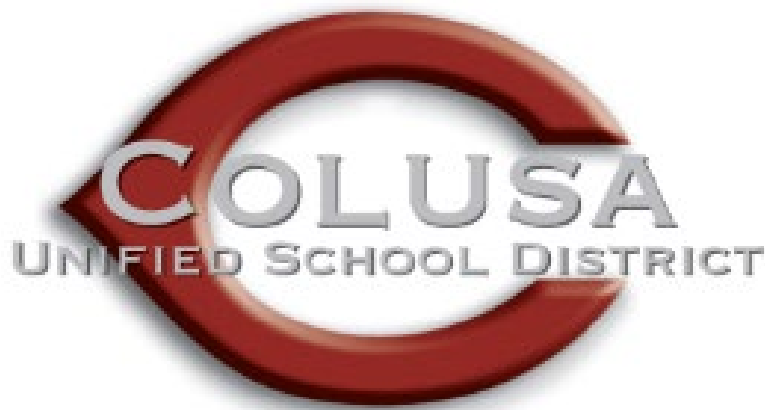


Colusa Unified School District



Substitute Teacher Handbook 2026 – 2027

SCHOOL TELEPHONE NUMBERS

BURCHFIELD PRIMARY SCHOOL (TK-3)

400 Fremont Street, Colusa, CA 95932 (530) 458-5853

FAX: (530) 458-8874

Victoria Wilson - Principal

EGLING MIDDLE SCHOOL (4-8)

813 Webster Street, Colusa, CA 95932 (530) 458-7631

FAX: (530) 458-8107

Erika Lemenager - Principal

COLUSA HIGH SCHOOL (9-12)

901 Colus Avenue, Colusa, CA 95932 (530) 458-2156

FAX: (530) 458-5783

Richard Giovannoni - Principal

COLUSA ALTERNATIVE HIGH SCHOOL (9-12)

901 Colus Avenue, Colusa, CA 95932 (530) 458-2156

FAX: (530) 458-5783

Richard Giovannoni - Principal

COLUSA ALTERNATIVE HOME SCHOOL (K-12)

745 10th Street, Colusa, CA 95932 (530) 458-7631

FAX: (530) 458-8107

Erika Lemenager – Principal

School Calendar and Daily Schedules School Year 2026-2027

Academic Calendar: [2026-27 Academic Calendar](#)

Burchfield Primary School – [BPS Daily Schedule](#)

Egling Middle School/Colusa Alternative Home School – [EMS Daily Schedule](#)

Colusa High School/Colusa Alternative High School – [CHS/CAHS Daily Schedule](#)

INTRODUCTION

The Colusa Unified School District serves roughly 1,500 students. The District serves pupils in grades transitional kindergarten through twelfth grade in one (1) elementary school, one (1) middle school, one (1) high school, one (1) alternative high school, and one (1) independent home school program.

The staff is comprised of approximately 175 certificated, classified and management employees.

Colusa Unified School District's educational programs are designed to be flexible enough to meet the individual needs of students, yet structured enough to offer basic skills competency to every student. An introduction to the basics is offered in kindergarten, focusing on "readiness" activities in mathematics and reading. Sharing and social experiences are all part of the early years in school, along with science, health, art, and music. In the primary and elementary grades, heavy emphasis is placed on reading, comprehension, math, spelling, and social science. In middle and upper grades, instruction in the basics is continued, with the schools also offering electives in foreign language, science, home economics, music, fine arts, and other subjects.

The Board of Education and employees of the Colusa Unified School District are proud of the educational program provided the pupils of our school district. You, as a substitute teacher, are a very necessary part of that program when you provide the continuity of instruction in the absence of the classroom teacher.

We hope this booklet, along with the specific guidelines from each school, will help to ensure your success as a substitute teacher in our schools. If you find that your concerns are not answered in the materials provided, please inquire at the school site or District Office for further assistance.

It is our intent to provide you with the necessary support to maintain and improve your skills as a teacher, as well as improve the quality of the programs we offer. Best wishes for success as a substitute teacher.

Contact Us

**Colusa Unified School District 745 10th Street
Colusa, CA 95932 Website: <https://www.colusa.k12.ca.us/>**

SUBSTITUTE TEACHER EMPLOYMENT REQUIREMENTS

All applicants for substitute teacher must complete the following steps in order to be invited to our hiring/orientation meeting:

- Application process through colusacountysubs.net which will include the following:
 - An EdJoin Application
 - A valid credential or a 30-Day Sub Permit
 - Complete a mandated reporter course (online)
 - Complete the STEDI course (online)
 - Complete the Colusa County Office of Education Substitute Consortium livescan fingerprinting process
 - Verification of a recent tuberculin test/Risk Assessment (Individuals may have this done at the medical provider of their choice)
 - Attending the Colusa County Office of Education Substitute Consortium Orientation.

Once you have completed the application process, your application will be screened by the Colusa County Office of Education Substitute Consortium. If you are selected to proceed with the hiring/orientation process, you will receive an invitation via email.

MINIMUM REQUIREMENT:

The Colusa Unified School District strives to build positive working relationships with our substitutes who are an integral part of our campus community. Consistency directly benefits the students we serve. As a result, the Colusa Unified School District strives for substitute teachers to work a minimum of ten (10) days per year. If, by the end of the school year, you have not worked ten (10) days, we may terminate your employment.

COLUSA COUNTY OFFICE OF EDUCATION SUBSTITUTE CONSORTIUM COLUSA COUNTY OFFICE OF EDUCATION

345 5th Street
Colusa, CA. 95932
(530) 458-0350

website: <https://www.ccoe.net>

Hours of Operation

Monday through Friday – 8:00 a.m. to 4:00 p.m.

COMMISSION ON TEACHER CREDENTIALING

P.O. Box 944270 Sacramento, CA 94244-2700

Phone: 916-445-7254

website: <http://www.ctc.ca.gov> Email: credentials@ctc.ca.gov

JOB ASSIGNMENT PROCESS

The District uses the Frontline Education Absence Management (FEAM) system to place substitute teachers in jobs via an integrated telephone and internet system. FEAM online can be accessed 24 hours/7 days a week by logging in at www.frontlinek12.com/aesop. This will give you access to:

- Find and accept available jobs
- View your schedule
- Remove yourself from an accepted job
- Manage your call times
- Manage your availability
- Change your personal data

The FEAM phone system calls out to fill jobs per the following schedule:

	<u>Current Day's Jobs</u>	<u>Future Jobs</u>
Weekdays	5:30 am	3:00 pm - 9:00 pm
Saturday	No calls	
Sunday		3:00 pm - 9:00 pm

Important Things to Note:

- The phone number that appears on Caller ID is 800-942-3767
- Please say "hello" in order for FEAM to begin the phone call
- Do not hang up on FEAM. If you do, the system will not call again for another hour
- The FEAM phone system will NOT leave a message and will continue to call other substitutes until a substitute has been assigned
- The system does not call in the morning for future jobs

When FEAM offers you an assignment, you will be given the following information:

- Teacher's name
- School name
- Grade or subject
- Reporting time
- Personalized message from the teacher (online)
- Confirmation number (please make a note of this number and bring it with you to your assignment)

In the event you are called in the morning and will arrive after the designated start time, accept the assignment and IMMEDIATELY call the school to report your estimated time of arrival. The FEAM phone system can receive calls 24 hours a day. You may call the system at any time to:

- Change your name recording
- Change your PIN
- Change your phone number
- Listen to unassigned jobs you are entitled to hear
- Review your assignment

Substitutes can job shop twenty-four hours a day, seven days a week. Once you have accepted an assignment, if you need to cancel for any reason, you must do so a minimum of one hour prior to the start time of the assignment. If you try to cancel less than one hour prior to the start time, you will be instructed to call Human Resources. Each absence is assigned a confirmation number.

When you accept an assignment, you will receive the same confirmation number. Make sure you make a note of this number. Jobs must be accessed by confirmation number for review or cancellation. Also, if two substitutes show up for one assignment, the substitute with the confirmation number is the one that will stay and get paid for the day.

When you are job shopping or receiving calls, you will hear the name of the teacher, school, hours of assignment, grade level, etc. If you hear "supplemental employee" for an assignment, this means that the position is a rover or extra person for the day. You may be working for several teachers throughout the day or working on a special assignment.

MULTIPLE DAY ASSIGNMENTS It is VERY IMPORTANT that you listen carefully to FEAM when it calls you for an assignment. This is especially important when FEAM gives you a Multiple Day Assignment. FEAM will only tell you that the job starts on (START DATE) and (START TIME) and ends on (END DATE) and (END TIME). If you do not listen carefully, you may inadvertently accept a job for several days, and think it's only for the one day you heard (either the start date or end date.)

REPORTING AN ABSENCE If you have accepted a multiple day assignment, and after starting in the assignment become ill or are unable to come in on one of the assigned dates, you must contact the school site at the number listed on page #2 of this document. They will be able to take you out of the assignment for the day. FEAM will then split the job and get a new substitute for that one day. YOU will remain in the position for the remaining days of the assignment. FEAM will create a new job #. Be sure to jot down the NEW job number for future reference.

We ask that you do not follow this procedure when your job is only for 2 or 3 days and you have not yet started the assignment. In fairness to the students, and to allow continuity in the classroom, we prefer to get a new substitute for the entire absence. (If you have already started the assignment, contacting the school site is the only way to get someone else for the rest of the job.)

LATE ASSIGNMENTS On occasion, it is necessary to call upon our substitute teachers for late assignments. If you are called late for an assignment, you will be paid for the entire assignment if you arrive within thirty (30) minutes of the class start time.

ERROR IN ASSIGNMENT In the event a mistake is made in calling a substitute teacher unnecessarily to an assignment, the substitute may select one of two options:

- Choose to go home and receive no pay for the day, or

- Choose to remain at the school and work in any assigned position, including clerical work, and be paid A minimum of three (3) hours at the substitute hourly rate of pay.

If you have any questions please feel free to contact Human Resources at (530) 458-7791 or email to cusdbusiness@colusa.k12.ca.us.

SUBSTITUTE TEACHING - BASIC INFORMATION

PHILOSOPHY When the regular teacher is absent, the substitute teacher's service to students and staff is essential. Attitude and effort are the greatest factors in making substituting a positive, rewarding experience. Success can be achieved by doing an excellent job, thus proving ability, and by communicating and obtaining feedback for self-improvement.

REPORT/DISMISSAL TIME Job start time is 30 minutes prior to school start time and please plan on staying until all grade levels are dismissed--regardless of the time your class is dismissed.

CHECKING IN AND OUT Report to the office to sign in. You will be given keys and a substitute folder or told where to locate one. At the end of the day, report to the office and turn in keys, etc.

FIRST ASSIGNMENT AT EACH SITE Take a few minutes to look over the procedures for discipline, earthquake, fire drill, etc. If you have any questions regarding these matters, please seek assistance or clarification from the site front office.

COMPLAINTS The primary complaints we receive regarding substitute teachers are:

- not arriving prior to start time;
- not following lesson plans;
- not leaving teacher a note as to what was or was not accomplished;
- lack of discipline--too much noise (classroom management);
- lack of confidentiality; and
- not straightening up the room at the end of the day.

LONG-TERM SUBSTITUTE In the event that a classroom teacher will be absent for longer than 20 days, and the beginning and ending dates of the absence are known at the time of initial appointment, there are provisions for hiring the substitute on a long-term basis.

RATE OF PAY:

- \$200.00 – Full Day w/ Substitute Permit / Preliminary Credential
- \$340.84 – Full Day w/ Clear Credential
- \$340.84 – Long-term (on the 11 of day-same assignment)
- \$340.84 – planned long-term (assignment deemed as a long-term position)
- Break in consecutive days will not reset the calendar for a position identified as a planned long-term position.
- Retired employee: Rate of pay when they last worked for the Colusa Unified School District (EdCode 24214.b)

KEEPING YOUR STATUS CURRENT It is important to maintain current personal information in the

Frontline System. It is equally important that the Human Resources be informed of changes in status. Email CUSD Business, if the following occur:

- permanent change of address or telephone number;
- acceptance of a long-term assignment in another district;
- wish to be temporarily or permanently removed from the list; or
- any change in status that will affect your return in September.

SUBSTITUTE TEACHING ADDITIONAL PAY INFORMATION

WORK RECORD It is extremely important that substitutes sign in at the beginning of each assignment by reporting to the front office. Site administrative assistants are the key point of contact. Site attendance clerks are the point of contact in the event that the administrative assistant is not available.

PAYROLL DATES The pay date for substitute teachers is on/or around the 10th of the month and again on the last working day of the month. The current payroll schedule is posted to the District's website located [here](#). NOTE: If you have direct deposit, a paycheck stub will not be printed.

See Appendix A, Substitute Paperwork Requirement at the end of this document.

PAY BASIS In accordance with District practice, substitute teachers will be paid for a minimum day if they work three (4.5) hours or less (hourly rate x 4.5). For each hour worked beyond the minimum day, they will be paid on an hourly basis. In order to be paid for the full day, a substitute must work the teaching day required by the District, which is six (6) hours.

PAYROLL DEDUCTIONS Substitute teachers are subject to payroll deductions required by law. This includes Federal Withholding Tax, California State Income Tax, Medicare Tax, and retirement. Substitute teachers who are members of the California State Teachers' Retirement System (STRS) will pay into this program. Those who are not members may elect to join by completing the application forms available in Human Resources.

EMPLOYEE INFORMATION SYSTEM (Escape) Direct Deposit/Net check paycheck stubs for employees and substitutes are no longer being printed/distributed. You may view and/or print your paycheck stub through the Colusa Unified School District's Employee Portal from any computer. The employee portal can be accessed at www.colusaportal.xcoe.online/#/login.

If you are a first-time user, you will be required to register by clicking on the Register User link. You will need your employee ID number.

PAID SICK LEAVE An employee who, on or after July 1, 2015, works in California for 30 or more days within a year from the beginning of employment is entitled to paid sick leave. Paid sick leave accrues at the rate of one hour per every 30 hours worked, paid at the employee's regular wage rate. Accrued sick leave is paid as earned.

SAFETY The Colusa Unified School District holds student and staff safety of utmost importance. It is essential that as an employee of the District, you are aware that state law requires you to remain at your work site should a disaster occur. An administrator will release staff when the time is appropriate. It is also your responsibility as a school employee to report any suspicious persons or activity witnessed while on assignment.

MANDATED REPORTER As an employee of the Colusa Unified School District you are a mandated reporter and required by California Penal Code 11166 (2010) to report in your professional capacity or within the scope of your employment, any knowledge, observation, or reasonable suspicion that a child you have encountered has been the victim of child abuse or neglect. As a mandated reporter, you shall make an initial report immediately or as soon as is practicably possible by telephone and shall prepare and send, fax, or electronically transmit a written follow-up report thereof within 36 hours of receiving the information concerning the incident. You may include with the report any non-privileged documentary evidence the mandated reporter possesses relating to the incident.

CELL PHONES & ELECTRONICS Personal cell phone and electronic device usage will generally be discouraged during your substitute teaching assignment; however, always exercise use should an emergency occur in the classroom or on campus. Never photograph or record students at any time, for any reason.

SCHOOL RECORDS School records are confidential and should be treated as such. Individual students, teachers, or school situations should not be discussed in other schools or with people other than the professional employees at that particular school.

SOUND JUDGMENT As an employee of the Colusa Unified School District, you are expected to practice sound judgment in all situations. For your safety and the safety of students, you should never be in a classroom alone with a student. If a situation arises where you are unsure of what action to take, contact an administrator on the campus.

SUBSTITUTE WELFARE Workers' Compensation: Substitute teachers are entitled to Workers' Compensation benefits if an injury is sustained on the job. Work injuries must be reported to your supervisor AND to Company Nurse immediately. If the injury is life threatening, please call 9-1-1. If the injury is non-life-threatening, please call Company Nurse prior to seeking treatment. Minor injuries should be reported prior to leaving the job site.

Company Nurse: 1-877-518-6709, Search Code: TCSIG; or online at [COMPANY NURSE](#)

Substitutes should arrive at the building one-half hour before classes begin. If you receive a late call, please call the school office and let them know you were just called and approximately what time you will be reporting for duty.

Substitutes must report to the office upon arrival at the school before going to the classroom to: (1) inform the school that they have arrived and obtain a site badge or ID; and (2) obtain information about the assignment and school procedures, yard duty assignments for the day if applicable, notation of any particular bulletins for the day, etc.

The success of the substitute's teaching day depends on establishing a good relationship with the students. The following suggestions will help to build a pleasant working situation in the classroom:

- students respond well to a warm attitude. It is important to establish a positive, but firm relationship at the beginning of the day. Using criticism and constant punishment measures are not good techniques;
- plan your day before the students arrive. Try to stay as close to the normal routine and lessons as possible. If students finish assignments early, always assign other activities;
- most classes can be handled with group established standards and techniques. If an individual becomes a problem to the point of preventing others from accomplishing their work or taking a good majority of your time, contact the office for assistance;
- make sure that the physical conditions of the room are conducive to good learning. Check the lighting, ventilation and temperature for comfortable levels; and
- school principal should approve all notes sent home to parents. Pupils should not be kept in from recess or physical education as a means of discipline, nor should any form of corporal punishment be administered. Check in the school handbook or with the principal for specific practices of the school.
- The District supports the maintenance of good standards in the classroom as well as the rights of pupils. The use of your good judgment in meeting the demands of the classroom is greatly appreciated and will receive strong support.

INSTRUCTION The regular teacher will have provided lesson plans. If, for some reason, plans are not available, the principal should be informed. Lesson plans should be adhered to as much as possible.

It is a good idea to have some plans and activities of your own that you can use if there are none from the regular teacher, or if the class covers the material assigned before the end of the day. Other teachers in the same grade level or subject area can be helpful if additional ideas are needed.

END-OF-DAY PROCEDURES

Classroom

- Reference books, teacher guides, seating charts, attendance rolls, etc., are to be returned to the place where the regular teacher had them before you leave for the day. The room should be left in good condition at the end of the day.
- Classroom lights must be turned off and classroom door(s) locked.
- If possible, all written work assigned and completed by the students should be corrected. Every effort should be made to complete routine end-of-day-activities.
- A brief note should be left for the regular teacher explaining what was accomplished. Any other comments are also welcome. Many principals have a form to be completed by the substitute that can be given to the regular teacher.
- If problems are encountered, please feel free to discuss them with the principal (or other designated administrator).

Reporting to the Office after School

- Substitute teachers are to remain on campus until all grade levels are dismissed, regardless of the time their class is dismissed, if in an all-day assignment. Before leaving school, the substitute teacher must report to the school office, again, to turn in the keys and check out.
- The administrative assistant and/or attendance clerk will inform the substitute whether or not to return the following day. Substitutes asked to stay in the same assignment because of an extended absence should make every effort to fill the position until the regular teacher returns.
- All substitute teacher assignments are automatically terminated at the end of the last school day of the week, unless other arrangements have been made.
- Any unusual happenings that occur during the day should be reported to the school office.

COMPLAINTS BY SUBSTITUTES

On occasion, problems or concerns may arise while in an assignment. If problems or concerns relate to a particular class or assignment, they should be reported to the principal. Situations that remain unresolved should be reported to the Human Resources.

IN CASE YOU HAVE ANY QUESTIONS, CALL...

Burchfield Primary School - (530) 458-5853

Abel Sandoval, Administrative Assistant, extension 1006

Mary Valdez, Attendance Clerk, extension 1017

Kaylee Cano, Counselor, extension 1003

Pedro Bobadilla, extension 1002

Victoria Wilson, Principal, extension 1001

Egling Middle School/Colusa Alternative Home School – (530) 458-7631

Maria Cervantes, Administrative Assistant, extension 2017

Itzel Alaniz, Attendance Clerk, extension 2006

Rasan Knox, Counselor, extension 2922

Lex Miller, Assistant Principal, extension 2002

Erika Lemenager, Principal, extension 2001

Colusa High School/Colusa Alternative High School - (530) 458-2156

Sham Deras, Administrative Assistant, extension 3006

Christina Barajas, Attendance Clerk, extension 3007

Jessie Proctor, Counselor, extension 3003

Nikole McElwain, Assistant Principal, extension 3002

Richard Giovannoni, Principal, extension 3001

CUSD Business Office / Human Resources – (530-458-7791

Shannon Laux, Business Services/Human Resources Technician III, extension 4101

Christy Avera, Business Services/Human Resources Technician II, extension 4102

Max Ferraiuolo, Business Services/Human Resources Technician II, extension 4103

Scott Lantsberger, Chief Business Official, extension 4101

BOARD POLICIES All Colusa Unified School District staff are expected to be aware of and abide by policies set forth by the Board of Education. You should familiarize yourself with the policies. For Board of Education policies, please refer to <https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=36030601>



Business Services Department

ATTENTION SUBSTITUTE TEACHERS **Paperwork Required for Payroll Purposes**

As a member of the Colusa County Substitute Consortium, you are eligible to substitute for the Colusa Unified School District. It is necessary for all employing districts to have original payroll forms with wet signatures on file. Please complete the following documents and return them to Business Services within 30 days of receipt of this email. Please note that incomplete information or failure to submit the documents will delay the processing of payments to you.

Please use the hyperlink for the following required forms:

- Federal Tax [Form W-4](#) - (1st page only)
- State Tax [Form DE 4](#) - (1st page only)
- U.S. Citizenship and Immigration Services [Form I-9](#)
- CalSTRS Permissive Membership [Form ES 0350](#)
- CalPERS Reciprocal Self-Certification [Form PERS1187](#)
- Social Security Administration [Form SSA-1945](#)

Need copy of the following:

- COVID-19 Vaccination Record
- Current driver's license
- Social Security Card

Forms with original signatures must be mailed or hand-delivered to the following address:

Colusa Unified School District
Attn: Business Services Department
745 Tenth Street
Colusa, CA 95932

Please remember all forms are required to be submitted within 30 days of receipt of this email or future payment to you will be delayed.

**COLUSA UNIFIED SCHOOL DISTRICT
HEALTHY WORKPLACES/HEALTHY FAMILIES ACT OF 2014
PAID SICK LEAVE**

This notice is to inform you that for every 30 hours you work beginning July 1, 2015, you will be paid 1 additional hour that will represent your Paid Sick Leave provided by the Healthy Workplaces/Healthy Families Act of 2014 (AB1522). One hour will be added to the time sheet that accounts for the 30th hour of work on the next regularly scheduled payday.

A copy of Colusa Unified School District Board Policy 4121 that references this ACT is posted on the District's website [here](#).

You will be paid for this benefit as you accrue it. You are expected to work any day you are scheduled for. If, at any time you cancel or do not appear on a workday, you will not be paid for that day. You will only be paid for time actually worked plus the one hour for every 30 hours mentioned above.

Should you have any questions regarding this notice please contact the business department at cusdbusiness@colusa.k12.ca.us or call 530-458-7791 ext 4101 or 4102.