless they have passed out, fallen or appear disoriented. Call for assistance.**

### **EMPLOYEE USE OF TECHNOLOGY**

Remember that use of the District's network must be consistent with Board policy and administrative regulation 4040. This network stipulates that employees will use the system responsibly and primarily for work-related purposes, and will not use the district's technology resources for any business other than that of the Sweetwater District.

### **CELL PHONES**

Turn off all cell phones during class time. Cell phones should only be used in an **EMERGENCY** situation.

### **BEFORE YOU LEAVE FOR THE DAY**

Before you leave for the day, make certain you:

- 1) Complete the "Substitute's Report to Teacher" form (if not provided use any clean sheet of paper) regarding the day's activities, etc. Your feedback should be factual statements of observation. Please do not include suggestions or opinions as you do not have enough background knowledge to be in an evaluative role.
- 2) Close and lock classroom windows, turn off lights, and lock the door(s).
- 3) Sign the sign-out attendance roster.
- 4) Leave the classroom keys with the principal's secretary with the lesson plans.
- 5) Check with the principal's secretary as to whether or not you are expected to return the following day.

### **PAY CYCLES**

You will be provided the schedule for payroll periods and payroll dates for the school year. The dates will show the payroll period that involves the days worked and the pay date for those days worked.

If you believe there is a discrepancy between your pay and actual days worked, contact the payroll department for a printout of your payroll submitted by sites. Compare that information to your log and contact each individual site where the discrepancy occurs. It is the school's responsibility to correct any errors. Warrants (checks) are available on the last working day of the month.

Warrants are mailed automatically to substitute employees on the last day of the month unless the payroll department is advised otherwise. If you wish to pick up your warrant on the last day of the month, alert the Payroll Department (619-691-5518) of your plans in advance. If you wish to sign up for Direct Deposit and online paystub, please return the attached forms (Appendix III & IV) to the payroll department.

### **ASSIGNMENTS IN ERROR**

We hope that you are not assigned when there is not a need, but it has happened. If you report to a site to find there is no assignment and we are unable to reassign you to another site, you will receive \$17.00 to help compensate you for travel time, etc.

### **SOCIAL SECURITY/MEDICARE**

Certificated substitutes who are not members of the State Teacher's Retirement System (STRS) will be deducted 6.20% for Social Security and 1.45% for Medicare. Appropriate wage deductions will automatically be withheld from your payroll warrant.

### **RETIREMENT**

If you are a member of, or qualify to be a member of the State Teacher's Retirement System, the district will withhold 8.0% of your earnings for retirement contributions. The district will also make contributions as prescribed toward your future retirement.

### **WORKERS' COMPENSATION**

All persons serving the district in any capacity are insured with Workers' Compensation. If you are injured while on duty, be certain to make an immediate report of the injury to the principal's secretary.

### **BENEFITS**

Substitutes are not eligible to participate in any benefits other than those defined above.

### **CERTIFICATION**

It is your responsibility to have a valid California credential to authorize the type of service you are performing. The district is not authorized to employ anyone in a position requiring certification unless the employee holds a valid California credential authorizing service to be performed.

Your credential must be recorded with the San Diego County Office of Education and the district's Human Resources Department in order to ensure compensation for services rendered.

### **EVALUATION**

An evaluation (positive or negative) of your services as a substitute teacher may be submitted by a site administrator at any time. However, after you have served in the same assignment for a minimum of ten (10) workdays, the site principal is requested to submit an evaluation of your services to the Human Resources Department. Do not hesitate to remind the Human Resources Department if you serve ten (10) or more days in the same assignment so that an evaluation is not overlooked. Favorable evaluations can enhance your chance of securing more permanent employment.

A negative evaluation will not become a part of your personnel file without your prior knowledge and opportunity to respond to the evaluation. If a school principal submits a negative report on your substitute's teacher performance, a copy of that report will be provided to you. You will also be given the opportunity to respond in writing to the complaint. Your response will be attached to the complaint and both the complaint and the response placed in your personnel file. A second complaint from that school or any school in the district will result in a personal conference with the Director of Human Resources. **A third complaint will result in release from substitute service.** In all cases, extenuating circumstances will be considered.

### **DRESS/CONDUCT**

You are expected to dress and conduct yourself in a professional manner, students react to the model you present.

### **SEXUAL HARASSMENT**

**SEXUAL HARASSMENT IS FORBIDDEN BY LAW.** Sexual harassment in employment violates the provisions of the Fair Employment and Housing Act, specifically Government Code Sections 12940(a), (h), and (i).

Definition of SEXUAL HARASSMENT: The Fair Employment and Housing Act defines harassment because of sex as including sexual harassment, gender harassment, and harassment based on pregnancy, childbirth, or related medical conditions. The Fair Employment and Housing Commission regulations define sexual harassment as unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser; the following is a partial list:

- ❖ Unwanted sexual advances,
- ❖ Offering employment benefits in exchange for sexual favors,
- ❖ Making or threatening reprisals after a negative response to sexual advances,
- ❖ Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters,
- ❖ Verbal conduct: making or using derogatory comments, epithets, slurs, and jokes,
- ❖ Verbal sexual advances or propositions,
- ❖ Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations,
- ❖ Physical conduct; touching, assault, impeding or blocking movements.

### **ADDRESS/TELEPHONE**

Notify the Human Resources Department immediately of any change in your address and/or telephone number. You must fill out a Change of Address, Telephone Number, and/or Name Change form (form No. 8021) to ensure this information is corrected in both the Human Resources Department and the Payroll Department. You must also make the changes in Subfinder; refer to the Subfinder User Guide (Appendix I) on how to do this.

### **CANCELLATION/UNAVAILABILITY**

If you need to cancel an assignment for any reason, please contact Subfinder as soon as possible; try not to wait until late the night before or that same morning - this can make it difficult

to find a replacement. To input periods of unavailability into the Subfinder, refer to the Subfinder User Guide (Appendix I).

### **CONCERNS**

If you have any concerns regarding substitute procedures within the Sweetwater Union High School District, do not hesitate to ask. Your inquiries should be directed to the Human Resources Department either by telephone or in writing.

SWEETWATER UNION HIGH SCHOOL DISTRICT

SUBSTITUTE'S REPORT TO \_\_\_\_\_  
Insert name of classroom teacher for whom you subbed

**PLEASE COMPLETE THE FOLLOWING AND LEAVE FOR THE REGULAR TEACHER IN HIS/HER MAILBOX:**

- 1) Comments regarding lesson plans:
- 2) I departed from your lesson plans because:
- 3) There were no lesson plans, therefore,
- 4) Comments regarding student behavior:
- 5) Names of absent student(s):
- 6) The work completed by the students in your absence may be found:
- 7) The thing I liked best in this classroom was:
- 8) My job would have been easier if:
- 9) COMMENTS:

Date \_\_\_\_\_ Signature of Substitute Teacher \_\_\_\_\_

**SWEETWATER UNION HIGH SCHOOL DISTRICT**  
1130 Fifth Avenue – Chula Vista, CA 91911 – (619) 691-5500

**SCHOOL DIRECTORY**

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**JUNIOR HIGH and MIDDLE SCHOOLS**

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|  | <i>Phone / Fax</i>   | <i><u>SECRETARY</u></i> |
|--|----------------------|-------------------------|
| Bonita Vista Middle<br>650 Otay Lakes Road, Chula Vista, 91910 | 397-2200<br>482-9356 | Sharon Martin           |
| Castle Park Middle<br>160 Quintard St., Chula Vista, 91911     | 691-5490<br>427-8045 | Gabriela Chavez         |
| Chula Vista Middle<br>415 Fifth Ave., Chula Vista, 91910       | 691-5655<br>427-5723 | Patty Wallace           |
| Eastlake Middle<br>900 Duncan Ranch Rd., Chula Vista 91915     | 591-4000<br>482-0553 | Diane Hurst             |
| Granger Junior High<br>2101 Granger Ave., National City, 91950 | 472-6000<br>267-4107 | Sandra Gray             |
| Hilltop Middle<br>44 East "J" St., Chula Vista, 91910          | 498-2700<br>585-3576 | Diane Wilderson         |
| Mar Vista Middle<br>1267 Thermal Ave., San Diego 92154         | 628-5100<br>423-8431 | Bernice Poer            |
| Montgomery Middle<br>1051 Picador Blvd., San Diego 92154       | 662-4000<br>428-6517 | Ana Salcido             |
| National City Middle<br>1701 "D" Ave., National City 91950     | 336-2600<br>474-1756 | Karina Campos           |
| Rancho del Rey Middle<br>1174 East "J" St. Chula Vista 91910   | 216-5077<br>656-3810 | Belinda Gross           |
| Southwest Middle<br>2710 Iris Ave., San Diego 92154            | 628-4000<br>423-1151 | Maria Rodriguez         |

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**HIGH SCHOOLS**

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|   | <i>Phone / Fax</i>   | <i><u>SECRETARY</u></i> |
|---|----------------------|-------------------------|
| Bonita Vista High<br>751 Otay Lakes Rd., Chula Vista 9913 | 216-5000<br>656-1203 | Araceli Guzman          |
| Castle Park High<br>1395 Hilltop Dr., Chula Vista 91911   | 691-5600<br>427-5967 | Libia Ortega            |
| Chula Vista High<br>820 Fourth Ave., Chula Vista 91911    | 691-5765<br>427-5824 | Leslie McClelland       |
| Eastlake High<br>1120 Eastlake Pkwy, Chula Vista 91915    | 216-5055<br>656-9736 | Patty A. Martinez       |
| Hilltop High<br>555 Claire Ave., Chula Vista 91910        | 691-5640<br>427-3284 | Kathy Wilkerson         |

|  |                      |                     |
|--|----------------------|---------------------|
| Mar Vista High<br>505 Elm Ave., Imperial Beach 91932           | 628-3074<br>424-6232 | Sandra Angeli       |
| Montgomery High<br>3250 Palm Ave., San Diego 92154             | 628-3007<br>424-6473 | Maria Estrada       |
| Olympian High School<br>1925 Magdalena Ave., Chula Vista 91915 | 656-2400<br>216-0650 | Carolina Zimmermann |
| Otay Ranch High<br>1250 Olympic Pkwy., Chula Vista 91913       | 591-5000<br>591-5010 | Alma Morris         |
| Palomar High School<br>480 Palomar St., Chula Vista 91911      | 407-4800<br>585-6232 | Jo Anne Hammond     |
| San Ysidro High<br>5353 Airway Dr., San Diego CA 92154         | 710-2300<br>710-2318 | Vanessa Figueroa    |
| Southwest High<br>1685 Hollister St., San Diego 92154          | 628-3023<br>423-8253 | Pam Rose            |
| Sweetwater High<br>2900 Highland Ave., National City 91950     | 336-7009<br>474-7635 | George Wapnowski    |

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#### ALTERNATIVE PROGRAMS

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|   | Phone / Fax          | <u>SECRETARY</u> |
|---|----------------------|------------------|
| Administration<br>467 ½ Moss St., Chula Vista 91911                         | 585-7800<br>425-2761 | Dionne Duenas    |
| Alta Vista Academy<br>730 Medical Center Ct., Chula Vista 91913             | 216-5160<br>397-2992 | Perla Gamez      |
| Centers Of Learning By The Sea (COLS)<br>950 Garland Drive, San Diego 92154 | 575-1667             | Dionne Duenas    |
| Community Day Middle School<br>505 ½ Elm Avenue, Imperial Beach 91932       | 628-3060             | Dionne Duenas    |
| Options Secondary (SAILS)<br>467 Moss St., Chula Vista 91911                | 585-7896<br>425-4603 | Dionne Duenas    |
| MAAC Community Charter<br>1393 Third Ave., Chula Vista 91911                | 474-0256             |                  |

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#### INDEPENDENT STUDY HIGH SCHOOLS

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|  | Phone / Fax          |
|--|----------------------|
| Bonita Vista High<br>751 Otay Lakes Rd., Chula Vista 91913 | 216-5023<br>482-0145 |
| Castle Park High<br>1395 Hilltop Dr., Chula Vista 91911    | 585-6205<br>585-8984 |
| Chula Vista High<br>450 "K" St., Chula Vista 91911         | 691-5438<br>427-6538 |
| Eastlake High<br>1120 Eastlake Pkwy., Chula Vista 91915    | 216-5069<br>216-3837 |
| Hilltop High<br>555 Claire Ave., Chula Vista 91910         | 585-6220<br>420-3296 |

|  |                      |
|--|----------------------|
| Mar Vista High<br>505 Elm Ave., Imperial Beach, CA 91932   | 628-3132<br>575-6044 |
| Montgomery High<br>3250 Palm Ave., San Diego 92154         | 628-3014<br>423-6199 |
| Otay Ranch High<br>1250 Olympic Pkwy, Chula Vista 91911    | 591-5080<br>591-5075 |
| San Ysidro High<br>5353 Airway Rd., San Diego 92154        | 690-7080<br>710-2318 |
| Southwest High<br>1685 Hollister St., San Diego 92154      | 628-3045<br>575-4464 |
| Sweetwater High<br>2900 Highland Ave., National City 91950 | 336-7016<br>477-3937 |

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**ADULT EDUCATION**

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|  | <i>Phone / Fax</i>   | <u>SECRETARY</u> |
|--|----------------------|------------------|
| Administration<br>461 Moss St., Chula Vista 91911                        | 691-5680<br>422-8687 | Debbie McLinden  |
| Chula Vista Adult<br>1034 Fourth Ave., Chula Vista 91911                 | 691-5760<br>425-5447 | Karla Gerardo    |
| Montgomery Adult<br>3240 Palm Ave., San Diego 92154                      | 628-3017<br>423-7876 | Lidia Puga       |
| ❖ Imperial Beach Technology Acad.<br>170 Palm Ave., Imperial Beach 91932 | 628-3108<br>575-3998 |                  |
| National City Adult<br>517 Mile of Cars Way, National City 91950         | 336-9400<br>336-0641 | Pattie Pruss     |
| San Ysidro Adult<br>4220 Otay Mesa Rd., San Ysidro 92173                 | 662-4026<br>428-0295 | Maribel Regalado |
| South County Career Center<br>1111 Bay Blvd., Chula Vista 91911          | 424-1112<br>424-1114 |                  |

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**CAREER TECHNICAL EDUCATION/ROP**

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1355 Second Avenue, Chula Vista 91911

|                         | <i>Phone/Fax</i>     | <u>SECRETARY</u> |
|-------------------------|----------------------|------------------|
| Career Technical Ed/ROP | 498-8800<br>425-4736 | Yvette Farina    |



# SWEETWATER UNION HIGH SCHOOL DISTRICT

**Administration Office**

1130 Fifth Avenue  
Chula Vista, CA 91911  
(619) 691-5500

**Bonita Vista Middle**

650 Otay Lakes Road  
Chula Vista, CA 91910  
(619) 397-2200

**Castle Park Middle**

160 Quintard Street  
Chula Vista, CA 91911  
(619) 498-6000

**Chula Vista Middle**

415 Fifth Avenue  
Chula Vista, CA 91910  
(619) 498-6800

**Community Day Middle**

67 Moss Street  
Chula Vista, CA 91911  
(619) 628-3056

**EastLake Middle**

900 Duncan Ranch Road  
Chula Vista, CA 91914  
(619) 591-4000

**Granger Junior High**

2101 Granger Avenue  
National City, CA 919150  
(619) 472-6000

**Hilltop Middle**

44 East J Street  
Chula Vista, CA 91910  
(619) 498-2700

**Mar Vista Middle**

1267 Thermal Avenue  
San Diego, CA 92154  
(619) 628-5100

**Montgomery Middle**

1051 Picador Boulevard  
San Diego, CA 92154  
(619) 662-8200

**National City Middle**

1701 D Avenue  
National City, CA 91950  
(619) 336-2600

**Rancho Del Rey Middle**

1174 East J Street  
Chula Vista, CA 91910

**Southwest Middle**

2710 Iris Avenue  
San Diego, CA 92154  
(619) 628-4000

**Bonita Vista High**

751 Otay Lakes Road  
Chula Vista, CA 91913  
(619) 397-2000

**Castle Park High**

1395 Hilltop Drive  
Chula Vista, CA 91911  
(619) 585-2000

**Chula Vista High**

820 Fourth Avenue  
Chula Vista, CA 91911  
(619) 476-3300

**Eastlake High**

1120 EastLake Parkway  
Chula Vista, CA 91915  
(619) 397-3800

**Hilltop High**

555 Claire Avenue  
Chula Vista, CA 91910  
(619) 476-4200

**Mar Vista High**

505 Elm Avenue  
Imperial Beach, CA 919132  
(619) 628-5700

**Montgomery High**

3250 Palm Avenue  
San Diego, CA 92154  
(619) 628-3000

**Olympian High**

1925 Magdalena Avenue  
Chula Vista, CA 91915  
(619) 656-2400

**Options Secondary**

467 Moss Street  
Chula Vista, CA 91911  
(619) 585-7896

**Otay Ranch High**

1250 Olympic Parkway  
Chula Vista, CA 91913  
(619) 591-5000

**Palomar High**

450 Palomar Street  
Chula Vista, CA 91911

**San Ysidro High**

5353 Airway Road  
San Diego, CA 92154  
(619) 710-2300

**Southwest High**

1685 Hollister Street  
San Diego, CA 92154  
(619) 628-3023

**Sweetwater High**

2900 Highland Avenue  
National City, CA 91950  
(619) 474-9700

**Alta Vista Academy**

730 Medical Center Court  
Chula Vista, CA 91911  
(619) 216-5160

**Easthills Academy**

1791 Rock Mountain Road  
Chula Vista, CA 91913  
(619) 656-2490

**Fifth Avenue Academy**

1130 Fifth Avenue  
Chula Vista, CA 91911  
(619) 585-6000

**MAAC Community Charter**

1385 Third Avenue  
Chula Vista, CA 91911  
(619) 476-0749

**Chula Vista Adult**

1034 Fourth Avenue  
Chula Vista, CA 91911  
(619) 691-5760

**Imperial Beach Adult**

170 Palm Avenue  
Imperial Beach, CA 919132  
(619) 628-3108

**Montgomery Adult**

3240 Palm Avenue  
San Diego, CA 92154  
(619) 651-1000

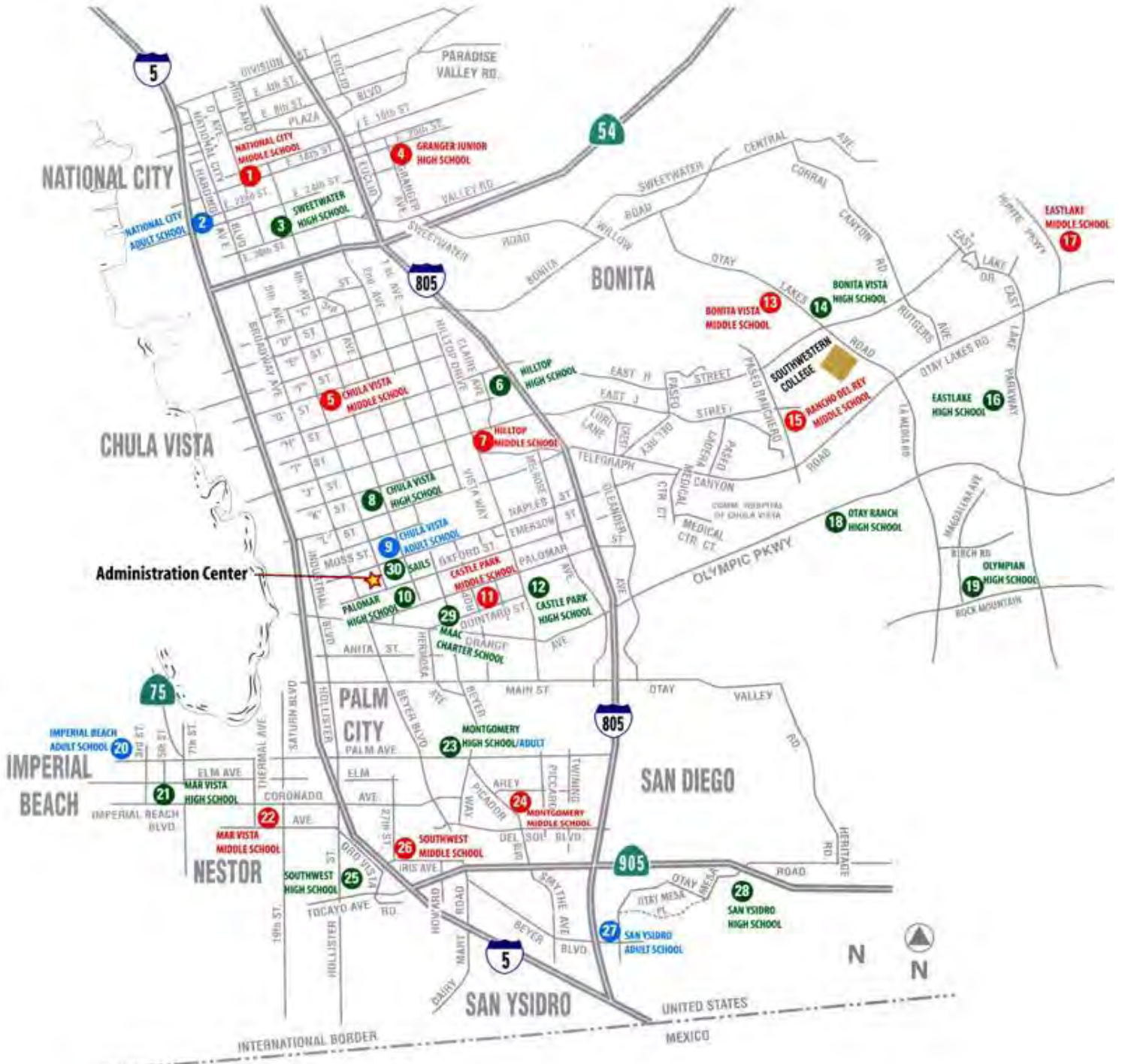
**National City Adult**

517 Mile of Cars Way  
National City, CA 91950  
(619) 336-9400

**San Ysidro Adult**

4220 Otay Mesa Road  
San Ysidro, CA 92173

# Sweetwater Union High School District Map



## LEGEND

- Junior Highs & Middle Schools
- Senior Highs
- Adult Schools



## **DIRECTIONS TO SCHOOL SITES**

### **Alta Vista Academy (AVA):**

Telegraph Canyon Rd. to Medical Center Drive, left on Medical Center Court.

### **Bonita Vista Middle School (BVM) :**

805 North to the "H" Street East exit, turn right. Travel on "H" Street to Otay Lakes Road, turn left. BVM is on the left.

805 South to the "H" Street East exit, which will loop around. Travel on "H" Street to Otay Lakes Road, turn left. BVM is on the left.

5 North to the "H" Street exit, turn right. Travel on "H" Street to Otay Lakes Road (quite a distance, and you will continue past 805), turn left on Otay Lakes Road. BVM is on the left.

5 South to the "H" Street exit, turn left. Travel on "H" Street to Otay Lakes Road (quite a distance and continue past 805), turn left on Otay Lakes Road. BVM is on the left.

### **Castle Park Middle School (CPM):**

805 North to Orange Avenue exit, turn left. Travel on Orange Avenue to Hilltop Drive, turn right. Take Hilltop Drive to Quintard Street, turn left. CPM is on the right on the corner of Second Avenue and Quintard Street.

805 South to Orange Avenue exit, turn right. Travel on Orange Avenue to Hilltop Drive, turn right. Take Hilltop Drive to Quintard Street, turn left. CPM is on the right on the corner of Second Avenue and Quintard Street.

5 North to the Palomar Street exit, turn right. Travel on Palomar Street to Second Avenue, turn right. Take Second Avenue to Quintard Street, turn left. CPM is on the left on the corner of Second Avenue and Quintard Street.

5 South to the Palomar Street exit, turn left. Travel on Palomar Street to Second Avenue, turn right. Take Second Avenue to Quintard Street, turn left. CPM is on the left on the corner of Second Avenue and Quintard Street.

### **Chula Vista Middle School (CVM):**

805 North to the "H" Street West exit, turn left. Travel on "H" Street to Fifth Avenue, turn right. CVM is on the right on the corner of Fifth Avenue and "G" Street.

805 South to the "H" Street West exit. Travel on "H" Street to Fifth Avenue,, turn right. CVM is on the right on the corner of Fifth Avenue and "G" Street.

5 North to the "H" Street exit, turn right. Travel on "H" Street to Fifth Avenue, turn left. CVM is on the right on the corner of Fifth Avenue and "G" Street.

5 South to the "H" Street exit, turn left. Travel on "H" Street to Fifth Avenue, turn left. CVM is on the right on the corner of Fifth Avenue and "G" Street.

### **East Hills Academy (EHA):**

Follow the directions under Olympian High School. EHA is located on that campus.

**Eastlake Middle School (ELM):**

805 South to “H” Street East, turn right. Travel on East “H” street for over 10 miles and it will become Proctor Valley Road. At Duncan Ranch Road, turn right. ELM is at 900 Duncan Ranch Road.

805 North to “H” Street East, turn right. Travel on East “H” street for over 10 miles and it will become Proctor Valley Road. At Duncan Ranch Road, turn right. ELM is at 900 Duncan Ranch Road.

**Granger Junior High School (GJH):**

805 North to the Sweetwater Road exit, turn left. Turn right on Euclid (the first light) to 24<sup>th</sup> Street, turn right. Travel on 24<sup>th</sup> Street to Granger Avenue, turn left. GJ is on the right.

805 South to the Sweetwater Road exit, which loops and comes to a street light (Sweetwater Road). Travel through the intersection as it converts into Euclid Avenue. Travel on Euclid Avenue to 24<sup>th</sup> Street, turn right. Travel on 24<sup>th</sup> Street to Granger Avenue, turn left. GJ is on the right.

5 North to the Mile of Cars Way exit, turn right. Travel on Mile of Cars Way to National City Boulevard, turn left. Travel on National City Boulevard to 18<sup>th</sup> Street, turn right. Travel on 18<sup>th</sup> Street to Granger (will be some distance), turn right. GJ is on the left.

5 South to the Mile of Cars Way exit, turn left. Travel on 24<sup>th</sup> Street to National City Boulevard, turn left. Travel on National City Boulevard to 18<sup>th</sup> Street, turn right. Travel on 18<sup>th</sup> Street to Granger Avenue (will be some distance), turn right. GJ is on the left.

**Hilltop Middle School (HTM):**

805 North to the “H” Street West exit, turn left. Travel on “H” Street to Hilltop Drive, turn left. Travel on Hilltop Drive to “J” Street, turn left. HTM is on the right on the corner of “J” Street and Hilltop Drive.

805 South to the “H” Street West exit. Travel on “H” Street to Hilltop Drive, turn left. Travel on Hilltop Drive to “J” Street, turn left. HTM is on the right on the corner of “J” Street and Hilltop Drive.

5 North to the “J” Street exit, turn right. HTM is on the right on the corner of “J” Street and Hilltop Drive.

5 South to the “J” Street exit, turn left. HTM is on the right on the corner of “J” Street and Hilltop Drive.

**Mar Vista Middle School (MVM):**

805 South or 805 North to Highway 905 West to 5 North. Take the Coronado Avenue exit, turn left. Travel on Coronado Avenue to Thermal Avenue, turn left. MVM is on the left.

5 North to the Coronado Avenue exit, turn left. Travel on Coronado Avenue until you reach Thermal Avenue, turn left. MVM is on the left.

5 North to the Coronado Avenue exit, turn left. Travel on Coronado Avenue until you reach Thermal Avenue, turn left. MVM is on the left.

5 South to the Coronado Avenue exit, turn right. Travel on Coronado Avenue until you reach Thermal Avenue, turn left. MVM is on the left.

**Montgomery Middle School (MOM):**

805 North or 805 South to Highway 905. Travel west to the Picador Boulevard exit, turn right. MOM is on the right.

5 North or 5 South to Highway 905. Travel east to the Picador Boulevard exit, turn left, MOM is on the right.

**National City Middle School (NCM):**

805 North to the Plaza Boulevard exit, turn left. Travel on Plaza Boulevard to “D” Avenue, turn left. NCM is on the left at the corner of “D” Avenue and 16<sup>th</sup> Street.

805 South to the Plaza Boulevard exit, turn right. Travel on Plaza Boulevard to “D” Avenue, turn left. NCM is on the left at the corner of “D” Avenue and 16<sup>th</sup> Street.

5 North to the Mile of Cars Way exit, turn right. Travel on Mile of Cars Way to National City Boulevard, turn left. Travel on National City Boulevard to 18<sup>th</sup> Street, turn right. Travel on 18<sup>th</sup> Street to “D” Avenue, turn left. NCM is on the right.

5 South to the 8<sup>th</sup> Street exit, turn right. Travel on 8<sup>th</sup> Street to “D” Avenue, turn right. NCM is on the left between 16<sup>th</sup> and 18<sup>th</sup> Streets.

**Rancho Del Rey Middle School (RDM):**

805 North to “L” St./Telegraph Canyon Rd. exit, turn right. Travel on Telegraph Canyon Rd. (approx. 2 miles) until you get to Paseo Ranchero. Turn left. Travel on Paseo Ranchero to East “J” Street. Turn right. RDM is on the right.

805 South to “L” St./Telegraph Canyon Rd. exit – stay in the left lane. Travel east on Telegraph Canyon Rd. (approx. 2 miles) until you get to Paseo Ranchero. Turn left. Travel on Paseo Ranchero to East “J” Street. Turn right. RDM is on the right.

5 North to “L” Street exit, turn right. Turn left on Industrial Boulevard then right on “L” Street. Travel on “L” St./Telegraph Canyon Rd. (approx. 4 miles east past 805) until you get to Paseo Ranchero. Turn left. Travel on Paseo Ranchero to East “J” Street. Turn right. RDM is on the right.

5 South to “L” Street exit, turn right. Turn left on Industrial Boulevard then right on “L” Street. Travel on “L” St./Telegraph Canyon Rd. (approx 4 miles east past 805) until you get to Paseo Ranchero. Turn left. Travel on Paseo Ranchero to East “J” Street. Turn right. RDM is on the right.

**Southwest Middle School (SOM):**

805 North or 805 South to Highway 905. Travel west to the Beyer Boulevard exit. When you reach the street light, continue straight on Iris Avenue. SOM is on the right on the corner of Iris Avenue and 27<sup>th</sup> Street.

5 North to the Highway 905/Tocayo Avenue exit. Travel on the Tocayo Avenue exit to the stop sign, which is Oro Vista Road, turn right. Travel on Oro Vista Road until it converts into Iris Avenue. SOM is on the left on the corner of Iris Avenue and 27<sup>th</sup> Street.

5 South to the Highway 905/Tocayo Avenue exit. Travel on the Tocayo Avenue exit to the stop sign which is Oro Vista Road, turn right. Travel on Oro Vista Road until it converts into Iris Avenue. SOM is on the left on the corner of Iris Avenue and 27<sup>th</sup> Street.

**Bonita Vista High School (BVH):**

805 North to the “H” Street East exit, turn right. Travel on “H” Street to Otay Lakes Road, turn left. BVH is on the right on the corner of “H” Street and Otay Lakes Road.

805 South to the “H” Street exit, turn right. Travel on “H” Street to Otay Lakes Road, turn left. BVH is on the right on the corner of “H” Street and Otay Lakes Road.

5 North to the “H” Street exit, turn right. Travel on “H” Street to Otay Lakes Road quite a distance; you will pass 805), turn left on Otay Lakes Road. BVH is on the right on the corner of “H” Street and Otay Lakes Road.

5 South to the “H” Street exit, turn left. Travel on “H” Street to Otay Lakes Road (quite a distance; you will pass 805), turn left on Otay Lakes Road. BVH is on the right on the corner of “H” Street and Otay Lakes Road.

Telegraph Canyon Road East to Otay Lakes Road, turn left. BVH will be on the right at the corner of “H” Street and Otay Lakes Road.

**Castle Park High School (CPH):**

805 North to the Orange Avenue exit, turn left. Travel on Orange Avenue to Hilltop Drive, turn right. CPH is on the right.

805 South to the Orange Avenue exit, turn right. Travel on Orange Avenue to Hilltop Drive, turn right. CPH is on the right.

5 North to the Palomar Street exit, turn right. Travel on Palomar Street to Hilltop Drive, turn right, CPH is on the left.

5 South to the Palomar Street exit, turn left. Travel on Palomar Street to Hilltop Drive, turn right. CPH is on the left.

**Chula Vista High School (CVH):**

805 North to the “L” Street exit, turn left. Travel on “L” Street to Fourth Avenue, turn right. CVH is on the left on the corner of Fourth Avenue and “K” Street.

805 South to the “L” Street/Telegraph Canyon Road exit, turn right to “L” Street. Travel on “L” Street to Fourth Avenue, turn right. CVH is on the left on the corner of Fourth Avenue and “K” Street.

5 North to the “L” Street exit. When you come to the stop sign, turn left onto Industrial Boulevard. Travel on Industrial Boulevard to “L” Street, turn right. Travel on “L” Street to Fourth Avenue, turn left. CVH is on the left on the corner of Fourth Avenue and “K” Street.

5 South to the “L” Street exit. As you get off the exit, make a right onto Bay Boulevard at the yield sign. At the next street, which is “L” Street, turn right. Travel on “L” Street to Fourth Avenue, turn left. CVH is on the left on the corner of Fourth Avenue and “K” St.

**Eastlake High School (ELH):**

805 North to “L” St./Telegraph Canyon Road exit, turn right. Travel on Telegraph Canyon Rd. (approx. 4 miles) until you get to Eastlake Parkway, turn right. ELH is at the top of the hill on the right.

805 South to “L” St./Telegraph Canyon Rd. exit-stay in left lane. Travel east on Telegraph Canyon Road (approx. 4 miles) until you get to Eastlake Parkway, turn right. ELH is at the top of the hill on the right.

5 North to “L” Street exit, turn left on Industrial Boulevard. At “L” Street, turn right. “L” will become Telegraph Canyon Road (you will travel quite a distance). Travel east to Eastlake Parkway, turn right. ELH is at the top of the hill on the right.

5 South to “L” Street exit. This will loop around, at the bridge over the 5, turn right. Go straight on “L” Street all the way to Eastlake Parkway ( quite a long distance). Turn right on Eastlake Parkway and ELH is at the top of the hill on the right.

**Hilltop High School (HTH):**

805 North to the “H” Street exit, turn left. Travel on “H” Street to Hilltop Drive, turn left. Travel on Hilltop Drive to “I” Street, turn left. “I” Street will dead-end into HTH on the left.

805 South to the “H” Street West exit. Travel on “H” Street to Hilltop Drive, turn left. From Hilltop Drive turn left on “I” Street. “I” Street will dead-end at HTH on the left.

5 North to the “J” Street exit, turn right. Travel on “J” Street to Hilltop Drive, turn left. Travel on Hilltop Drive to “I” Street, turn right. “I” Street will dead-end at HTH on the left.

5 South to the “H” Street exit, turn left. Travel on “H” Street to Hilltop Drive, turn right. Travel on Hilltop Drive to “I” Street, turn left. “I” Street will dead-end at HTH on the left.

**Mar Vista High School (MVH):**

805 North to Highway 905 West. Travel west until you reach Interstate 5. Take 5 North to the Coronado Avenue, turn left. Travel on Coronado Avenue (Imperial Beach Blvd.) to Connecticut Street, turn right. Travel on Connecticut Street to Elm Street, turn left. MVH is on the left.

805 South to Highway 905 West. Travel West until you reach Interstate 5, then take 5 North to the Coronado Avenue exit, turn left. Travel on Coronado Avenue (Imperial Beach Blvd.) to Connecticut Street, turn right. Travel on Connecticut Street to Elm Street, turn left. MVH is on the left.

5 North to Coronado Avenue exit, turn left. Travel on Coronado Avenue (Imperial Beach Blvd.) to Connecticut Street. At the stop sign, turn right. Travel on Connecticut Street to Elm Street, turn left. MVH is on the left.

5 South to Coronado Avenue exit, turn right. Travel on Coronado Avenue (Imperial Beach Blvd.) to Connecticut Street. At the stop sign, turn right. Travel on Connecticut Street to Elm Street, turn left. MVH is on the left.

### **Montgomery High School (MOH):**

805 North to the Palm Avenue exit – south of Chula Vista, **not the National City Palm Avenue exit** - turn left. MOH is on the right just after you pass Picador Boulevard.

805 South to the Palm Avenue exit – south of Chula Vista, **not the National City Palm Avenue exit**- turn right. MOH is on the left after you pass Beyer Boulevard. MOH is on the corner of Palm Avenue and Picador Boulevard.

5 North to the Palm Avenue exit – **not the National City Palm Avenue exit** – turn right. MOH is on the left after you pass Beyer Boulevard. MOH is on the corner of Palm Avenue and Picador Boulevard.

5 South to the Palm Avenue exit – south of Chula Vista, **not the National City Palm Avenue exit** - turn left. MOH is on the left after you pass Beyer Boulevard. MOH is on the corner of Palm Avenue and Picador Boulevard.

### **Olympian High School (OLH):**

Off of Fwy 805 take the East Orange Ave. Olympic Parkway exit going East (go 2.8 miles). Turn right on La Media Rd. (2 Blocks). Turn left on Birch Rd. (1 Block). Turn right on Magdalena Ave. (.75 miles). School will be on the left on the corner of Magdalena Ave. & Rock Mountain Rd.

### **Otay Ranch High (ORH):**

805 South exit at Orange Avenue, turn left. Olympic Parkway is east of the 805 and you will travel approximately 6 signal lights. ORH is on the corner of La Media and Olympic Parkway.

805 North exit Orange Avenue/Olympic Parkway, turn right. Travel approximately 6 signal lights. ORH is at the corner of La Media and Olympic Parkway.

### **Palomar High School (PAH):**

805 North to the Orange Avenue exit, turn left. Travel on Orange Avenue to Fourth Avenue, turn right. Travel on Fourth Avenue to Palomar Street, turn left. PAH is on the right between Fourth and Fifth Avenues.

805 South to the “L” Street/Telegraph Canyon Road exit, turn right to “L” Street. Travel on “L” St. to Fourth Avenue, turn left. Travel on Fourth Ave. to Palomar Street, turn right. PAH is on the right between Fourth and Fifth Avenues.

5 North to the Palomar Street exit, turn right. PAH is on the left between Fourth and Fifth Avenues.

5 South to the Palomar Street exit, turn left. PAH is on the left between Fourth and Fifth Avenues.

### **San Ysidro High School (SYH):**

From the 5 and 805 take the 905 East to Old Caliente Avenue, turn right. On Airway, turn right. SYH will be on the left.

### **Southwest High School (SOH):**

805 North and 805 South to Highway 905 West. Take Oro Vista turnoff – stay in left lane – it will be Tocayo Avenue. Travel on Tocayo Avenue to Hollister Street, turn right. SOH is on the right.

5 North to the Coronado Avenue exit, turn left. Pass over the freeway to the first stop light which is Hollister Street, turn left. SOH is on the left.

5 South to the Coronado Avenue exit, go to the streetlight. After the streetlight, continue straight as the street turns into Hollister Street. SOH is on the left.

### **Sweetwater Union High School (SUH):**

805 North or 805 South to the Sweetwater Road exit, turn left. Sweetwater Road converts into 30<sup>th</sup> Street. Travel on 30<sup>th</sup> Street to Highland Avenue, turn right. SUH is on the left on the corner of 30<sup>th</sup> Street and Highland Avenue.

5 North to the Mile of Cars exit, turn right. Travel on 24<sup>th</sup> Street to Highland Avenue, turn right. SUH is on the right on the corner of 30<sup>th</sup> Street and Highland Avenue.

5 South to the Mile of Cars exit, turn left. Travel on 24<sup>th</sup> Street to Highland Avenue, turn right. SUH is on the right on the corner of 30<sup>th</sup> Street and Highland Avenue.

54 East or West, exit at Fourth Avenue and Highland, head North. SUH is on the left at the corner of 30<sup>th</sup> Street and Highland.

### **DIRECTIONS TO ALTERNATIVE EDUCATION OFFICE**

I-5 North to “L” Street exit, turn left at stop sign onto Bay Boulevard, right on “L” Street to Fifth Avenue, right on Fifth Avenue to Moss Street, left on Moss Street. The Alternative Programs office is located at the first driveway on the right side of the street (Chula Vista Adult School Campus).

I-5 South to “L” Street exit, turn right over overpass and continue on “L” Street to Fifth Avenue, right on Fifth to Moss Street, left on Moss. The Alternative Programs office is located at the first driveway on the right side of the street (Chula Vista Adult School Campus).

805 North to “L” Street exit, turn left under overpass and travel to Fourth Avenue, left on Fourth Avenue to Moss Street, right on Moss. The Alternative Programs office is located at the second driveway on the left side of the street (CVA school campus).

805 South to “L” Street exit, turn right and travel to Fourth Avenue, left on Fourth Avenue to Moss Street, right on Moss. The Alternative Programs office is located at the second driveway on the left side of the street (CVA School campus).

### **DIRECTIONS TO ADULT SCHOOLS**

#### **Adult School Administration**

“L” Street exit in Chula Vista to Fifth Avenue, south on Fifth Avenue, turn left on Moss Street. 461 Moss Street, Chula Vista.

#### **Chula Vista Adult School (CVA):**

“L” Street exit in Chula Vista, to 4<sup>th</sup> Avenue, south on 4<sup>th</sup> Avenue. 1034 4<sup>th</sup> Avenue, Chula Vista.

**Pregnant Minors Program (located at Chula Vista Adult):**

805 North to the Orange Avenue exit, turn left. Travel on Orange to Fourth Avenue, turn right. CVA is on the left between Naples and Moss Streets.

805 South to the “L” St./Telegraph Canyon Road exit, turn right to “L” Street. Travel on “L” Street to Fourth Avenue, turn left. CVA is on the right between Naples and Moss Streets.

5 North to the Palomar Street exit, turn right. Travel on Palomar Street to Fourth Avenue, turn left, CVA is on the left between Naples and Moss Streets.

5 South to the “L” Street exit. As you get off the exit, make a right onto Bay Boulevard at the stop sign. At the next street, which is “L” Street, turn right. Travel on “L” Street to Fourth Avenue, turn right. CVA is on the right between Naples and Moss Streets.

**Montgomery Adult School (MOA):**

Palm Avenue exit – south of Chula Vista, on the corner of Palm Avenue and Picador Boulevard. 3240 Palm Avenue, San Diego.

\*\*Imperial Beach Adult Center is Palm Avenue exit, west toward Imperial Beach. Turn right on Palm Avenue/CA-75N. Turn slight left on to Palm Avenue toward the beach. 170 Palm Avenue, Imperial Beach.

**National City Adult School (NCA):**

5 North or South, exit the Mile of Cars Way. Head East. Turn left on Wilson. 517 Mile of Cars Way.

805 North or South take 54 West to 5 North, exit the Mile of Cars Way. Turn right. At the first signal light (Wilson) turn left. 517 Mile of Cars Way.

**San Ysidro Adult School (SYA):**

5 South to San Ysidro Blvd exit, turn left. Turn right onto San Ysidro Blvd traveling east. After you pass under the 805 freeway, turn left onto Center St. At the corner turn left onto Beyer Blvd. Continue traveling on Beyer Blvd. At the signal light, go straight that becomes Otay Mesa Rd. SYA is on the left hand side on the corner. 4220 Otay Mesa Rd.

805 South to San Ysidro Blvd exit. Turn left onto San Ysidro Blvd. Turn left onto Center St. At the corner turn left onto Beyer Blvd. Continue traveling on Beyer Blvd. At the signal light, go straight that becomes Otay Mesa Rd. SYA in on the left side on the corner. 4220 Otay Mesa Rd.

## Ideas and Suggestions for Substitute Teachers

**Substitute Resource Kit** – The substitute resource kit should be something you have prepared to take along to each assignment. It should be designed to assist you in emergency situations where the teacher had limited time to prepare. Include the following; Certificated Substitute Handbook, several prepared lesson plans, journal for keeping on-going successful lessons you encounter, several favorite books, joke book, read aloud short stories, writing utensils, tape, scissors, white lined notebook paper, whiteboard markers, overhead projection markers, post it notes, and water bottle.

**Activities** – These activities may be modified for subject area and time.

- **ABC List** – You can easily adapt this game to many areas of the curriculum. The teacher writes a category on the chalkboard -- foods, for example. Each student writes the letters A to Z on a sheet of paper. The students have five minutes to create an alphabetical list of as many foods as they can think of. Then the game begins. The first student must tell the name of a food. The second person must give the name of a food that begins with the *last* letter of the food given by the first person. The third person must name a food that begins with the last letter of the second person's food and so on. One at a time, students are eliminated. Other possible categories: animals, plants, countries, states, candy bars, instruments, sports figures, cities, songs, people's first names, famous people's last names or, more specifically, authors' names.
- **Beginning / Ending Letters** – Write on the board words that have beginning and ending letters only (a -- c, p -- t). See how many they can think of that fit that pattern.
- **Bingo Review** – This activity takes some preparation and can take up to 30 minutes of class time. Make a list of 25 vocabulary words from the class to write on the board or on an overhead transparency. The students make a grid of 5 by 5 squares on a blank sheet of paper or you can prepare a master and make copies. They will write the 25 words in the 25 spaces in random order such that no two papers are alike. You call out words at random and the first student who has 5 in a row wins. Students should use pencils to mark the squares so that you can use the same sheet of paper for several rounds, or change the symbol used as a marker. A more challenging variation is to call out definitions rather than words. If you want to work with 16 words, a 4 by 4 grid works as well.
- **Brainstorming** – This activity may be done orally in a group or written individually on notebook paper. The students are not given too many limitations, they are free to think at all levels. This activity also works well with partners, in “Think, Pair, Share”. The students write 1-2 paragraphs, then exchange papers with a partner, the partner responds with questions for clarification of ideas. Here are some sample topic questions;
  - What if the sun didn't come out for a year?
  - What if you had to wear school uniforms?
  - What if you won for school president?
  - What if someone invented a light bulb that lasted for 10 years?
  - What if someone invented a tire that never wore out?
  - What traits make a good teacher.
  - What are the qualities of a good parent.
  - What should be done to keep people under the influence off the road.
  - What does my wardrobe say about me.
- **E.S.P.** - This game is a great way to get kids to think about how to describe the current vocabulary and it can lead to deeper understanding. Teacher selects two teams, and each team chooses a representative. The representatives sit in chairs at the front of class facing

their peers. Behind them, the teacher writes a word on the board. Teams take turns giving two-word clues (adapt for your class) without using the word on the board. The representatives guess what is on the board based on their clues.

- Find-A-Word – This activity encourages students to brainstorm with different letter combinations looking for words of different lengths. Students are given a word such as "brainstorming" and then try to find many words using the letters. Example: ban, brat, brain, string, morning, storming, straining
- Finish the Sentence - The class is divided into two teams. Write the word "The" on the board. Select a student from each team to go to the board and write the next word of a sentence. They will then pass the pen to a student on the other team who adds another word. Each team will successively add a word until one team gets stumped and are not able to add any more words. You will have to determine if each word added is grammatically correct.
- Finish the Story - In this activity students will practice their material using creative writing. Begin a story for the class but leave it to the students to finish. Students can share their stories out loud as time permits. Example: Once upon a time there was a very lonely CO<sub>2</sub> molecule who was floating above a meadow. Suddenly he was sucked into a very broad leaf. He was a very naïve CO<sub>2</sub> molecule and had no idea what would happen to him next. (Students will describe how a CO<sub>2</sub> molecule finds its way to the chloroplast of a cell and goes through the process of photosynthesis.)
- Hangman – This traditional game builds and reinforces vocabulary. The teacher comes up with a vocabulary word and draws blank spaces for the number of letters in the word. Students guess letters until they can figure out the word. For each incorrect letter guessed, the teacher draws body parts of the "hangman." The hangman has ten body parts (head, body, 2 legs, 2 arms, 2 feet, eyes and mouth- in this order).
- K-W-L - (What I Know, What I Still Want to Know, What I Learned) This is a good way to fill in the last 10 minutes of the day with a quick review. The students will take out a blank piece of paper and fold into three columns. Each column is labeled as above. The students will fill in the three columns as they reflect on the lesson. They may share answers or you may collect papers. It may even be their ticket out the door, this will encourage them to complete it and turn it in.
- Longest word – Challenge the students to think of the 5 long words, the winner is the one with the highest number of syllables.
- Math Brain Teaser – Have each student write down a three-digit number next to itself to make a six-digit number. Example, 265,265. Now, have them divide by 7. Nobody should get a remainder. Have them divide that quotient by 11. Again, nobody should get a remainder. One last division by 13 and everyone should get back to their original three digit number. Why?
- Pictionary - Adapted from Milton-Bradley game with same name, the students get to practice drawing concepts, which entails some higher level thinking skills. They practice drawing concepts and ideas that have been discussed in class. Split the class into two teams. One person is selected by the team to draw the word. His/her team members have 90 seconds to guess the word.
- Quote / Response – This is popular to use when students are reading fiction and helps them to stay accountable to any silent reading. Students select a quote as he/she reads and writes it down on a piece of blank paper. Then the student writes several sentences their thoughts, reactions, and ideas to the quote. A variation is; students brainstorm on some popular quotes or metaphors and give an oral or written response to what they think it means. For example; "Birds of a feather, fly together." "Rolling stone gathers no moss." "Insanity: doing the same thing over and over again and expecting different results." – Albert Einstein.

- Twenty Questions - This traditional activity has the potential to help students with analytical skills. The teacher chooses a person, place or thing and students can ask yes or no questions to determine the chosen entity.
- What is the question? - A group of students will brainstorm to think of as many questions as they can that have the same answer. Students can work in groups for a given amount of time. Creative answers get a higher score. For example; the answer is “four”. How many legs does a dog have? What is 6-2? How many bases on a baseball diamond? On what July day was the Declaration of Independence signed?
- Write a sentence – Students can be challenged by asking them to write a sentence that uses words that begin with the same letter. For example; using the letter A, write a 5 word sentence “An anxious antelope ate apples.”

**Classroom Management** – Experienced teachers establish a pattern of expected behaviors for their classroom. As a visiting teacher you want to support whatever rules of conduct have already been established. You may consider adding one or two rules of your own, but remember the students will expect you to enforce them. A few suggested rules are;

1. Do not sharpen pencils during class time. (A short trip to the sharpener is an opportunity to socialize and disrupt other students. In order to enforce this rule be ready with sharpened pencils for exchange.)
2. Only one person speaks at a time.
3. Respect other’s right to an education.

Your main goal for the first few minutes is to get the students in the room, in their seats and quiet. Remember that prevention is 80% of your success for each class and the best way to achieve this is to **keep them on task and walk around**. Following are some more suggestions;

- Be confident, firm, assertive, and positive.
- Use a firm, clear voice and state the expected behavior (“Your teacher expects for you to get your work done”).
- Do not raise your voice, you do not have a need to talk over them, you are the authority figure. To get their attention you may want to try one of the following:
  - a. Whisper – they quiet down to hear what you are saying.
  - b. Write and Erase – write one word of directions and erase, write the next word and erase, soon they are intrigued by what the next word will be.
  - c. Lights Out – Turn the lights off and on in 3 second intervals.
- Do not “group” punish. That is, threaten students with anything you cannot carry out, like “everyone stays after school”.
- Do not get into a power struggle with a student in front of the class, this is a “no-win” situation.
- Use the designated “problem” as your helper. Many times they are just looking for attention and you can use this to your advantage.
- Ignore the inconsequential behavior (tapping a pencil).
- Privately redirect consequential behavior (inappropriate conversation; “I can tell you are smart? But right now you need to let others finish their work because your teacher will be upset with them if they don’t turn in a finished paper.”) Document this behavior for the teacher, chances are she/he will not be surprised and let the student know that this is what you are doing.
- Stand next to the behavior you want stopped.
- If you need a messenger, go up to one student that seems cooperative and ask that person for assistance. You don’t want negative behaviors made public.

- Look like you know what you are doing.
- Try to leave yourself about 3 minutes at the end of class to clean up and with a positive closing comment. ( you may be requested to come back)

Keep in mind that your one or two days as a substitute, is not going to affect the total outcome of a student's education. Basically, the teacher and administrators want the student in the classroom receiving an education. However, do not allow any one student to violate the rights of others.

## **INTERNET SITES**

General – Below you will find some internet sites that will support you in the classroom with suggestions, lesson plans, and classroom management.

### **Utah State University Substitute Teaching Institute**

<http://subed.usu.edu>

### **AskERIC Lesson Plans**

<http://ericir.syr.edu/Virtual/Lessons>

### **Busy Teachers' WebSite K-12**

<http://www.ceismc.gatech.edu/m>

### **Welcome to the Blue Web Learning Site Library**

<http://www.kn.pacbell.com/wired/bluewebn/>

### **Internet Connections/Lesson Plans and Activities**

<http://www.mcrel.org/lesson-plans/index.html>

### **Teachnet.com: Lesson Ideas**

<http://www.teachnet.com/lesson.html>

### **Kathy Schrock's Guide for Educators - Lesson Plans and Thinking Skills**

<http://www.discovery.com/lessonplans/index.html>

### **Lesson Plans - Discovery Channel School**

<http://school.discovery.com/lessonplans/index.html>

## **Substitute Teacher Online Resources**

### **Classroom Discipline**

<http://users.aol.com/churchward/hls/techniques.html>

Techniques for better classroom discipline are presented.

### **Substitute Teacher Homepage**

<http://my.voyager.net/garmar/default.htm>

Substitute teacher tips, time killers, links, stories, student comments and educational quotes.

## **Miscellaneous Educational Sites**

**NASA Spacelink Hot Topics**  
<http://spacelink.nasa.gov/Spacelink.Hot.Topics/>

**Scholastic**  
<http://www.scholastic.com>

**The School Page: The Educator's Resources**  
<http://www.eyesoftime.com/teacher/index.htm>

**Knowledge Adventure Home Page**  
<http://www.education.com/home/>

**The Global Schoolhouse**  
<http://www.gsh.org/>

**The U.S. School Page**  
<http://www.eyesoftime.com/teacher/index.htm>

**Puzzlemaker**  
<http://www.puzzlemaker.com/>

# ***Prearranged vs. Requested***

**Prearranged:** If an employee says they want to prearrange you in a job, be sure to tell them to call you back with the job number. This is your assurance that you actually have the job.

If an employee prearranges you in a job, SubFinder will NOT call you. It would be to your advantage to call SubFinder, review your assignments, and write down the information. Remember that you will be paid for what is in the SubFinder, not what the employee may have told you. If you have questions, please call the Sub Desk.

Calling SubFinder or checking WebConnect to review your assignments is a good habit to get into, since an employee may prearrange you (perhaps thinking he/she is requesting you), and you won't know unless you check.

**Requested:** If an employee requests you for a job, SubFinder will call and email you (and will not let anyone else access the job) until 12 hours before the job starts. If you have not accepted the job during that time, SubFinder will begin calling from the general list of qualified subs to fill the job. At that point, someone else may pick up the job, even though you have been requested. The sub who accepted the job through SubFinder and has the job number will be the one who is paid for the job.

**SubFinder System: (619) 585-6040**

**Sub Desk, 7am – 4:30pm: (619) 585-6008**



# SubFinder for Substitutes

Internet Users Guide for SubFinder 5.10



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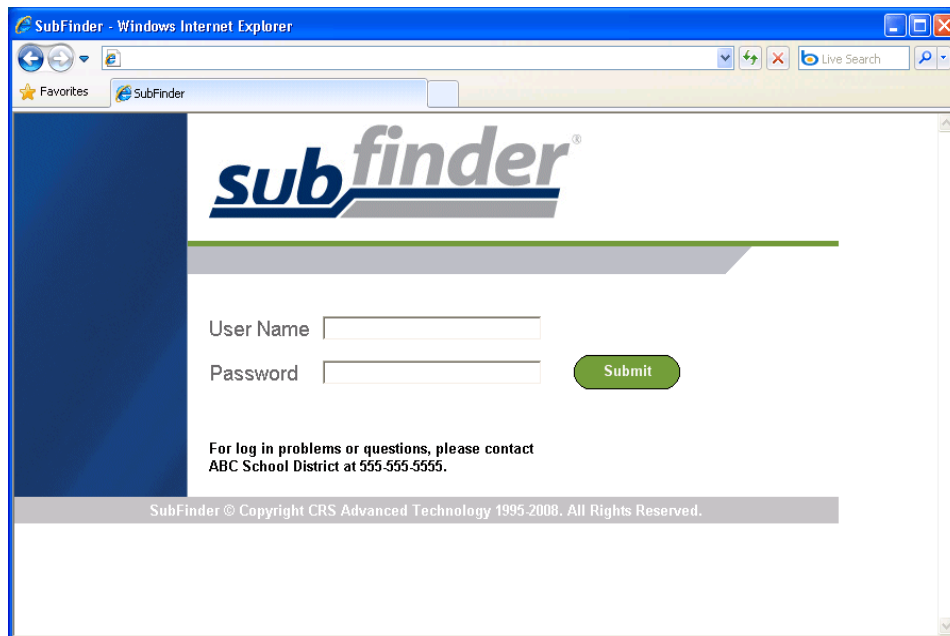
## SubFinder

Using SubFinder online, substitutes can quickly accomplish routine tasks such as checking available jobs and reviewing current jobs. The entire workforce has easy-to-use, secure access to all of the same great features available from SubFinder via telephone, plus additional features optimized for the Internet.

### How Does It Work?

SubFinder online works in conjunction with your SubFinder system. It uses the existing database and complements the telephone operation of SubFinder. All data becomes instantly available, regardless of the method of entry.

SubFinder online is used to access SubFinder from your home or office computer, or any computer that has Internet access. Simply enter your District's web address for SubFinder in your Internet Browser address line, press **Enter** on the keyboard, and the SubFinder Log In screen will appear.

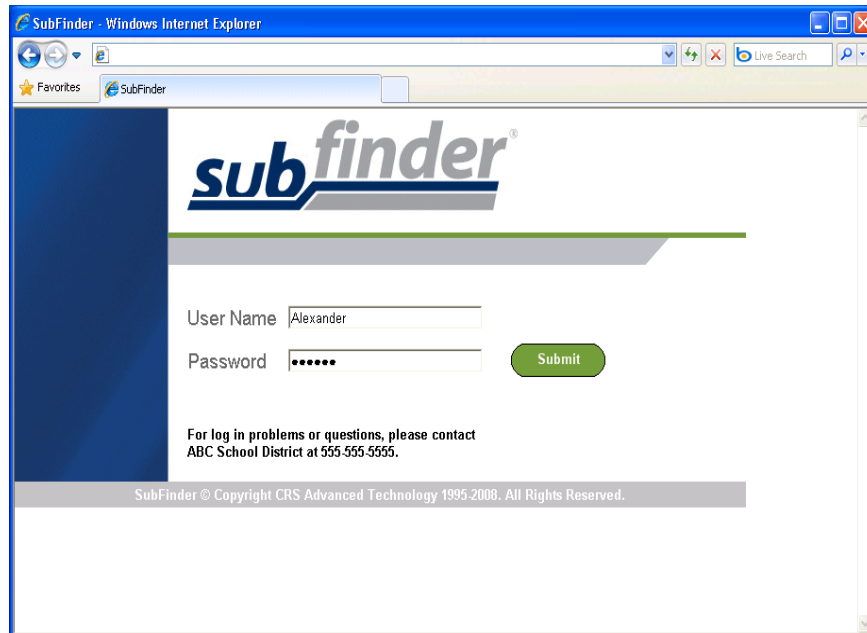


### SubFinder Web Addresses:

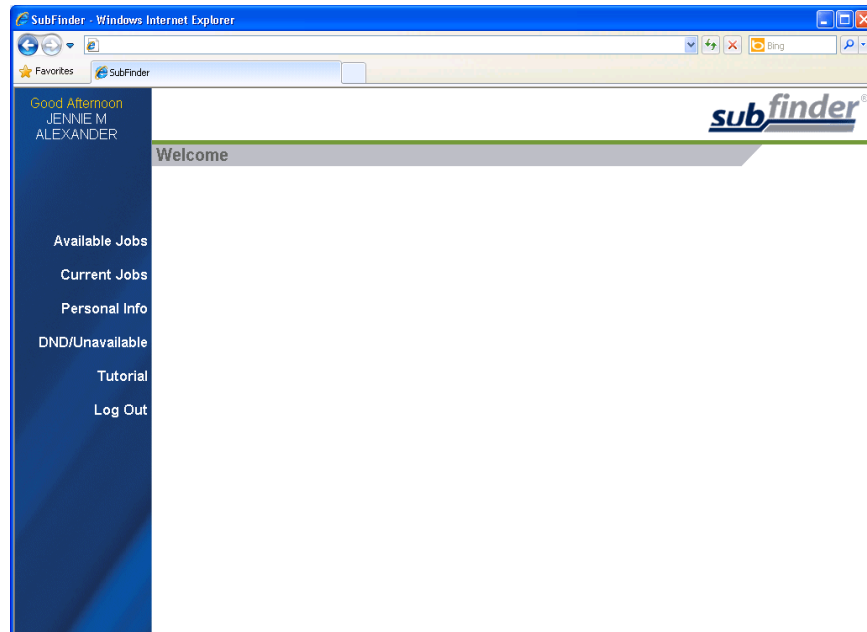
Information Page: <http:\\sweetwaterschools.org\\subfinderinfo>  
Login Page: <https:\\subfinder.sweetwaterschools.org>

## System Access

To access SubFinder, simply enter your last name in the **User Name** field and your PIN in the **Password** field and click **Submit**.



The opening screen will appear. On the left side of the screen are the buttons that give you access to various options. These include **Available Jobs**, **Current Jobs**, **Personal Info**, **DND/Unavailable**, **Tutorial**, and **Log Out**.



## Available Jobs

To view available jobs, click **Available Jobs**. SubFinder will display a list of all available jobs for which you qualify. If you have been specifically requested for one or more jobs, those jobs will appear first within the grid. If you are interested in a job, click **Select** in the Job ID column.

SubFinder - Windows Internet Explorer

Good Afternoon  
JENNIE M  
ALEXANDER

subfinder®

### Available Jobs

(A)- Employee's Schedule (S)- Same Times Every Day  
Click on Job ID to select job

| Locked | Job ID  | Employee             | Position                        | Site                           | Description   |
|--------|---|----------------------|---------------------------------|--------------------------------|---|
|        | <b>You have been requested for the following jobs</b> |                      |                                 |                                |   |
|        | Select  | ABI-SAAB,<br>PATRICE | Media Specialist<br>(Librarian) | General Stanford<br>Elementary | 5/4/2010 at 8:00AM until 5/4/2010 at<br>3:10PM (A)  |
|        | <b>Available Jobs</b>                                 |                      |                                 |                                |   |
|        | Select  | ADAMS, ANN P.        | Fifth Grade Teacher             | Greenwood Elementary<br>School | 4/30/2010 at 7:30AM until 4/30/2010 at<br>3:15PM (A)<br>(This job includes an itinerant schedule) |

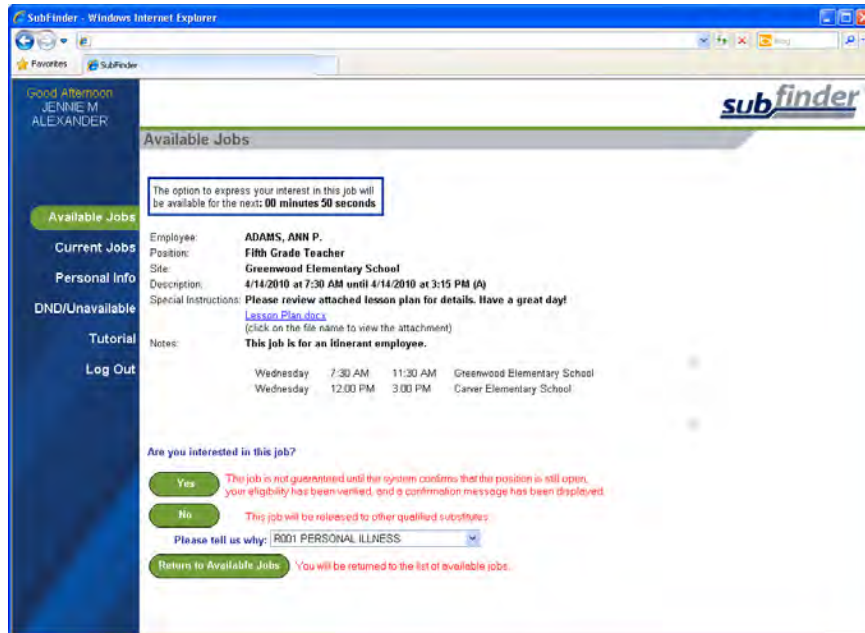
NOTE: 'Locked' indicates that the job is currently being accessed by another user/process. Use the Available Jobs button to refresh the list and monitor changes to the 'lock' status of job.

Once a job has been selected, you will be notified of the amount of time you have to express interest in the job. Once the allotted time has expired, you will receive a message stating that system did not receive a response and you are able to select the job again if still available.

SubFinder will offer additional details related to the job. If Special Instructions were entered, they will either be shown on this screen or a message will be displayed instructing you to call SubFinder to hear them. Site directions (if available) can be accessed by clicking the Site Directions hyperlink. If the employee works at multiple sites, their itinerant schedule will be displayed.

Depending on the specific job, you will be offered up to three options: **Yes**, **No**, or **Return to Available Jobs**. Simply choose the one you desire.

- **Yes:** Indicates that you are willing to fulfill this job request and will be placed in the job once the system confirms that the position is still open, your eligibility has been verified, and a confirmation message has been displayed.
- **No:** If you are requested, **No** Indicates that you are not interested in this job. SubFinder will not offer this specific job to you again and will release the job to other qualified substitutes. If you have not been requested, **No** Indicates that you will be returned to the current list of available jobs.
- **Return to Available Jobs:** Will return you to the current list of available jobs.



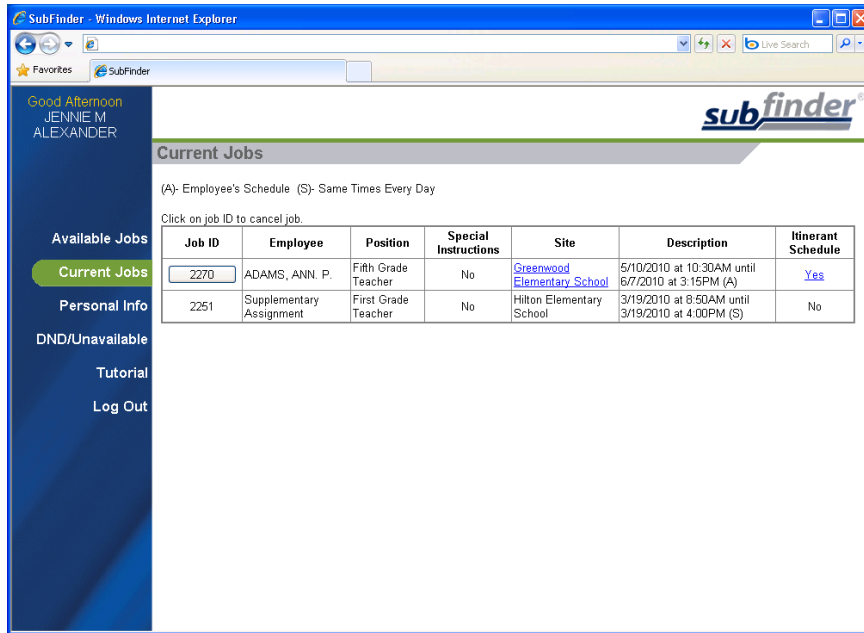
If you indicate you are willing to fulfill a job request, SubFinder will display a message indicating success, provide you with the job number, and list any remaining jobs for which you are qualified to work. Remember to write down the job number for future reference.



## Current Jobs

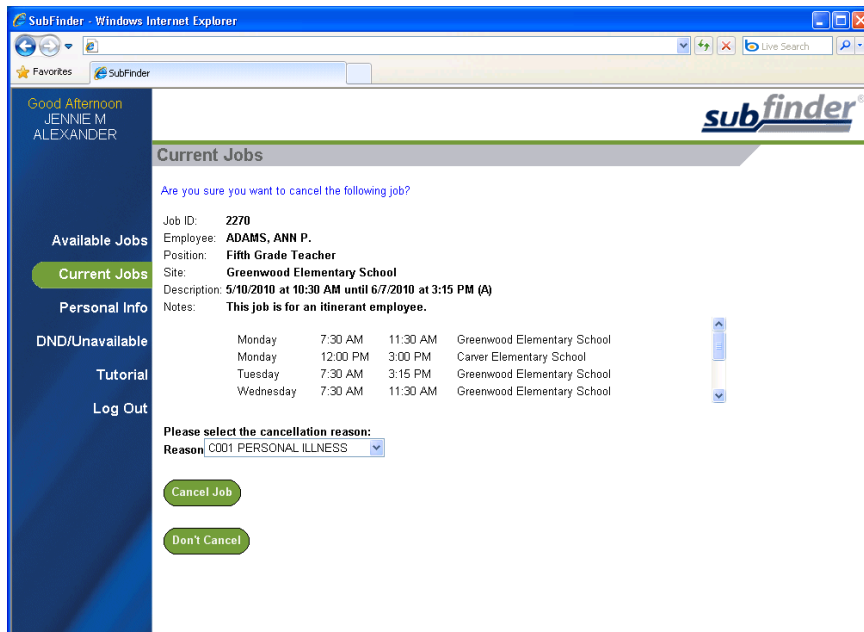
To view your current assignments, click **Current Jobs**. SubFinder will display all of your jobs in descending order based on the start date/time. Information displayed will include the Job ID, the employee for whom you will substitute for, the position, the site, and the dates and times of the job.

If Special Instructions, Site Directions or an Itinerant Schedule is available for a particular job, they can be accessed by clicking the hyperlink in the appropriate column.



## Canceling a Job

If you need to cancel a future job, click the button in the Job ID column. SubFinder will display the details of the job and ask you to verify that you do wish to cancel the job. You may also be asked to provide a reason for the cancellation. To proceed, click **Cancel Job**. If you do not wish to cancel the job, click **Don't Cancel**.



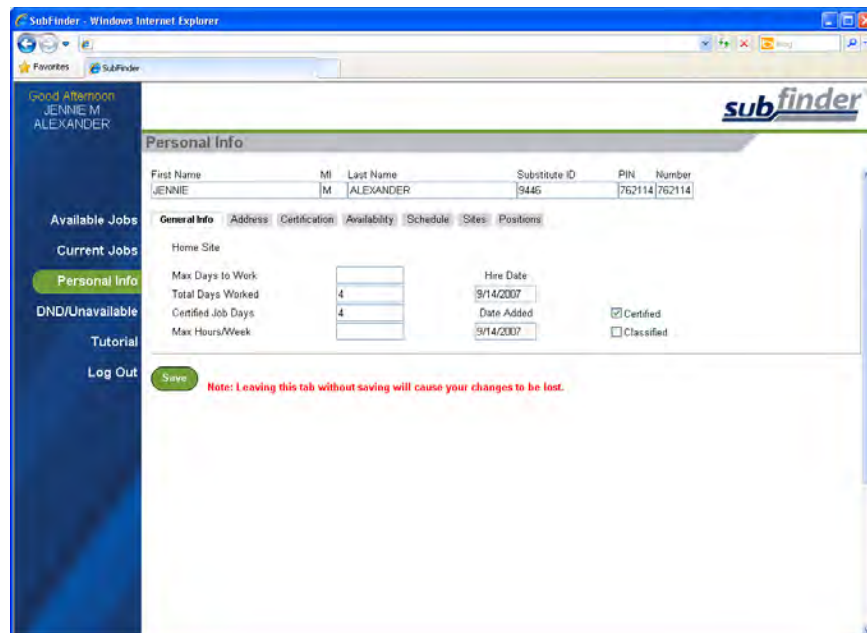
## Personal Information

To review your personal information, click **Personal Info**. A screen will appear that includes your Name, SubFinder-assigned ID Number, PIN, and Employee Number along with several tabs – General Info, Address, Certifications, Availability, Schedule, Sites, and Positions.

Depending on the permissions established by your district, you may be able to edit the name and PIN fields.

## General Information

The General Information tab displays your Home Site, Max Days to Work, Total Days Worked (for the current school year), Certified Job Days (for the current school year), Max Hours/Week, Hire Date, Date Added (the date you were added to the SubFinder system), and Certified/Classified status. This information can only be viewed; you cannot make any changes.



| First Name | MI | Last Name | Substitute ID | PIN    | Number |
|------------|----|-----------|---------------|--------|--------|
| JENNIE     | M  | ALEXANDER | 9446          | 762114 | 762114 |

| Home Site | Hire Date |
|-----------|-----------|
|           | 9/14/2007 |

| Total Days Worked | Certified Job Days | Date Added | Certified                           | Classified               |
|-------------------|--------------------|------------|-------------------------------------|--------------------------|
| 4                 | 4                  | 9/14/2007  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

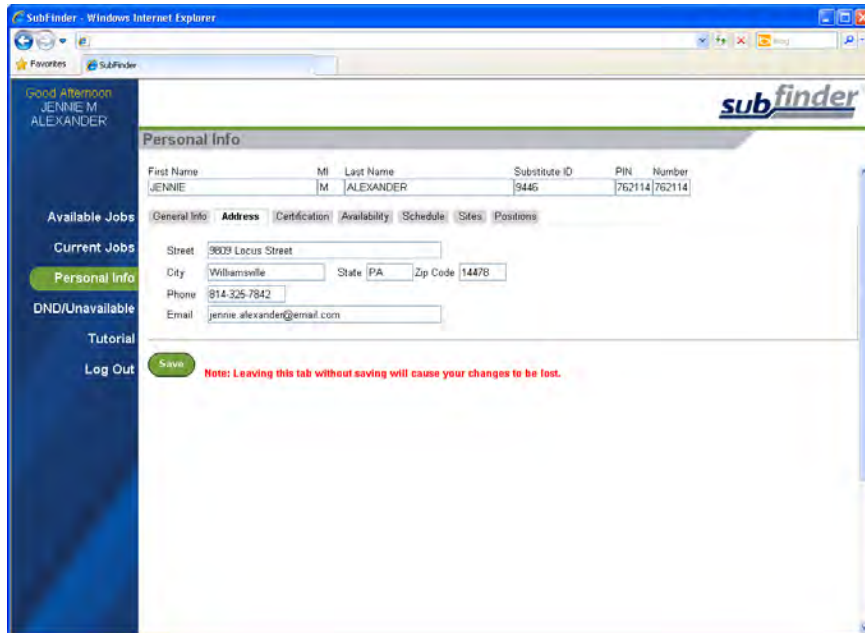
**Save** Note: Leaving this tab without saving will cause your changes to be lost.

## Address

The Address tab displays your address, telephone number, and email. Depending on the permissions established by your district, you may be able to edit the address, telephone number, and email fields.

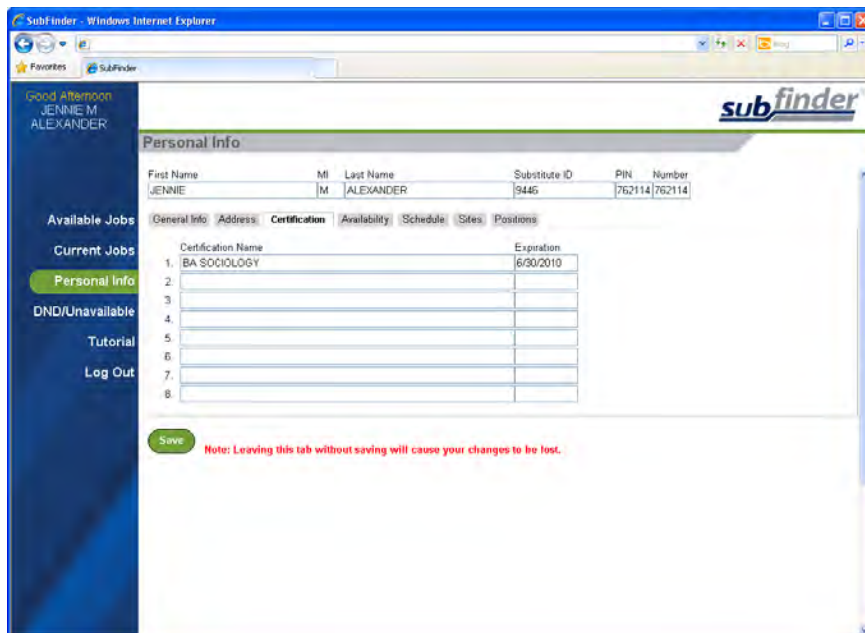
Your organization may choose to send you, as a substitute, email notifications regarding the status of your jobs. These notifications may be sent anytime you have been prearranged for an assignment, placed in one from a permanent substitute list, or if an assignment you previously agreed to work is cancelled. Your central SubFinder operator will be able to tell you if they are using the email notifications feature.

**NOTE:** If the district allows you to edit your telephone number, it is very important that you keep the information up-to-date or you will not receive calls from SubFinder. If the change is permanent, you must still follow the appropriate procedures required by the district to make changes to personal information.



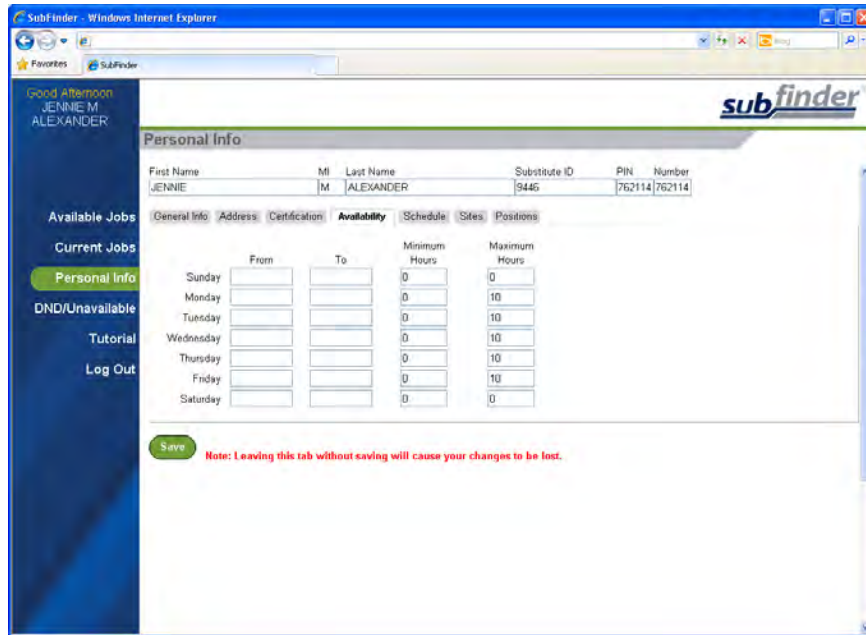
## Certification

The Certification tab displays any certifications you hold and their expiration dates. This information can only be viewed; you cannot make any changes.



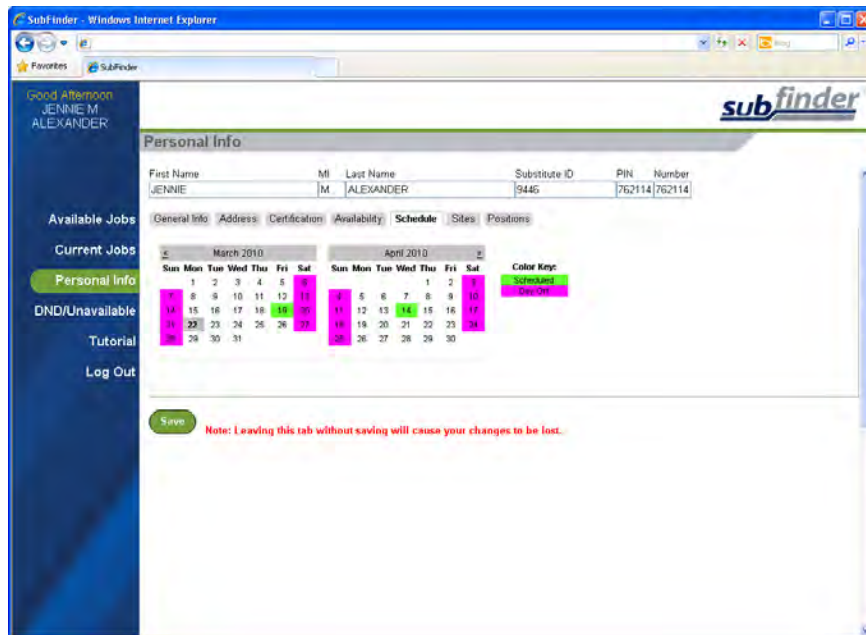
## Availability

The Availability tab displays your availability on a daily basis, Sunday through Saturday, and this information will have a direct affect on what jobs SubFinder can offer to you, Depending on the permissions established by your district, you may be able to edit the From, To, Minimum Hours and Maximum Hours fields.



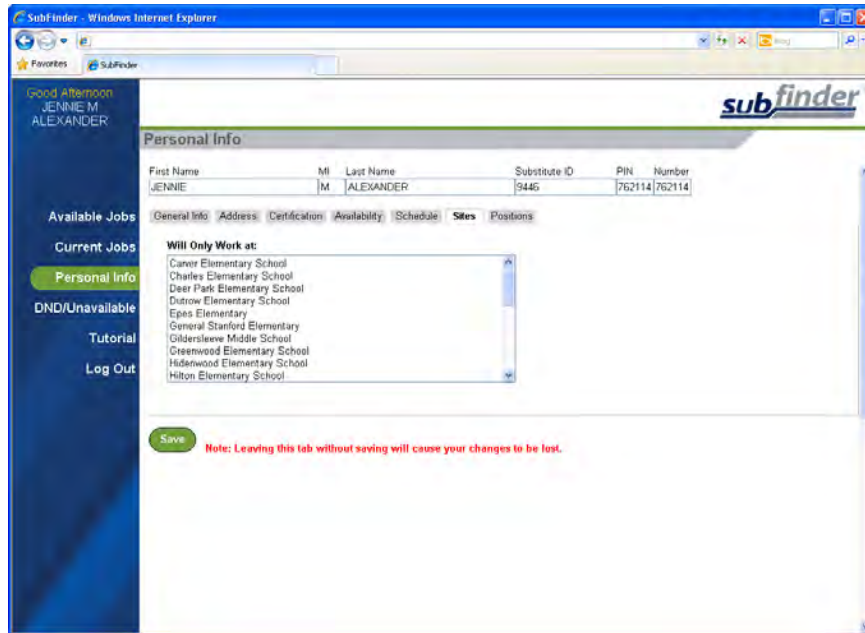
## Schedule

The Schedule tab displays your schedule in an easy to view format. Scheduled days to work will be in green and days off will be in pink.



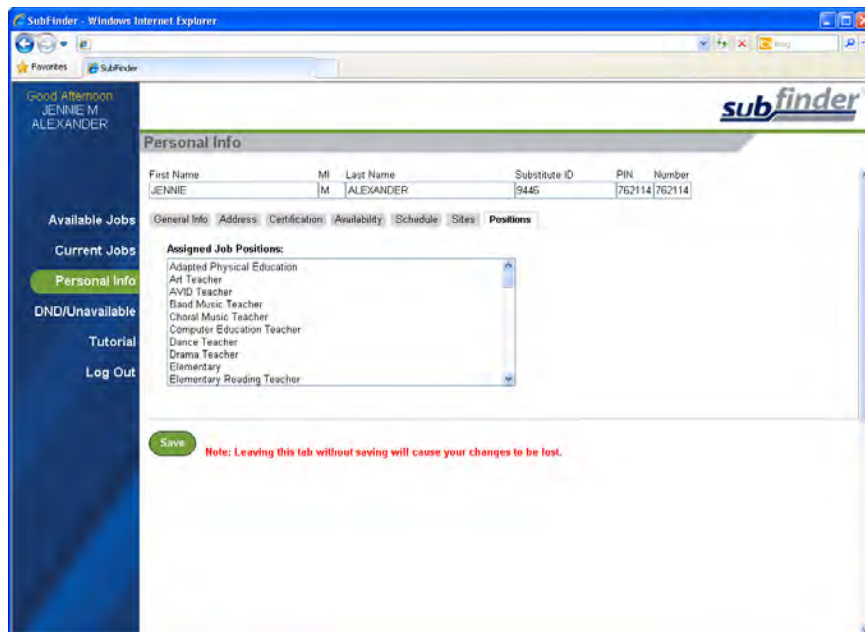
## Sites

The Sites tab displays a list of the sites where you are (or are not) willing to work. This information can only be viewed; you cannot make any changes.



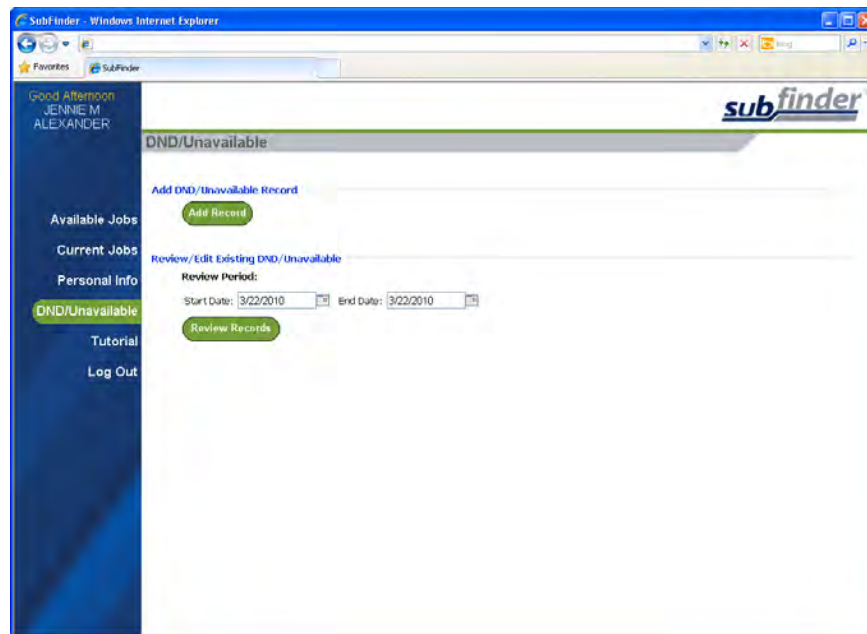
## Positions

The Positions tab displays a list of the job positions which have been assigned to you. This information can only be viewed; you cannot make any changes.



## DND/Unavailable

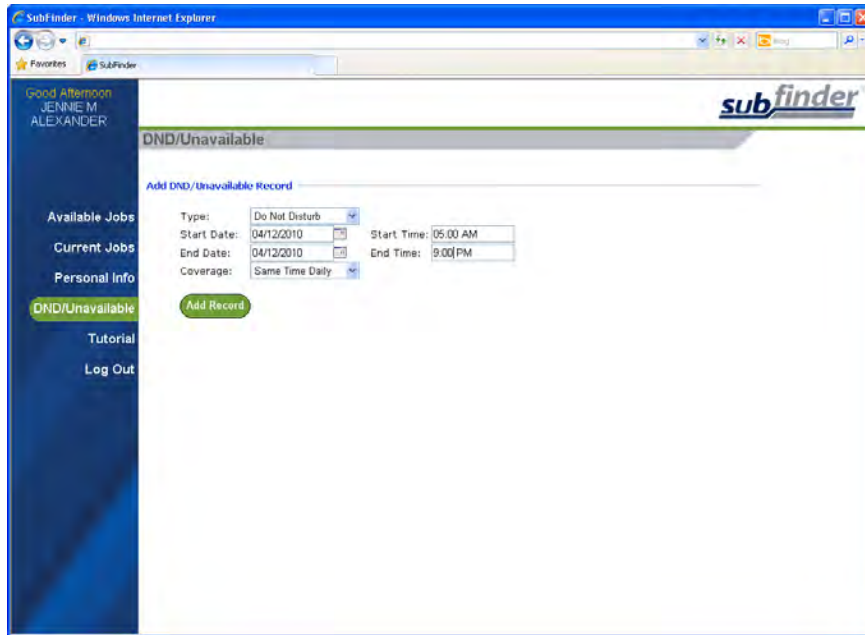
To manage your Do Not Disturb and Unavailable records, click **DND/Unavailable**. SubFinder will provide you with the options to add a new record and review/edit existing records.



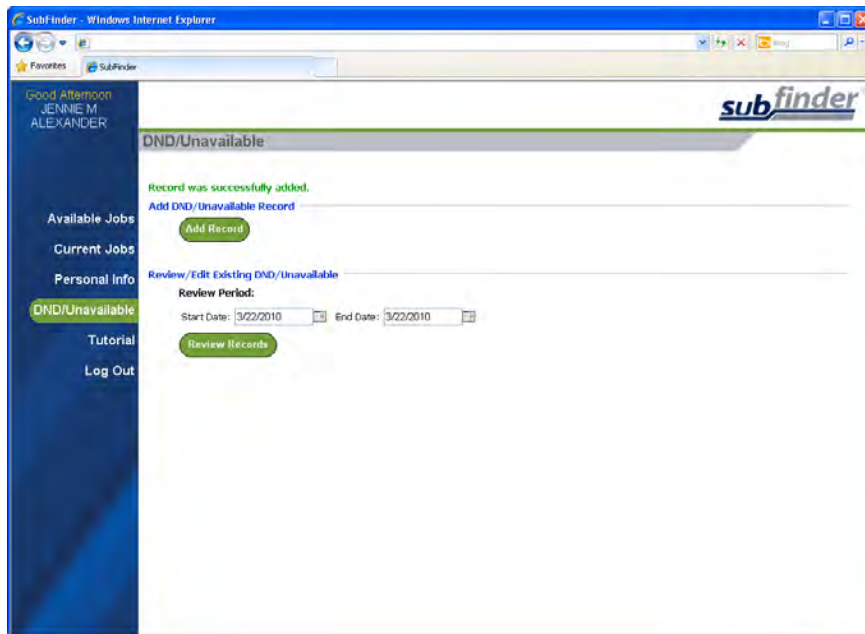
## Adding a Record

To add a new event, click **Add Record**, SubFinder will display the Add DND/Unavailable Record screen.

**DND** and **Unavailable** records can be added for a portion of a day, a single day, or a date range. Furthermore, when specifying a date range, you can add a record for the same times every day (i.e. 5:00 am until 6:30 am) or indicate that the record should cover the entire period. Simply enter the Type, Start and End Dates and Time, and the Coverage.

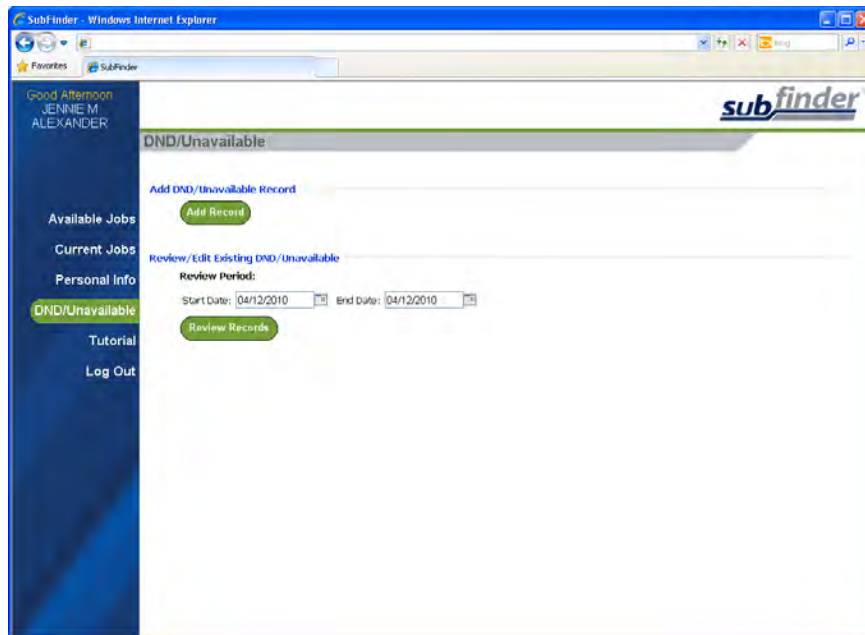


Click **Add Record** to save the record and return to the initial DND/Unavailable screen with a message indicating success.

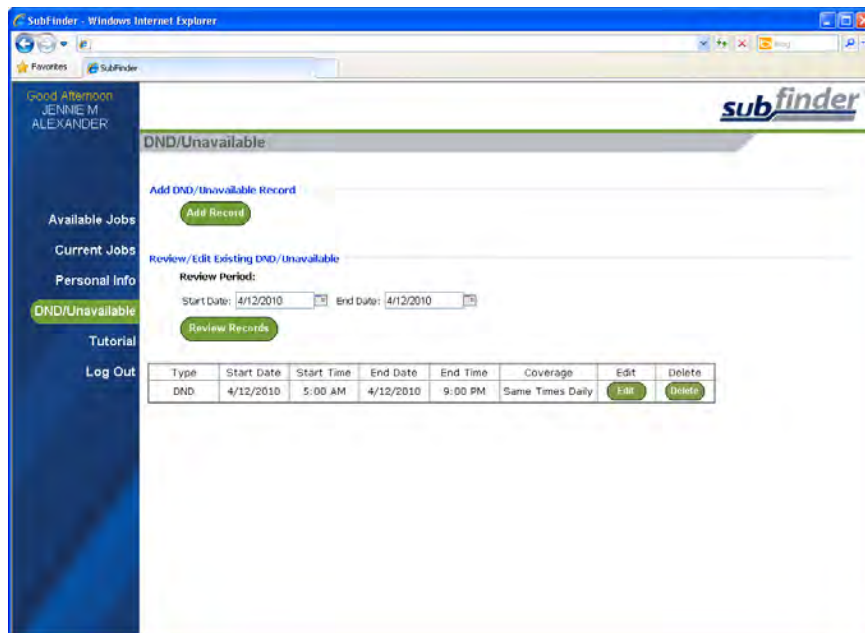


## Reviewing/Editing Records

You can also review any DND or Unavailable records that have already been entered. To review records, enter the Start and End Dates and click **Review Records**.

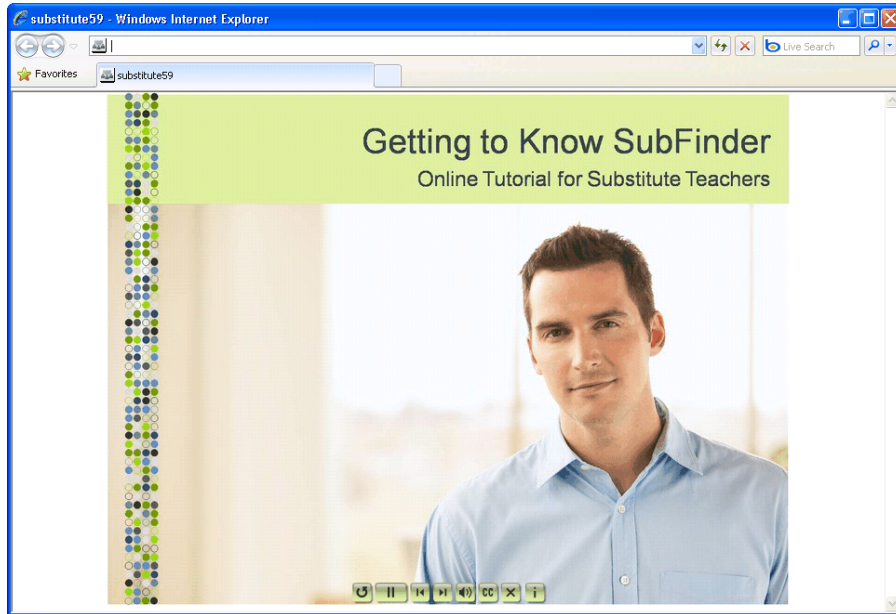


A screen will appear with any DND or Unavailable records for the specified date range. Depending upon the dates and time for each record, you may be able to edit and/or delete the entry by clicking on the appropriate record's **Edit** or **Delete** button.



## Tutorial

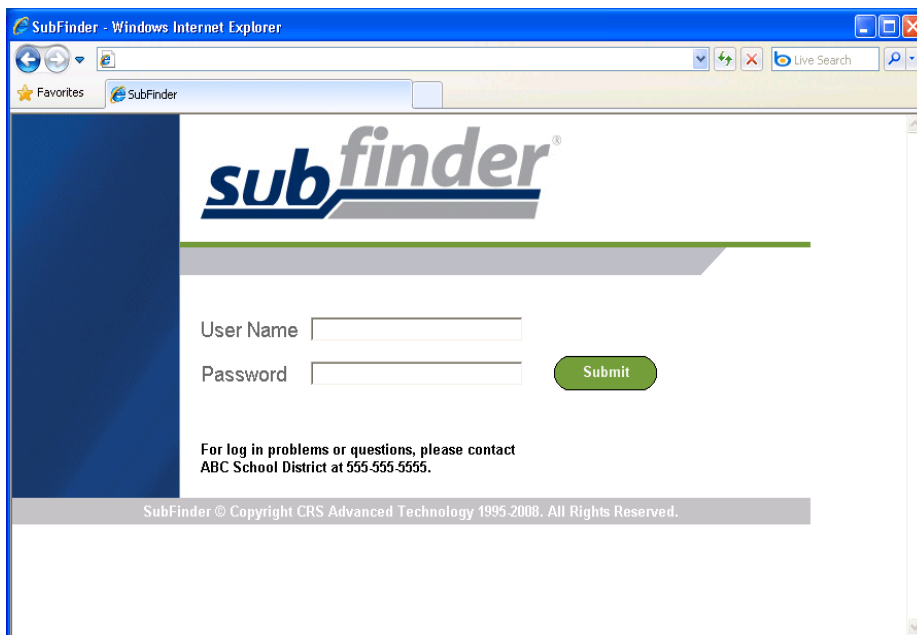
Click on **Tutorial** to begin an online video guide for SubFinder. The online video will open in a new browser window.



The video will begin playing when the screen opens and it finishes loading. It will play through the guide automatically until the end. Simply click on the “x” at the top of the screen to close the video.

## Log Out

When you are ready to leave SubFinder, click **Log Out**. You will return to the SubFinder Log In screen.







## **Appendix IV:**

### **Online Pay Stub**

Employees who have set up a direct deposit with their financial institution no longer receive paper copies of their pay stubs but instead are able to access their paystubs online.

Online Pay Stub or OPS lets you view, save, or print a copy of your pay stub from any computer connected to the internet. It uses the highest level of encryption security currently available to ensure the safety of your personal information.

In order to register you will need a pay check which will include your payroll employee id number along with the issue date of the check and the warrant (check) number. Just click on the link below to get started with your tutorial on accessing your pay stubs:

<http://www.sweetwaterschools.org/paystubs>