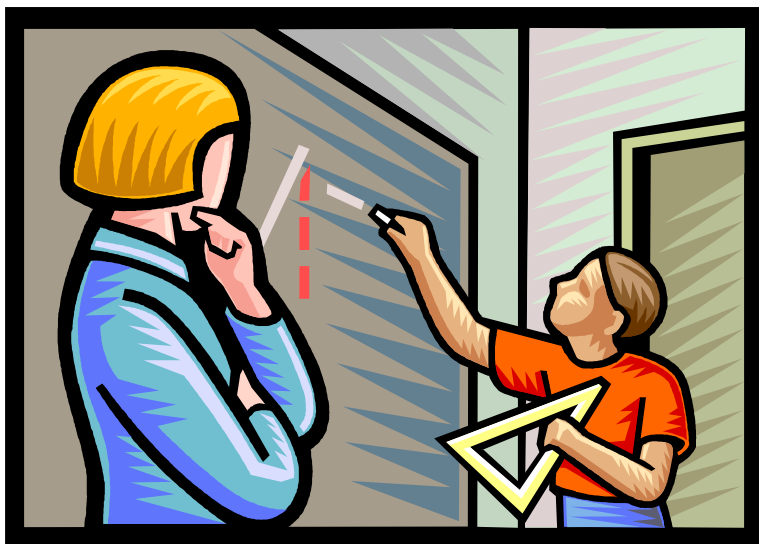


**AGREEMENT**  
**BETWEEN THE**  
**UNITED SUBSTITUTE TEACHERS UNION**  
**AND**  
**ALISAL UNION SCHOOL DISTRICT**  
**BOARD OF TRUSTEES**

**2018 – 2021**



Revised 03/13/2019

## ARTICLE 1 - AGREEMENT

- A.** The articles and provisions contained herein constitute a bilateral and binding Agreement by and between the Board of Trustees of the Alisal Union School District (hereinafter referred to as the “District”) and the United Substitute Teachers Union (hereinafter referred to as the “USTU”) an affiliate of the Salinas Valley Federation of Teachers Local 1020.
  
- B.** This Agreement and the contents of the Guest Teacher Handbook for the District fully and completely incorporate the understanding of the parties related to matters included in this agreement.

## ARTICLE 2 - DEFINITIONS

1. **School Site** – any work location where an employee covered by this Agreement may be employed to perform substitute service for a regular teacher.
2. **Principal** – the chief administrator of a school site acting on behalf of the District.
3. **Union Representative** – any person upon whom the USTU has conferred authority to act on behalf of the union.
4. **Workday** – day during the year when classes are in session. Unit members shall be responsible for instruction and assigned duties fifteen (15) minutes before the instructional day begins until twenty (20) minutes after students are dismissed.
5. **Guest teacher** – a teacher performing substitute service for a regular certificated teacher on a daily or long-term basis.
6. **Regular certificated teacher** – refers to certificated teachers, whether temporary, probationary or permanent, who have a year-long contract with the District, and for whom a guest teacher performs substitute service in the classroom.
7. **Daily rate** – the amount of daily compensation paid to a guest teacher for a full day of substitute service in the classroom on an occasional basis.
8. **Sixth (6<sup>th</sup>) day rate** – the amount of daily compensation paid to a guest teacher beginning on the sixth consecutive day of an assignment substituting for the same regular certificated teacher.
9. **Long-term rate** – the amount of daily compensation paid to a guest teacher working on an assignment for more than twenty-five (25) consecutive days.
10. **Block** – a directive from the Director of Human Resources that a guest teacher may not be employed at a particular school site.

### **ARTICLE 3 - RECOGNITION**

The USTU is hereby recognized by the District, pursuant to certification by the Public Employment Relations Board in January 2003, as the bargaining agent for guest teachers performing daily and long-term substitute service in the District.

Included are all certificated daily and long-term substitutes (hereinafter referred to as "Guest Teachers") hired by the District to perform the duties of an absent, regular certificated teacher.

## ARTICLE 4 - UNION RIGHTS

- A.** The USTU and its members shall have the right to make reasonable use of District facilities for organization meetings consistent with past practice between the District and other employee bargaining units. This shall include the right to post notices of activities and matters of the USTU concern on bulletin board provided by the District, at least one of which shall be accessible at each school site in an area frequented by guest teachers.
- B.** The District shall furnish the USTU such information as is necessary to allow the USTU to carry out its functions as exclusive representative, including names, addresses, and telephone numbers of current guest teachers employed by the District. Such information as is readily available shall be furnished at no cost to the USTU. If such information requires personnel or material costs beyond normal procedure, or the normal conditions of negotiations, the cost will be documented and the USTU can be billed.
- C.** One copy of each Board of Trustees agenda shall be sent to the USTU in advance of each regular Board of Trustees meeting.
- D.** Copies of all agreements and addenda thereto between the District and the USTU shall be distributed to each employee covered by this agreement. Guest teachers shall be given a copy of this agreement and an application packet for union membership upon beginning employment with the District.
- E.** The District agrees to meet with the union within fifteen (days) of the ratification of this, or any other agreement for the purpose of proofreading the agreement. The agreement shall be printed at District expense. Copies of this agreement shall be furnished to the principal at each school site.
- F.** The USTU shall be given at least 30 days advance notice of any training session for guest teachers held by the District pursuant to the provisions of Article 10 B. 1. so that the USTU may disseminate the information to interested guest teachers in the community. The USTU shall also have the right to have a representative attend and observe any training session, unless other arrangements are made by mutual agreement between the District and USTU.

## ARTICLE 5 - DISTRICT RIGHTS

- A. **District Rights, Power and Authority:** Except as limited by the specific and express terms of this Agreement, the District shall retain all of its powers and authority, and the use of judgment and discretion in connection therewith, to direct, manage and control to the full extent of the law. Included in but not limited to those duties and powers are the exclusive rights to: determine its organization, direct the work of its employees, determine times and hours of operations; determine the kinds and levels of service to be provided, and methods and objectives; insure the rights and educational opportunities of students; to establish educational policies, goals, and objectives; determine the staffing patterns, determine the number and kinds of personnel required, maintain the efficiency of the District operation; determine the curriculum; build, move or modify the facilities; develop and implement budget and budget procedures; determine the methods of raising revenue; contract out work; hire, classify, assign, transfer, evaluate, promote, terminate, and discipline employees; and take actions which the District deems appropriate to comply with the Americans With Disabilities Act.
- B. **Declaration of Emergency:** The District management retains its right to amend or modify provisions of this Agreement in cases of emergency for the duration of the emergency. Emergency shall include but not be limited to a sudden occurrence or set of circumstances demanding immediate action by the District related to a local, state, or national matter. The District management shall notify the USTU of an emergency as soon as possible and agrees to meet and discuss with the USTU, upon written request, the reasons for declaring the emergency and the contract provision affected.
- C. **Support of Agreement:** It is agreed that there will be no strike or work stoppage during the term of this agreement by the USTU related to any provision of the agreement which is not subject to bargaining during the term of the agreement. The USTU recognizes the duty and obligations of its representatives to comply with the provisions of this agreement and to advise all unit members of their obligation to do so.

## ARTICLE 6 - GRIEVANCE PROCEDURE

### A. DEFINITIONS

1. A “grievance” is a formal written allegation by a grievant that he/she has been adversely affected by a violation of the specific provisions of this agreement. Actions to challenge or change policies of the District as set forth elsewhere outside the scope of this agreement must be pursued through other procedures by the guest teacher.
2. A “grievant” may be any guest teacher covered by this agreement.
3. A “day” is any day in which the District offices are open for business, with the exception of winter and spring breaks.
4. The “immediate supervisor” shall be either the principal at the school site, if the issue concerns workplace issue related to the guest teacher’s substitute service at the school site, or the substitute supervisor in the Human Resources Office if the matter concerns pay, assignment, or issues not arising from circumstances at the school site where substitute service was performed.

### B. GENERAL PROVISIONS

1. Response: If the District fails to respond to a grievance within the time limits specified for that level, the grievant shall have the right to appeal to the next level.
2. Records: All records of the proceedings shall be kept by the District in a separate file.
3. Reprisals: No reprisals shall be taken by or against any participant in a grievance procedure by reason of such participation.
4. Time Lines: Time lines may be expedited by mutual agreement between the District and the USTU. Failure by the grievant to appeal a decision by the District at any level within the specified timelines in the grievance procedure shall be deemed an acceptance of the decision.
5. Representation: Each party shall have the right to be represented by a conferee, in addition to the parties to the grievance, at all levels of the grievance. For the grievant, such conferee shall be a USTU representative.

6. Administrative Direction: The grievant shall comply with the administrative directions which are the subject of the grievance until the grievance procedure has been exhausted.
7. Pay: The employee, his/her representative, and relevant witnesses who are required to absent themselves from duty to attend grievance conferences shall not suffer any loss of pay.

**C. PROCEDURE**

**Informal**: Before filing a formal, written grievance, the grievant should attempt to resolve it by an informal conference with his/her immediate supervisor.

**Level 1 – Formal**: An aggrieved employee shall first submit his/her alleged grievance within fifteen (15) days after s/he knew or should have known with due diligence of the alleged violation, to his/her immediate supervisor in writing. This shall be a clear concise statement of the grievance, the circumstances involved, any decision rendered at the informal level, and the specific remedy sought. The immediate supervisor shall notify the grievant of his/her decision no later than ten (10) days after submission of the grievance.

**Level II**: If the grievant is not satisfied with the decision at Level I, s/he may appeal the decision on the appropriate form (if any) to the Director of Human Resources, or his/her designee, within ten (10) days. This statement should include a copy of the original grievance; the decision rendered; and clear and concise reasons for the appeal.

The Director of Human Resources, or his/her designee, shall communicate his/her decision within ten (10) days of receipt of the appeal, or within ten (10) days of any meeting with the grievant to discuss the grievance, whichever comes later.

**Level III**: If the grievant is not satisfied with the decision at Level II, s/he may appeal the decision to the Board of Trustees of the District. The grievant shall submit a written statement, including copies of the original grievance, the appeal; the decisions rendered, and clear concise reasons for the appeal. The grievant or his /her designated union representative shall be afforded an opportunity to address the Board of Trustees regarding the grievance.



## **ARTICLE 7 - UNION MEMBERSHIP AND DUES**

- A. Each bargaining unit member who joins USTU shall pay such membership fees and dues as provided for in USTU's schedule of payments.
- B. The USTU shall notify the District of the appropriate amounts of membership dues and any changes thereto in writing.
- C. The USTU shall submit all necessary forms and information to the District Business or Human Resources Office. Each new guest teacher employed by the District shall be supplied with a USTU-provided packet including a union membership form.
- D. The District shall remit the appropriate amount deducted to the USTU each month, with an alphabetical list of employees for whom deductions have been made, categorizing them as members of the USTU, and indicating any changes in personnel from the list previously furnished.
- E. The USTU shall indemnify fully and otherwise hold harmless the District in the enforcement of this article.

## ARTICLE 8 - COMPLAINT PROCEDURE

### A. Minor Complaints (Informal Level)

Due to the challenging nature of being a guest teacher, if a minor complaint occurs outside of the criteria listed below, the administrator in charge shall have an informal meeting with the guest teacher if needed, and a conference summary will be provided if needed. The guest teacher shall have the right to union representation if requested.

#### Criteria:

1. Apparent discipline standards not maintained. The guest teacher should mirror the disciplinary standards of the classroom teacher.
2. Non-completion of daily lesson plans without mitigating circumstances.
3. Student work not corrected without mitigating circumstances.
4. Non-coverage of a regular teacher's "other duties" specified in the lesson plan.
5. Allegations of sexual harassment.
6. Use of physical restraint or force.
7. Use of abusive, intimidating or foul language.
8. Dereliction of supervisory duty.
9. Violations of California Education or Criminal Code.
10. Cancelling three job assignments in a given school year without 24 hour notice.

### B. Complaints (Formal Level)

Guest teachers shall have the right to limited due process in the case of any complaint made about their teaching performance.

1. If there is a complaint by school staff or a community member about a guest teacher's work or unprofessional conduct, the guest teacher evaluation form must be completed and submitted to the administrator in charge.
2. The administrator in charge shall contact the guest teacher to communicate that there has been a complaint filed, including the date and the name of the classroom teacher. The administrator in charge shall request a meeting with the guest teacher within ten (10) working days of

the complaint being filed. The guest teacher shall have the right to union representation at this meeting.

3. If necessary, immediate disciplinary action will be taken by the Director of Human Resources. The guest teacher will meet with the principal and Director of Human Resources as soon as possible. The guest teacher shall have the right to present any and all information relevant to the complaint at this time. The guest teacher shall have the right to union representation at this meeting.
4. Within ten (10) working days, the Director of Human Resources will provide the guest teacher with a written response in regards to the resolution of this incident. Such response will include any specific disciplinary action taken.

**C. Terminations**

A guest teacher may be terminated for just cause due to documented unsatisfactory work performance or documented unprofessional conduct with student, staff and/or community members in the District according to Education Code 44953. 44953 "Governing boards of school districts may dismiss substitute employees at any time at the pleasure of the board."

## ARTICLE 9 - BLOCKS

- A. Blocks shall be instituted according to the following criteria in the Guest Teacher Complaint Procedure outlined in Article VIII.:
1. Minor Complaints (Informal level): No blocks shall be instituted.
  2. Criteria 1.- 4.: Block at a school site is not automatic, unless the oversight is of a serious or deliberate nature.
  3. Criteria 5. - 10.: Block at all school sites is automatic, except in the case of criterion 6, only where it can be demonstrated that the use of physical restraint was necessary to prevent a fight and/or prevent serious physical harm to a student.
- B. No block at any school site resulting from a complaint under Criteria 1.-4. shall continue for more than twenty (20) days if no investigation of the complaint is being undertaken and no meeting with the guest teacher has been scheduled.
- C. A guest teacher who has received two blocks as a consequence of complaints, which, upon investigation, shall have been for just cause, shall be placed on probation. A third block for just cause shall result in twenty (20) days suspension from the District's substitute call list. A fourth block for just cause shall result in the guest teacher's permanent removal from the District's substitute list.

## ARTICLE 10 - COMPENSATION

A. Effective July 1, 2018, the daily rates for guest teachers shall be as follows:

Category of Compensation	1 <sup>st</sup> through 5 <sup>th</sup> day in any assignment	6-25 days in a continued assignment	Long-term rate (25 days and over in an assignment)
<b>QUALIFIED</b>	<b>\$151/day</b>	<b>\$158/day</b>	<b>\$245/day</b>

1.
  - a. Guest teachers being paid at the long-term rate (26<sup>th</sup> day of service) shall be allowed a break in service of up to two (2) days, or up to three (3) if she/he has sufficient sick leave hours due to illness, or due to the illness or death of immediate family members, and shall be continued to be paid at the long-term rate upon return, providing that the guest teacher provides any necessary lesson plans and preparation for the guest teacher during that time period.
  - b. Guest teachers called to attend or to testify in a legal proceeding or hearing not initiated by the guest or called to perform jury service shall return after the required absence and continue to be paid at the Long-term rate. Absences to give testimony or perform jury service shall not be counted against the two (2) day allowance in 1a. and the guest teacher shall provide lesson plans and preparation for the Guest Teacher during that time.
2. In order to perform guest teacher duties at Alisal Union School District, guest teachers shall annually complete a 7-hour orientation session with a 45 minute break for lunch for which they shall receive a \$130 stipend as compensation. Lunch will be provided at the District's expense.

A guest teacher who attends the re-orientation session at the beginning of the school year shall be paid the \$130 stipend for the month during the school year when he/she performs his/her 10<sup>th</sup> cumulative day of substitute service for the District in that school year.

B.

1. Orientation and in-services shall be held twice during the year and advertised to all guest teachers on the District's substitute list. Nothing shall preclude the District from adding additional orientation sessions for guest teachers for the purpose of qualification; however, the mid-year orientation shall be held between the end of winter break and before the beginning of February during the school year.

2. Guest teachers who begin the school year in an assignment that begins the first day of school in a vacant position, and who are obliged to do lesson planning and assume the day-to-day responsibilities of a regular certificated teacher from the beginning of the assignment, shall be paid at the long-term rate starting on the first day of the assignment. In addition, guest teachers, who must as a condition of that assignment, organize and setup the classroom prior to the first day of school shall be paid one additional day's pay at the long-term rate for set-up and pre-planning.
- C. Guest teachers who are given an assignment at a certain school site, but upon arrival are assigned to a different school site, shall be paid the IRS-allowed standard mileage rate for one-way travel to the second school site in addition to the regular rate of pay to which they are entitled at that site.
  - D. Guest teachers serving as members of the USTU negotiating team shall be paid the daily rate for those workdays in which they participate in negotiations, in those years in which the state of California allows reimbursement for mandated costs and which are allowable by state regulation. No more than two (2) guest teachers shall be so compensated in one negotiating session.
  - E. Guest teachers shall be paid no later than ten (10) calendar days after the end of the pay period for all services performed during that pay period for the District, as mandated in Education Code 45048.
  - F. The hourly rate of compensation for members of the United Substitute Teachers Union shall be \$31.00 per hour for any service performed outside of substitute service within the regular school day during the regular school year as defined in the role of guest teacher under Article 2.5.

## ARTICLE 11 - BENEFITS

- A. Guest teachers that meet the criteria for participation in the District's 125-Plan shall be allowed to participate.
- B. The District will implement deductions from guest teacher pay for state disability insurance (SDI) coverage if so voted by the guest teacher bargaining unit in accordance with the procedures specified in state law. (State disability insurance is deducted from employee pay only, and has no cost or matching deductions from the District.)
- C. The District will recognize paid sick leave language due to AB 1522 (Healthy Workplaces, Healthy Families Act of 2014) while it is California law, including:
  - 1. Employee is eligible for paid sick leave if he/she works 30 or more days within a year from the commencement of employment.
  - 2. Employees will accrue one (1) hour of leave every thirty (30) hours worked.
  - 3. Employee may use accrued sick leave after the 90<sup>th</sup> day of employment.
  - 4. Employee may use up three (3) days in each year of employment.
  - 5. Accrued paid sick days shall carry over to the following year of employment. However, carry over from year to year will be limited to 6 days.
  - 6. Unit member shall inform the District at least 24 hours in advance for a planned absence (not part of AB 1522).
  - 7. Paid sick leave may be used for employee's own medical care or that of "family members" (as defined by AB 1522).
  - 8. The minimum increment for use of paid sick leave shall be two (2) hours.
- D. The District shall provide health care benefits for eligible employees pursuant to the requirements of the Patient Protection and Affordable Care Act, while it is law.

## **ARTICLE 12 - ASSIGNMENT**

Guest teachers shall continue to be allowed to specify grade preference in assignment.



## ARTICLE 13 - DURATION

This agreement shall be in force from July 1, 2018 until June 30, 2021.



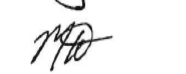
Ricardo Cabrera,  
Associate Superintendent of Human Resources  
Alisal Union School District

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Jim Koenig,  
Associate Superintendent of Business Services  
Alisal Union School District

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Matthew Dean, Director of Fiscal Services  
Alisal Union School District

11/13/18  
KB

Kati Bassler  
United Substitute Teachers Union

2019-2020



School Calendar

JULY 2019							JULY	JANUARY	JANUARY 2020							
S	M	T	W	T	F	S	4 HOLIDAY - 4 <sup>th</sup> of July	1 HOLIDAY - New Year's	S	M	T	W	T	F	S	
	1	2	3	4	5	6		1-3 Winter Break (Cert. & Class. w/ less than 12 months)				1	2	3	4	
7	8	9	10	11	12	13		17 *PDD-Certificated (Non-Student Day)	5	6	7	8	9	10	11	
14	15	16	17	18	19	20		20 HOLIDAY - M.L. King Day	12	13	14	15	16	17	18	
21	22	23	24	25	26	27			19	20	21	22	23	24	25	
28	29	30	31						26	27	28	29	30	31		
									(18 Days Taught)							
AUGUST 2019							AUGUST	FEBRUARY	FEBRUARY 2020							
S	M	T	W	T	F	S	TBD New Teacher Academy	10 HOLIDAY - Observance of Lincoln's Birthday	S	M	T	W	T	F	S	
				1	2	3	12, 13 & 14 *PDD-Certificated (Non-Student Day)	17 HOLIDAY - President's Day							1	
4	5	6	7	8	9	10	15 FIRST Student Day	28 *PDD-Certificated (Non-Student Day)	2	3	4	5	6	7	8	
11	12	13	14	15	16	17			9	10	11	12	13	14	15	
18	19	20	21	22	23	24			16	17	18	19	20	21	22	
25	26	27	28	29	30	31			23	24	25	26	27	28	29	
									(17 Days Taught)							
SEPTEMBER 2019							SEPTEMBER	MARCH	MARCH 2020							
S	M	T	W	T	F	S	2 HOLIDAY - Labor Day	10 Second Trimester, 120 days	S	M	T	W	T	F	S	
								16, 17 & 18 Parent Conf. - <u>Min. Days</u>								
1	2	3	4	5	6	7		31 Cesar Chavez Day	1	2	3	4	5	6	7	
8	9	10	11	12	13	14			8	9	10	11	12	13	14	
15	16	17	18	19	20	21			15	16	17	18	19	20	21	
22	23	24	25	26	27	28			22	23	24	25	26	27	28	
29	30								29	30	31					
									(22 Days Taught)							
OCTOBER 2019							OCTOBER	APRIL	APRIL 2020							
S	M	T	W	T	F	S	14 *PDD Certified & Classified (Non-Student Day)	6-10 Spring Break (Cert. & Class. w/ less than 12 months)	S	M	T	W	T	F	S	
		1	2	3	4	5		13 HOLIDAY - Spring Recess				1	2	3	4	
6	7	8	9	10	11	12			5	6	7	8	9	10	11	
13	14	15	16	17	18	19			12	13	14	15	16	17	18	
20	21	22	23	24	25	26			19	20	21	22	23	24	25	
27	28	29	30	31					26	27	28	29	30			
									(16 Days Taught)							
NOVEMBER 2019							NOVEMBER	MAY	MAY 2020							
S	M	T	W	T	F	S	1 *PDD-Certificated (Non-Student Day)	25 HOLIDAY - Memorial Day	S	M	T	W	T	F	S	
					1	2	11 HOLIDAY - Veterans Day							1	2	
3	4	5	6	7	8	9	12 First Trimester, 60 days		3	4	5	6	7	8	9	
10	11	12	13	14	15	16	18-22 Parent Conf. - <u>Min. Days</u>		10	11	12	13	14	15	16	
17	18	19	20	21	22	23	25-29 Thanksgiving Break (Cert. & Class. w/ less than 12 months)		17	18	19	20	21	22	23	
24	25	26	27	28	29	30	28-29 HOLIDAY - Thanksgiving		24	25	26	27	28	29	30	
									(20 Days Taught)							
DECEMBER 2019							DECEMBER	JUNE	JUNE 2020							
S	M	T	W	T	F	S	16-31 Winter Break (Cert. & Class. w/ less than 12 months)	11 LAST Student Day - <u>Min. Day</u>	S	M	T	W	T	F	S	
							24, 25 HOLIDAY - Winter	12 *PDD-Certificated (Non-Student Day)								
1	2	3	4	5	6	7	23, 30 Non-Work Days (12 Month Classified Employees)		7	8	9	10	11	12	13	
8	9	10	11	12	13	14			14	15	16	17	18	19	20	
15	16	17	18	19	20	21			21	22	23	24	25	26	27	
22	23	24	25	26	27	28			28	29	30					
29	30	31							(9 Days Taught)							
Holiday (14 Days) Schools/District Closed							New Teacher Institute (3 Days)									
Breaks (17 Days)							First Student Day (August 15)									
Minimum Days (9 Days)							Last Student Day (June 11) - Minimum Day									
Non-Work Day for 12 Month Employee (2 Days) Dec. 23, 30							End Trimester (November 12 & March 10)									
Professional Development Day (*PDD) (8 Days) Aug 12, 13 & 14 Oct 14, Nov 1, Jan 17, Feb 28 and June 12							Student Days - 180 days Teacher Days - 188 days									
							1 <sup>st</sup> & Last Contractual Teaching Days (Aug. 12 - June 12) 188 Days									

Dismiss  
Schedule

Regular Day: Dismiss 9:40 (Alisal Community 9:55) Min. Day: Dismiss 1:10 (Alisal Community 12:55) Early Release: Dismiss 1:40 (Alisal Community 1:55)

## ALISAL UNION SCHOOL DISTRICT IN-DISTRICT MILEAGE

	1205 E. Market	Alisal/AFRC	Bardin	Chavez	Creekside	D.O.	Frank Paul/FRC	Fremont	Loya	MCOE	MLK/FRC	Monte Bella	MOTS/Technology	Sanchez	Steinbeck	VRB
1205 E. Market	0.00	1.00	1.50	1.20	3.30	1.10	2.00	0.00	2.10	3.10	1.00	1.90	1.50	1.00	3.00	2.00
Alisal/AFRC	1.00	0.00	0.50	0.50	2.80	0.40	1.50	1.00	1.00	3.90	1.00	0.80	0.50	1.00	3.20	1.50
Bardin	1.50	0.50	0.00	1.50	3.20	0.40	2.00	1.50	1.70	3.90	1.50	0.90	0.00	1.50	4.50	1.50
Chavez	1.20	0.50	1.50	0.00	2.00	0.90	1.00	1.50	0.80	4.40	1.00	0.70	1.50	1.00	3.00	1.50
Creekside	3.30	2.80	3.20	2.00	0.00	2.40	1.20	3.30	1.80	5.90	2.50	2.10	3.20	2.50	1.00	1.00
D.O.	1.10	0.40	0.40	0.90	2.40	0.00	1.60	0.90	1.20	2.90	1.00	0.90	0.40	1.10	3.00	1.60
Frank Paul/FRC	2.00	1.50	2.00	1.00	1.20	1.60	0.00	2.00	1.20	5.40	1.00	1.20	2.00	1.00	2.00	0.50
Fremont	0.00	1.00	1.50	1.50	3.30	0.90	2.00	0.00	2.00	3.20	1.00	1.90	1.50	1.00	3.00	2.00
Loya	2.10	1.00	1.70	0.80	1.80	1.20	1.20	2.00	0.00	4.70	1.80	0.60	1.70	1.80	2.80	1.80
MCOE	3.10	3.90	3.90	4.40	5.90	2.90	5.40	3.20	4.70	0.00	3.60	4.60	3.90	3.60	5.80	4.70
MLK/FRC	1.00	1.00	1.50	1.00	2.50	1.00	1.00	1.00	1.80	3.60	0.00	1.70	1.50	0.00	2.50	1.00
Monte Bella	1.90	0.80	0.90	0.70	2.10	0.90	1.20	1.90	0.60	4.60	1.70	0.00	1.00	1.70	2.90	2.00
MOTS/Technology	1.50	0.50	0.00	1.50	3.20	0.40	2.00	1.50	1.70	3.90	1.50	1.00	0.00	1.50	4.50	1.50
Sanchez	1.00	1.00	1.50	1.00	2.50	1.10	1.00	1.00	1.80	3.60	0.00	1.70	1.50	0.00	2.50	1.00
Steinbeck	3.00	3.20	4.50	3.00	1.00	3.00	2.00	3.00	2.80	5.80	2.50	2.90	4.50	2.50	0.00	2.00
VRB	2.00	1.50	1.50	1.50	1.00	1.60	0.50	2.00	1.80	4.70	1.00	2.00	1.50	1.00	2.00	0.00

Mileage is rounded to the nearest ½ of a mile.  
Mileage is one way between locations.

**ALISAL UNION SCHOOL DISTRICT  
GUEST TEACHER REPORT**

Please prepare this report and leave it in the school office when checking out.

Regular Teacher \_\_\_\_\_ Date \_\_\_\_\_  
School \_\_\_\_\_ Grade Level \_\_\_\_\_

1. Attendance records completed. \_\_\_\_ Yes \_\_\_\_ No  
List student absences

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Apparent discipline standards maintained (check one):  
Excellent \_\_\_\_ Satisfactory \_\_\_\_ Unsatisfactory (requires comment) \_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Completion of daily lesson plan assigned. Were the lesson plans completed and instructional material easy to locate?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. The following assignments were corrected (details if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Information which might be helpful to the regular teacher:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Supervisory duties completed: \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ N/A

\_\_\_\_\_  
\_\_\_\_\_

7. Additional Comments:

\_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Guest Teacher

## ALISAL UNION SCHOOL DISTRICT GUEST TEACHER EVALUATION

\_\_\_\_\_  
Name of Guest Teacher

\_\_\_\_\_  
Assignment - Grade Level

\_\_\_\_\_  
Date(s) of Assignment/Observation

\_\_\_\_\_  
School

1. Attendance record keeping
2. Discipline standards maintained
3. Completion of daily lesson plan assigned
4. Student work corrected
5. Room left in good order
6. Coverage of regular teachers' "other duties"  
(i.e. recess, yard duty)
7. Overall performance  
(An unsatisfactory notation requires written comments; include suggestions for improvements.)

Satisfactory      Unsatisfactory

	Satisfactory	Unsatisfactory
1. Attendance record keeping	_____	_____
2. Discipline standards maintained	_____	_____
3. Completion of daily lesson plan assigned	_____	_____
4. Student work corrected	_____	_____
5. Room left in good order	_____	_____
6. Coverage of regular teachers' "other duties" (i.e. recess, yard duty)	_____	_____
7. Overall performance (An unsatisfactory notation requires written comments; include suggestions for improvements.)	_____	_____

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Regular Teacher

\_\_\_\_\_  
Date

**PRINCIPAL'S COMMENTS AND/OR SUGGESTIONS FOR IMPROVEMENT:**

Recommended actions required to correct concerns of performance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommend continuance of employment

Yes

No ( List reasons)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date

PER-17  
3/98; 1/04

APPENDIX D

White – Principal  
Yellow – Guest Teacher  
Pink – Human Resources

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