



CERTIFICATED **SUBSTITUTE** HANDBOOK

2026 / 2027

Preparing every student to live their purpose.

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Welcome!

Welcome to the Bonita Unified School District (BUSD) family!

On behalf of the Board of Education and our entire leadership team, I want to extend my deepest gratitude to you for choosing to share your time, talents, and expertise with our students. Whether you are stepping into a classroom in La Verne or San Dimas, please know that you are not just a temporary replacement—you are an essential pillar of our educational community.

Your role as a guest teacher is vital. When our permanent educators are away, you ensure that excellent instruction never pauses and that our high standards for student achievement remain intact. You provide the stability, continuity, and care that allow our students to thrive every single day.

Navigating This Handbook

Our Promise to You: We are fully committed to your success. Our school administrators, office staff, and fellow teachers are always here to guide, assist, and welcome you into their professional spaces.

Thank you for your dedication to the growth and well-being of BUSD students. I wish you a deeply rewarding and successful school year ahead. Thank you for making a difference!



Matt Wien

Superintendent

Vision & Mission



Our Vision

To lead all comprehensive districts in the region in academics, activities, athletics, and the arts.

Our Mission

For the students in our care, and in partnership with the community, we will create a safe, challenging and comprehensive learning environment that will shape character, nurture intellect and build skills for success in an ever-changing world.



Our Core Values

Equity

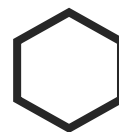
Equity is ensured through individualized support.

Mastery

Mastery is evident through sustained application of skills.

Focus on Results

Focus on results is achieved through an intentional process driven by outcomes.





Our Elementary Schools



Allen
740 East Allen Avenue
San Dimas, CA 91773
(909) 971-8202
Principal: Kaitlyn Trotter
Office Manager: Monica Van Duyne



La Verne Heights
1550 Baseline Road
La Verne, CA 91750
(909) 971-8205
Principal: Nicole Grant
Office Manager: Michelle Tibbetts



Ekstrand
400 North Walnut Avenue
San Dimas, CA 91773
(909) 971-8203
Principal: Kara Duros
Office Manager: Marcia Rodgers



Roynon
2715 E Street
La Verne, CA 91750
(909) 971-8207
Interim Principal: Ray Delgadillo
Office Manager: Miranda Philip



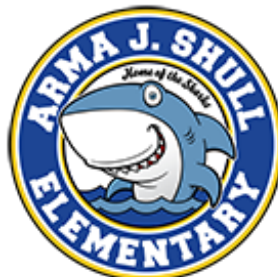
Gladstone
1314 West Gladstone Street
San Dimas, CA 91773
(909) 971-8204
Principal: Phil Heng
Office Manager: Tish Rambaud



Oak Mesa
5200 North Wheeler Avenue
La Verne, CA 91750
(909) 971-8209
Principal: Dr. Christine Mallaly
Office Manager: Kim Saavedra



Grace Miller
1629 Holly Oak Street
La Verne, CA 91750
(909) 971-8206
Principal: Leslie Sandoval
Office Manager: Elba Monker



Shull
825 North Amelia
San Dimas, CA 91773
(909) 971-8208
Principal: Dr. Christine Wilson
Office Manager: Monica Moore



Our Secondary Schools



Lone Hill Middle

700 South Lone Hill Ave

San Dimas, CA 91773

(909) 971-8270

Principal: Orlando Beltran

Office Manager: Melissa Anderson



Ramona Middle

3490 Ramona Avenue

La Verne, CA 91750

(909) 971-8260

Principal: James Ellis

Office Manager: Cyndi Smith



Bonita High

3102 D Street

La Verne, CA 91750

(909) 971-8220

Principal: Kenneth Ritchie

Office Manager: Marina Blyzka



Chaparral - Vista High

121 West Allen Avenue

San Dimas, CA 91773

(909) 971-8240

Principal: Kendra Lewis

Office Manager: Julie Basulto



San Dimas High

800 West Covina Boulevard

San Dimas, CA 91773

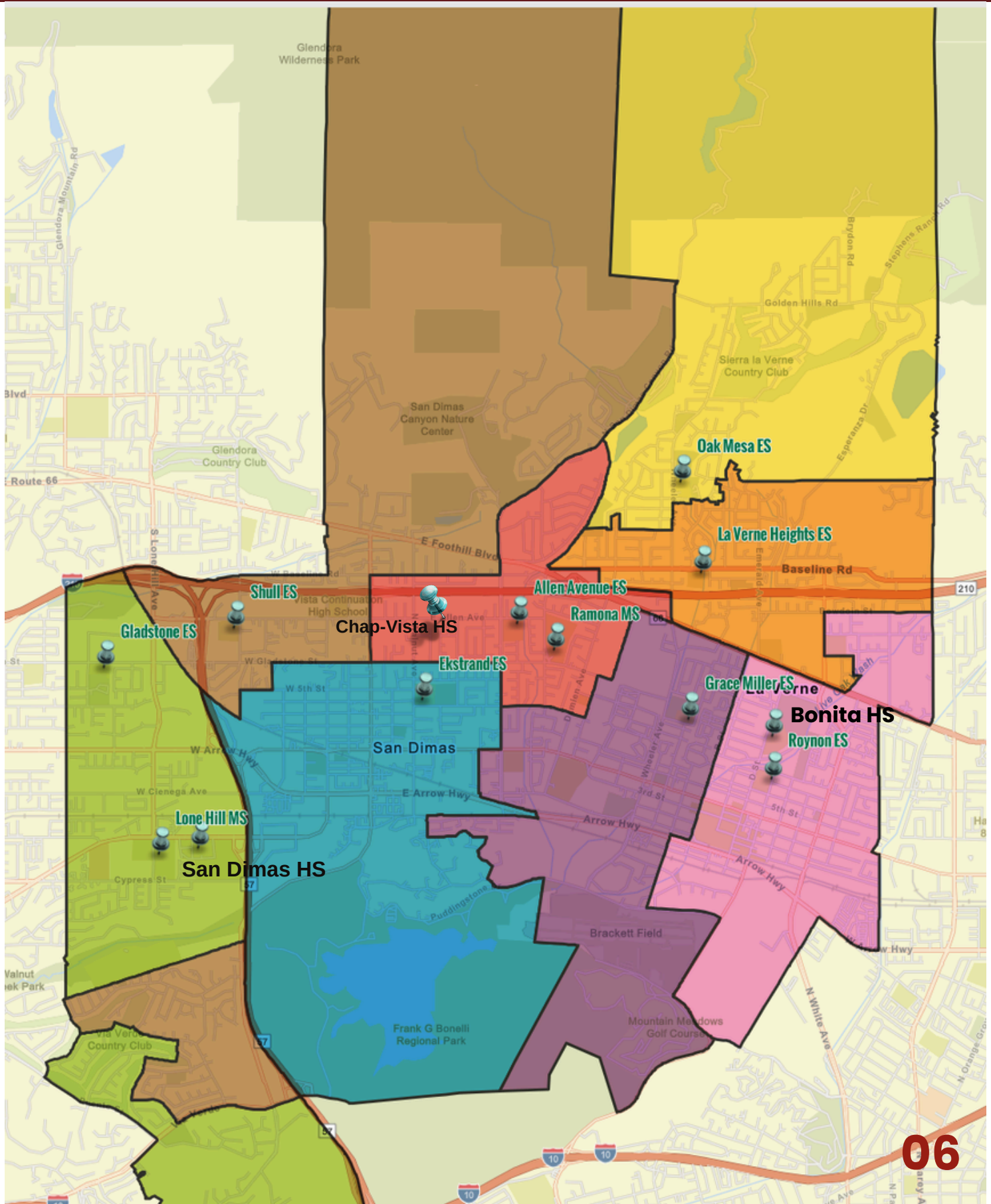
(909) 971-8230

Principal: Omar Mayen

Office Manager: Maria Jose Eide



Map of District Schools





Mandatory Preparation

Before taking on active assignments in classrooms, all guest educators are legally required by the state of California and BUSD board policy to submit valid certificates for mandatory training compliance modules. These must be updated annually via the ASCIP E-Learning network portal (indicate Non-Management during profile configuration):

1. **Mandated Reporter Training:** Pursuant to CA Education Code 44691, covering reporting duties for suspected youth abuse or neglect.
2. **Sexual Harassment Prevention (SB 1343):**
Comprehensive workplace standard protection models for professional environments.
3. **Workplace Violence Prevention Plan (SB 553):** Safety orientation specific to building dynamics and preventative protocols.

Trouble creating account or logging in?

Contact: Rose Archuleta, Manager of Special Assignments

rlee@bonita.k12.ca.us

(909) 971-8200 ext. 5216



Employment Information

Job Description

Substitute Teachers ensure student learning never pauses by stepping in during a regular teacher's absence. As vital members of the instructional team, they are responsible for maintaining instructional continuity and daily routines.

Key Responsibilities:

- Instructional Continuity: Execute the regular teacher's lesson plans and daily program.
- Policy Alignment: Study and follow District procedures to ensure a seamless transition for students.
- Daily Management: Take on all immediate responsibilities of the classroom or subject teacher.

Long-Term Assignments:

Substitutes who serve continuously in the exact same classroom assignment for more than twenty (20) consecutive days are designated as Long-Term Substitute Teachers.

Rate of Pay

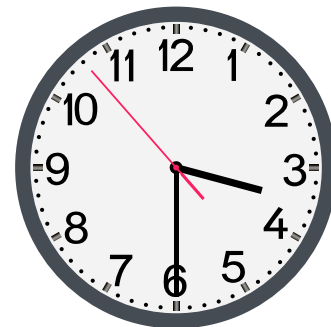
Certificated Sub Positions	Rates
Regular Daily Sub Rate	\$174.00
Special Education Daily Sub Rate	\$204.00
Retiree/Part-Time BUSD Teacher Daily Rate	\$204.00
Partial Long Term Rate (<i>11-19 days for one teacher</i>)	\$204.00
Long Term Rate (<i>20+ days for one teacher</i>)	\$232.00



Employment Information

Substitute Work Day

- FULL DAY ~ 7.5 Hours
- HALF DAY ~ 4 Hours or Less



Substitute Time Reports

Frontline information has been given to you in your hiring packet. Please be sure to familiarize yourself with this system, as this is how you will get all of your assignments/jobs. You will be emailed your log-in information and temporary password when your hiring process is complete. Your monthly Substitute Time Report will be generated through Frontline, making this process completely paperless. Certificated Payroll will generate your time report through Frontline at the end of each pay period. Please be sure to verify all jobs worked to assure that all information is correct.

Monthly Pay

Certificated Payroll will generate your monthly Substitute Time Report through Frontline and you may pick up your paycheck on the 10th day of each month at the District Office. Direct deposit is available upon request.

Certificated Payroll Contact - Jessica Saldana, (909) 971-8200 ext. 5213

Frontline Support - Jackie Villegas, (909) 971-8200 ext. 5403

Frequency of Work

It is impossible for the District to guarantee definite assignments or frequency of work. The amount of work varies with the needs of the District and the Credential(s) held by the individual. Although you will probably be able to work every day if you choose to, there will be those rare occasions where there are no jobs available; these times are usually during testing periods.

Canceling an Assignment

We ask that you DO NOT cancel an assignment which you have accepted unless it is absolutely necessary. It is very difficult for us to fill an assignment that has been cancelled at the last minute, it creates unnecessary disruption for the school and the office manager at the school site. DO NOT cancel a job to accept a different job. This is completely unacceptable.



Employment Information

State Teachers Retirement System (STRS) Membership

Membership in STRS is mandatory after 100 days of substitute teaching in a fiscal year (July 1st-June 30th). Substitutes will automatically become members, and 10.205% of your gross earnings will be deducted from your pay warrant and deposited into your retirement account. You will need to monitor your total days worked, as the deduction is retroactive to the eligibility date and could result in a large initial deduction if not reported promptly. Classic STRS members (membership prior to January 1, 2013) pay the rate of 10.25%. The funds deposited into your account from the 10.25% or 10.205% deduction belong to you and may be withdrawn if you terminate your employment as a substitute teacher with all districts.

Substitute teachers are subject to payroll deductions required by law. This includes Federal Withholding Tax and California State Income Tax. This amount varies according to the number of dependents listed on the W-4 Form completed at the time of employment; income tax also varies with the amount earned. A Withholding Tax Statement (W4) is filed with the Personnel Services prior to employment. myCalSTRS is your online resource for accessing and managing your personal information on file with CalSTRS. You must set up your account at www.mycalstrs.com to submit your beneficiary information.





Employment Information

Substitute Evaluations

The quality of work performed by a substitute does affect the frequency of employment. Each school is advised to send our office a Substitute Evaluation to let us know how you are doing. Three (3) reports of unsatisfactory service will be cause for termination. In some instances, if the infraction is severe enough, you will be terminated on the first negative evaluation.

Contact Information

It is critical for us to be able to reach you in the event that adjustments to your assignment need to be made. Please be sure that we have your correct contact information on file and that we are able to reach you at all times.

Administrative Reassignments

There will be times when you will be contacted by our office requesting that you report to a different assignment than that which you had selected. We ask that you please work with us and be flexible; we do not do this often, but covering all absences is a District priority and we will need your absolute cooperation.

Professional Dress (BP 4119.22)

The Governing Board believes that appropriate dress and grooming by District employees contribute to a productive learning environment and model positive behavior. During school hours and at school activities, employees shall maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment, and not endanger the health or safety of employees or students. All employees shall be held to the same standards unless their assignment provides for modified dress as approved by their supervisor. The District shall allow employees to appear and dress in a manner consistent with their gender identity or gender expression. (Government Code 12949)





Employment Information



Employee Workplace Injury Reporting Procedures Flowchart

Always Call Company Nurse (855) 629-2578

IS THIS MATTER AN EMERGENCY?

NO

Contact Company Nurse by calling (855) 629-2578 (search Code BOUSD) and notify Christine Froio (909-971-8320, Ext. 5295)

YES

Call 911 and notify Christine Froio (909-971-8320, Ext. 5295)

IS TREATMENT REQUIRED?

YES

Medical treatment is provided by: ProActive Work Health Services (Pomona, Ontario & various other locations) and Concentra (various locations including Pomona & Irwindale)

NO

If the employee is only reporting a workplace incident and does not want to seek medical care or if Company Nurse indicates self-care.

If employee receives treatment, the following forms will be provided to the employee by Supervisor or Office Manager within 1 business day of knowledge of injury/illness:

- DWC-1 (WC CLAIM FORM)
- WELLCOMP COMPLETE WRITTEN
- EMPLOYEE NOTIFICATION (MPN)
- MITCHELL FIRST FILL PROGRAM FLYER

Please complete all forms and submit to Christine Froio within one business day.

ADDITIONAL INFORMATION

Doctor's Notes and Follow Up

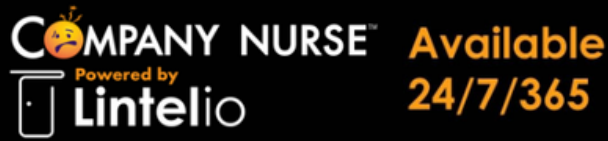
- Upon employee's return to work, send doctor's note to Christine Froio.
- If the employee does have work restrictions, please consult with Christine Froio to discuss the employee's return to work prior to their returning to the school site. This may require an interactive accommodation meeting.
- It is the employee's responsibility to promptly report his/her work status to their supervisor and Christine Froio.

Please note that it is the goal of Bonita Unified School District for employees who are injured on the job to receive necessary medical care in order to recover quickly and return to their usual job duties.



IN CASE OF WORKPLACE INJURY

En caso de un accidente laboral



Phone (Teléfono)
1-(855) 629-2578

Digital, powered by Lintelio
(Digital, implementado por Lintelio)



Employer Name (Nombre De la Compañía)
**Bonita Unified School
District**

Search Code (Código De Búsqueda)

BOUSD

1

Injured worker notifies supervisor.
El trabajador herido notifica a su supervisor.

2

Supervisor/Injured worker:

- Calls above number OR
- Scans above code with a smartphone to get to Lintelio app and follows the prompts.

Supervisor / trabajador herido:

- Llama a el número en la parte de arriba O
- Escanea el código de arriba con un teléfono para acceder a la app de Lintelio y sigue las indicaciones.

3

Company Nurse gathers information and helps injured worker access appropriate care. Injured worker notifies Supervisor of the outcome of the call.

Company Nurse obtiene la información y ayuda al trabajador herido a obtener el tratamiento médico adecuado. El trabajador lesionado le notifica a su supervisor el resultado de la llamada.

NOTICE TO EMPLOYER/SUPERVISOR: Please post copies of this poster in multiple locations within your worksite. If the injury is non-life-threatening, please call Company Nurse prior to seeking treatment. Injuries should be reported prior to leaving the job site, when possible.



Substitute Responsibilities

- Be in your assigned classroom when the students arrive. This is not only a legal responsibility, but a necessity in establishing effective classroom management.
- It is your responsibility to report to your assignment on time. If an emergency arises and you cannot make your assignment on time or at all, you must contact the school site immediately so another substitute can be secured to work the assignment. If you fail to show for an assignment you may immediately be released from your at-will, on-call position.
- Do not leave your assignment early. If you must leave early because of illness or an emergency, contact the school office manager.
- Classrooms should be locked during recess, snack periods and at lunch time. If the teacher finds it necessary to leave the classroom during the school day, the office should be notified so that a relief person can be provided.
- Students are never allowed in the classroom unless the teacher is present.
- Check schedules and names of students involved in special instructional programs, such as speech. Ensure that these students report to the designated place as scheduled.
- Check schedule revisions for inclement weather, special events, etc. It is essential for the substitute teacher to keep an accurate account of absences.
- As a guest teacher on campus who serves in many classrooms and schools, you will observe different operating procedures as well as differences in teaching methods from one classroom to another. These different approaches to instruction are considered desirable, since studies confirm that there are few, if any, absolutes in education.
- You are considered to be on the same professional level as a regular teacher when you are substituting, and you are expected to observe the same ethical codes as the regular teacher. There may be many different methods and philosophies as to the basic aims of education. However, individual criticisms of other teachers or administrators in other schools tend to destroy public faith in all teachers and all schools. Any constructive criticism you may have should be shared privately with those involved.
- You should be aware that expressions by the teacher which reflect personal, religious, or political beliefs, are explained to students as opinions and not facts. Teachers should use extreme caution in giving these types of solicited or unsolicited personal opinions to students.



Substitute Responsibilities

- No visitors, friends, relatives, or family members are allowed on campus while you are at work. No one may be brought to the site to assist you in completing your assignment.
- Smoking on campus, other District sites, and in District vehicles is prohibited!
- Use of alcohol or drugs while at work, or in the hours before work which leaves you with a prohibited level in your system is prohibited.
- Do not have a cell phone turned on while working. You are expected to work your full shift. Personal phone calls should be made during break times. Do not speak on your cell phone while working.
- Offensive or vulgar language of any type is prohibited.
- Any changes in your personal information such as address and phone numbers must be reported to Certificated Human Resources as soon as they occur. Changes of address is especially important as your paycheck will be mailed to the address on record.
- It is your responsibility to update/renew Credentials and turn in TB verification when needed.
- Do not discuss school matters outside your job and do not repeat confidential or personal information.
- Requests for personal information about students should be referred to an administrator or the classroom teacher.
- Supplies and equipment are for District business only. Personal use of District equipment is not allowed, including the use of computers.





More Information

Bonita Unified School District
www.bonita.k12.ca.us