



# **SUBSTITUTE HANDBOOK**

**2019-20**

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## WELCOME TO SUBSTITUTE TEACHING

Welcome to the San Ramon Valley Unified School District. You, as a substitute teacher, are an important member of the instructional staff. There is probably no service in the school system more appreciated than the service rendered by a competent substitute teacher. Your role is recognized as a most difficult one and respected as such.

We welcome you as a professional. The job that you will have to do will be one of challenge. It will call for alertness and resourcefulness. The utilization of past experiences and the fundamentals of good teaching must be applied by you for maximum success. We expect from our substitutes a sincere interest in children and public education, and we will try to provide any assistance that you desire. We encourage you to take advantage of in-service programs and the many opportunities in the Bay Area for professional development.

There are many reasons why regular teachers are absent from school. Whatever the reason, the learning of the children of our community cannot be sacrificed for even a day. The San Ramon Valley wants only the best instructional program for its students, whether be our responsibility for a short time or for many years. We must work together to meet this expectation.

This handbook is provided in order to make it possible for the substitute teacher to make a prompt and easy adjustment to the established routines of the district. We hope this information will prove valuable and that it will enable you to approach your assignments with increased confidence and ease.

Success to You!

A handwritten signature in black ink that reads "Aileen Parsons".

Aileen Parsons  
Director of Certificated Personnel



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## DAILY PROCEDURE

Substitutes are expected to arrive at school at least **20 minutes before a job assignment.**

*If notification has been late, you should call the school secretary to let her know your estimated time of arrival.*

Upon arrival:

- Go to the principal's secretary to sign in, receive assignment, keys, and pertinent instructions.
- Read assignment, making certain you understand your duties. Be sure to check if you have any additional assigned duties.
- Check regular teacher's mailbox for bulletins, urgent messages, and notices for students.
- Be sure to learn the attendance checking procedure used at that particular school.
- At the high school level a parking permit needs to be displayed on the front windshield. If a parking permit is not displayed, you could receive a parking ticket. Parking permits may be picked up at the substitute coordinator's office.
- If you are working at two different schools (morning at one school and afternoon at another school), please notify the afternoon school that you will run late for the assignment.
- If schools are on an adjusted schedule, with students being dismissed earlier than usual, substitutes will remain at the school site for the full workday of other teachers, unless specifically released by the principal.

### **Substitute's Responsibility to the Teacher**

You are expected to carry on the work of the regular teacher. You assume the responsibilities for the teacher in his or her absence.

Before the arrival of the students, locate the daily lesson/activity plans or schedule. Familiarize yourself with the instructions so that when the students arrive you will be in command of the class. **PLEASE FOLLOW THE ABSENT TEACHER'S LESSON/ACTIVITY PLANS AS CLOSELY AS POSSIBLE.** However, if no lesson plans are available, let the site administrator know that you are working without plans. For effective teaching, the substitute teacher should have materials and lesson plans prepared for any level he or she expects to teach.

### **As a Substitute Teacher, You are Expected to:**

- Learn the correct attendance procedures, take roll accurately and turn in required attendance forms.
- Locate the register or roll book, along with the seating chart and lesson plans. Note the seating plan, if appropriate, and have the students follow it. If you cannot locate the material or information you need, ask the office staff for assistance.

## Daily Procedure (Cont)

- Inquire as to the specific behavior modification plans, as each site may have slightly different policies. With the alternative schools student population, it is extremely important for the substitute to be consistent in handling discipline.
- Check emergency drill regulations, ventilation and lighting.
- Make sure students know your name.
- Maintain work habits and general classroom procedure.
- Start class work promptly, expecting and requiring cooperative student response.
- Follow teacher's behavior management plan as closely as possible.
- Establish your position as the teacher from the beginning. Be firm. You are responsible for the conduct of your class. When special problems arise, please feel free to call upon the staff for assistance. Do not ever feel that such a request is a reflection upon your ability, or that it will be considered so by the principal. The school staff is there to assist you in every possible way. You are part of their educational team and they are eager for you to succeed.
- Keep copies of all notices and bulletins received and leave them where the teacher may find them.
- Be available for any special assignments that fall within the teacher's responsibility during the instructional day.
- Perform duties as would be required of the regular classroom teacher, including teaching during a prep period.
- Leave a short summary of the day's experience, along with any information about unusual problems for the classroom teacher.
- Be certain that the room has been left in an orderly fashion, the room locked, windows closed, and keys (if applicable) returned to the appropriate source before leaving the classroom at the end of the day.
- Never discuss situations or problems with the student's parents. Should a parent contact you, ask the parent to wait and discuss the matter with the teacher when he/she returns to school. If it is an emergency, check first with the teacher-in-charge or principal. Leave the teacher a note regarding the parent's concerns.

## **Finally**

- Before you leave, check with the secretary to see if you will be needed the following day.
- Sign out. Turn in your keys.

# STAFF AID TO SUBSTITUTES

The local school staff is responsible for providing a friendly and helpful atmosphere for the substitute teacher.

## **Principal**

1. Develops a system to orient substitutes to the school and to class situations.
2. Attempts to avoid assignment of yard duty before school on the first day of substituting in one assignment.
3. Visits class to observe work.
4. Develops kits for substitutes with information such as:
  - a. Diagram of building and yards with duty areas indicated
  - b. Fire drill routes
  - c. Time schedule
  - d. Names of staff members
  - e. Bell schedule
  - f. Local school rules
5. Aids in maintaining discipline, if needed.
6. Confers with substitutes with the aim of improving the instructional program.

## **Office Manager**

The school office manager or clerk will provide information, materials, and keys.

## **Faculty**

The regular teaching staff will answer most of the special questions about local procedures and course content.

## **Evaluation**

The work of the substitute is subject to evaluation and report by the principals of the schools in which you serve. These reports are forwarded to the Human Resources office to be placed in the personnel file. As long as the reports are satisfactory, the substitute will be retained on the substitute list. A sample of the currently used evaluation report is in the Handbook.



**SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT**  
 Human Resource Department  
 Danville, California

**SUBSTITUTE TEACHER EVALUATION**

Name of Substitute Teacher \_\_\_\_\_ School \_\_\_\_\_ Subject or Grade \_\_\_\_\_

Dates Substituted-From \_\_\_\_\_ To \_\_\_\_\_

	Excellent	Satisfactory	Needs Improvement	No Opportunity To Observe	Comments (Required if "Needs Improvement" is checked)
1. Personal Qualities, poise, health, personal appearance, voice	_____	_____	_____	_____	_____
2. Rapport with regular teachers	_____	_____	_____	_____	_____
3. Rapport with students	_____	_____	_____	_____	_____
4. Professional attitude	_____	_____	_____	_____	_____
5. Promptness	_____	_____	_____	_____	_____
6. Class control	_____	_____	_____	_____	_____
7. Use of regular teacher's lesson plans	_____	_____	_____	_____	_____
8. Effectiveness as an instructor	_____	_____	_____	_____	_____

Would you recommend that this substitute be given further assignments at your school? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, please state your reasons and recommendations for improvement:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_ Principal's Signature \_\_\_\_\_ HR \_\_\_\_\_ Date \_\_\_\_\_

DISTRIBUTION: White: Personnel Office, Yellow: Site HR:Sub: 12100 revised 10/8/03 (2 part NCR)

## SUGGESTIONS FOR SUCCESS

1. Substitutes have found it very helpful to visit those schools where they might be assigned. It is important to know the school and the principal and to visit some of the rooms of the grade level in which the substitute usually works. Knowing how to reach each school by the quickest route will save considerable time when called in an emergency.
2. Prepare a file of material on the grade level or areas in which you will teach. This may contain suggestions for art, music, subject matter areas, etc. You never know when you might have to improvise due to non-existent or incomplete lesson plans.
3. Students can be your best public relations communicators. If you continually strive to give them quality instruction and the message that you care, the net result will be very rewarding for you and the district.
4. Follow through on the teacher's lesson plans. The regular teacher feels very strongly about program continuity. If you cannot find lesson plans, please let the site administrator know immediately.
5. Relate in a positive manner to parents. Show parents that you care about them and their children. When you talk with parents, no matter how small the problem may seem to you, demonstrate good listening skills.
6. Take time after school for helping selected students with individual problems, grading papers, and/or planning and preparing for the following day. Be sure that all correcting and grading has been done before leaving an assignment.
7. Leave a constructive summary of the day's activities for the regular teacher.
8. Use good professional judgment concerning statements made in public about teachers, principals, pupils, and schools in the San Ramon Valley Unified School District.



# SALARY AND PAYROLL PROCEDURES

## **SALARY**

Day-to-day substitutes are paid at the rate of \$130 for a full day and \$65 for a half day. A full day is defined as a duty assignment of 7 hours and a half-day is defined as 3.5 hours. Substitutes paid for a full day are expected to stay at the school for the full seven hours. If schools are on an adjusted schedule, with students being dismissed earlier than usual, substitutes will remain at the school site for the full workday of other teachers, unless specifically released by the principal.

Long-term substitutes are paid \$150 or \$170 (depending on length of assignment-see below) for a full day and \$75 or \$85.00 for a half day (depending on length of assignment-see below).

The long-term rate begins on the 21st consecutive day of the same assignment.

## **PAYROLL**

**The pay period for substitutes runs from the Monday after the second Friday through the second Friday of the next month and is paid at the end of the month.** Payday is the last working day of each month unless the last day falls on a Saturday or Sunday, then payday would be the previous Friday.

Substitute checks will be mailed to the home address unless you have signed up for automatic bank deposit or you have requested that your check be held at the district office.

It is the responsibility of the substitute to sign in and out at each work site, indicating your job number on the attendance sheet. Please keep a record of the days you substitute along with the job number, school site, and teacher's name. This information is necessary if you need to contact the Payroll Department for a correction. The telephone number for substitute payroll is (925) 552-2912.

## **SUBSTITUTE SALARY SCHEDULE 2019-20**

### **CERTIFICATED SUBSTITUTES:**

Daily Rate	\$130.00 (1-20 Consecutive Days)
Long Term Daily Rate	\$150.00 (21-60 Consecutive Days/Retroactive to Day 1)
Long Term Daily Rate	\$170.00 (61+ Consecutive Days/Retroactive to Day 1)

### **RETIRED WORKING CERTIFICATED SUBSTITUTES: (SRVUSD Retirees only)**

Retired Teacher Daily Rate	\$160.00 (1-20 Consecutive Days)
Retired Teacher Long Term Daily Rate	\$180.00 (21-60 Consecutive Days/Retroactive to Day 1)
Retired Teacher Long Term Daily Rate	\$200.00 (61+ Consecutive Days/Retroactive to Day 1)

Certificated Substitute Increase Approved: 11/17/15 Effective: 12/14/15

# **PAYROLL PAY PERIODS**

## **2019-20**

<b><u>Pay Period</u></b>	<b><u>Pay Dates</u></b>
<b>June 17 - July 12</b>	<b>7/31/19</b>
<b>July 15 - August 9</b>	<b>8/30/19</b>
<b>August 12 - September 13</b>	<b>9/30/19</b>
<b>September 16 - October 11</b>	<b>10/31/19</b>
<b>October 14 - November 8</b>	<b>11/26/19</b>
<b>November 11 - December 13</b>	<b>12/31/19</b>
	<small>1/1/20 - Certificated</small>
<b>December 16 - January 10</b>	<b>1/31/20</b>
<b>January 13 - February 14</b>	<b>2/28/20</b>
<b>February 17 - March 13</b>	<b>3/31/20</b>
<b>March 16 - April 10</b>	<b>4/30/20</b>
<b>April 13 - May 8</b>	<b>5/29/20</b>
<b>May 11 - June 12</b>	<b>6/30/20</b>

## DO NOTS

Although we believe in stressing the positive in our district, the following list of “DO NOTS” may prevent a negative experience and therefore be positive.

- DO NOT** touch students. (Even “positive” touching can be misconstrued and cause for accusations.)
- DO NOT** verbally or by action demean any student.
- DO NOT** share your personal judgments about students, their abilities, person or values.
- DO NOT** share any confidential information about a student (i.e., address, phone number, school performance, placement in special programs, etc.).
- DO NOT** use any language or words of profanity, or of a sexual nature, in interactions with students, parents, or other staff members.
- DO NOT** allow any materials to be used in the classroom which you do not monitor the content and use of during the class time (e.g., videos, magazines).
- DO NOT** vary from the lesson plan provided. If you find a controversial subject (i.e., sex education, AIDS, ethnic studies) to be a part of a lesson and you are uncomfortable or feel unprepared to teach the material, please consult with the principal.
- DO NOT** leave students unsupervised or allow the class to move from one area of the to another without supervision (e.g., walking to library, lunch, assemblies, etc.).
- DO NOT** use tobacco products while on school district grounds.
- DO NOT** bring in food snacks as rewards (because of food allergies).
- DO NOT** take pictures of the students or ask them personal questions.
- DO NOT** answer your cell phone during class time.

# **BEHAVIOR MANAGEMENT**

## **Corporal Punishment**

San Ramon Valley Unified School District policy defines corporal punishment as the infliction of physical pain as a disciplinary measure. The Policy states that: District personnel shall not inflict, or cause to be inflicted, corporal punishment or bodily pain upon a pupil attending any school in the District. District personnel may, however, use and apply, within the scope of employment, such amounts of physical restraint as may be reasonable and necessary to:

1. Protect oneself, pupil, or other from physical injury
2. Obtain possession of a weapon or other dangerous object upon the person or within the control of a pupil, and
3. Protect property from serious harm.

Well-disciplined citizens are essential in our society and this policy should not be interpreted as encouraging less discipline, but rather directs the development and use of alternatives for modifying student behavior. See supplemental packet for board policy regarding student discipline.

## **Procedures To Be Followed With Certain Types Of Behavior Problems**

In the belief that students have the right to the best possible learning situations, the Board of Education, Administration and faculty of the San Ramon Valley Unified School District expect conformance to school rules and regulations on the part of all students. Failure of students to abide by the requests of school authorities will lead to corrective measures based on the severity and/or continuance of the act of misconduct. One or more of the following corrective measures may be used:

- **Student-teacher conference**
- **Conference with administrator**
- **Deprivation of privileges**
- **Parent conference**
- **Program adjustment**
- **Psychological referral**
- **Suspension**
- **Request for legal action**
- **Expulsion or exclusion**

Please work closely with the school site administration regarding disciplinary actions to ensure the optimum level of classroom order.

A copy of the Discipline Code and Behavior Guidelines for the District is enclosed for your review. Each school may have additional guidelines for discipline and student safety with which you should become familiar. It is most important that you act quickly and decisively within the guidelines and keep the school administrator fully informed regarding your actions and intentions.

# STUDENT CONDUCT, RIGHTS & RESPONSIBILITIES/CLOTHING & CELL PHONES

## STUDENT CONDUCT

A safe and positive learning environment is essential for the optimum development of each student and for quality education. Schools are expected to provide an orderly, caring, and nondiscriminatory learning environment in which all students feel comfortable and take pride in their school and in their personal achievements. To achieve this goal, staff is expected to teach students the meaning of equality, human dignity, and mutual respect, and to employ learning strategies that foster positive interactions among students from diverse backgrounds. School personnel must prevent and protect against behavior which threatens the safety of individuals or property, or which disrupts learning. School and district personnel shall model positive behavior and attitudes that are respectful of all individuals.

In enforcing the rules of the schools, the district, and the state, the staffs of the schools believe that students must understand that their actions do have consequences. As students become responsible for their own behavior, they develop the self-discipline needed for good citizenship.

*(from Board Policy 5131)*

To ensure the success of students in a school environment, teachers, counselors, administrators, and parents must work cooperatively. Parent support is essential to school staffs' efforts to assure that students respect and follow the rules and regulations of the schools. Students must be responsible for appropriate behavior, regular school attendance, and continued striving for academic excellence.

Education Code (ED) Section 48904 (a)(1) provides that the parent or guardian of a minor is liable for all damages caused by the willful misconduct of the minor that results in the injury or death of any pupil, school district or private school employee, or school volunteer. The parent or guardian is also liable for damages to real or personal property belonging to the school district or private school, or personal property belonging to a school employee, resulting from the willful misconduct of the minor. The liability of the parent or guardian shall not exceed \$10,000.

### Student Rights and Responsibilities

Additional information regarding students' rights may be obtained from the principal of each school or the Division of Educational Services at the District Office.

#### STUDENT RIGHTS:

Receive appropriate educational programs.

1. Be informed about school and district rules and regulations pertaining to students.
2. Attend school and classes unless removed under due process as specified in the Education Code and procedures.
3. Attend school in an academic and social climate that is free from fear and violence.
4. Receive fair and reasonable treatment from those who are responsible for enforcing standards of student conduct.
5. Examine, with the assistance of a certificated staff member, personal records upon reaching the age of 16.
6. Be free from harassment, threats, or intimidation (includes but not limited to ethnic, racial, religious, sexual, sexual orientation) that are pervasive and create an intimidating, hostile, or offensive learning atmosphere.

#### STUDENT RESPONSIBILITIES:

Students shall comply with class requirements for the completion of assignments and for reporting to class with required materials.

1. Each student shall be accountable for his/her attendance for every day that school is in session. Legal and illegal absences (BP 5113) shall be recorded by the school. All illegal absences shall be reported to parents. To the extent that absence or tardiness limits participation by a student in class activities, his/her grade may be affected.
2. Know and obey school rules and follow directions and requests of school personnel.

## STUDENT CONDUCT, RIGHTS & RESPONSIBILITIES/CLOTHING & CELL PHONES

(cont)

3. Students are expected to act respectfully towards all other students and towards adults. They are not permitted to demean, tease, ridicule, or intimidate others by word, action or sexual harassment.
4. Behave in such a way that it does not disrupt the learning of others.
5. Respect public and personal property.
6. Report to a school official behavior from another person that is not welcome, that is personally offensive, that lowers morale, and that therefore interferes with academic effectiveness.

The district believes that all students have a right to a safe and healthy school environment. To that end, the district, schools, and community have an obligation to promote mutual respect, tolerance and acceptance. Behavior that infringes on the safety of any student is unacceptable. A student shall not intimidate or harass another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving, verbal assaults, such as teasing or name-calling; and social isolation or manipulation. This policy applies whenever a student is on school grounds, traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

***Students who act in violation of this policy may be subject to school/district disciplinary procedures up to and including expulsion.***

### CLOTHING AND CELL PHONES:

#### **Dress Standards**

Dress and grooming standards shall be established at each school. Students shall be prohibited from wearing buttons, badges, armbands, or other insignia which are obscene, libelous, or slanderous according to current legal definitions; or that express or advocate prejudice towards another based on gender, race, color, religion, age, ancestry, national origin, ethnic group, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics or any other unlawful consideration. Students shall be restricted from wearing clothing or other adornment that promote alcoholic beverages, illegal substances, or which detract from the learning environment. Appropriate footwear is required for all students. Students shall be restricted from wearing clothing and/or accessories that imply gang affiliation. School regulations shall prohibit activity which is illegal or which creates a clear and present danger of the commission of unlawful acts on school premises. Students and parents shall be given written notification of all rules pertaining to student behavior at the beginning of each year and upon initial enrollment.

#### **Sun-Protective Clothing for Outdoor Activities**

Effective January 1, 2002, Senate Bill 310 became law, requiring each school site to allow pupils to wear sun-protective clothing, including hats while outdoors during the school day. SB 310 also allows each school site to set policy related to the type of sun-protective clothing that is permitted. Policies adopted pursuant to this bill may still prohibit students from wearing specific clothing and hats if the apparel is determined by the district or school site to be gang-related or otherwise inappropriate. (SB 310)

#### **Possession of Cellular Phones at School**

Possession of cellular phones, pagers, or other electronic devices by a student, at school, is a privilege, which may be forfeited by any student who fails to abide by the pertinent district or school rules that pertain to the possession/use of such devices. Cellular phones or other electronic devices are not to be used, heard or visible in or during class, instructional time, or school activities as defined by the school. The district/school shall not be responsible for the loss of or damage to a cellular phone brought onto campus. If students do not comply with school and district guidelines, the device may be confiscated. Violations may result in further disciplinary consequences.

## **PARENT/TEACHER/ADMINISTRATOR RIGHTS & RESPONSIBILITIES**

### Parent Rights and Responsibilities

#### **PARENT RIGHTS**

1. Be informed of district policy and school rules and regulations related to your son or daughter.
2. Visit school periodically. Participate in conferences with teachers or counselors regarding the academic and behavioral status of your son or daughter.
3. Inspect your son or daughter's records with the assistance of a certificated staff member.
4. Be informed of significant facts and school action related to your son or daughter's behavior and academic progress.

#### **PARENT RESPONSIBILITIES**

1. Be available to school staff during the day by maintaining current phone numbers at the school (home, work, emergency).
2. Cooperate with school staff in helping your son or daughter when discipline, attendance, or progress in school becomes a problem.
3. Assure that your son or daughter is in school and on time every day. Notify the school within 48 hours of the days and times of and reasons for your son or daughter's legitimate absences or when he/she must leave campus during the school day.
4. Assist your son or daughter in being prepared for school by providing proper nutrition, adequate sleep, and a quiet place to study

### Teacher Rights and Responsibilities

#### **TEACHER RIGHTS**

1. Expect students to behave in a manner that will not interfere with education for themselves and for other students.
2. Teach with interruptions held to a minimum.
3. Receive parental support related to academic and social progress of students.
4. Suspend a student from a class within the limits of the law.
5. Be notified of students who have engaged in, or are reasonably suspected to have engaged in, any of the acts for which students may be suspended or expelled. The information provided must encompass the previous three school years.
6. Receive administrative support when enforcing rules designed to provide an appropriate classroom climate.

#### **TEACHER RESPONSIBILITIES**

1. Provide appropriate instruction and educational programs that are designed to meet the individual needs of all students.
2. Develop and implement instructional plans to meet the academic standards adopted by the Board of Education.
3. Communicate regularly with parents concerning student progress. Notify student and parents as soon as possible if the student is in danger of failing the course. Student participation in classroom activities may be included in the teacher's grading criteria.
4. Be aware of district and school rules and procedures and take appropriate action if student's behavior is unacceptable.
5. Inform administrators and parents when student's behavior is unacceptable.

## **PARENT/TEACHER/ADMINISTRATOR RIGHTS & RESPONSIBILITIES**

(cont)

6. Maintain a safe, well-organized classroom/school climate that is conducive to learning.
7. Be a positive role model for students.

### Administrator Rights and Responsibilities

#### **ADMINISTRATOR RIGHTS**

1. Expect students to behave in a manner that will not interfere with the educational programs and related student activities offered by the school.
2. Receive parental support related to academic and social progress of students.
3. Receive support from all school employees and parents in maintaining campus control.
4. Assign, when appropriate, detention and suspension, and recommend expulsion within the limits of the law.

#### **ADMINISTRATOR RESPONSIBILITIES**

1. Inform staff, students, and parents about school and district discipline standards and procedures.
2. Counsel with students and parents regarding disciplinary matters.
3. Inform parents of any illegal absences.
4. Supervise efforts to maintain the academic standards adopted by the Board of Education.
5. Provide leadership that will establish, encourage, and promote good teaching and learning.
6. Provide for prompt and equitable handling of grievances and ensure due process for all parties.
7. Be a positive role model for school community.

(2010)



## Grounds for Suspension and Expulsion

Disciplinary action by the school administration will take into account frequency, severity, and grade level at which behavior problems occur. Disciplinary consequences for violation of Education Code 48900 may range from detention or suspension to a maximum penalty of expulsion.

OFFENSE	
<b>Ed Code 48900</b>	
<b>A.</b>	(1) Caused, attempted to cause, or threatened to cause physical injury to another person. (2) *Willfully used force or violence upon the person of another, except in self-defense.
<b>*B.</b>	Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
<b>*C.</b>	Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
<b>*D.</b>	Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
<b>E.</b>	Committed or attempted to commit robbery or extortion.
<b>F.</b>	Caused or attempted to cause damage to school property or private property.
<b>G.</b>	Stolen or attempted to steal school property or private property.
<b>H.</b>	Possessed or used tobacco, or products containing tobacco or nicotine products including, but not limited to, cigarettes, electronic cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
<b>I.</b>	Committed an obscene act or engaged in habitual profanity or vulgarity.
<b>J.</b>	Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
<b>K.</b>	Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
<b>L.</b>	Knowingly received stolen school property or private property.
<b>M.</b>	Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
<b>N.</b>	Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
<b>O.</b>	Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
<b>P.</b>	Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
<b>Q.</b>	Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
<b>R.</b>	Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
<b>T.</b>	A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
<b>Additional Grounds:</b>	
* Sexual harassment. (Ed Code 48900.2)	
* Committed an act of hate violence. (Ed Code 48900.3)	
* Harassment, threats, or intimidation creating an intimidating or hostile educational environment. (Ed Code 48900.4)	
* Terrorist threat against school official or school property. (Ed Code 48900.7)	
<b>Any of the above may be referred to a law enforcement agency.</b>	
<b>*The principal or designee <u>must</u> notify law enforcement personnel of these offenses.</b>	

**DETENTION**-Detention shall be limited to one hour on school days and four hours on non-school days. A parent/guardian of the student to be detained must be notified at least twenty hours prior to the beginning of the detention. Saturday School attendance for discipline is at the election of the student or, in the case of a minor, the parent/guardian. (E.C. 37223)

**SUSPENSION**-Suspension is a disciplinary action that means removal of a student from ongoing instruction for a period of time not to exceed five (5) consecutive school days. Suspension by an administrator shall be preceded by an informal conference between the administrator and the student unless an emergency situation to be determined by the principal or designee exists. A student's parent/guardian shall be notified in writing of the suspension. Although the district is not required to hold a conference with the parent/guardian, the parent/guardian is required to attend such a conference when so requested by the district. A pupil may not be

## Grounds for Suspension and Expulsion

(cont)

suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance that occur at any time, including but not limited to, any of the following: 1) While on school grounds; 2) While going to or coming from school; 3) During the lunch period, whether on or off the campus; 4) During, or while going to or coming from, a school sponsored activity. (E.C. 48900 (p) At the discretion of the school administration, a student may receive "in house" suspension, serving the term of suspension on campus under the supervision of school staff (E.C. 48911.1)

**EXPULSION**-Expulsion means the removal of a student from enrollment in a school or the district as ordered by the Board of Education. Expulsion may be ordered for any of the acts listed under Grounds for Suspension and Expulsion when other means of correction have failed to bring about proper conduct, or when a student's presence causes continuing danger to other students. As defined in Ed Code 48915 (c), possessing, selling, or otherwise furnishing a firearm, brandishing a knife at another person, unlawfully selling a controlled substance, committing or attempting to commit a sexual assault or committing a sexual battery, or possession of any explosives, requires the principal to recommend expulsion. The length of expulsion for any of these offenses shall be one year. Parents of an expelled student are required to notify the receiving district that the student has been expelled. (E.C. 48915.1)

(Revised 6/12/15)

## POLICY ON SEXUAL HARASSMENT

BP 5145.7

It is the policy of the Governing Board of the San Ramon Valley Unified School District to provide an educational and work environment free of unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct or communications constituting sexual harassment, as defined by Education Code 212.5 and otherwise prohibited by state and federal statutes.

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions (Education Code 212.5):

- a. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- b. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- c. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- d. Submission to, or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

### **Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:**

**Verbal or written conduct:** making derogatory comments, including epithets, slurs, jokes, etc.; sexual propositions or flirtations, graphic commentary about an individual's body; sexually degrading words used to describe an individual; suggestive or obscene letters, notes or invitations; spreading sexual rumors.

**Visual conduct:** leering; making sexual gestures; displaying sexually suggestive objects, pictures, books, magazines, etc.

**Physical conduct:** inappropriate touching or impeding one's movement.

Every student, employee or applicant has the right to be free from harassment from adults and/or from students in the work or educational setting. The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

A copy of this policy on sexual harassment shall be 1) displayed in a prominent location at school sites and work sites, 2) provided as part of the orientation for new students at the beginning of each term as applicable, 3) provided for employees annually at the beginning of the

## **POLICY ON SEXUAL HARASSMENT**

(cont)

school year and for each new employee, and 4) included in publications that set forth the comprehensive rules, procedures and standards of conduct of the school or district. Inservice regarding this policy and administrative procedure will be provided to all staff periodically as appropriate and annual review will be encouraged as part of student and staff orientation activities.

### **Complaint Procedure:**

**Step I - Informal Resolution:** It is desirable that problems and complaints of alleged sexual harassment be resolved promptly and equitably. If possible, such problems and complaints should be resolved in an informal manner. Students and employees are encouraged, but not required, to inform the offender directly that his/her conduct is unwelcome or offensive and must stop.

**Step II - Verbal or Written Complaint:** Students should follow complaint procedures designated in Administrative Regulation 5145.7, Sexual Harassment, Students. A student should initiate a complaint to a teacher or administrator verbally or in written form. The complaint should include information regarding the name(s) of the person(s) who engaged in offensive conduct, the description of the offensive conduct (i.e. when and where the conduct occurred, the number of times it occurred, any informal attempts at resolution), and the names of any witnesses. Administrative Regulation 5145.7 may be obtained from the school principal or the Superintendent.

Employees or applicants for employment who feel that they have been sexually harassed should contact their supervisor, principal, other district administrator or the Superintendent in order to obtain procedures for reporting a complaint. Complaints of sexual harassment against a district employee may be filed in accordance with AR 1312, Complaints Against School Personnel. Complaints alleging that a specific action, procedure or practice sexually discriminates, can be filed in accordance with AR 4031, Complaints Concerning Discrimination in Employment.

Any supervisor who receives a sexual harassment complaint shall notify the Superintendent or designee, who shall ensure uniform application of this policy and that the complaint is appropriately investigated.

(Board Policy Adopted September 22, 1998)

## CHILD ABUSE REPORTING REQUIREMENTS

Section 11166 of the Penal Code requires any child care custodian, health practitioner, employee of a child protective agency or child visitation monitor who has knowledge of or observes a child in his/her professional capacity or within the scope of his/her employment whom he/she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

“Child care custodian” includes teachers; an instructional aide, a teacher’s aide, or a teacher’s assistant employed by any public or private school, who has been trained in the duties imposed by this article, if the school district has so warranted to the State Department of Education; a classified employee of any public school who has been trained in the duties imposed by this article, if the school has so warranted to the State Department of Education; administrative officers, supervisors of child welfare and attendance, or certificated pupil personnel employees of any public or private school; administrators of a public or private day camp; administrators and employees of public or private youth centers, youth recreation programs and youth organizations; administrators and employees of public or private organizations whose duties require direct contact and supervision of children and who have been trained in the duties imposed by this article; licensees, administrators and employees of licensed community care or child day care facilities; headstart teachers; licensing workers or licensing evaluators; public assistance workers; employees of a child care institution including, but not limited to, foster parents, group home personnel, and personnel of residential care facilities; social workers, probation officers or parole officers; employees of a school district police or security department; any person who is an administrator or a presenter of, or a counselor in, a child abuse prevention program in any public or private school; a district attorney investigator, inspector, or family support officer unless the investigator, inspector or officer is working with an attorney appointed pursuant to Section 317 of the Welfare and Institutions Code to represent a minor; or a peace officer, as defined in Chapter 4.5 (commencing with Section 830) of Title 3 of Part 2 of this code, who is not otherwise described in this section.

“Health practitioner” includes physicians and surgeons, psychiatrists, psychologists, dentists, residents, interns, podiatrists, chiropractors, licensed nurses, dental hygienists, optometrists, or any other person who is licensed under Division 2 (commencing with Section 500) of the Business and Professions Code; marriage, family and child counselors; emergency medical technicians I or II, paramedics, or other persons certificated pursuant to Division 2.5 (commencing with Section 1797) of the Health and Safety Code; psychological assistants registered pursuant to Section 2913 of the Business and Professions Code; marriage, family and child counselor trainees as defined in subdivision (c) of Section 4980.03 of the Business and Professions Code; unlicensed marriage, family and child counselor interns registered under Section 4980.44 of the Business and Professions Code; state or county public health employees who treat minors for venereal disease or any other condition; coroners; paramedics; and religious practitioners who diagnose, examine, or treat children.

“Child visitation monitor” means any person as defined in Section 11165.15.

## MANDATED REPORTER

### CHILD ABUSE REFERRALS TO CONTRA COSTA COUNTY SOCIAL SERVICE DEPARTMENT

**West County: (925) 374-3324    Central County: (925) 646-1680    East County: (925)427-8811**

When making a child abuse referral to the Contra Costa County Social Service Department, please provide information in the following order:

- Name of client (mother's name)
- Address of client
- Are children living with parents at present time
- Reporter's name
- Reporter's relationship to referent
- Your address
- Your telephone number
- Do you want feedback
- Who is in the family:
  - Names
  - Sex
  - Birth Dates
  - Social Security Numbers
- Who is alleged victim
- Specific allegations of child abuse: Who, what, when, where, how

ADMINISTRATIVE OFFICE: 40 Douglas Drive, Martinez CA 94553-4068 Voice (925) 313-1500 Fax (925) 313-1575



# CCCSIG INJURY REPORTING

**NOTE: If life or limb threatening injury only, call 911!!  
Then report the injury/incident after the employee is stabilized.**

## STEP 1

### MAKE THE CALL BEFORE SEEKING TREATMENT

- Notify Supervisor of the injury/incident
- In a quiet place, employee and/or supervisor call Company Nurse at 1 (888) 375-9779
- You will be asked to provide the following information during the call:
  1. Search Code (CSIG)
  2. Employer (Contra Costa County Schools Insurance Group, District & Site)
  3. **Employee's personal information**
  4. Injury details: Who? What? When? Where?
- Possible Outcomes as a result of the call:
  - \* Self-care or basic first aid, OR
  - \* Referral to medical facility by a Nurse—Occ Health or Urgent Care—or ER
- **IMPORTANT!**
  - \* Translators are available for more than 170 different languages
  - \* Be prepared to write down a call confirmation number

## STEP 2

### REPORT DISTRIBUTION AFTER THE CALL

- Report of Injury is emailed or faxed to District Office and CCCSIG
- If injured employee is referred for medical treatment, an Alert will be sent immediately to the medical provider to expect the employee at their facility

## STEP 3

### CAL OSHA REPORTING REQUIREMENTS

- All employers in CA must report serious work-related injuries/illnesses that:
  - \* Result in death
  - \* Require inpatient hospitalization for more than 24 hours for other than medical observation
  - \* Involve the loss of a body part of a serious degree of permanent disfigurement
- To the nearest Cal OSHA Enforcement Office, **no more than 8 hours after the employer learns of the incident, even at night, on weekends and holidays.**
  - \* Cal OSHA American Canyon: (707) 649-3700

# CONTRA COSTA COUNTY SCHOOLS INSURANCE GROUP WORKERS' COMPENSATION MEDICAL PANELS

**SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT**  
699 Old Orchard Drive, Danville, CA 94526-1058  
Call your W/C Coordinator/Contact Person at (925) 552-2929

## WHAT TO DO IF YOU ARE INJURED AT WORK:

If you experience a workplace injury, notify your Supervisor **IMMEDIATELY!**

In the case of non-life threatening injuries, a phone call will be placed by you, and/or your Supervisor, to the Company Nurse hotline at (888) 375-9779 and give Code "CSIG". A Registered Nurse will gather information about your injury and make appropriate medical care recommendations.

If Company Nurse determines that your workplace injury requires medical care, you must be seen by one of the medical providers listed on this panel.

**UNLESS**, prior to the injury, a Pre-Designated Personal Physician form is on record with the Site/District office.



## **\*WELLWORKS-SAN RAMON REGIONAL MEDICAL CENTER - PREFERRED FACILITY**

6001 Norris Canyon Road, San Ramon, CA 94583  
(925) 275-8233                      Emergency (925) 275-8280

## **SAN RAMON REGIONAL MEDICAL CENTER**

**Emergencies or After Hours Only**  
6001 Norris Canyon Road, San Ramon, CA 94583  
(925) 275-6158

## **KAISER PARK SHADELANDS OCCUPATIONAL HEALTH**

320 Lennon Lane, Lassen Bldg., Walnut Creek, CA 94598  
(925) 906-2060

## **KAISER LIVERMORE OCCUPATIONAL HEALTH**

3000 Las Positas Road, Livermore, CA 94551  
(925) 243-4880

## **CONCENTRA**

1855 Gateway Boulevard, Suite 100  
Concord, CA 94520  
(925) 685-7744

981 N. Broadway, Suite 190  
Walnut Creek, CA 94596  
(925) 932-7715

## **KAISER MEDICAL CENTER**

**Emergencies or After 5:00 PM**  
1425 S. Main Street, Walnut Creek, CA 94596  
(925) 295-5100

## **CONCENTRA**

5635 W. Las Positas Boulevard, Suite 401  
Pleasanton, CA 94588  
(925) 520-0055

Rev. May 2019

For additional information on work related injuries visit the Contra Costa County Schools Insurance Group website at [www.cccsig.org](http://www.cccsig.org) or contact the District WC Coordinator at the number above.

**CONTRA COSTA COUNTY SCHOOLS INSURANCE GROUP**  
550 Ellinwood Way, Pleasant Hill, CA 94523 ~ Phone: 1 (866) 922-2744 Fax: (925) 692-1137





# New Health Insurance Marketplace Coverage Options and Your Health Coverage

Form Approved  
OMB No. 1210-0149  
(expires 1-31-2017)

## PART A: General Information

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment-based health coverage offered by your employer.

### What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

### Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

### Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.<sup>1</sup>

**Note:** If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution—as well as your employee contribution to employer-offered coverage—is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

### How Can I Get More Information?

For more information about your coverage offered by your employer, please check your summary plan description or contact:

Lina Capuyan

OR

Angelina Silva

[lcapuyan@srvusd.net](mailto:lcapuyan@srvusd.net)

[asilva@srvusd.net](mailto:asilva@srvusd.net)

(925) 552-5014

(925) 552-2929

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit [HealthCare.gov](http://HealthCare.gov) for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

<sup>1</sup> An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.

## PART B: Information About Health Coverage Offered by Your Employer

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

3. Employer name <b>San Ramon Valley Unified School District</b>		4. Employer Identification Number (EIN) <b>68-0273221</b>	
5. Employer address <b>699 Old Orchard Drive</b>		6. Employer phone number <b>(925) 552-5014 or (925) 552-2929</b>	
7. City <b>Danville</b>	8. State <b>CA</b>	9. ZIP code <b>94526</b>	
10. Who can we contact about employee health coverage at this job? <b>Lina Capuyan or Angelina Silva</b>			
11. Phone number (if different from above)		12. Email address <b><a href="mailto:lcapuyan@srvusd.net">lcapuyan@srvusd.net</a> or <a href="mailto:asilva@srvusd.net">asilva@srvusd.net</a></b>	

Here is some basic information about health coverage offered by this employer:

- As your employer, we offer a health plan to Some employees. Eligible employees are:

**All regular full-time and part-time employees working at least .5 FTE, or 20 hours or more week**

- With respect to dependents, we do offer coverage. Eligible dependents are:

**Spouse, Domestic Partner, Dependent Children**

This coverage meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.

- \*\* Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.

If you decide to shop for coverage in the Marketplace, [HealthCare.gov](https://www.healthcare.gov) will guide you through the process. Here's the employer information you'll enter when you visit [HealthCare.gov](https://www.healthcare.gov) to find out if you can get a tax credit to lower your monthly premiums.



**SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT**  
**699 Old Orchard Drive, Danville, California 94526**  
*Human Resources*  
**(925) 552-2923 • FAX (925) 552-5092**

## **AB 1522: HEALTHY WORKPLACES, HEALTHY FAMILIES ACT PAID SICK LEAVE**

### **INTRODUCTION**

In accordance with the Healthy Workplaces/Healthy Families Act of 2014, the San Ramon Valley Unified School District will provide paid sick leave to eligible employees who are not granted paid sick leave under a collective bargaining agreement.

### **ENTITLEMENT**

After July 1, 2015, eligible employees will receive 24 hours of annual sick leave. PERS retirees employed by the school district are not eligible. An employee may begin to use paid sick leave on their 90<sup>th</sup> day of employment. Any unused sick leave hours do not carryover from one year to the next.

### **COMMUNICATION**

Paycheck stubs will reflect the amount of paid sick leave an eligible employee has available. A poster detailing employee rights under AB 1522 is displayed at each worksite. District records documenting hours worked and sick leave days accrued and used will be maintained for three years.

### **USAGE**

Under AB 1522, paid sick leave days are for the diagnosis, care or treatment of an existing health condition or preventative care for an employee or employee's family member or for an employee who is a victim of domestic violence, sexual assault, or stalking.

For the purposes of this policy, a family member is defined as follows:

1. A child, which for purposes of this article means biological, adopted, or Foster child, stepchild, legal ward, or a child whom the employee stands in loco parentis. This definition of a child is applicable regardless of age or dependency status.
2. A biological, adoptive, or foster parent, stepparent or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor.
3. A spouse
4. A registered domestic partner
5. A grandparent
6. A grandchild
7. A sibling

Sick leave must be taken in minimum increments of two (2) hours not to exceed 8 hours in one day.

Use of paid sick leave is limited to 24 hours per fiscal year (i.e., July 1, 2018-June 30, 2019).

**PROCEDURES FOR USE**

Eligible employees may request sick leave only for days they are scheduled to work but cannot as a result of one of the allowable reasons for use of paid sick leave as specified above.

To use available sick leave, employees must call/notify the appropriate department (as shown below) prior to the scheduled start time of the work shift. The employee must also complete the AB 1522 Leave Request Form and submit it to the Human Resources Department along with a Doctor’s note (if applicable) within two (2) working days following the absence. If the need to use sick leave is foreseeable, the employee must complete the AB 1522 Leave Request Form and submit it to the Human Resources Department in advance. AB1522 Leave Request Forms can be found on the Human Resources page of the District website ([www.srvusd.net](http://www.srvusd.net)).

An employee requesting sick leave is not responsible for securing a replacement worker to cover the time during which he/she uses sick leave.

Employees will be paid no later than the payday for the next regular payroll period (inclusive of the day on which work would have been performed) after the sick leave was taken, provided the AB 1522 Leave Request Form and Doctor’s note (if applicable) are received by Human Resources. The rate of pay will be the pay rate for the job or assignment the employee was scheduled to work.

**For classified assignments:**

Please contact the appropriate Department to cancel a previously scheduled job.

Child Nutrition	Belinda McDaniels	824-1808
Custodial	Oudary Khamphoumy	824-1812
Special Education Transportation,	Gwen Larriega	552-5054
Crossing Guards	Gigi Gines	824-1823
Clerical/Certificated	Kenit Golabi	552-5068
Noon Duty	School Site Office Manager	
Enrichment Para Educator	School Site Office Manager	

The San Ramon Valley Unified School District will not deny an individual the right to use accrued sick leave, discharge, or threaten to discharge, demote, suspend, or in any manner discriminate against an individual for using accrued sick leave, attempting to exercise the right to use accrued sick leave, filing a complaint with Superintendent’s Designee or alleging a violation of this law, cooperating in an investigation or prosecution of an alleged violation of this law, or opposing any policy or practice or act that is prohibited by this law.

Should you have any questions about AB 1522 or its implementation in San Ramon Valley Unified School District, please don’t hesitate to contact Adrienne Keeling, Administrative Assistant at (925)552-2923.

# SmartFindExpress User Guide

Before any features are available, you must register with the system and create a PIN. The Access ID and PIN are used for all interactions with the system.

## 1. Register with the System

1. Call the main system number  
**(925) 820-3044**
2. Enter your Access ID, followed by the star (\*) key.
3. When the system asks for your PIN, enter your Access ID again, followed by the star (\*) key.
4. Create your PIN. Enter the PIN you want to use followed by the star (\*) key. The PIN must be 6 numerical digits.
5. You will be asked to record your name. Record your name and when you have finished recording, press the star (\*) key.
6. Next you will hear your callback number. This is the telephone number the system will use to call you. If this number is incorrect, enter the correct number now.

## 2. Log into SmartFindExpress

1. Open your Internet browser and type into the address bar:  
**subs.srvusd.k12.ca.us**  
The system Welcome message and any district-wide announcements are displayed.
2. Two identifiers are required to log in to the system: User ID/Access ID and PIN. Click *Submit* to access the system.

District-wide  
Announcements



If you have forgotten your password, click the **'Trouble signing in?'** link.

Follow the instructions on the screen and then click Submit. Your password will be sent to the email address on your profile.



- FORGOT YOUR PASSWORD?**
1. Enter User ID.
  2. Enter Security Code.
  3. Click Submit.



*You must be registered with the system to use this feature.*

3. Upon successful login, the Substitute home page is displayed. From the home page, substitutes can manage personal information, review their work schedule, search for available jobs, and review assignments.

From your Home Page you can:

- ✓ Modify Profile Information
- ✓ Get Help While You Work
- ✓ Review Announcements
- ✓ View/Modify Work Schedule
- ✓ Access Available Jobs
- ✓ Review Assignments

## Phone Access for Current Users

1. Dial the system phone number: **925-820-3044**
2. Enter your **Access ID** followed by the star (\*) key.
3. Enter your **Password/PIN**, followed by the star (\*) key.
4. Follow the automated instructions to **HEAR** job offers, **REVIEW** assignments, and **CANCEL** assignments.

**HELP DESK phone number:**  
**(925) 552-2931**

Monday-Friday 7:00 am - 4:00 pm

# SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT

## 2019-2020 INSTRUCTIONAL CALENDAR

JULY							AUGUST							SEPTEMBER							1st and Last Day of School (Minimum Days)	
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S		
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7		
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	<b>Legal Holiday</b> 	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	<b>School Recess</b> 	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	<b>New Teacher Orientation</b> 	
28	29	30	31				25	26	27	28	29	30	31	29	30						<b>Teacher Work Day</b> 	
4 Independence Day Holiday							1-8 Floating Work Day 9 New Teacher Inservice 12 TK-12 Staff Development Day 13 First Day of School (TK-12 Min. Day) 17 New Teachers 16 Teachers <span style="float: right;">Students 14</span>							2 Labor Day Holiday  20 Teachers <span style="float: right;">Students 20</span>							<b>Staff Development Day</b> 	
OCTOBER							NOVEMBER							DECEMBER							<b>Classified Holiday</b> 	
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S		
	6	7	8	9	10	11	12						1	2	1	2	3	4	5	6	7	<b>Conference Day (Min.day)</b> 
13	14	15	16	17	18	19	10	11	12	13	14	15	16	8	9	10	11	12	13	14	<b>Classified:</b> Two in lieu days observed: 11/27/19 & 12/23/19	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	15	16	17	18	19	20	21		
27	28	29	30	31			24	25	26	27	28	29	30	22	23	24	25	26	27	28	<b>Days of Instruction</b> 180	
4 Floating Work Day 7-11 TK-8 Conferences 11 End of 1st Quarter (42) 31 Halloween (TK-12 Min. Day)							1 TK-12 Staff Development Day 11 Veterans Day Observed 25-29 Thanksgiving Break 28 Thanksgiving Day Holiday 27/29 Classified Holidays							17-20 Semester Finals 20 End of 1st Semester (85) 20 TK-8 Minimum Day 23-31 Winter Break 25 Christmas Day Holiday 23/24 Classified Holidays							<b>Work Days New Teachers</b> 187	
22 (+1) Teachers <span style="float: right;">Students 22</span>							15 Teachers <span style="float: right;">Students 14</span>							15 Teachers <span style="float: right;">Students 15</span>							<b>Work Days</b> Returning Teachers 186	
JANUARY							FEBRUARY							MARCH								
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S		
			1	2	3	4							1	1	2	3	4	5	6	7		
5	6	7	8	9	10	11	2	3	4	5	6	7	8	8	9	10	11	12	13	14		
12	13	14	15	16	17	18	9	10	11	12	13	14	15	15	16	17	18	19	20	21		
19	20	21	22	23	24	25	16	17	18	19	20	21	22	22	23	24	25	26	27	28		
26	27	28	29	30	31		23	24	25	26	27	28	29	29	30	31						
1 New Year's Day Holiday 1-3 Winter Break Continued 6 Floating Work Day 20 Martin Luther King Holiday							17 President's Day Holiday 18 TK-12 Staff Development Day							13 End of 3rd Quarter (46) 18-20 TK-8 Conferences								
18 (+1) Teachers <span style="float: right;">Students 18</span>							19 Teachers <span style="float: right;">Students 18</span>							22 Teachers <span style="float: right;">Students 22</span>								
APRIL							MAY							JUNE								
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S		
				1	2	3	4						1	2		1	2	3	4	5	6	
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13		
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20		
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27		
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30						
3 TK-12 Minimum Day 6-10 Spring Break 10 Classified Holiday							TBD AP Exam Window 25 Memorial Day Holiday 26-29 Final Exams 29 End of 2nd Semester (95) 29 TK-8 Minimum Day 29 Last Day of School							1 Floating Work Day 8 Summer School Begins								
17 Teachers <span style="float: right;">Students 17</span>							20 Teachers <span style="float: right;">Students 20</span>							(+1) Teachers <span style="float: right;">Students 0</span>								

Board Approval: January 9, 2018

# Directions to Schools

## **ALAMO**

**100 Wilson Road, Alamo (925) 938-0448**

680 Freeway to Livorna Road exit; go east on Livorna Road (up the hill); at the top of the hill turn left onto Wilson Road. School is ¼ mile on the right.

## **BELLA VISTA**

**1050 Trumpet Lane, San Ramon (925) 659-5900**

680 Freeway to Bollinger Canyon Road exit, go east on Bollinger Canyon Road approximately 8 miles; turn right onto Dougherty Rd.; turn right onto Trumpet Lane.

## **BOLLINGER CANYON**

**2300 Talavera Drive, San Ramon (925) 824-0390**

680 Freeway to Bollinger Canyon Road exit; go west on Bollinger Canyon Road; cross San Ramon Valley Blvd.; turn right onto Talavera. School is on the left.

## **CALIFORNIA HIGH**

**9870 Broadmoor Drive, San Ramon (925) 803-7400**

680 Freeway to Bollinger Canyon Road exit; go west on Bollinger Canyon; left onto San Ramon Valley Boulevard approximately 1 mile; turn left onto Montevideo Drive approximately 1 mile; turn right onto Broadmoor Drive. School is ½ mile on the left.

## **CHARLOTTE WOOD MIDDLE**

**600 El Capitan Drive, Danville (925) 552-5600**

680 Freeway to Sycamore Valley Road Exit; go east on Sycamore Valley Road; right onto Camino Ramon for about one mile; turn left onto El Capitan; go approximately ¾ mile to school entrance on left (school is located behind private residences and not visible from El Capitan).

## **COUNTRY CLUB**

**7534 Blue Fox Way, San Ramon (925) 803-7430**

680 Freeway to Alcosta exit; go east on Alcosta; turn left onto Davona; turn right onto Blue Fox Way. School is on the left.

## **COYOTE CREEK**

**8700 North Gale Ridge Road, San Ramon (925) 735-1183**

680 Freeway to Bollinger Canyon Road Exit; go east on Bollinger Canyon Road approximately 4 miles; turn left onto North Gale Ridge Road. School is approximately ½ mile on the right.

## **DEL AMIGO CONTINUATION HIGH**

**189 Del Amigo Road, Danville (925) 552-5571**

680 Freeway to El Cerro exit; go west on El Cerro; right onto Danville Blvd and a quick left onto Del Amigo Road. School is ¼ mile on left.

## **DIABLO VISTA MIDDLE**

**4100 Camino Tassajara, Danville (925) 648-8560**

680 Freeway to Sycamore Valley Road exit; go east on Sycamore Valley Road (after 1 ½ miles Sycamore Valley Road becomes Camino Tassajara Road) continue approximately four miles. School is located on the right (corner of Camino Tassajara and Lawrence Road).

## **DOUGHERTY VALLEY HIGH**

**10550 Albion Road, San Ramon (925) 479-6400**

680 Freeway to Bollinger Canyon Road exit, go east on Bollinger Canyon Road (approx 5 miles); turn left onto Albion Road; at next traffic light turn left to High School.

## **GALE RANCH MIDDLE**

**6400 Main Branch Road, San Ramon (925) 479-1500**

680 Freeway to Bollinger Canyon Road exit, go east on Bollinger (approx 5 miles), turn right onto Main Branch.

## **GOLDEN VIEW**

**5025 Canyon Crest Drive, San Ramon (925) 735-0555**

680 Freeway to Crow Canyon Road exit; go east on Crow Canyon; continue on Crow Canyon approximately two miles; turn left onto the second Canyon Crest Drive.

**GREENBROOK****1475 Harlan Drive, Danville (925) 552-5550**

680 Freeway to Crow Canyon Road exit; go west on Crow Canyon; turn right onto San Ramon Valley Blvd; turn right onto Greenbrook Drive (cross over freeway); turn right on Harlan Drive; go to St. Helena and turn right into parking lot of school.

**GREEN VALLEY****1001 Diablo Road, Danville (925) 552-5685**

680 Freeway to El Cerro exit; go east on El Cerro which becomes Diablo Road. School is on the right; turn at the Matadera traffic light to enter parking lot.

**HIDDEN HILLS****12995 Harcourt Way, San Ramon (925) 479-3800**

680 Freeway to Bollinger Canyon Road exit; go east on Bollinger Canyon Road approximately 6 miles; turn left onto Albion Road; right onto Harcourt Way. School is on the left.

**IRON HORSE MIDDLE****12601 Alcosta Boulevard, San Ramon (925) 824-2820**

680 Freeway to Bollinger Canyon Road exit; go east approximately one mile; turn left onto Alcosta Boulevard. School is ¼ mile ahead on the left just past Central Park.

**JOHN BALDWIN****741 Brookside Drive, Danville (925) 552-5670**

680 Freeway to Sycamore Valley Road exit; go east on Sycamore Valley Road; approximately ¼ mile from freeway turn right onto Brookside. School is ½ mile on the right.

**LIVE OAK****5151 Sherwood Way, San Ramon (925) 803-3100**

680 Freeway to Bollinger Canyon Road exit, go east on Bollinger Canyon Road approximately 7 miles; turn left onto E. Branch Parkway; turn left onto Sherwood Way.

**LOS CERROS MIDDLE****968 Blemer Road, Danville (925) 552-5620**

680 Freeway to El Cerro Road exit; go east on El Cerro; turn left onto Green Valley Road; go approximately ¼ mile to traffic signal and turn left onto Blemer Road. School is ¼ mile ahead on right.

**MONTAIR****300 Quinterra Lane, Danville (925) 552-5656**

680 Freeway to Diablo Road exit; go west on Diablo Road; turn right onto Hartz Road (San Ramon Valley Boulevard); turn left at first street, Linda Mesa; at second stop sign turn left onto Esther; this curves around to the school and turns into Quinterra.

**MONTEVIDEO****13000 Broadmoor Drive, San Ramon (925) 803-7450**

680 Freeway to Bollinger Canyon Road exit; go west on Bollinger Canyon; turn left onto San Ramon Valley Boulevard; turn left onto Montevideo Drive; turn left onto Broadmoor Drive. School is ¼ mile on right.

**MONTE VISTA HIGH****3131 Stone Valley Road, Danville (925) 552-5530**

680 Freeway to Stone Valley Road exit; go east on Stone Valley Road for approximately 3 miles. School is on the right.

**NEIL ARMSTRONG****2849 Calais Drive, San Ramon (925) 803-7440**

680 Freeway to Bollinger Canyon Road exit; go west on Bollinger; turn left onto San Ramon Valley Blvd; left onto Montevideo; right onto Davona Drive; left onto Calais Drive.

**PINE VALLEY MIDDLE****3000 Pine Valley Road (925) 803-7420**

680 Freeway to Bollinger Canyon Road; go west on Bollinger; turn left onto San Ramon Valley Blvd.; travel approximately one mile and turn left onto Pine Valley Road. School is approximately three blocks on the right.

**QUAIL RUN****4000 Goldenbay Avenue, San Ramon (925) 560-4000**

680 Freeway to Bollinger Canyon Road exit; go east on Bollinger Canyon Road, turn right onto Stoneleaf Drive, turn left onto Ivyleaf Springs Road and turn left onto Goldenbay Avenue.

**RANCHO ROMERO****180 Hemme Avenue, Alamo (925) 552-5675**

680 Freeway to Alamo exit; go west on Stone Valley Road; turn left onto Danville Boulevard; turn right onto Hemme Avenue. School is two blocks on the right.



<b><u>PINE VALLEY MIDDLE</u></b>	<b>3000 Pine Valley Road</b>	<b>803-7420</b>
680 Freeway to Bollinger Canyon Road; go west on Bollinger; turn left onto San Ramon Valley Blvd.; travel approximately one mile and turn left onto Pine Valley Road. School is approximately three blocks on the right.		
<b><u>QUAIL RUN</u></b>	<b>4000 Goldenbay Avenue, San Ramon</b>	<b>560-4000</b>
680 Freeway to Bollinger Canyon Road exit; go east on Bollinger Canyon Road, turn right onto Stoneleaf Drive, turn left onto Ivyleaf Springs Road and turn left onto Goldenbay Avenue.		
<b><u>RANCHO ROMERO</u></b>	<b>180 Hemme Avenue, Alamo</b>	<b>552-5675</b>
680 Freeway to Alamo exit; go west on Stone Valley Road; turn left onto Danville Boulevard; turn right onto Hemme Avenue. School is two blocks on the right.		
<b><u>SAN RAMON VALLEY HIGH</u></b>	<b>140 Love Lane, Danville</b>	<b>552-5580</b>
680 Freeway to El Cerro exit; go west on El Cerro Road; turn left onto Danville Blvd (San Ramon Valley Blvd.). School is approximately ¾ mile on the right.		
<b><u>STONE VALLEY MIDDLE</u></b>	<b>3001 Miranda Avenue, Alamo</b>	<b>552-5640</b>
680 Freeway to Stone Valley Road (East) exit; go east on Stone Valley Road (approximately ¾ mile); turn left onto Miranda. School is ½ mile on left.		
<b><u>SYCAMORE VALLEY</u></b>	<b>2200 Holbrook Drive, Danville</b>	<b>736-0102</b>
680 Freeway to Sycamore Valley exit; go east on Sycamore Valley Road, which turns into Camino Tassajara; turn left onto Holbrook Drive. School is on hilltop on the right.		
<b><u>TASSAJARA HILLS</u></b>	<b>4675 Camino Tassajara, Danville</b>	<b>648-7150</b>
680 Freeway to Crow Canyon exit; go East on Crow Canyon Road approximately 3 miles; turn right onto Camino Tassajara and continue for approximately 3 miles. School will be on the left just past the east gate of Blackhawk.		
<b><u>TWIN CREEKS</u></b>	<b>2785 Marsh Drive, San Ramon</b>	<b>552-5650</b>
680 Freeway to Bollinger Canyon exit; go west on Bollinger Canyon Road, across San Ramon Valley Blvd.; turn right onto the <u>second</u> Marsh Drive. School is two blocks on the left.		
<b><u>VISTA GRANDE</u></b>	<b>667 Diablo Road, Danville</b>	<b>552-5660</b>
680 Freeway to Diablo Road exit; go east on Diablo Road; school is one block past traffic signal at Camino Tassajara Road on the right.		
<b><u>VENTURE</u></b>	<b>10540 Albion Road, San Ramon</b>	
680 Freeway to Bollinger Canyon Road exit; go east on Bollinger Canyon Road (approx 6 miles); turn left onto Albion Road; at next traffic light turn left to High School.		
<b><u>WINDEMERE RANCH MIDDLE</u></b>	<b>11611 East Branch Parkway, San Ramon</b>	<b>479-7400</b>
680 Freeway to Bollinger Canyon Road exit; go east on Bollinger Canyon road approximately 8 miles; turn left onto East Branch Parkway; school is on the right.		

# San Ramon Valley Unified School District | 2019-20

SCHOOLS		SCHOOLS		SCHOOLS		
<b>ELEMENTARY</b>						
<p><b><u>Alamo School - AL (002)</u></b>      <b>60000</b></p> <p>100 Wilson Road, Alamo 94507  <b>855-4800 Fax: 938-0454</b>                      Stan Hitomi, Principal                      Gayle Hughey, Office Manager                      Janice Hildreth, SOA</p>		<p><b><u>Green Valley School- GV (011)</u></b>      <b>69000</b></p> <p>1001 Diablo Road, Danville 94526  <b>855-5400 Fax: 837-3807</b>                      Donna Grim, Principal                      Debbie Bell-Tozzi, Office Manager                      Debbie McCabe, SOA</p>		<p><b><u>Rancho Romero School - RR (015)</u></b>      <b>73000</b></p> <p>180 Hemme Avenue, Alamo 94507  <b>855-5700 Fax: 837-9030</b>                      Sandy Kontilis, Principal                      Tatiana Wolkenhauer, Office Manager                      Gina Turturici, GOC, Kathy Kawabata, SOA</p>		
<p><b><u>Bella Vista - BV - (23)</u></b>      <b>81000</b></p> <p>1050 Trumpet Vine Lane, San Ramon 94582  <b>659-5900 Fax: 659-5900</b>                      Jennifer Torres, Principal                      Edwina Nuqui-Manela, Office Manager                      Mitchell Byrne, SOA</p>		<p><b><u>Hidden Hills - HH (004)</u></b>      <b>70000</b></p> <p>12995 Harcourt Way, San Ramon 94582  <b>479-3800 Fax: 803-9792</b>                      Melodie Huynh, Principal                      Donna Reed, Office Manager                      Jayne Stevenson, SOA</p>		<p><b><u>Sycamore Valley School - SY (016)</u></b>      <b>74000</b></p> <p>2200 Holbrook, Danville 94506  <b>855-2800 Fax: 736-0224</b>                      Sylvie Bullard, Principal                      Barbara Jones, Office Manager                      Heidi Barker, Katy Power, SOA</p>		
<p><b><u>Bollinger Canyon - BC (006)</u></b>      <b>63000</b></p> <p>2300 Talavera Drive, San Ramon 94583  <b>242-3200 Fax: 830-9595</b>                      Christine Offerman, Principal                      Cheryl Reeves, Office Manager                      Karen Morelli, SOA</p>		<p><b><u>John Baldwin - JB (005)</u></b>      <b>62000</b></p> <p>741 Brookside Drive, Danville 94526  <b>855-5200 Fax: 820-8307</b>                      Joe Romagna, Principal                      Vicki Kallick, Office Manager                      Barbara Batoog, SOA</p>		<p><b><u>Tassajara Hills School - TH (018)</u></b>      <b>75000</b></p> <p>4675 Camino Tassajara Rd, Danville 94506  <b>855-7800 Fax: 648-3190</b>                      Annabel Hurlburt, Principal                      Jeannie Range, Office Manager                      Mimi Hui, Bev Sayson, SOA</p>		
<p><b><u>Country Club School - CC (007)</u></b>      <b>64000</b></p> <p>7534 Blue Fox Way, San Ramon 94583  <b>479-6000 Fax: 803-9827</b>                      Christy Glaser, Principal                      Kathileen Carl, Office Manager                      Susan Simms, SOA</p>		<p><b><u>Live Oak Elementary - LO (020)</u></b>      <b>79000</b></p> <p>5151 Sherwood Way, San Ramon 94582  <b>803-3100 Fax: 803-3197</b>                      Carolyn Dobel, Principal                      Melanie Jensen, Office Manager                      Rose Hym, Sandi Moeller, SOA</p>		<p><b><u>Twin Creeks School - TC (017)</u></b>      <b>76000</b></p> <p>2785 Marsh Drive, San Ramon 94583  <b>855-2900 Fax: 855-2449</b>                      Shelli Kravitz, Principal                      Lisa Ryan, Office Manager                      Katy Little, Jani Mulholland, SOA</p>		
<p><b><u>Coyote Creek School - CK (012)</u></b>      <b>65000</b></p> <p>8700 N.Gale Ridge Road, San Ramon 94582  <b>855-7300 Fax: 735-1197</b>                      Bill Alpert, Principal                      Leona Lam, Assistant Principal (.5)                      Janet Foster, Office Manager                      Heidi Boaz, Harriet Jaffin, Karen Tomasello, SOA</p>		<p><b><u>Montair School- MT (013)</u></b>      <b>71000</b></p> <p>300 Quinterra Lane, Danville 94526  <b>855-5100 Fax: 820-6713</b>                      Ondi Tricasso, Principal                      Jan Crow, Office Manager                      Eileen Schultz, SOA</p>		<p><b><u>Vista Grande School - VG (019)</u></b>      <b>77000</b></p> <p>667 Diablo Road, Danville 94526  <b>314-1000 Fax: 837-5918</b>                      Osi Juergens, Principal                      Delia Verber, Office Manager                      Giuliana Hunt, Susan Witbeck, SOA</p>		
<p><b><u>Creekside Elementary - CR (022)</u></b>      <b>80000</b></p> <p>6011 Massara Street, Danville 94526  <b>314-2000 FAX: 314-2097</b>                      Aaron Tarzian, Principal                      Ann Shade, Office Manager                      Kathleen O'Grady, GOC, Kathy Ramsey, SOA</p>		<p><b><u>Montevideo School - MO (014)</u></b>      <b>72000</b></p> <p>13000 Broadmoor Dr., San Ramon 94583  <b>479-6100 Fax: 828-1727</b>                      Katie Witt, Principal                      Joy Gath, Office Manager                      Natalie Gaylor, SOA</p>		<p><b><u>Walt Disney School - WD (009)</u></b>      <b>66000</b></p> <p>3250 Pine Valley Road, San Ramon 94583  <b>479-3900 Fax: 829-8957</b>                      Curtis Haar, Principal                      Robin Miller, Office Manager                      Athena Tessman, SOA</p>		
<p><b><u>Golden View School - GL (008)</u></b>      <b>67000</b></p> <p>5025 Canyon Crest Dr., San Ramon 94582  <b>855-2700 Fax: 735-2104</b>                      Vanessa Cutler, Principal                      Terri Sutak, Office Manager                      Shirley Pitts, SOA</p>		<p><b><u>Neil Armstrong - NA (003)</u></b>      <b>61000</b></p> <p>2849 Calais Drive, San Ramon 94583  <b>479-1600 Fax: 828-8473</b>                      Jared Gagnon, Principal                      Valerie Jennings, Office Manager                      Beth Starck, SOA</p>				
<p><b><u>Greenbrook School - GB (010)</u></b>      <b>68000</b></p> <p>1475 Harlan Drive, Danville 94526  <b>855-5300 Fax: 837-8727</b>                      Rhea Murphy, Principal                      Lorre Heyes, Office Manager                      Meghan Felardo, SOA</p>		<p><b><u>Quail Run Elementary - QR (021)</u></b>      <b>78000</b></p> <p>4000 Goldenbay Ave., San Ramon 94582  <b>560-4000 Fax: 560-4059</b>                      Mimi Quan, Principal                      Leona Lam, Assistant Principal (.5)                      Lauren Troxel, Office Manager                      Nancy Kantor, Shannon Maser, Jen Pfothenauer, SOA</p>				

**San Ramon Valley Unified School District | 2019-20**

SCHOOLS	SCHOOLS	SCHOOLS
<p><b>MIDDLE</b></p> <p><b><u>Charlotte Wood Middle -CW (037)</u> 40000</b>                      600 El Capitan, Danville 94526  <b>855-4400 Fax: 820-1857</b>                      Bridget Vorhees, Principal                      Garrett Fitch, Assistant Principal                      Beth Robertson, Office Manager</p> <p><b><u>Diablo Vista Middle - DV (035)</u> 41000</b>                      4100 Camino Tassajara, Danville 94506  <b>855-7600 Fax: 648-7167</b>                      Becky Ingram, Principal                      Gregory Kontzer, Assistant Principal                      Michelle Ormsby, Office Manager</p> <p><b><u>Gale Ranch Middle - GR (032)</u> 47000</b>                      6400 Main Branch Road, San Ramon 94582  <b>479-1500 Fax: 479-1595</b>                      Susan Goldman, Principal                      Steve Anderson, Assistant Principal (.5)                      Meighen Eberly, Assistant Principal                      Renee Butruce, Office Manager</p> <p><b><u>Iron Horse Middle - IH (039)</u> 42000</b>                      12601 Alcosta Blvd., San Ramon 94583  <b>790-2500 Fax: 824-2830</b>                      Demetrious Ball, Principal                      Steve Anderson, Assistant Principal (.5)                      Nikki Chaplan, Assistant Principal                      Cammie Cloudsley, Office Manager</p> <p><b><u>Los Cerros Middle - LC (031)</u> 43000</b>                      968 Blemer Road, Danville 94526  <b>855-6800 Fax: 837-3512</b>                      Evan Powell, Principal                      Allison Mulliken, Assistant Principal (.5)                      Tami Castelluccio, Office Manager</p> <p><b><u>Pine Valley Middle - PV (033)</u> 44000</b>                      3000 Pine Valley Road, San Ramon 94583  <b>479-7700 Fax: 828-1972</b>                      Jason Law, Principal                      Meredith Bullock, Assistant Principal                      Becca Bartolone, Office Manager</p> <p><b><u>Stone Valley Middle - SV (034)</u> 45000</b>                      3001 Miranda Avenue, Alamo 94507  <b>855-5800 Fax: 838-5680</b>                      Justin White, Principal                      Allison Mulliken, Assistant Principal (.5)                      Victoria Felix, Office Manager</p>	<p><b><u>Windemere Ranch Middle-WR (038)</u> 46000</b>                      11611 East Branch Parkway, San Ramon 94582  <b>479-7400 Fax: 479-7469</b>                      David Bolin, Principal                      Jeffrey Osborn, Assistant Principal                      Sharon Baltazar, Assistant Principal                      Gail Proctor, Office Manager</p> <p align="center"><b>HIGH</b></p> <p><b><u>California High School - CH (051)</u> 24000</b>                      9870 Broadmoor Drive, San Ramon 94583  <b>803-3200 Fax: 803-9341</b>                      Megan Keefer, Principal                      Andy Briggs, Assistant Principal                      Tucker Farrar, Assistant Principal                      Catie Hawkins, Assistant Principal                      Kathleen Martins, Assistant Principal                      Candace Molano, Office Manager</p> <p><b><u>Dougherty Valley High - DH (054)</u> 30000</b>                      10550 Albion Road, San Ramon 94582  <b>479-6400 Fax: 479-6597</b>                      Dave Kravitz, Principal                      Sarah Acosta Landry, Assistant Principal                      Lauren Falkner, Assistant Principal                      Charlie Litten, Assistant Principal                      Bob Spain, Assistant Principal                      Cheryl Mattingly, Office Manager</p> <p><b><u>Monte Vista High - MV (053)</u> 26000</b>                      3131 Stone Valley Road, Danville 94526  <b>552-2800 Fax: 743-1744</b>                      Kevin Ahern, Principal                      Sheila Jemo, Assistant Principal                      Kenneth Kahn, Assistant Principal                      Liz Pagano, Assistant Principal                      Jodi McFarland, Office Manager</p> <p><b><u>San Ramon Valley High-SR (055)</u> 28000</b>                      501 Danville Blvd., Danville 94526  <b>552-3000 Fax: 838-7802</b>                      Jason Krolikowski, Principal                      Olivia Hanley, Assistant Principal                      Thomas Martin-Edwards, Assistant Principal                      Anne-Marie Walters, Assistant Principal                      Krystin Alcaraz, Office Manager</p>	<p><b><u>Del Amigo (10-12) DA (057)</u> 39000</b>                      189 Del Amigo Road, Danville 94526  <b>855-2600 Fax: 838-5372</b>                      Rose Bright, Principal (.5)                      Kelly Schultz, Office Manager</p> <p><b><u>Venture School - VE (059)</u> 34000</b>                      10540 Albion Road, San Ramon, 94582  <b>479-1200 Fax: 479-1297</b>                      Rose Bright, Principal (.5)                      Dennice Barnes, Office Manager</p>

## **DISTRICT FACILITIES**

<b>District Office</b>	<b>699 Old Orchard Drive</b>	<b>Danville</b>	<b>552-5500</b>
<ul style="list-style-type: none"><li>• Business Services</li><li>• Educational Services</li><li>• Human Resources</li></ul>		<ul style="list-style-type: none"><li>• Public Relations</li><li>• Special Programs/Grants/ELD</li><li>• Superintendent</li></ul>	
<b>Service Center</b>	<b>3280 Crow Canyon Rd.</b>	<b>San Ramon</b>	
<ul style="list-style-type: none"><li>• Child Nutrition</li><li>• Community Services</li><li>• Computer Support/Technology</li><li>• Duplicating</li><li>• Facilities Dept</li></ul>		<ul style="list-style-type: none"><li>• IMS</li><li>• Maintenance</li><li>• Purchasing</li><li>• Transportation</li><li>• Warehouse</li></ul>	

## **ELEMENTARY SCHOOLS**

Alamo 1	100 Wilson Road	Alamo	855-4800
Bella Vista 38	1050 Trumpet Vine Lane	San Ramon	659-5900
Bollinger Canyon 20	2300 Talavera Drive	San Ramon	242-3200
Country Club 26	7534 Blue Fox Way	San Ramon	479-6000
Coyote Creek 30	8700 N. Gale Ridge Road	San Ramon	855-7300
Creekside 37	6011 Massara Street	Danville	314-2000
Golden View 16	5025 Canyon Crest Drive	San Ramon	855-2700
Green Valley 5	1001 Diablo Road	Danville	855-5400
Greenbrook 15	1475 Harlan Drive	Danville	855-5300
Hidden Hills 31	12995 Harcourt Way	San Ramon	479-3800
John Baldwin 14	741 Brookside Drive	Danville	855-5200
Live Oak 35	5151 Sherwood Way	San Ramon	803-3100
Montair 11	300 Quinterra Lane	Danville	855-5100
Montevideo 21	13000 Broadmoor Drive	San Ramon	479-6100
Neil Armstrong 35	2849 Calais Drive	San Ramon	479-1600
Quail Run 35	4000 Goldenbay Avenue	San Ramon	560-4000
Rancho Romero 7	180 Hemme Avenue	Alamo	837-9030
Sycamore 27	2200 Holbrook Drive	Danville	855-2800
Tassajara Hills 28	4675 Camino Tassajara	Danville	855-7800
Twin Creeks 19	2785 Marsh Drive	San Ramon	855-2900
Vista Grande 6	667 Diablo Road	Danville	314-1000
Walt Disney 24	3250 Pine Valley Road	San Ramon	479-3900

## **MIDDLE SCHOOLS**

Charlotte Wood 12	600 El Capitan Drive	Danville	855-4400
Diablo Vista 29	4100 Camino Tassajara	Danville	855-7600
Gale Ranch 36	6400 Main Branch Road	San Ramon	479-1500
Iron Horse 18	12601 Alcosta Boulevard	San Ramon	824-2820
Los Cerros 4	968 Blemmer Road	Danville	855-6800
Pine Valley 25	3000 Pine Valley Road	San Ramon	479-7700
Stone Valley 2	3001 Miranda Avenue	Alamo	855-5800
Windemere Ranch 32	11611 East Branch Parkway	San Ramon	479-7400

## **HIGH SCHOOLS**

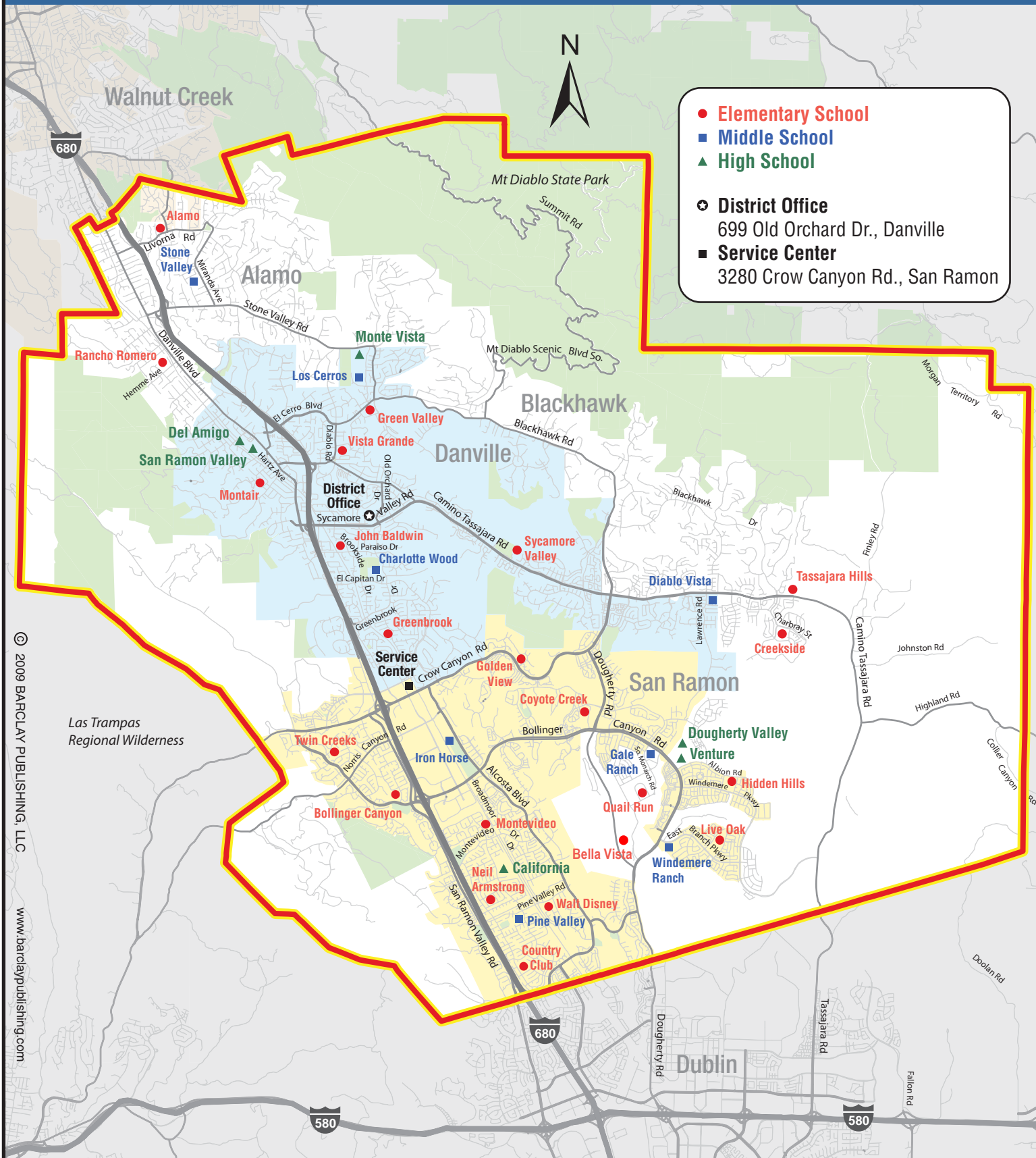
California 22	9870 Broadmoor Drive	San Ramon	803-3200
Dougherty Valley 33	10550 Albion Road	San Ramon	479-6400
Del Amigo 8	189 Del Amigo Road	Danville	855-2600
Monte Vista 3	3131 Stone Valley Road	Danville	552-2800
San Ramon Valley 9	501 Danville Boulevard	Danville	552-3000
Venture 33	10540 Albion Road	San Ramon	479-1200



# San Ramon Valley Unified School District

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