Substitute Handbook

2025-2026

1214 Indiana Court Redlands, CA 92374

www.cryrop.org

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Welcome to the Colton-Redlands-Yucaipa ROP

It is a pleasure to welcome you as a substitute teacher. You are now part of a team of educational professionals committed to building successful Career Technical Education programs.

As a substitute teacher, we have high expectations for you, as we do all of our teachers because you influence the lives of our students. You are, therefore, an important member of the instructional staff and we value your services.

Your substitute teaching assignment, whether for one day or a semester, is vitally important to students. You have become their instructor and role model as they prepare for the world of work. Please keep your dual role as mentor and role model in mind as you work with the students.

This position calls for alertness and resourcefulness. You must apply good judgment and the fundamentals of good teaching for maximum success at all times. We expect our substitutes to have a sincere interest in CTE and public education. We will provide any assistance that you require in Human Resources. We encourage you to participate in professional development offered through *CTE Teach* and *TIP*.

The handbook is a guide to answer questions about your employment. We hope this information will prove valuable and that it will enable you to approach your assignments with increased confidence.

We want to facilitate your success. Please let us know how we can support your efforts. Best wishes for a productive and rewarding experience.

Welcome!

Jason Angle, Ed. D.
Superintendent

CRY-ROP
Student Learning Outcomes

All CRY-ROP students will:

- Apply appropriate technical skills and academic knowledge.

- Communicate clearly, effectively, and with reason.

- Develop an education and career plan aligned with personal goals.

- Utilize critical thinking to make sense of problems and persevere in solving them.

- Model integrity, ethical leadership, and effective management.

Frontline Absence Management System

On completion of your New Employee Orientation paperwork, you will be issued your Login ID Number and temporary PIN number. You are required to change the temporary PIN to a unique PIN after your initial login. You will use your PIN to access the system each time it calls you for jobs that may be available or when you search for jobs on the website. Please keep your PIN confidential. Do not give your PIN to anyone. You are responsible for all jobs you accept through the system.

Please refer to your Substitute Quick Start Guide:
Substitute Quick Start Guide

To learn how to accept and decline jobs that the system offers you reference the link below to access a training video:

Getting Started as a Substitute

This 2-minute and 48-second video is well worth the time.

There are three ways that you can accept/decline jobs:
1. Through the Frontline Phone System 1-800-942-3767
   When you accept a position, the system will give you a job number, the absent teacher's name, along with any other information you may need. It is important to write this information down. Remember you must have a job number to ensure that the job has been assigned to you.

   If an employee should ask you to cover a substitute assignment, please tell the employee to inform the Human Resources (HR) department. HR will work with the employee to assign you to that job.

2. Through the Website:
   The most preferred method of accessing Frontline's Absence Management is through the internet at: Frontline Website

3. Cell Phone Website
   - You can also access Frontline via your cell phone by logging into the following website: Frontline Website

- On this mobile site you can: search for open jobs, accept jobs, review assignments as well as cancel assignments.
- The use of a personal cell phone to access Frontline Absence Management is at the discretion of the employee. It is not required by CRY-ROP nor will the employee be compensated for personal cell phone usage.

Confirmation Email
Once you have accepted a position you will be sent an email with the job number and the details of the assignment. Make sure you keep this information for your records.

What time does the system call-out to the pool of substitutes to offer jobs?
The "calling times" for the system are:

Day of the Week	Today's Jobs	Future Jobs
Weekdays	5:30 am until noon	5:30 pm-8:30 pm
Saturdays	None	None
Sundays	None	5:30 pm-8:30 pm
Holidays	None	5:30 pm-8:30 pm

If the system cannot fill an open job, you may be called by the system offering you a job even though the start time of the job has passed. You may accept the job if you would like to work, but call HR to check if the job is still available. If it is, let HR know your expected time of arrival.

Special Instructions and Multiple Day Jobs
- Remember to listen to special instructions, if any, when accepting a job. Teachers may leave important information and job requirements in the special instructions.
- If the system calls you for a job that is a multiple-day absence, you must be able to substitute for all of the days required; not some of the days.

Late Arrivals and "No Shows"
Be sure to call HR if you cannot show up for a job you accepted in the system or if you are going to be late for a job. HR has the right to cancel you from a job and get another substitute if you are late 30 minutes or more. The system will record that you were a "No Show" for the job in your profile in the system. HR will then have the option of writing a *Notice of Unsatisfactory Performance* and the school site may request that you no longer substitute at their school.

Canceling an Assignment
If you are going to cancel an assignment, you must do so at least 24 hours in advance. HR must also be notified of an assignment cancellation.

HR Staff may also be emailed at HumanResources@cry-rop.org

<u>Renewing your Permit</u>:
- The expiration date of your credential/permit may be found on the document which is available at the Commission on Teacher Credentialing or [CTC website](#).
- The renewal of your permit/credential is the responsibility of the substitute teacher.
- Holders of a CTE 30-Day Emergency Permit must do a paper application.
  - Contact HR to make an appointment to do the necessary renewal paperwork.
  - It is imperative that you complete this paper application at least 30 days in advance of the expiration date.
- For K-12 30-day Emergency permit holders, Single Subject, Multiple Subject, and Special Education credential holders you must renew your permit through the [CTC website](#).
- After you have renewed your credential, forward to HR any correspondence from the CTC regarding your renewed permit. CRY-ROP is not notified of your renewed credential or permit.

Please note: If your credential is expired, you will not be able to substitute teach until it has been renewed by the CTC.

RESPONSIBILITIES

Human Resources:
- Provides pre-employment orientation and online Substitute Teacher Handbook
- Provides substitutes with directions for using the automated substitute placement system called Frontline Absence Management (formerly known as Aesop)
- Monitors performance and effectiveness of substitute teachers
- Provides Google Classroom training and ongoing support.

Program Managers:
- Monitor the adequacy of lesson plans left for substitutes
- Require that emergency lesson plans are available in a visible red folder on or near the teacher's desk
- Ensure emergency lessons are available via the Substitute folder in the Teacher Binder on www.cryrop.edu
- Provide assistance and support when necessary
- Monitor performance and effectiveness of substitute teachers

School Site Office Staff:
- Provides classroom keys and attendance forms

Teachers:
- Access Frontline Absence Management to report an absence in advance
- Prepare lesson plans and indicate any special instructions as necessary
- Provide seating charts/groupings
- Assemble appropriate instructional materials
- Provide directions if technology is to be used in the delivery of any lessons
- Write Substitute Performance Feedback in Frontline
- Provide Substitute instruction form via Frontline Absence Management.

Substitute Teachers:
- Read and review the Substitute Teacher Handbook
- Read and review Frontline Absence Management instructions provided in this handbook
- Download any lesson plans left on Frontline Absence Management by the teacher
- Arrive at school site 30 minutes before the start of class
- Check in with school site office staff
- Log in to Frontline (instructions provided)
- Follow school/classroom procedures
- Follow lesson plans
- Provide active supervision and instruction
- Leave the classroom in the same condition as you found it
- Provide Substitute Experience Feedback in Frontline
- Log out in Frontline
- Return keys to the school site office staff

CLASSROOM RESPONSIBILITIES

- Maintain normal classroom routines and discipline procedures.
- To bring supplemental grade-level material whenever possible. Emergencies do happen, and this material will help you make the transition a productive experience for the students. Always have the students work on the lesson plan the teacher prepared first.
- Emergency lessons are available via the Substitute folder in the Teacher Binder on www.cryrop.edu
- If the classroom supplies are insufficient, contact CRY-ROP.
- Assist students in completing classroom assignments; ensure students understand classroom rules and procedures; and assist students by answering questions and providing proper examples and general guidance.
- Observe and manage the behavior of students in the classroom according to approved procedures; assess student skills and progress; report progress regarding student performance and behavior in Frontline Absence Management per established guidelines.
- Perform demonstrations to enhance learning activities utilizing appropriate materials, equipment, tools and procedures; set up work areas and displays; distribute and collect paper, supplies and materials.
- Assure the health and safety of students by following established practices and procedures; maintain the learning environment in a safe, orderly and clean manner; develop, administer and maintain student safety tests and records.
- Substitute teachers are not allowed to surf the web or use any CRY-ROP property for personal use.
- Students are not allowed to use the teacher's computer.
- Do not allow students in your room without supervision.
- Do not allow students not enrolled on the class roster to remain in the classroom during the class.
- Contact a site administrator in case of a serious discipline problem.
- **Report any personal or student injury to a CRY-ROP administrator immediately. An accident or incident report is required as soon as possible after the incident.**
- Log on to Frontline Absence Management and leave the teacher a report of work done, especially if lesson plans have been altered. Feedback should be left on the *Past Jobs* tab.
- Leave adequate notes in Frontline Absence Management regarding absences, disciplinary problems, and referrals for the teacher on the substitute feedback form.
- Leave the room neat, clean, and orderly.
- Lock the classroom whenever you and the students are out of the room. Be sure all windows and doors are closed and locked.
- Log out in Frontline.

Whenever it becomes necessary to call for help, the Substitute Teacher should not feel that his/her request in itself is a reflection upon his/her ability. Remember that there can be no productive learning for the student until you have control of the classroom.

Suggested rules to have students follow:

1. Ask permission to be out of your seat (except for specified activities)
2. Keep hands and feet to yourself
3. Follow all directions of the teacher (in the classroom and elsewhere)
4. Raise your hand before speaking
5. No eating or drinking in the classroom
6. Do not throw objects
7. Do not leave the room

Corporal Punishment
Substitute Teachers are not allowed to administer any form of corporal punishment. This does not apply to self-defense or force reasonably necessary to stop a fight or prevent an attack on another student or upon you.

Emergency Procedures:
Each classroom should have an emergency backpack. Please follow the emergency exit plan. An incident/accident report should be filed with Human Resources within 24 hours. Notify the CRY-ROP Program Manager and or HR immediately.

Security:
- Do not leave students unattended in the classroom at any time
- Lock all doors when you are not in the classroom
- Leave all doors locked when students are in the classroom, unless school policy dictates otherwise
- Visitors are NOT allowed in your classroom

When you first enter your assigned classroom, check the telephone (if there is a telephone available) and verify that it is in good operating condition.

Exit Procedures at the End of the Period/Day:
- Do not let class out before scheduled time
- Release students promptly at the end of the class
- Do not keep students for any prolonged period after class ends
- All students must have left the classroom before you leave
- Do not leave with any student "waiting for a ride"

Substitute Folder (Red):

Each teacher will maintain a Substitute Folder for your convenience. The folder will be left on or near the teacher's desk in the classroom. While the format of the folder may differ, you should expect to find the following items:

- Lesson plans and student seating chart
- Worksheets, if applicable
- Bell schedule
- Location of supplies, equipment, fire extinguisher, restrooms, cafeteria, phones, mailbox
- Attendance procedures
- Daily clean up and lock up procedures
- Emergency/ disaster procedures
- Any special directions
- Course outline
- Course syllabus
- Sign in sheets

At the end of the teaching day, Substitute Teachers must complete the Substitute Feedback Form available on Frontline Absence Management.

Legal Responsibilities

USE OF COPYRIGHTED MATERIALS - BP 6162.6 - All CRY-ROP staff [including substitute teachers] shall adhere to the provisions of the federal copyright law and maintain the highest ethical standards in using copyrighted materials. The ROP shall provide no legal support to any employee who violates the copyright law. Willful infringement of this law by students or staff may result in disciplinary action. This policy applies to printed material, sheet and recorded music, videotapes, films, filmstrips or side programs, off-air taping (radio or television), and computer software. Do not bring any of the items mentioned above to school to use in lieu of prepared lesson plans. If lesson plans are needed, please contact the Program Manager.

Student Supervision Requirements – In California, except for lunch periods, teachers or other certified staff must be able to see every student and assume responsibility for their supervision. Classified staff may not legally assume this role except during lunch.

Leaving Students Unattended – Teachers should not leave students in classrooms unattended without certificated supervision. Teachers are responsible for all students under their charge and are legally responsible for the welfare of missing students. Missing students should be reported to the school site immediately.

Release of Students – Is only authorized by school administration.

Letting Students Out Early- Students may only be released early with school administration approval.

School Visitors- All schools require visitors to report to the school office prior to visiting classrooms. If you observe individuals at the school who you believe are unauthorized, report them to the school office immediately. All schools will provide visitors with name badges or written authorization.

Confidentiality- Do not give out any information about a student to a person outside the school system. Instead, refer this person to the CRY-ROP office. It is important to remain diligent in protecting the privacy rights of students and their families.

Harassment and Bullying of Students- CRY-ROP's Governing Board is committed to maintain a learning environment free from discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyberbullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption. Report these behaviors immediately to the school's administration and CRY-ROP's Human Resources. Support will be provided to submit a written, detailed and specific account of the incident.

Use of Physical Force - Physical force should only be used in an emergency in which it prevents some type of injury, either to the student or another person. If used, physical force must be limited to the amount of force absolutely necessary to prevent injury. It is also important to avoid placing yourself in danger of injury when supervising students. If you feel your emotions are running high, clasp your hands behind your back as you talk to the students and seek help.

Rules of ROP Student Conduct

ROP classes are designed to reflect the real work environment in every way possible. Similar to the rules, regulations, and guidelines required in industry, CRY-ROP requires all students to adhere to and comply with basic rules of student conduct and to abide by the authority of CRY-ROP administrators and instructors during their participation in CRY-ROP classes.

The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while going to or coming from school, while at school activities, and while on CRY-ROP transportation.

Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others including, but not limited to, physical violence, possession of a firearm or other weapon, and terrorist threats.
2. Discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyberbullying, hazing or initiation activity, extortion, or any other verbal, written or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption.
3. *Cyberbullying* includes the posting of harassing messages, direct threats, social cruelty, or other harmful text or images on the Internet, social networking sites, or other digital technologies, as well as breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendships.
4. Conduct that disrupts the orderly classroom or school environment.
5. Willful defiance of staff's authority.
6. Damage to or theft of property belonging to students, staff, or the ROP.
7. Use of profane, vulgar, or abusive language.
8. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited drugs.
9. Possession or use of laser pointers on school premises, unless used for a valid instructional or other school-related purpose, including employment.
10. Student cell phone usage is based on the school site's individual policy. Please check with site administration to review the site's policy.
11. Plagiarism or dishonesty in schoolwork or on tests.
12. Inappropriate attire.
13. Tardiness or unexcused absence from school.
14. Failure to remain on school premises in accordance with school rules.

CRY-ROP Liability
CRY-ROP does NOT assume liability:
- For the loss or damage of personal property
- In the case of a student injury that occurs during student learning at the school site

In the case of an injury that occurs during unpaid worksite learning, the student is covered by CRY-ROP's Worker's Compensation Insurance.

Professional Standards

As a substitute teacher you are an unofficial ambassador of CRY-ROP in your contact with the students, other professionals in the field, and the community at large. You have a professional obligation to exercise care in expressing personal reactions and opinions concerning the school and the classroom operation. Please avoid criticisms of the regular teacher and the classroom organization.

The Governing Board of CRY-ROP has outlined Board Policies and Administrative Regulations to provide references for conduct in the following areas:

4019.01 BP: Professional Adult/Student Boundaries
4020 BP: Drug and Alcohol-Free Workplace
6144 BP: Controversial Issues

Frequency of Service

It is impossible to predict the amount of service that a substitute can expect. Frequency of employment depends on the absence rate of the regular staff, the number of available substitutes, the quality of service rendered by the substitute, and requests for the service of specific substitutes.

Assignment Information

The following information will be provided by the school/site to which you report for the assignment:

- Name and room number of the teacher for whom you are substituting
- Daily bell schedule including break, and lunch
- Emergency drill information (classroom)
- Special events schedule
- Attendance procedures
- Release time
- A map of the school (classroom)
- Instructions for using the building communication system (classroom)

Additional Duty Schedules

Substitute teachers will assume all supervision responsibilities assigned to the regular teacher. Extra duty associated with alternative schedules such as, rally, testing, etc. are not authorized, unless those duties occur during the class period as assigned by CRY-ROP. If there are any questions, the principal at the site should be consulted.

Emergency Drills

Procedures for emergency drills including signals, evacuation routes, etc., should be located in a conspicuous place in each classroom. Becoming familiar with this information prior to the school day is essential and important to the safety of the students.

Special Class/Activity Schedule

The schedule for special events or for instructional programs should be checked prior to the start of the school day.

Discontinuation of Service

Unsatisfactory Service

On some occasions a substitute teacher may render unsatisfactory service. The Program Manager is required to discuss such service with the substitute employee and then file a written report of the situation with Human Resources. At times such unsatisfactory service may not be discovered until after the substitute has left the school. In this case, the substitute will be notified of the situation as soon as possible by the Human Resources office.

The Program Manager, at any time during the school year, may request that a substitute no longer be assigned to that program due to unsatisfactory performance.

ACKNOWLEDGEMENT
I have received the Substitute Handbook through Target Solutions and can request the document from the Human Resources Department.