

# BASIC TEACHING PRINCIPLES

The teaching guidelines that follow highlight the major findings of selected research in regular and special education (Mercer and Mercer, 1989).

## A. USE DIRECT OR SYSTEMATIC INSTRUCTION

Selected teaching strategies include:

1. Using instruction to explain how to perform a task.
2. Demonstrating the skill and have the student model it.
3. Providing drill activities and have the student practice the task to a specified criterion (80-90%).
4. Giving prompts and cues during student performances.
5. Providing feedback during the instruction of new skills.
6. Providing reinforcement for correct responses.

## B. FOCUS ON ACADEMIC INSTRUCTION

Effective teachers establish instructional objectives and maintain activities that relate to those activities such as:

1. Working directly on academic tasks in texts, workbooks, and instructional materials.
2. Being business-like and task-oriented.

## C. PROVIDE SUCCESS

1. Learning improves the most when students have a high percentage of correct responses during teacher questioning and seatwork.
2. A high percentage of correct responses given rapidly correlates with academic achievement.
3. A reasonable success rate is at least 80% during instruction and 90% at the end of a unit.
4. Maintaining a balance between high success and more challenging work is appropriate.

## D. PROVIDE FEEDBACK

1. Academic feedback is positively associated with-student learning.
2. Teachers should provide specific feedback on what is both correct and incorrect in order to improve performance.

## E. BE POSITIVE

1. A teacher's moods and attitudes greatly influence the classroom environment.
2. Effective teachers comment on positive classroom happenings in addition to addressing misbehavior.
3. The use of intimidation, threat, and criticism are highly questionable as learning techniques to foster.

## F. STRIVE TO MOTIVATE

1. Involve the student in understanding the purpose and need for a selected instructional activity.
2. Instructional games and self-correcting materials may be useful for maintaining interest.

## G. INSURE ATTENTION

Attention is a key factor in the learning process, so:

1. Continuously observe students to make sure that they are paying attention.
2. Maintain attention by:
  - a. Making sure all students can see the teacher during instruction.
  - b. Using physical proximity.
  - c. Using cue words that alert students.

## H. ADDITIONAL POINTS

1. Students are concerned with fair play, inclusion in the action, and getting work done in a relatively quiet and orderly room.
2. Students want a teacher to be a real person with a sense of humor.
3. Students with special needs are more like than unlike the average child.

# Giving Feedback

**Focus feedback on behavior rather than the person.** It is important that you refer to what a person does rather than comment on what you imagine he is. To focus on behavior implies that you use adverbs (which relate to actions) rather than adjectives (which relate to qualities) when referring to a person. Thus you might say a person “talked considerably in this meeting,” rather than “this person is a loudmouth.”

**Focus feedback on observation rather than inferences.** Observations refer to what you can see hear in the behavior of another person, while inferences refer to interpretations and conclusions which you make from what you see or hear. In a sense, inferences or conclusions about a person contaminate your observations, thus clouding the feedback for another person. When inferences or conclusions are shared, and it may be valuable to do this, it is important that they be so identified.

**Focus feedback on description rather than judgment.** The effort to describe represents a process for reporting what occurred, while judgment refers to an evaluation in terms of good or bad, right wrong, nice or not nice. Judgments arise out of a personal frame of reference or value system, whereas description represents neutral (as far as possible) reporting.

**Focus feedback on descriptions of behavior which are in terms of “more or less” rather than in terms of “either-or.”** When you use “more or less” terminology, it implies that the behavior fails in a continuum. This means you are stressing quantity, which is objective and measurable, rather than quality, which is subjective and judgmental. Thus participation by a person may fail on a continuum from low participation to high participation, rather than “good” or “bad” participation. If you don’t think in terms of “more or less” and the use of a continuous scale of measurement, you will be trapped into thinking in categories, which may then not reflect reality.

**Focus feedback on behavior related to a specific situation, preferably to the “here and now,” rather than on behavior in the abstract, placing it in the “there and then.”** What you and I do is always related in some way to time and place. We increase our understanding of behavior by keeping it tied to time and place. When observations or reactions occur, feedback will be most meaningful if you give it as soon as it is appropriate to do so.

**Focus feedback on the sharing of ideas and information rather than on giving advice.** By sharing ideas and information you leave the other person free to decide for himself, in the light of his own goals in a particular situation at a particular time, how to use the ideas and the information. Insofar as you can tell him what to do, you take away his freedom to determine for himself what is best for him and the most appropriate course of action.

**Focus feedback on exploration of alternatives rather than answers or solutions.** The more we can focus on a variety of procedures and means for accomplishing a particular goal, the less likely we are to accept premature answers or solutions, which may or may not, fit a particular problem. Many of us have a collection of answers and solutions for which there is no problem.

**Focus feedback on the value it may have to the receiver, not on the value of “release” that it provides the person giving feedback.** The feedback provided should serve the needs of the person getting the feedback rather than the needs of the giver. Help and feedback need to be given and heard as an offer, not as something you force upon another person.

# GENERAL INFORMATION

## PAYROLL INFORMATION

Substitutes are paid on the 10th of the month following the month the substitute service was rendered. Substitutes must contact the district offices for information on submitting timesheets and cutoff dates as **each district will pay substitutes separately.**

Substitute teachers may elect membership in the State Teachers' Retirement System (STRS) at any time while employed in a substitute or part-time position. This election must be in writing and is irrevocable.

## CHANGE IN PERSONAL DATA

It is the responsibility of the Substitute to notify each County Office (Sutter, Yuba, or Colusa) of any change in status such as:

- Desire to discontinue substituting
- STRS election
- W-4 withhold allowances
- Change in address or phone number
- Assistance with the automated sub calling systems

## WORKERS' COMPENSATION

A substitute, while working for the Districts and programs within each county is covered through Workers' Compensation should he/she be injured in the commission of his/her official duties.

Report an injury or illness to your employer (district working for when injury occurred) immediately. Your employer will give you a claim form so you can describe the injury or illness with specific details as to what, when, and how it happened. Complete it and return it to your employer as soon as possible. Enough information should be included to insure that necessary reports can be completed and arrangements made for medical treatment. **Insure your right to benefits by reporting every injury or illness, no matter how slight.**

# Perceptual Styles of Learning

## CHARACTERISTICS OF VISUAL LEARNERS

Active imagination  
Image manipulation  
Visualization  
Graphic representation  
Visual relationships  
Attention to color  
Attention to shape  
Preference for drawing  
Identification of spatial depth and perception  
Doodling  
Recalls of faces better than names  
Good recall of visual events  
Picture books  
Highlighting and/or underlining  
Graphs, pictures, charts  
Film/videos  
Observation of visual details  
Preference for sitting or moving closer to look at pictures  
Good visual memory  
Preference to take many notes  
Neat written work  
Preference to review notes when studying  
Preference for a quiet environment

### Suggestions for Teachers

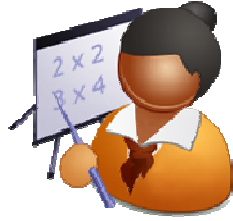
- help students practice visual tasks
- establish eye contact
- help students visualize the task
- establish the whole concept
- chart and graphically represent information
- focus on visual details and concepts

## CHARACTERISTICS OF AUDITORY LEARNERS

Enjoys audiotapes  
Excels at verbal quizzes and practice  
Prefers to read aloud  
May move lips while reading silently  
Enjoys storytelling  
Preference for studying with friends for discussion  
Prefers to hear self and others talk  
Enjoys dialogue  
May require specific verbal directions  
Takes few notes  
Recalls names better than faces  
Prefers oral instruction  
Prefers talking about notes to study

### Suggestions for Teachers

- establish auditory contact
- use verbal directions
- ask students to summarize directions or other information verbally
- arrange for speakers



## Rules: Expected Norms of Behavior

Rules govern relationships-with others, time, space and materials. They are consistent across situations, and few in number. **The eight guidelines below can help you develop effective rules for your classroom.**

### GUIDELINES FOR WRITING RULES

- 1) Consistent with School Rules Classroom rules should not conflict with school rules; school rules should be in effect in the classroom
- 2) Understandable Rules may be stated that students clearly understand what is meant. Vocabulary should be consistent with students' grade and/or ability level.
- 3) Doable Rules must be such that students are capable of following them. They must be within students' maturation level and mental and physical abilities.
- 4) Manageable Rules should be easily monitored and not require excessive classroom time to hold students accountable.
- 5) Always Applicable Rules should be consistent across situations; they should not vary or change.
- 6) Stated Positively Stating rules positively encourages the desired behavior. Although it is sometimes difficult to state all rules positively, most "don'ts" can be transformed to "do's". (even "no gum" can be stated "leave all gum at home.")
- 7) Stated Behaviorally Rules are easiest understood and monitored when defined with action statements beginning with a verb-statements that describe what students are to "do"-such as "leave all gum at home" or "bring needed materials to class."
- 8) Consistent with Your Own Philosophy Your rules should reflect what you believe about how students learn best.

## Tri County SCHOOL DISTRICTS AND PROGRAMS

<b>SUTTER COUNTY SCHOOL DISTRICTS / PROGRAMS</b>	<b>METHOD OF CONTACTING SUBSTITUTES</b>
Sutter County Superintendent of Schools Special Education and Alternative Education Programs	Automated System - AESOP
Brittan Elementary School District	Manually by telephone
Browns Elementary School District	Manually by telephone
East Nicolaus High School District	Automated System - AESOP
Franklin Elementary School District	Automated System – AESOP
Five Oak Unified School District	Automated System – AESOP
Larcum-Illinois Union School District	Automated System – AESOP
Meridian Elementary School District	Manually by telephone
Westro Elementary School District	Automated System – AESOP
Pleasant Grove Joint Union School District	Manually by telephone
Sutter Union High School District	Manually by telephone
Winship-Robbins Elementary School District	Manually by telephone
Yuba City Unified School District	Automated System – e-Schools
Yuba Rivers Charter School	Automated System - AESOP.
Yuba City Charter School	Automated System - AESOP

<b>YUBA COUNTY SCHOOL DISTRICTS / PROGRAMS</b>	<b>METHOD OF CONTACTING SUBSTITUTES</b>
Yuba County Office of Education Special Education and Alternative Education Programs	Manually by telephone
Camptonville Union School District	Manually by telephone
Clarysville Joint Unified School District	Automated System - SmartFind Express
Lumas Lake Elementary School District	Automated System - SmartFind Express
Heatland Elementary School District	Automated System - SmartFind Express
Heatland Union High School District	Manually by telephone

<b>COLUSA COUNTY SCHOOL DISTRICTS / PROGRAMS</b>	<b>METHOD OF CONTACTING SUBSTITUTES</b>
COLUSA DISTRICTS/PROGRAMS	Manually by telephone

**Colusa County - DISTRICT SUBSTITUTE PAY RATES 2009-2010**

<b>District Name</b>	<b>Rate Per Day</b>	<b>Half Day</b>	<b>Pay Period Cut-off Date</b>
Colusa Unified School District	\$110.00	\$55.00	Last work day of month
Maxwell Unified School District	\$110.00	\$55.00	Last work day of month
Pierce Joint Union School District	\$110.00	\$55.00	Last work day of month
Williams Unified School District	\$110.00	\$55.00	Last work day of month

## Sutter County - DISTRICT SUBSTITUTE PAY RATES 2009-2010

District Name	Rate Per Day	Half Day	Long term	Additional Long Term or Bonus	Pay Period Cut-off Date
ittan Elementary School district	\$95.00 \$15.00 per hour	\$47.50	\$150.00 On 11 <sup>th</sup> day	Over 36 miles = .41 cents per mile	25 <sup>th</sup> of each month
owns Elementary School district	\$90.00	\$45.00	\$100.00 After 11 days		Last work day of month
ast Nicolaus Joint Union gh School District	\$90.00	\$55.00	\$110.00		Last work day of month
anklin Elementary School district	\$90.00	\$45.00	\$125.00 On 16 <sup>th</sup> day.	140.00 On the 21 <sup>st</sup> day – Retro	Last work day of month
ve Oak Unified School district	\$110.00	\$60.00	\$160.00 on 21 <sup>st</sup> day in same assign retro to 1 <sup>st</sup> day	\$200.00 Bonus for 15 days in a pay period	25 <sup>th</sup> of each month
arcum-Illinois Union ementary School District	\$90.00	\$45.00	\$100.00 On 11 <sup>th</sup> day	\$100.00 On the 15 <sup>th</sup> day. Long Term retro to 1 <sup>st</sup> day	Last work day of month
eridian Elementary School district	\$100.00	\$75.00			Last work day of month
restro Elementary School district	\$90.00	\$45.00			Last work day of month
asant Grove Joint Union chool District	\$100.00	\$50.00	Rate will be negotiated		25 <sup>th</sup> of each month
utter Union High School district	\$90.00	\$15.00 per period 6 periods per day			19 <sup>th</sup> of each month
inship-Robbins Elementary chool District	\$100.00 \$110.00 for teachers retired from Winshp/Robns	\$50.00	\$110.00 on 6 <sup>th</sup> day		25 <sup>th</sup> of each month
iba City Unified School district	\$100.00 <b>Please see information following this page</b>	\$50.00	\$160.00 for 21 consecutive days. Retro back to first day.	\$200.00 Bonus for 15 full days in a pay period.	20 <sup>th</sup> of each month
<b>utter County Special Ed id Alternative Ed</b>	\$110.00	\$55.00		\$200.00 For 15 days w/in pay period	25 <sup>th</sup> of each month
vin Rivers Charter School	\$100.00	\$50.00	\$160.00 for 21 consecutive days. Retro to first day.		25 <sup>th</sup> of each month
iba City Charter School C Charter pays monthly at the end the month	\$100.00	\$50.00			15 <sup>th</sup> of each month

**Substitutes are paid on the 10<sup>th</sup> of the month following the month worked except for YC Charter School. If the 10<sup>th</sup> falls on a Saturday or Sunday, checks will be mailed the Friday before.**



## Yuba County - DISTRICT SUBSTITUTE PAY RATES 2009-2010

District Name	Rate Per Day	Half Day	Long term	Additional Long Term or Bonus	Pay Period Cut-off Date
Hamptonville Union School District	110	55	N/A	N/A	15 <sup>th</sup> of the Month
Marysville Joint Union School District	110	55	145 On 45 <sup>th</sup> day	N/A	Last working day of the month
Thomas Lake Elementary School District	110	47.65	120 Days 4-19 145 20+ days	N/A	15 <sup>th</sup> of the Month
Yuba County Special Education and Alternative Education	110	55	150	N/A	15 <sup>th</sup> of the Month
Heatland Elementary School District	110	55	145	N/A	12 <sup>th</sup> of the Month
Heatland Union High School District	110	55	145	N/A	15 <sup>th</sup> of the Month

**SUTTER COUNTY**  
**LIVE OAK UNIFIED SCHOOL DISTRICT**

**ENCINAL ELEMENTARY SCHOOL**

**Grades K - 8**

6484 Larkin Road  
Live Oak, CA 95953  
(530) 695-5458  
Fax: (530) 695-5459  
[www.lousd.k12.ca.us](http://www.lousd.k12.ca.us)

**PRINCIPAL / SUPERINTENDENT:**

Mary Page, Principal  
Debra McPherrin, Secretary

**SUBSTITUTE CONTACT PERSON:**

Doris Widener – Substitute Coordinator  
(530) 695-5400 ext 114 (leave message)

**DIRECTIONS: From Yuba City**

North on Hwy 99 to Encinal Road (at LOMO Crossing) turn left at Encinal  
Proceed West on Encinal Road to stop sign; turn right on Larkin Road  
Proceed North on Larkin Road for approx ½ mile  
School is on the left side of Larkin Road

**ARRIVAL AND DEPARTURE TIMES:**

7:50 a.m. to 3:20 p.m.

**LUNCH FACILITY**

Cafeteria on premises

\* District calendar attached

**SUTTER COUNTY**

**LIVE OAK UNIFIED SCHOOL DISTRICT**

**LIVE OAK UNIFIED ALTERNATIVE ED**

**Grades 9 - 12**

2207 Pennington Road  
Live Oak, CA 95953  
(530) 695-5430  
Fax: (530) 695-5432  
[www.lousd.k12.ca.us](http://www.lousd.k12.ca.us)

**PRINCIPAL / SUPERINTENDENT:**

Mary Page, Principal  
Nadine Keller, Secretary

**SUBSTITUTE CONTACT PERSON:**

Doris Widener – Substitute Coordinator  
(530) 695-5400 ext 114 (leave message)

**DIRECTIONS: From Yuba City**

North on Hwy 99 to Pennington Road (only stop light in Live Oak)  
Turn right at Pennington Road  
Proceed East on Pennington Road approx 2 blocks (just past Live Oak High)  
Live Oak Alternative School is on the left side of Pennington Road

**ARRIVAL AND DEPARTURE TIMES:**

8:00 a.m. to 3:30 p.m.

**LUNCH FACILITY**

Cafeteria on premises

\* District calendar attached

**SUTTER COUNTY**  
**LIVE OAK UNIFIED SCHOOL DISTRICT**

**LIVE OAK HIGH SCHOOL**

**Grades 9-12**

2351 Pennington Road  
Live Oak, CA 95953  
(530) 695-5415  
Fax: (530) 695-5422  
[www.lousd.k12.ca.us](http://www.lousd.k12.ca.us)

**PRINCIPAL / SUPERINTENDENT:**

Mat Gulbrandsen, Principal  
Linda Downs, Secretary

**SUBSTITUTE CONTACT PERSON:**

Doris Widener – Substitute Coordinator  
(530) 695-5400 ext 114 (leave message)

**DIRECTIONS: From Yuba City**

North on Hwy 99 to Pennington Road (the only stop light in Live Oak) turn right.  
Proceed East approx 1 ½ blocks  
Live Oak High School is on the left

**ARRIVAL AND DEPARTURE TIMES:**

8:00 a.m. to 3:30 p.m.

**LUNCH FACILITY**

Cafeteria on premises

\* District calendar attached

**SUTTER COUNTY**  
**LIVE OAK UNIFIED SCHOOL DISTRICT**

**LIVE OAK MIDDLE SCHOOL**

**Grades 6 - 8**

2082 Pennington Road  
Live Oak, CA 95953  
(530) 695-5435  
Fax: (530) 695-5443  
[www.lousd.k12.ca.us](http://www.lousd.k12.ca.us)

**PRINCIPAL / SUPERINTENDENT:**

Parm Virk, Principal  
Stacy Lewis, Secretary

**SUBSTITUTE CONTACT PERSON:**

Doris Widener – Substitute Coordinator  
(530) 695-5400 ext 114 (leave message)

**DIRECTIONS: From Yuba City**

North on Hwy 99 to Pennington Road (the only stop light in Live Oak) turn right  
Proceed East approx 2 ½ blocks (past Live Oak High and the District Office)  
Live Oak Middle School is on the right (South) side of Pennington Road

**ARRIVAL AND DEPARTURE TIMES:**

8:00 a.m. to 3:30 p.m.

**LUNCH FACILITY**

Cafeteria on premises

\* District calendar attached

**SUTTER COUNTY**

**LIVE OAK UNIFIED SCHOOL DISTRICT**

**LIVE OAK UNIFIED SCHOOL DISTRICT OFFICE**

**Grades K- 12**

2201 Pennington Road  
Live Oak, CA 95953  
(530) 695-5400  
Fax: (530) 695-5403  
[www.lousd.k12.ca.us](http://www.lousd.k12.ca.us)

**PRINCIPAL / SUPERINTENDENT:**

Tom Pritchard, Superintendent

**SUBSTITUTE CONTACT PERSON:**

Substitutes are contacted via the AESOP automated system or:  
Doris Widener – Substitute Coordinator  
(530) 695-5400 ext 114 (leave message)

**DIRECTIONS: From Yuba City**

North on Hwy 99 to Pennington Road (in Live Oak), turn right at stop light  
East on Pennington Road to Live Oak Unified District office

**ARRIVAL AND DEPARTURE TIMES:**

8:00 a.m. to 3:30 p.m.

**LUNCH FACILITY**

Please see additional school site pages for lunch information

\* **District calendar attached**

**SUTTER COUNTY**  
**LIVE OAK UNIFIED SCHOOL DISTRICT**

**LUTHER ELEMENTARY SCHOOL**

**Grades K - 5**

10123 Connecticut Avenue  
Live Oak, CA 95953  
(530) 695-5450  
Fax: (530)695-5429  
[www.lousd.k12.ca.us](http://www.lousd.k12.ca.us)

**PRINCIPAL / SUPERINTENDENT:**

Marjorie Jones , Principal  
Martha Hughes, Secretary

**SUBSTITUTE CONTACT PERSON:**

Doris Widener – Substitute Coordinator  
(530) 695-5400 ext 114 (leave message)

**DIRECTIONS: From Yuba City**

North on Hwy 99 to Pennington Road (the only stop light in Live Oak) turn left  
Proceed West on Pennington Road to sign at Connecticut Ave, turn right  
School is at the end of the street (Connecticut Ave)

**ARRIVAL AND DEPARTURE TIMES:**

8:00 a.m. to 3:30 p.m.

**LUNCH FACILITY**

Cafeteria on premises

\* District calendar attached

**SUTTER COUNTY**

**YUBA CITY UNIFIED SCHOOL DISTRICT**

<b>ALBERT POWELL (Continuation)</b>	<b>Grades 9 - 12</b>
<b>ALTERNATIVE SCHOOL – Independent Study Home-Based Schooling</b>	<b>Grades K - 12</b>

1875 Clark Avenue  
Yuba City, CA 95991  
530-822-5210  
Fax: 530-822-5053  
[www.ycusd.k12.ca.us](http://www.ycusd.k12.ca.us)

1877 Clark Avenue  
Yuba City, CA 95991  
530-822-5244  
Fax: 530-822-5096

**PRINCIPAL / SUPERINTENDENT:**

Chuck Whitecotton, Principal

**SUBSTITUTE CONTACT PERSON:**

Lisa Vargas, Personnel Specialist  
530-822-7634

Dona Harry, Secretary  
530-822-5210

**DIRECTIONS: From Yuba City**

Take Clark Avenue North across Queens Avenue and continue north until Clark Avenue ends. The school is on the right.

**STUDENT ARRIVAL AND DEPARTURE TIMES:**

Morning Session 8:03 a.m. – 11:10 a.m.  
Afternoon Session 11:43 a.m. – 2:50 p.m.

**LUNCH FACILITY AVAILABLE:**

No – Bring your lunch

\* District calendar attached



**SUTTER COUNTY**  
**YUBA CITY UNIFIED SCHOOL DISTRICT**

<b>APRIL LANE ELEMENTARY SCHOOL</b>	
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	<b>Grades</b> <b>K - 5</b>
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800 April Lane  
Yuba City, CA 95991  
530-822-5215  
Fax: 530-822-5028  
[www.ycusd.k12.ca.us](http://www.ycusd.k12.ca.us)

<b>PRINCIPAL / SUPERINTENDENT:</b>
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Angela Huerta, Principal

<b>SUBSTITUTE CONTACT PERSON:</b>
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Lisa Vargas, Personnel Specialist  
530-822-7634

Jeanine Norton, Secretary  
530-822-5215

<b>DIRECTIONS: From</b>
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Hwy 20 (Colusa Hwy) to Gray Avenue and turn North. Follow Gray Avenue past the intersections of Butte House Road and Queens Avenue. Continue North and the school is on the right.

<b>STUDENT ARRIVAL AND DEPARTURE TIMES:</b>
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8:00 a.m. to 4:00 p.m.

<b>LUNCH FACILITY AVAILABLE:</b>
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Yes, cafeteria on site

\* District calendar attached

**SUTTER COUNTY**  
**YUBA CITY UNIFIED SCHOOL DISTRICT**

<b>BARRY ELEMENTARY SCHOOL</b>	
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	<b>Grades</b> <b>K - 8</b>
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1255 Barry Road  
Yuba City, CA 95991  
530-822-5220  
Fax: 530-822-7262  
[www.ycusd.k12.ca.us](http://www.ycusd.k12.ca.us)

<b>PRINCIPAL / SUPERINTENDENT:</b>
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Larry Bonds, Principal

<b>SUBSTITUTE CONTACT PERSON:</b>
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Lisa Vargas, Personnel Specialist  
530-822-7634

Tina North, Office Specialist  
Darcie Hudson, Secretary  
530-822-5220

<b>DIRECTIONS: From</b>
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At the corner of Barry Road and Hwy 99 at the South end of Yuba City

<b>STUDENT ARRIVAL AND DEPARTURE TIMES:</b>
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8:00 a.m. to 4:00 p.m.

<b>LUNCH FACILITY AVAILABLE:</b>
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Cafeteria on site

\* District calendar attached

**SUTTER COUNTY**  
**YUBA CITY UNIFIED SCHOOL DISTRICT**

<b>BRIDGE STREET ELEMENTARY SCHOOL</b>	
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	<b>Grades</b> <b>K - 5</b>
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500 Bridge Street  
Yuba City, CA 95991  
530-822-5225  
Fax: 530-822-5002  
[www.ycusd.k12.ca.us](http://www.ycusd.k12.ca.us)

<b>PRINCIPAL / SUPERINTENDENT:</b>
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Louise McKray, Principal  
Lori Greenwood, Assistant Principal

<b>SUBSTITUTE CONTACT PERSON:</b>
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Lisa Vargas, Personnel Specialist  
530-822-7634

Keri Spencer, Secretary  
530-822-5225

<b>DIRECTIONS: From Yuba City</b>
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Hwy 99 to Bridge Street, turn East and follow to Plumas Street. The school is on the right just before the intersection of Plumas and Bridge Streets.

<b>STUDENT ARRIVAL AND DEPARTURE TIMES:</b>
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8:00 a.m. to 3:30 p.m.

<b>LUNCH FACILITY AVAILABLE:</b>
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Yes

\* District calendar attached

**SUTTER COUNTY**  
**YUBA CITY UNIFIED SCHOOL DISTRICT**

<b>BUTTE VISTA ELEMENTARY SCHOOL</b>	
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	<b>Grades</b> <b>K - 7</b>
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2195 Blevin Road  
Yuba City, CA 95993  
530-822-5034  
Fax: 530-822-5008  
[www.ycusd.k12.ca.us](http://www.ycusd.k12.ca.us)

<b>PRINCIPAL / SUPERINTENDENT:</b>
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Jaswinder K. Peterson, Principal  
Melissa McIntrye, Asst. Principal

<b>SUBSTITUTE CONTACT PERSON:</b>
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Lisa Vargas, Personnel Specialist  
530-822-7634

Cindy Adams, Secretary  
530-822-5034

<b>DIRECTIONS: From Yuba City</b>
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Hwy 20 (Colusa Hwy) to Gray Avenue and turn North. Turn left (West) at Butte House Road and proceed to Blevin Road – turn right (North). The School is approx ½ mile on the right.

<b>STUDENT ARRIVAL AND DEPARTURE TIMES:</b>
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8:00 a.m. to 3:30 p.m.

<b>LUNCH FACILITY AVAILABLE:</b>
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Yes

\* District calendar attached

**SUTTER COUNTY**  
**YUBA CITY UNIFIED SCHOOL DISTRICT**

<b>CENTRAL GAITHER ELEMENTARY SCHOOL</b>	
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	<b>Grades</b> <b>K - 8</b>
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8403 Bailey Road  
Yuba City, CA 95993  
530-822-5230  
Fax: 530-822-5004  
[www.ycusd.k12.ca.us](http://www.ycusd.k12.ca.us)

<b>PRINCIPAL / SUPERINTENDENT:</b>
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Debbie Everett, Principal

<b>SUBSTITUTE CONTACT PERSON:</b>
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Lisa Vargas, Personnel Specialist  
530-822-7634

BK Ganyon, Secretary  
530-822-5230

<b>DIRECTIONS: From Yuba City</b>
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Hwy 99 South to the 113 turn-off. Take 113 toward Woodland. Central Gaither is approximately 1 mile on the right.

<b>STUDENT ARRIVAL AND DEPARTURE TIMES:</b>
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8:00 a.m. to 4:00 p.m.

<b>LUNCH FACILITY AVAILABLE:</b>
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Yes

\* District calendar attached

**SUTTER COUNTY**  
**YUBA CITY UNIFIED SCHOOL DISTRICT**

<b>GRAY AVENUE MIDDLE SCHOOL</b>	<b>Grades</b> <b>6 - 8</b>
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808 Gray Avenue  
Yuba City, CA 95991  
530-822-5240  
Fax: 530-822-5057  
[www.ycusd.k12.ca.us](http://www.ycusd.k12.ca.us)

**PRINCIPAL / SUPERINTENDENT:**

Brian Gault, Principal  
Mandeep Biring, Assistant Principal

**SUBSTITUTE CONTACT PERSON:**

Lisa Vargas, Personnel Specialist  
530-822-7634

Maria Favila, Secretary  
530-822-5240

**DIRECTIONS: From Yuba City**

From Hwy 20/Colusa Avenue, turn South at Gray Avenue. The School is past the Kmart Shopping Center and Sam Brannen Park on the right.

**STUDENT ARRIVAL AND DEPARTURE TIMES:**

8:00 a.m. to 4:00 p.m.

**LUNCH FACILITY AVAILABLE:**

Yes

\* District calendar attached

**SUTTER COUNTY**

**YUBA CITY UNIFIED SCHOOL DISTRICT**

**ANDROS KARPEROS MIDDLE SCHOOL**

**Grades  
6 - 8**

1666 Camino De Flores  
Yuba City, CA 95993  
530-822-5262  
Fax: 530-671-5356  
[www.ycusd.k12.ca.us](http://www.ycusd.k12.ca.us)

**PRINCIPAL / SUPERINTENDENT:**

Lee McPeak, Principal  
Sara Artist, Assistant Principal  
Valerie Bradley, Assistant Principal

**SUBSTITUTE CONTACT PERSON:**

Lisa Vargas, Personnel Specialist  
530-822-7634

Jennifer Wood, Secretary  
530-822-5262

**DIRECTIONS: From**

At the corner of Walton Avenue and Camino De Flores, just South of the Franklin/Walton intersection.

**STUDENT ARRIVAL AND DEPARTURE TIMES:**

8:00 a.m. to 3:30 p.m.

**LUNCH FACILITY AVAILABLE:**

Cafeteria on site

\* **District calendar attached**

**SUTTER COUNTY**  
**YUBA CITY UNIFIED SCHOOL DISTRICT**

<b>KING AVENUE ELEMENTARY SCHOOL</b>	
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	<b>Grades</b> <b>K - 5</b>
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630 King Avenue  
Yuba City, CA 95991  
530-822-5250  
Fax: 530-822-5031  
[www.ycusd.k12.ca.us](http://www.ycusd.k12.ca.us)

<b>PRINCIPAL / SUPERINTENDENT:</b>
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Tom Walters, Principal

<b>SUBSTITUTE CONTACT PERSON:</b>
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Lisa Vargas, Personnel Specialist  
530-822-7634

Linda Ratcliff, Secretary  
822-5250

<b>DIRECTIONS: From Yuba City</b>
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From Hwy 20/Colusa Hwy turn North at Clark Avenue. The School is on the right side. There is a stop sign and crosswalk at the entrance to the parking lot.

<b>STUDENT ARRIVAL AND DEPARTURE TIMES:</b>
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8:00 a.m. to 3:30 p.m.

<b>LUNCH FACILITY AVAILABLE:</b>
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Yes

\* District calendar attached



**SUTTER COUNTY**  
**YUBA CITY UNIFIED SCHOOL DISTRICT**

<b>LINCOLN ELEMENTARY SCHOOL</b>	
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	<b>Grades</b> <b>K - 5</b>
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1582 Lincoln Road  
Yuba City, CA 95993  
530-822-5255  
Fax: 530-822-5303  
[www.ycusd.k12.ca.us](http://www.ycusd.k12.ca.us)

<b>PRINCIPAL / SUPERINTENDENT:</b>
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Lisa Shelton, Principal  
Lori Greenwood, Assistant Principal

<b>SUBSTITUTE CONTACT PERSON:</b>
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Lisa Vargas, Personnel Specialist  
530-822-7634

Nancy Clemens, Secretary  
530-822-5255

<b>DIRECTIONS: From Yuba City</b>
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Hwy 99 South to Lincoln Road. Turn West on Lincoln. The school is on the left at the corner of Lincoln Road and Walton Avenue.

<b>STUDENT ARRIVAL AND DEPARTURE TIMES:</b>
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8:00 a.m. to 4:00 p.m.

<b>LUNCH FACILITY AVAILABLE:</b>
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Yes - cafeteria

\* District calendar attached

**SUTTER COUNTY**  
**YUBA CITY UNIFIED SCHOOL DISTRICT**

<b>LINCREST ELEMENTARY SCHOOL</b>	
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	<b>Grades</b> <b>K - 5</b>
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1400 Phillips Road  
Yuba City, CA 95991  
530-822-5260  
Fax: 530-674-9430  
[www.ycusd.k12.ca.us](http://www.ycusd.k12.ca.us)

<b>PRINCIPAL / SUPERINTENDENT:</b>
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Elisabeth Miller, Principal  
Elizabeth Davit, Assistant Principal

<b>SUBSTITUTE CONTACT PERSON:</b>
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Lisa Vargas, Personnel Specialist  
530-822-7634

Pat Handy, Secretary  
530-822-5260

<b>DIRECTIONS: From Yuba City</b>
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Hwy 99 South to Lincoln Road and turn East at Lincoln Road. Turn right at the second street – Phillips Road and go South approx ½ mile. The school is on the left.

<b>STUDENT ARRIVAL AND DEPARTURE TIMES:</b>
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8:00 a.m. to 3:30 p.m.

<b>LUNCH FACILITY AVAILABLE:</b>
----------------------------------

Yes, cafeteria

\* District calendar attached

**SUTTER COUNTY**  
**YUBA CITY UNIFIED SCHOOL DISTRICT**

<b>PARK AVENUE ELEMENTARY SCHOOL</b>	
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	<b>Grades</b> <b>K - 5</b>
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100 Morton Street  
Yuba City, CA 95991  
530-822-5265  
Fax: 530-822-5279  
[www.ycusd.k12.ca.us](http://www.ycusd.k12.ca.us)

<b>PRINCIPAL / SUPERINTENDENT:</b>
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Linda Cohee, Principal  
Sergio Torres, Assistant Principal

<b>SUBSTITUTE CONTACT PERSON:</b>
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Lisa Vargas, Personnel Specialist  
530-822-7634

Sandee Paez, Secretary  
530-822-5265

<b>DIRECTIONS: From Yuba City</b>
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Hwy 99 to Franklin Road and turn East. Take Franklin Road to the intersection of Franklin and Clark Avenue (the high school tennis courts are on the corner). Turn right at Clark Ave and head South to Morton Street. Turn East at Morton Street. The school is on the corner of Morton Street and Park Avenue (the next intersection).

<b>STUDENT ARRIVAL AND DEPARTURE TIMES:</b>
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8:00 a.m. to 3:30 p.m.

<b>LUNCH FACILITY AVAILABLE:</b>
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Yes, cafeteria

\* District calendar attached

**SUTTER COUNTY**  
**YUBA CITY UNIFIED SCHOOL DISTRICT**

<b>RIVER VALLEY HIGH SCHOOL</b>	
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	<b>Grades</b> <b>9 - 12</b>
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801 El Margarita Road  
Yuba City, CA 95993  
530-822-2500  
Fax: 530-822-2520  
[www.ycusd.k12.ca.us](http://www.ycusd.k12.ca.us)

<b>PRINCIPAL / SUPERINTENDENT:</b>
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Tom Reusser, Principal  
Teresa Cordi, Assistant Principal  
Frank Alvarez, Assistant Principal  
Brian Brown, Assistant Principal

<b>SUBSTITUTE CONTACT PERSON:</b>
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Lisa Vargas, Personnel Specialist  
530-822-7634

Tina Aguilar, Secretary  
530-822-2500

<b>DIRECTIONS: From Yuba City</b>
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Hwy 20 (Colusa Hwy) West to El Margarita Road and turn South. The school is on the corner of El Margarita and Spirit Way. The office and entrance to the campus face Spirit Way.

<b>STUDENT ARRIVAL AND DEPARTURE TIMES:</b>
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8:00 a.m. to 3:30p.m.

<b>LUNCH FACILITY AVAILABLE:</b>
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Yes, cafeteria

**\*District calendar attached**

**SUTTER COUNTY**  
**YUBA CITY UNIFIED SCHOOL DISTRICT**

<b>RIVERBEND ELEMENTARY SCHOOL</b>	
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	<b>Grades</b> <b>K - 6</b>
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301 Stewart Road  
Yuba City, CA 95991  
530-822-3100  
Fax: 530-822-3140

<b>PRINCIPAL / SUPERINTENDENT:</b>
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Dave Morrow, Principal  
Jevan Bains, Assistant Principal  
Brian Arcuri, Assistant Principal

<b>SUBSTITUTE CONTACT PERSON:</b>
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Lisa Vargas, Personnel Specialist  
530-822-7634

Tammy Goodwin, Secretary  
530-822-3100

<b>DIRECTIONS: From Yuba City</b>
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Hwy 99 to Bogue Road and turn East. Follow Bogue Road to Garden Hwy and turn right. Go South approx ½ mile to Stewart Road. Turn right on Stewart Road and the school is on the right.

<b>STUDENT ARRIVAL AND DEPARTURE TIMES:</b>
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8:00 a.m. to 3:30 p.m.

<b>LUNCH FACILITY AVAILABLE:</b>
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Yes

\* District calendar attached

**SUTTER COUNTY**  
**YUBA CITY UNIFIED SCHOOL DISTRICT**

<b>TIERRA BUENA ELEMENTARY SCHOOL</b>	
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	<b>Grades</b> <b>K - 8</b>
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1794 Villa Avenue  
Yuba City, CA 95993  
530-822-5280  
Fax: 530-822-5024  
[www.ycusd.k12.ca.us](http://www.ycusd.k12.ca.us)

<b>PRINCIPAL / SUPERINTENDENT:</b>
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Steve Justus, Principal  
Davinder Deol, Assistant Principal

<b>SUBSTITUTE CONTACT PERSON:</b>
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Lisa Vargas, Personnel Specialist  
530-822-7634

Cris Procnier, Secretary  
530-822-5280

<b>DIRECTIONS: From Yuba City</b>
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Hwy 20 (Colusa Hwy) to Stabler Lane, turn North. Take Stabler Lane North to the intersection of Stabler and Butte House Road. Turn West at Butte House Road and follow Butte House Road West approx 1-2 miles. The School is on the left (south) side of Butte House facing Villa Avenue.

<b>STUDENT ARRIVAL AND DEPARTURE TIMES:</b>
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8:00 a.m. to 3:30p.m.

<b>LUNCH FACILITY AVAILABLE:</b>
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Yes, cafeteria

\* District calendar attached

**SUTTER COUNTY**

**YUBA CITY UNIFIED SCHOOL DISTRICT**

**TWIN RIVERS CHARTER SCHOOL**

**Grades  
K - 8**

840 Cooper Avenue Elem K - 5

Yuba City, CA 95991

530-755-2872

Fax: 530-673-1847

[www.twinriverscharterschool.org](http://www.twinriverscharterschool.org)

850 B Street (YCHS) Middle Grades 6-8

Yuba City, CA 95991

530-674-4905

Fax: 530-821-5869

**PRINCIPAL / SUPERINTENDENT:**

Bob Loretelli, Executive Director

**SUBSTITUTE CONTACT PERSON:**

Lindsay Brown, Director's Assistant

530-755-2872

Kathy Day, Director's Assistant

530-674-4905

**DIRECTIONS: From Yuba City**

**For the Elementary Grades:**

Hwy 20 to Clark Avenue, turn South. At the first intersection (Clark Ave and Forbes), turn East and the School is on the left directly across from the Sutter County Library.

**For the Middle Grades located at Yuba City High School Campus:**

Hwy 99 to Bridge Street and turn East. Follow Bridge Street to Clark Avenue and turn South to B Street. The High School is on the corner of Clark and B Streets. The office and campus entrance face B Street.

**STUDENT ARRIVAL AND DEPARTURE TIMES:**

8:00 a.m. to 3:30p.m.

**LUNCH FACILITY AVAILABLE:**

Yes, cafeteria

\* District calendar attached

**SUTTER COUNTY**

**YUBA CITY UNIFIED SCHOOL DISTRICT**

**WEST WALTON ELEMENTARY SCHOOL**

**Grades  
K - 5**

1700 Camino de Flores  
Yuba City, CA 95993  
530-822-4440  
Fax: 530-822-4444  
[www.ycusd.k12.ca.us](http://www.ycusd.k12.ca.us)

**PRINCIPAL / SUPERINTENDENT:**

Lee McPeak, Principal  
Valerie Bradley, Assistant Principal  
Sara Artist, Assistant Principal

**SUBSTITUTE CONTACT PERSON:**

Lisa Vargas, Personnel Specialist  
530-822-7634

Melissa Arnold, Secretary  
530-822-4440

**DIRECTIONS: From Yuba City**

Walton Avenue South just past the intersection of Walton and Franklin Road.  
Turn West at Camino de Flores (just past the Fire Station) at Andros Karperos  
Middle School. West Walton Elementary is behind Andros Karperos Middle  
school facing Camino de Flores.

**STUDENT ARRIVAL AND DEPARTURE TIMES:**

8:00 a.m. to 3:30p.m.

**LUNCH FACILITY AVAILABLE:**

Yes, cafeteria

\* District calendar attached



**SUTTER COUNTY**

**YUBA CITY UNIFIED SCHOOL DISTRICT**

**YUBA CITY CHARTER SCHOOL**

**Grades  
K - 12**

613-A Bogue Road  
Yuba City, CA 95991  
530-822-9667  
Fax: 530-822-9629  
[www.yccsonline.com](http://www.yccsonline.com)

**PRINCIPAL / SUPERINTENDENT:**

Paul Tice, Principal

**SUBSTITUTE CONTACT PERSON:**

Christina Rice, Secretary  
530-822-9667, extension 202

**DIRECTIONS: From Yuba City**

Garden Hwy to Bogue Road, turn West. School is located next to North Valley Calvary Chapel on the North side of Bogue.

From Hwy 99, turn East at Bogue Road and go to intersection of Bogue and Railroad. Cross the intersection and continue East. The School will be on the left next to North Valley Calvary Chapel.

**STUDENT ARRIVAL AND DEPARTURE TIMES:**

8:00 a.m. to 3:30 p.m.

**LUNCH FACILITY AVAILABLE:**

Yes

\* District calendar attached

**SUTTER COUNTY**

**YUBA CITY UNIFIED SCHOOL DISTRICT**

**YUBA CITY HIGH SCHOOL**

**Grades  
9 - 12**

850 B Street  
Yuba City, CA 95991  
530-674-4900  
Fax: 530-671-7814  
[www.ycusd.k12.ca.us](http://www.ycusd.k12.ca.us)

**PRINCIPAL / SUPERINTENDENT:**

Martin Ramirez, Principal  
Robert Pogue, Assistant Principal  
Kari Yist-Ferrini, Assistant Principal  
Paul Johnson, Assistant Principal

**SUBSTITUTE CONTACT PERSON:**

Lisa Vargas, Personnel Specialist  
530-822-7634

Monica Becker, Secretary  
530-674-4900

**DIRECTIONS: From Yuba City**

Hwy 99 to Bridge Street and turn East. Follow Bridge Street to Clark Avenue and turn South to B Street. The High School is on the corner of Clark and B Streets. The office and campus entrance face B Street.

**STUDENT ARRIVAL AND DEPARTURE TIMES:**

8:00 a.m. to 3:30p.m.

**LUNCH FACILITY AVAILABLE:**

Yes, cafeteria

\* District calendar attached

**SUTTER COUNTY  
YUBA CITY UNIFIED SCHOOL DISTRICT**

**YUBA CITY UNIFIED SCHOOL DISTRICT –  
DISTRICT OFFICE**

**Grades K - 12**

750 Palora Avenue  
Yuba City, CA 95991  
(530) 822-5200  
Fax: (530) 671-2454  
[www.ycusd.k12.ca.us](http://www.ycusd.k12.ca.us)

**PRINCIPAL / SUPERINTENDENT:**

Nancy Aaberg, Superintendent  
Baldev Johal, Deputy Superintendent  
Doreen Osumi, Assistant Superintendent for Educational Services  
Craig Guensler, Assistant Superintendent for Human Resources  
Bruce Morton, Director of Welfare and Attendance  
Elizabeth Engelken, Director of Student Support

**SUBSTITUTE CONTACT PERSON:**

Lisa Vargas, Personnel Specialist  
(Coordinator of YCUSD automated Sub System)  
(530) 822-7634

**DIRECTIONS: From Yuba City**

Hwy 99 to Bridge Street; turn East  
Turn North on Palora Ave (between Chevron Station and Weinerschnitzel)  
Proceed to end of Palora Ave  
District Office is on the left at the end of Palora Ave.

**ARRIVAL AND DEPARTURE TIMES:**

May vary per school site. Most will be 8:00 a.m. to 3:30 p.m.

**LUNCH FACILITY**

Please see page for individual sites for specific information regarding available lunch facilities at each school.

\* **District calendar attached**

**SUTTER COUNTY**  
**YUBA CITY UNIFIED SCHOOL DISTRICT**

<b>CHILD DEVELOPMENT PROGRAM</b>	
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	<b>Grades Preschool</b>
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445 Bernard Drive  
Yuba City, CA 95991  
530-822-5235  
Fax: 530-751-2357  
[www.ycusd.k12.ca.us](http://www.ycusd.k12.ca.us)

<b>PRINCIPAL / SUPERINTENDENT:</b>
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Eva Teagarden, Director

<b>SUBSTITUTE CONTACT PERSON:</b>
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Lisa Vargas, Personnel Specialist  
530-822-7634

<b>DIRECTIONS: From Yuba City</b>
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Garden Hwy to Percy Avenue. Turn South into Richland Housing Center and follow to Bernard Drive Children's Center.

<b>STUDENT ARRIVAL AND DEPARTURE TIMES:</b>
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8:00 a.m. to 5:00 p.m.

<b>LUNCH FACILITY AVAILABLE:</b>
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Yes

\* District calendar attached

**SUTTER COUNTY**

**BRITTAN ELEMENTARY SCHOOL DISTRICT**

**Grades K - 8**

2340 Pepper Street  
Sutter, CA 95982  
(530)822-5155  
Fax: (530)822-5143  
[www.brittan.k12.ca.us](http://www.brittan.k12.ca.us)

**PRINCIPAL / SUPERINTENDENT:**

Staci Kaelin, Superintendent /Principal  
Josh Abken, Vice Principal

**SUBSTITUTE CONTACT PERSON:**

Kathy Jimerson  
(530)822-5155, extension 300

**DIRECTIONS: From Yuba City**

Go West on Highway 20 to Acacia Street (at the gas/mini market) turn right toward town of Sutter.  
North on Acacia approx 1 mile to 4-way stop sign (South Butte Rd) turn right  
Head East on South Butte Rd six blocks to Pepper St – turn left  
School is three blocks North on the left.

**ARRIVAL AND DEPARTURE TIMES:**

8:00 a.m. to 3:30 p.m.

**LUNCH FACILITY**

Cafeteria on premises

\* District calendar attached

**SUTTER COUNTY**

**BROWNS ELEMENTARY SCHOOL DISTRICT**

**Grades K - 8**

1248 Pacific Avenue  
Rio Oso, CA 95674  
(530) 633-2523  
Fax: (530) 633-0345  
[www.sutter.k12.ca.us/district/browns](http://www.sutter.k12.ca.us/district/browns)

**PRINCIPAL / SUPERINTENDENT:**

Karin Jelavich, Superintendent /Principal

**SUBSTITUTE CONTACT PERSON:**

Vivian Patche, Secretary  
(530) 633-2523

**DIRECTIONS: From Yuba City**

South on Hwy 70 (out of Marysville) to Rio Oso Road – turn left  
East on Rio Oso Road to Pacific Avenue – turn right  
South on Pacific Ave  
School is on the left

**ARRIVAL AND DEPARTURE TIMES:**

8:30 a.m. to 2:00 p.m. – Primary Grades K - 3  
8:30 a.m. to 3:00 p.m. – Middle Grades 4 - 8

**LUNCH FACILITY**

Can purchase school lunch for \$3.00 (microwave and refrigerator are available).

\* District calendar attached

**SUTTER COUNTY**

**EAST NICOLAUS HIGH SCHOOL DISTRICT**

**Grades 9 - 12**

2454 Nicolaus Ave  
Nicolaus, CA 95659  
(530) 656-2255  
Fax: (530) 656-1065  
[www.eastnicolaus.k12.ca.us](http://www.eastnicolaus.k12.ca.us)

**PRINCIPAL / SUPERINTENDENT:**

Dr. Matthew Roberts, Superintendent /Principal

**SUBSTITUTE CONTACT PERSON:**

Judy Wanner, Secretary  
(530) 656-2255

**DIRECTIONS: From Yuba City**

South on Hwy 70 (out of Marysville) to Nicolaus Ave (4-way stop sign)  
Turn left on Nicolaus Ave  
School is on the left

**ARRIVAL AND DEPARTURE TIMES:**

7:50 a.m. to 3:10 p.m.

7:50 a.m. to 1:50 p.m. Fridays

**LUNCH FACILITY**

Lunch is available Tuesday through Friday (microwave and refrigerator available).

\* District calendar attached

**SUTTER COUNTY**

**FRANKLIN ELEMENTARY SCHOOL DISTRICT**

**Grades K - 8**

332 N Township Road  
Yuba City, CA 95993  
(530) 822-5151  
Fax: (530) 822-5177  
[www.franklin.k12.ca.us](http://www.franklin.k12.ca.us)

**PRINCIPAL / SUPERINTENDENT:**

Douglas Reeder, Superintendent /Principal  
Erick Dahl, Vice Principal/Teacher

**SUBSTITUTE CONTACT PERSON:**

Substitutes are contacted via the AESOP automated system or by the site secretary.

Laurie Foster, Secretary  
(530)822-5151

**DIRECTIONS: From Yuba City**

Go West on Highway 20 to Township Road - turn left.  
South on Township Road to Franklin Road  
School is on the corner of Township and Franklin Roads

**ARRIVAL AND DEPARTURE TIMES:**

8:00 a.m. to 3:30 p.m.

**LUNCH FACILITY**

Please bring your lunch (no cafeteria available)

\* District calendar attached



**SUTTER COUNTY**

**MARCUM-ILLINOIS ELEMENTARY SCHOOL  
DISTRICT**

**Grades K - 8**

2452 El Centro Blvd  
East Nicolaus, CA 95659  
(530) 656-2407  
Fax: (530) 755-4302  
[www.sutter.k12.ca.us/district/marcum](http://www.sutter.k12.ca.us/district/marcum)  
[www.marcum-illinois.org](http://www.marcum-illinois.org)

**PRINCIPAL / SUPERINTENDENT:**

Sharon McIntosh, Superintendent/Principal  
Robin Midkiff, Secretary

**SUBSTITUTE CONTACT PERSON:**

Substitutes are contacted via the AESOP automated system, or by the site secretary.

Robin Midkiff – Secretary  
(530) 656-2407

**DIRECTIONS: From Yuba City**

South on Hwy 70 (out of Marysville) toward Sacramento  
School is just before the flashing stop light.

**ARRIVAL AND DEPARTURE TIMES:**

8:00 a.m. to 3:30 p.m.

**LUNCH FACILITY**

Cafeteria on premises

\* District calendar attached

**SUTTER COUNTY**

**MERIDIAN ELEMENTARY SCHOOL DISTRICT**

**Grades K - 8**

15898 Central Street  
Meridian, CA 95957

(530) 696-2604  
Fax: (530) 696-0406  
[meridian@sutter.k12.ca.us](mailto:meridian@sutter.k12.ca.us)

**PRINCIPAL / SUPERINTENDENT:**

Ben Moss, Superintendent/Principal

**SUBSTITUTE CONTACT PERSON:**

Penny Scott, Secretary  
(530) 696-2604

**DIRECTIONS: From Yuba City**

West on Hwy 20 to Meridian  
Pass the Sutter turnoff and cross the Sutter Bypass Bridge  
Turn left at Central Street from Hwy 20  
School is down the street on the left

**ARRIVAL AND DEPARTURE TIMES:**

8:00 a.m. to 3:30 p.m.

**LUNCH FACILITY**

Cafeteria on premises

\* District calendar attached

**SUTTER COUNTY**

**NUESTRO ELEMENTARY SCHOOL DISTRICT**

**Grades K - 8**

3934 Broadway Road  
Live Oak, CA 95953  
(530) 822-5100  
Fax: (530) 822-5178  
[www.sutter.k12.ca.us](http://www.sutter.k12.ca.us)

**PRINCIPAL / SUPERINTENDENT:**

Irwin Karp, Superintendent/Principal

**SUBSTITUTE CONTACT PERSON:**

Substitutes are contacted via the AESOP automated system, or by the site secretary.

Lori Tapia, Secretary  
(530) 822-5100

**DIRECTIONS: From Yuba City**

West on Hwy 20 to Township Road  
Turn right at Township – follow to Nuestro Road  
Turn right at Nuestro Road – proceed to Broadway Road  
Turn left at Broadway Road  
School is on the left

**ARRIVAL AND DEPARTURE TIMES:**

7:20 a.m. to 3:00 p.m.

**LUNCH FACILITY**

Lunch is available through the school cafeteria for \$3.00

\* District calendar attached

**SUTTER COUNTY**

**PLEASANT GROVE ELEMENTARY SCHOOL  
DISTRICT**

**Grades K - 8**

3075 Howsley Road  
Pleasant Grove, CA 95668  
(916) 655-3235  
Fax: (916) 655-3501  
[www.pgroveschool.org](http://www.pgroveschool.org)

**PRINCIPAL / SUPERINTENDENT:**

Annette Alberti, Superintendent/Principal

**SUBSTITUTE CONTACT PERSON:**

Mary Van Dyke, Secretary  
(916) 655-3235

**DIRECTIONS: From Yuba City**

South on Hwy 99 to the Howsley Road exit  
Exit the Hwy at Howsley Road and come around under the Hwy heading East  
Continue East approx. 2 miles  
School is on the right.

**ARRIVAL AND DEPARTURE TIMES:**

7:45 a.m. to 3:00 p.m.

**LUNCH FACILITY**

Full Cafeteria on premises. Breakfast and Lunch are available.

\* District calendar attached

**SUTTER COUNTY**

**SUTTER UNION HIGH SCHOOL DISTRICT**

**Grades K - 12**

2665 Acacia Avenue  
Sutter, CA 95982  
(530) 822-5161  
Fax: (530) 822-5168  
[www.sutterhigh.k12.ca.us](http://www.sutterhigh.k12.ca.us)

**Butte View Continuation High School**  
2044 Elm Street  
Sutter, CA 95982  
(530) 822-5102 Fax: (530) 822-7431

**PRINCIPAL / SUPERINTENDENT:**

Ryan Robison, Superintendent/Principal  
Jed Nunes, Vice Principal

**SUBSTITUTE CONTACT PERSON:**

Angie Cooper, Secretary  
(530) 822-5161

**DIRECTIONS: From Yuba City**

West on Hwy 20 to Acacia Avenue (turn-off to town of Sutter)  
Turn right at Acacia and proceed North approx 1 ½ miles. Go straight at the 4-way stop sign (Acacia & South Butte Rd)  
School is on the left approx 5 blocks from 4-way stop sign

**ARRIVAL AND DEPARTURE TIMES:**

7:40 a.m. to 3:00 p.m.

**LUNCH FACILITY**

Available on campus

\* District calendar attached

**SUTTER COUNTY**

**WINSHIP-ROBBINS ELEMENTARY SCHOOL  
DISTRICT**

**Grades K - 8**

Winship Elementary School  
4305 South Meridian Road  
Meridian, CA 95957  
(530) 696-2451 Fax: (530) 696-2262  
[www.sutter.k12.ca.us](http://www.sutter.k12.ca.us)

Robbins Elementary School  
17451 Pepper Street  
Robbins, CA 95676  
(530) 738-4386 Fax: (530) 738-4291

**PRINCIPAL / SUPERINTENDENT:**

Kathy Anderson, Superintendent/Principal

**SUBSTITUTE CONTACT PERSON:**

Diane Hilbert, Secretary for Winship (530) 696-2451

Stacey Bailey, Secretary for Robbins (530) 738-4386

**DIRECTIONS: From Yuba City**

**TO WINSHIP:**

West on Hwy 20 toward Meridian  
Pass the Sutter turnoff and cross the Sutter Bypass Bridge  
Turn left at South Tarke Road and continue to Moroni Road  
Turn left at Moroni and continue ¼ mile to Garmire Road  
Turn right at Garmire; continue to South Meridian Rd and turn right.  
Winship School is on the left just before the levee.

**TO ROBBINS:**

South on Hwy 99 to Hwy 113 intersection and follow Hwy 113 to Robbins.  
Turn left at John Deere Tractor. This road dead ends at the school. The school  
address is 17451 Pepper Street in Robbins

**ARRIVAL AND DEPARTURE TIMES:**

8:00 a.m. to 3:30 p.m.

**LUNCH FACILITY**

Cafeteria on premises

\* District calendars attached

**SUTTER COUNTY  
COUNTY SUPERINTENDENT OF SCHOOLS OFFICE**

<b>SPECIAL EDUCATION PROGRAMS</b>	<b>All grade levels</b>
970 Klamath Lane Yuba City, CA 95993 (530) 822-2900 (main office) Fax: (530) 671-3422 <a href="http://www.sutter.k12.ca.us">www.sutter.k12.ca.us</a>	<b>Programs are located at various district sites throughout the County. Please see additional pages for Program descriptions and locations.</b>

**ADMINISTRATION:**

Salli Welsh, Assistant Supt., Special Education	822-2906
Kristi Britt, Secretary	822-2908
Eli Gallup, Principal	822-3108
Monica Ramos, Secretary	822-3110
Kathy Arnold, Principal	822-4940
Grace Larimer, Secretary	822-4941
Barbara Hickman, Principal	822-2912
Terri Hill, Secretary	822-2913

**SUBSTITUTE CONTACT PERSON:**

Substitutes are contacted via the AESOP automated system, or by the Program Secretary.

Kathy Tamez, Credential Analyst	822-2904
Suzie Silveira, Personnel Assistant	822-2903

**DIRECTIONS: From Yuba City**

Please refer to additional pages for program and site information

**ARRIVAL AND DEPARTURE TIMES:**

Varies depending upon the program and student needs

**LUNCH FACILITY**

Most facilities have cafeteria lunch available.

# BASIC TECHNIQUES FOR INSTRUCTING STUDENTS WITH LEARNING DISABILITIES

Although a student with LD may have hidden handicaps, they can be extremely debilitating. They do not learn things by "chance." S/he needs to be specifically taught, and the general education classroom teacher is likely to have the major responsibility for instruction. If possible, it is helpful to identify the academic strengths and areas of need this child may have so that the teacher will be better able to plan appropriate educational tasks. Classroom observation can help the teacher learn where the breakdown in the learning situation is occurring. Once the teacher has recognized these areas, they can implement the following:

1. Teach the child through her/his strengths to provide successful learning experiences.
2. Bypass activities that require the child to use her/his deficit area in order to eliminate repeated failures. For example: if Jackie can write her work well, let her do it orally.
3. Work with deficit areas only after a pattern of success has been established.
4. Define and specify concepts to be learned to eliminate possible confusion. Teaching a concept is different from teaching a skill. Relate new concepts, to previous material whenever possible. For example: when teaching the silent "e" rule, relate it to other rules concerning silent vowels. Often the child with LD cannot draw generalizations.
5. Make the child aware of goals and their achievement. Show what was learned yesterday, today and what can be achieved tomorrow. This gives a sense of success.
6. Establish clearly defined short-term goals that can be reached and that will foster progress and build self-confidence.
7. Provide immediate feedback on performance. It becomes defeating for a child to redo papers from the previous day.
8. Use a positive approach to correction. Suggest that a child find a better answer rather than simply calling a response wrong.
9. If a child fails to progress with a new approach or activity, drop it for the time being.
10. Do not try to teach something that the child can't or won't learn.
11. Select materials and techniques that have not been used before. Try starting one-to-two years below the child's present level.
12. Use concrete materials as much as possible.
13. Make learning fun by involving the child in games that allow her/ him to move, feel, hear and see. A child who gets actively involved in the learning situation learns faster than a spectator to it.
14. Provide for overlearning of skills. It is estimated that the "average" child needs twenty-to-twenty-five repetitions to master a skill; a child with LD may need forty-to-fifty exposures.

**Adapted from *The LD Tightrope* by Corrine Bloomer**



**SPECIAL EDUCATION PROGRAMS / SITES**

<b>PROGRAM</b>	<b>Colusa Site(s)</b>	<b>Sutter Site(s)</b>	<b>Yuba Site(s)</b>
<p><b><u>Infant Program</u></b>                      The infant program provides early educational services for Yuba and Sutter counties to infant/toddlers from birth through three years old with low incidence and severe disabilities. The goal of the program is to provide appropriate educational interventions which may include language and speech, occupational therapy, direct and indirect teacher support, and nurse interventions.</p>		Feather Down Center	Bi-County Program ran by Sutter Co. Superintendent of Schools at Feather Down Center
<p><b><u>Autism Spectrum Disorder (ASD)</u></b>                      This program provides services to students that fall in the Autism Spectrum. A variety of specialized techniques are used to focus on academics, behavior, social skills, and development of language and communication.</p>		Barry Elem. School Butte Vista Elem. School Riverbend Elem. School Yuba City High School	
<p><b><u>Preschool Intervention Program (P.I.P.)</u></b>                      This program provides services to children three through five years old who do not require intensive special education services. The program addresses the development of cognitive, physical, language and speech, social-emotional, self-help, and pre-academic skills.</p>		Feather Down Center	Preschool Speech Appointment Centers: Kynoch Elem. Olivehurst Elem. Lone Tree Elem. Wheatland Elem.
<p><b><u>Multiple Severely Handicapped (M.H.)</u></b>                      This program provides services to students who have multiple severe disabilities. Some may have medical needs. This program is designed to address the development of communication, mobility, social, and independent daily living skills.</p>		Butte Vista Elem. School River Valley High School	Virginia School
<p><b><u>Severely Handicapped (S.H.)</u></b>                      This program provides services to students who have moderate to severe developmental disabilities. This program focuses on the development of functional skills in the areas of self-help, independent living, vocational, recreational, and communication.</p>		Butte Vista Elem. School Barry Elem. School Park Place – Feather River Academy Yuba City High School Yuba College	Spring Valley School Virginia School Wings Program Rio del Oro Elem. Agnes Weber Meade Cobblestone Elem. Bear River Elem. Marysville High School Wheatland High School Yuba College
<p><b><u>Emotional Disturbance (E.D.)</u></b>                      This program provides services to students who are not succeeding educationally in school due to emotional issues. This program provides an intense therapeutic environment in the educational setting.</p>		Live Oak Middle School Live Oak High School Live Oak High School Annex Luther Elem. School	Operated by Marysville Joint Unified School District: Lindhurst High School Johnson Park Elem. Yuba Gardens Intermediate
<p><b><u>Deaf and Hearing Impaired (D/HI)</u></b>                      This program provides services to students who are deaf or hearing impaired. This program focuses on the development of language, communication, academic, and social skills.</p>		Central Gaither Yuba City High School	Bi-County Program operated by Sutter County Superintendent of Schools at Central Gaither and Yuba City High School

**SUTTER COUNTY  
COUNTY SUPERINTENDENT OF SCHOOLS OFFICE**

**COMMUNITY SCHOOL AND INDEPENDENT  
STUDY (ISP) PROGRAMS**

**Grades 7-12**

**FEATHER RIVER ACADEMY (FRA)**

1895 Lassen Blvd  
Yuba City, CA 95993  
(530) 822-2400  
Fax: (530) 822-3267  
[www.sutter.k12.ca.us](http://www.sutter.k12.ca.us)

**PRINCIPAL / SUPERINTENDENT:**

Jim Morasch, Principal  
William "Bill" Embleton, Vice Principal

**SUBSTITUTE CONTACT PERSON:**

Substitutes are contacted via the AESOP automated system or by the site secretary.

Lynn Hendrix, Secretary  
(530)822-2400

**DIRECTIONS: From Yuba City**

Go West on Highway 20 to Tharp Road - turn left and follow to Lassen Blvd  
Turn right on Lassen Blvd.  
School is 1 ½ blocks west on the right.

**ARRIVAL AND DEPARTURE TIMES:**

8:00 a.m. to 3:00 p.m.

**LUNCH FACILITY**

Snack Bar Available

\* **Calendar attached**

**SUTTER COUNTY  
COUNTY SUPERINTENDENT OF SCHOOLS OFFICE**

**OPPORTUNITY PROGRAM**

**Grades 7 - 9**

**Gray Avenue Middle School**

808 Gray Avenue  
Yuba City, CA 95991  
(530) 822-5240 Fax: (530) 822-5057  
[www.sutter.k12.ca.us](http://www.sutter.k12.ca.us)

**Feather River Academy**

1895 Lassen Blvd  
Yuba City, CA 95993  
(530) 822-2400 Fax:(530) 822-3267

Opportunity Class Programs provide an alternative educational opportunity for students who are not able to function in the regular classroom setting. The Program serves students in grades 7 through 9.

**PRINCIPAL / SUPERINTENDENT:**

Jim Morasch, Principal  
William "Bill" Embleton, Vice Principal

**SUBSTITUTE CONTACT PERSON:**

Substitutes are contacted via the AESOP automated system, or via the site secretary.

Lynn Hendrix, Secretary  
(530) 822-2400

**DIRECTIONS: From Yuba City**

**Gray Avenue Middle School:**

Located on Gray Avenue between Hwy 20 and Bridge Street

**Feather River Academy:**

Located on Lassen Blvd just past Klamath Lane. From Walton Avenue, turn at Lassen Blvd and proceed heading West on Lassen, the school is on the right.

**ARRIVAL AND DEPARTURE TIMES:**

8:00 a.m. to 3:30 p.m.

**LUNCH FACILITY**

Cafeteria on premises

\* **Calendar attached**

**SUTTER COUNTY  
COUNTY SUPERINTENDENT OF SCHOOLS OFFICE**

<b>OUTDOOR EDUCATION PROGRAM</b>	<b>Grades 5 &amp; 6</b>
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Shady Creek Outdoor School  
18601 Pathfinder Way  
Nevada City, California 95959                      (530) 292-3436  
[willis@sutter.k12.ca.us](mailto:willis@sutter.k12.ca.us)

<b>ADMINISTRATION:</b>
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Kathleen Hansen, Deputy Superintendent, County Operated Programs  
George Stratman, Director, Outdoor Education

Wileen Slack, Secretary                                      822-2949

<b>SUBSTITUTE CONTACT PERSON:</b>
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At this time, substitutes are not utilized in this program.

**SUTTER COUNTY  
COUNTY SUPERINTENDENT OF SCHOOLS OFFICE**

**ADULT EDUCATION AND ROP PROGRAMS**

**Adults**

**SUTTER COUNTY ONE STOP** (formerly CTEC)  
256 Wilbur Avenue  
Yuba City, CA 95991  
(530) 822-5120  
Fax: (530) 822-5139  
www.sutteronestop.com

Sutter County One Stop (formerly CTEC) provides educational programs and services to meet a variety of educational needs, both academic and vocational. Programs include ROP Vocational classes, Career training/Job Placement and Adult Education leading to completion of the GED/ABE & High School Diploma.

**ADMINISTRATION:**

Joe D'Andrea, Director, Adult Education & Workforce Development  
Karen Bowen, Assist Superintendent of Career & Technical Programs  
Rinky Basi, Coordinator II, Workforce Development  
Dawn Sharp, Lead Teacher of Adult Education  
Pamela Mahmoudi, Lead Teacher of ROP Health Careers

**SUBSTITUTE CONTACT PERSON:**

Substitutes are contacted via the AESOP automated system.

Kim Judge, Secretary (530) 822-5120 ext 3051

**DIRECTIONS: From Yuba City**

From Hwy 99, go East on Franklin Road approx 1 mile to Wilbur Avenue.  
Turn right on Wilbur Ave (Yuba-Sutter Fairgrounds on left)  
Sutter County One Stop is ½ block to the South on the right

**ARRIVAL AND DEPARTURE TIMES:**

Varies with the individual program. Please check with the office regarding the time for the class for which you have been asked to Substitute.

**LUNCH FACILITY**

Not Available.

\* **Calendar attached**

# Anaphylactic Reaction

1. Anaphylactic reaction is a generalized systemic reaction, which may be fatal, resulting from the administration of foreign substances or drugs, from the digestion of foods, or from the sting of an insect. Symptoms may include:
  - Apprehension and flushing.
  - Sneezing and coughing.
  - Itching or burning. (Itching may indicate a generalized systemic reaction.)
  - Urticaria (rash), particularly on the face and upper chest.
  - Edema of affected areas, especially the face.
  - Respiratory difficulty, wheezing or shortness of breath. (Upper respiratory edema may occur.)
  - Cyanosis (blueness of skin) or pallor (pale skin).
  - Faint or hard to detect pulse.
2. Individuals known to have allergies should be encouraged to wear identification tags.
3. Medications will relieve anaphylactic symptoms. Any medications given by school personnel must be authorized by the student's parent/careprovider and physician. Administer the prescribed medication according to the physician's and manufacturer's directions.
4. Start resuscitative measures if necessary. Call 9-1-1 at the beginning of the crisis. Perform cardiopulmonary resuscitation (CPR) if needed.
5. Notify the parents and area coordinator as soon as possible.

## Suspect Poisoning

Suspect poisoning, call UCD Poison Control 734-3692.

# BACK INJURY PREVENTION

Back injuries (sprains, strains and dislocations) occur frequently with employees working in special schools. The most common diagnosis associated with these injuries is "lumbosacral strain". A **strain** is an injury to a muscle or its tendon attachment. A **sprain** is an injury to a ligament. Both of these injuries can range from mild to severe and are categorized as "soft tissue" injuries. Dislocations involving the spine are rare because of the protection offered by the muscles and ligaments, which support the spine. Injuries to the disc structures do occur; however, most authorities agree that "ruptured discs" are the result of cumulative stresses placed on the fibers of the disc. Most of these stresses are caused by poor posture, incorrect body mechanics and physical overexertion to the soft tissues supporting the spine.

The best treatment for overexertion injuries is prevention before they occur. The following suggestions can help reduce the risk of injury at work in Special Education facilities:

## TASK ANALYSIS

Evaluate the task to determine how it might best be accomplished:

- Can one person safely perform the task?
- Do you need assistance to perform the task?
- Can you use assistive devices to make the task easier?

## "POWER ZONE" LIFTING

The "power zone" is identified as the area directly in front of the body and extends from the floor up to shoulder height. The maximum "power zone" is located between the knees and the waist.

Individuals will have 5-7 times the load capacity when using the "power zone" as compared to work performed outside the "power zone".

Use of the "power zone" will minimize twisting movements while the spine is under stress. This is especially important when heavy loads are lifted to or from the floor or low positioning devices.

**Note:** To locate your "**power zone**," stand with your arms extended in front of your body at shoulder height. Your "**power zone**" extends in front of you to your wrists. The imaginary square formed by your arms and chest is the top of your "**power zone**."

## LIFTING WITH THE BACK MUSCLES "LOCKED-IN"

Most lifting or carrying is accomplished with the back "**bowed-out**" or rounded. This posture places increased stress on the muscles, ligaments, and discs because they are stretched and working at a mechanical disadvantage. Weightlifters lift incredible amounts of weight by **locking** in the back muscles before lifting. They accomplish this by lifting with the **head and shoulders** up and the "**bowed-in**."

**Note:** This "**bowed-in**" posture minimizes the stress placed on the posterior wall of the lumbar discs. When a lift is performed with the back "**bowed-out**," pressure inside the disc increases tremendously (For example, a 180 pound man lifting 70 pounds with the back "**bowed-out**" can create a pressure of **1,000** pounds inside the fifth lumbar disc.).

# Bloodborne Pathogens



## Hepatitis B Virus (HBV)

HBV is a potent bloodborne virus that attacks the liver, causing illness and sometimes death. But HBV is one of the few serious infectious diseases that can be prevented with a safe, effective vaccine.

## Human Immunodeficiency Virus (HIV)

HIV is the virus that causes AIDS (acquired immune deficiency syndrome). HIV makes people sick by attacking the immune system and keeping it from being able to fight infection.

## Transmission of HIV, HBV and HCV

HIV, Hepatitis B and Hepatitis C can only be transmitted through blood and body fluids which contain blood, such as urine and vomitus.

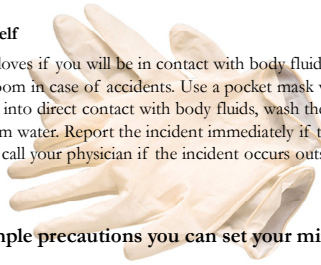


## Hepatitis C Virus (HCV)

HCV is a potent bloodborne virus that attacks the liver, causing illness and sometimes death. There currently is no vaccine for HCV.

## Protecting Yourself

Always use latex gloves if you will be in contact with body fluids and keep them in the classroom in case of accidents. Use a pocket mask when giving CPR. If you come into direct contact with body fluids, wash the contact area with soap and warm water. Report the incident immediately if the incident occurs at work, or call your physician if the incident occurs outside of work.



**By taking a few simple precautions you can set your mind at ease.**

License # 0451271

*Confidential-Client Use Only*

**Keenan**  
Insurance



## Sutter County Superintendent of Schools

### General

## SAFETY GUIDELINES

It is the intention of the Sutter County Superintendent of Schools office to take every reasonable action to insure a safe workplace. Therefore, employees at all levels are required to actively participate in maintaining a safe and healthy work environment. The safety of our employees and the public are of major importance. Therefore, safety will take precedence over expediency or shortcuts in the operation of our organization.

To assist personnel in meeting our goals and the requirements of federal, state, and local regulatory agencies, a safety program has been developed. This safety program places particular emphasis on Federal Occupational Health and Safety Administration (OSHA) and California OSHA requirements that pertain to our business. The following general safety guidelines pertain to all employees. Disregard of these guidelines could result in serious injury to yourself or co-workers; as well, as disciplinary action.

**These guidelines are not inclusive of all physical hazards or unsafe conditions that may be present at our facilities. Read and understand these guidelines so you can do your part to maintain a safe work environment.**

- |  |   |
|--|---|
| <ol style="list-style-type: none"><li>1. Attend all safety and training meetings conducted by your Department Head or Supervisor. You are required to notify your supervisor if you cannot attend.</li><li>2. Report all unsafe acts or conditions to your immediate supervisor. Unsafe conditions should be corrected or made readily known to all personnel until corrected to prevent possible injury. Safety hazards can be reported either to your supervisor or the Safety Coordinator on the "Report of Unsafe Condition or Hazard Form." <b>There will be no reprisal or disciplinary action for reporting unsafe conditions or work practices.</b></li><li>3. Familiarize yourself with emergency procedures for each location. You are responsible to know how to react in emergency situations. Contact your supervisor if emergency procedures are unknown.</li><li>4. Attend additional safety meetings as required by your supervisor.</li><li>5. Do not handle or repair tools, machinery, or equipment unless you have been trained and authorized by your supervisor.</li><li>6. Review Material Safety Data Sheets (MSDS) with your supervisor prior to using any chemicals.</li><li>7. Keep all exterior doors unlocked or capable of being opened from the inside when buildings are occupied. Aisles, traffic lanes, electrical panels, and fire exits are to be kept clear at all times. All fire equipment must remain clear and accessible at all times.</li></ol> | <ol style="list-style-type: none"><li>8. Notify your supervisor if you are taking any medication that may interfere with your ability to work. Working under the influence of illegal drugs or alcohol is prohibited.</li><li>9. Observe designated smoking areas. Smoking is not allowed in any County Office or District building.</li><li>10. Do not attempt to alter, modify, displace, or remove any existing safety equipment. Safety switches and other safety mechanisms are installed for your protection.</li><li>11. Report all injuries, no matter how minor, to your supervisor immediately so proper medical or first aid treatment can be arranged.</li><li>12. Store all flammable liquids in approved safety cans or cabinets. Do not accumulate excessive amounts of combustible debris; such as, boxes and paper.</li><li>13. Ensure all visitors remain a safe distance from any hazardous operation.</li><li>14. Wear appropriate clothing and any necessary personal protective equipment needed for the job. Ask your supervisor if you have questions.</li><li>15. Obey all traffic rules and proceed in a safe manner at all times. This includes bicycles, carts, and personal vehicles. Personal vehicles are to be parked in their assigned location.</li><li>16. Do not engage in pranks, horseplay, scuffling or other unsafe acts. This could result in serious injury to yourself and/or your fellow employees or visitors.</li></ol> |
|--|---|

**Additional safety information can be found in the Injury and Illness Prevention Manual located in your manager's office; or you may contact the Personnel Department at 822-2900 to obtain the information.**

## Guidelines for Handling Body Fluids

Many schools already have procedures for handling spills of body fluids (vomit, feces, urine, blood). Since body fluids may contain a variety of germs (bacteria and viruses), it is important for all school personnel to know how to clean them up properly to prevent the spread of infection to students, school personnel, and to themselves.

While body fluids often contain various germs, it is unusual for illnesses to be spread in this manner when ordinary hygiene practices are observed. In order to cause disease, a germ must find its way to the part of the body it infects through a specific route (the mouth, nose, or break in the skin). It must also enter in sufficient numbers to cause infection. Most body fluids contain too few germs to cause infection unless they are placed directly into the blood stream or people fail to wash their hands after contamination and place their hands or contaminated food or objects into their mouths. Though this is unlikely to occur, it is important for all blood and body fluid spills to be regarded as potentially infectious since many germs may be carried in the body without symptoms (e.g. hepatitis A and B, AIDS virus, Cytomegalovirus, Salmonella). Therefore, these guidelines should be followed in all cases regardless of whether or not the source is known. By following a few simple steps, clean-up can be an effective and safe procedure.

1. Disposable gloves should be worn when cleaning up blood, feces, vomit, and urine. This is to be done in addition to, not as a substitute for, handwashing.
2. Hands should be washed thoroughly as soon as is practical following exposure to body fluids (including blood, vomit, feces, urine, saliva, nasal and other respiratory secretions). Proper handwashing requires the use of soap and water and vigorous washing under a stream of running water for at least ten seconds.
3. Manual removal of body fluids is an essential step and may be carried out using disposable paper products, e.g. paper towels. Drying or sanitary absorbent agents (e.g. ZGoop\*) may be used with large volumes of body fluids, e.g. vomit. They are not, however, disinfectants. They and disposable paper towels should be disposed of in a sealed plastic bag. Non-disposable items (e.g. dust pans and brooms) should be cleaned with disinfectants listed below.

\*Brand names used only for example and should not be considered an endorsement of a specific product.

4. Hard surfaces (e.g. desks, walls, floors) should be washed with one of the following disinfectants:
  - a. Phenolic germicidal detergent solution (follow the product label for use and dilution).
  - b. Sodium hypochlorite (household bleach) at least 100 ppm available chlorine (e.g., diluted 1:10 with water or 1/2 cup household bleach in one gallon of water, freshly prepared each time it is used).

# Principles of Lifting Mechanics and Transfers

By Joe Maloney, MPT

## Spine Mechanics

Individual movements of the spine place pressure on different structures.

The most damage occurs when movements are performed in combination.

A combination of flexion, twisting, and side-bending is potentially the most damaging movement.

## Principles to Lifting

Lifting and transfers often combine every bad movement into one.

Transfers are problem solving. The following is one technique.

Due to outside circumstances (space, table heights, equipment, type of student), you may not be able to follow the “rules”. What you need to do is be able to assess the situation and find the best technique that minimizes the load on the spine and maximizes the safety of the student.

The key is to keep your back in neutral

- Maintain the small arch in the low back.
- Do not side-bend or twist
- Move your feet and pelvis together rather than twist your spine.

The muscles in the back were not designed to lift – they are designed to support the spine.

## Principles to Lifting: The muscles in the legs are designed to lift.

## Principles to Performing a Two-Person Transfer

1. Set up the lift – position the chair at a 45° angle to the surface you are transferring to.
2. Make sure the brakes are on – wheelchair and table.
3. Remove or fold back any footrests.
4. The strongest person should be at the head and is responsible for lifting the trunk.  
The second person will be at the feet and lift the lower extremities.
5. Keep the back in neutral, assume a wide base with your feet with one foot in front of the other, and bend the knees.
6. Reach behind the student and grab below the armpits with your hands clasping in front of the student at approximately chest level.
7. Bring the student as close to you as possible. This decreases the force on the spine and stabilizes the student.
8. Do not let the student grab a hold of you. Students with extensor tone (pushers) can cause a serious injury if they are holding on to you.
9. Communicate with the other person when to lift (1..2..3...GO!!!)
10. Extend the legs to lift the student and pivot to the table. Move your hips, back, and shoulders together to avoid twisting the spine.



## PROCEDURES FOR SEIZURE ACTIVITY

- **BE CALM.** The person usually is neither suffering nor in danger. Look at your watch; time the seizure duration. Send someone to report the incident to the office and bring back help.
- Ease the person to the ground, protecting him/her from hard or sharp objects that might cause injury.
- Loosen tight or restrictive clothing.
- If salivation is excessive, turn the person on his/her side.
- Remain with the person until he/she recovers consciousness and is oriented. Be supportive and reassuring.
- If the person appears in respiratory distress and skin is excessively blue, extend neck and gently pull on jaw. If breathing does not resume, start CPR and have someone call for medical assistance (**911**).
- Call for medical assistance if the seizure is followed by other seizures in rapid succession or if the seizure lasts more than 10 minutes.
- **DO NOT** restrain the person's movements.
- **DO NOT** force a hard object between the person's teeth.
- **DO NOT** give the person anything to drink.
- When the person is able to be moved, place him/her on a cot and allow him/her to rest until recovery is complete.
- If the person seizing is a student, be sure to report to the parent and log the incident.



## CODES OF SAFE PRACTICES – SPECIAL EDUCATION

Lifting and transferring students may be easy when children are babies. Without assistive lifting devices and proper body mechanics, as their weight increases so do the risks for back injuries. The risk increases even more with children who are combative, tug, and/or drop. Most back injuries are not a result of *one bad lift*, but rather from a combination of bad body mechanics, poor posture, loss of flexibility, and a general decline in physical fitness.

### Lifting/Transferring Assistive Aid Safety Rules

- A. **Use any mechanical help that the county provides.** Mechanical help would include a Hoyer lift, hoist, or other assistive lifting devices. These types of equipment eliminate the need for manually lifting or moving students. The biggest excuse for not using mechanical lifting devices is that they are time consuming. So are back injuries! Learn to use the hoists, lifts, or other assistive devices that the county provides. As you become more proficient with them, they will take less time.
- B. **Use gait/transfer belt and make sure they are securely fastened.** A gait belt provides a solid handhold on a student, which makes it easier to lift, handle, and transfer them. If you are only holding onto a tee shirt and a student goes down, chances are good that the tee shirt will be in your hand and the student will be on the floor! Gait/transfer belts provide a solid handle on the student so you can guide and transfer them.

### Individual Lift/Transfer Safety Rules

Having a plan in place for the safe lifting and transferring of all students will help reduce the risk of back injuries. Being prepared and well trained to lift and transfer student properly is an important step in back injury prevention.

- A. **Develop an SOP (standard operating procedures) for the transfer of *each* student.** Just as you assess the nutritional needs of each student yearly, the lifting and transferring needs must also be evaluated annually. Has the student's weight reached a level where they are now a "two-person" lift? Can they help with a standing-pivot transfer to the commode? Are they on new medication that makes them combative? Transfer procedures must be updated regularly as each student's condition changes.
- B. **Back Belts.** Are back belts necessary? The research is still conflicted on this. A recent NIOSH study reported that back belts were not an effective measure in preventing back injuries. There are several reasons for this conclusion:
  - 1. **They are not worn properly.** Black belts should be worn low, on the hips. The correct placement is between the navel and tailbone, over the lumbar section of the back. Most back belts are placed here initially but tend to creep up around the waist as the day progresses (especially with women because of their smaller waistline and larger hip dimensions).
  - 2. **Get as close to the student as possible.** Students can be slimy, full of spit, coughing, or drooling but the farther away you are when lifting students, the higher the risk of back injury to the employee. Remember, the farther away...the higher the strain.
  - 3. **Keep the head and shoulders up and don't twist.** The back follows what the head does. If the head is down and the chin is tucked to the chest, you will lose the "curve" and the "power" position for the lift. Keep the head, shoulders, and chin *UP* in order to "lock" the back into place. Twisting when lifting/transferring puts a lot of unnecessary stress on your back.



**CODES OF SAFE PRACTICES – TEACHERS / AIDES**

**General Classroom Safety Rules**

- A. **Be aware of where you are walking.** Trip and slip hazards - stacks of paper or boxes in the aisle, for example, or recently polished and slick floors or extension cords – are common in the classroom.
- B. **Be aware of the location of the nearest fire extinguisher.** It may come in handy. Read the instructions on the extinguisher now, before you need to use it.
- C. **Familiarize yourself with the emergency exit procedures.** An emergency plan must be posted near the classroom exit to notify all employees and students of how to exit the room, the evacuation route and where they are to assemble after.
- D. **Chairs are not step stools.** Don't use them for that purpose. Use a step stool or ladder when reaching for elevated supplies and materials.
- E. **Electric extension cords are to be used only as a temporary source of power.** Extension cords should be unplugged, rolled up and stored immediately after use. Improper use of electricity is the second most common cause of fires in schools.
- F. **Flammable and combustible liquids may not be stored in classrooms.** These liquids are the third most common cause of school fires.
- G. **Be cautious with flammable materials.** They may not be attached to windows and doors and no more than 50% of all the wall space may be covered with flammable materials. Window coverings, drapes, and curtains may not be installed unless they meet the Fire Marshall's fireproofing requirements. Keep decorations for holidays only.

**Office Ergonomic Safety Rules**

Teachers and Aides don't spend the majority of time at their desks using the computer, but they still need to be aware of Repetitive Motion Injuries (RMI) and should take the following steps to reduce the chance of such an injury.

- A. **Complete a workstation ergonomic evaluation.** If available, utilize an in-house resource to complete the evaluation or complete a self-evaluation (request evaluation form from Personnel).
- B. **Make the necessary adjustments to your chair.** Most chairs will have at least two or three adjustment levers to use to change the height and tilts of the seat and backrest. Adjust the chair so you can achieve the most comfortable typing position.
- C. **Take the weight on your feet.** Ensure that your feet rest on the ground so that not all the weight is on your lower back. If your feet do not reach the ground, utilize a footrest.
- D. **Type with your wrist at a neutral position.** Adjust the height of chair and keyboard to ensure that, while typing, the shoulders are relaxed, there is a 90-degree angle at the elbow, and the wrist is in a flat position (i.e. no raising or lowering of the wrist from the forearm in order to reach the keys).

SUTTER COUNTY SUPERINTENDENT OF SCHOOLS OFFICE

**TUBERCULOSIS AWARENESS**

***WHAT IS TUBERCULOSIS?***

TB is an infectious disease which spreads through the air from person to person when droplet nuclei become airborne. These droplets are expelled from the lungs of a person with active TB through coughing, speaking, or sneezing and are then breathed in the lungs of those around them.

Covering the mouth and nose when coughing or sneezing is an important method of preventing the spread of TB because it keeps droplets from becoming airborne.

Once they are inhaled, the tuberculosis bacteria reach the alveoli (air sacs) of the lungs. If the infection is not treated, it can become active and affect the liver, skin, and other organs of the body.

Usually between two and ten weeks after exposure to TB, the immune system will limit the spread of bacteria and keep the infection from becoming active. However, if the immune system has been weakened for any reason, the bacilli can multiply and spread from the lungs to other parts of the body.

***HOW DO YOU GET TB?***

Tuberculosis spreads through the air when a person infected with active TB coughs, speaks or sneezes. Generally, it takes more than one exposure to someone with active TB for infection to occur. Most often one must have repeated and prolonged indoor exposure to tuberculosis.

People who are frequently in comparatively crowded, poorly ventilated places are more at risk of contracting TB because they are in an ideal environment for TB bacilli to spread. Some examples of such places are:

- |                         |               |
|-------------------------|---------------|
| Homeless shelters       | Nursing homes |
| Correctional facilities | Factories     |
| Substance abuse centers | Schools       |
| Hospitals               |               |

***TB INFECTION VS. ACTIVE TB***

A tuberculosis infection can be either latent (inactive) or active. If it is latent, the bacilli are present in the body, but the individual will not be contagious and will have no symptoms. Taking a series of preventative drugs can aid the immune system in curing the infection once it has been identified.

Persons with a latent TB infection have about a 10 percent chance of developing active TB in their lifetime. The risk is highest in the first two years after infection, but some risk may remain for decades.

## **CHILD ABUSE REPORTING REQUIREMENTS**

All Substitute teachers are mandated reporters and required by law to report child abuse. Section 11166 of the CA Penal Code requires a mandated reporter who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment who he or she knows or reasonably suspects has been the victim of child abuse to report the known suspected instance of child abuse to a child protective agency.

Section 11166 of the CA Penal code states “Any person who fails to report an instance of child abuse which he or she knows to exist or reasonably should know to exist, as required by this article, is guilty of a misdemeanor and is punishable by confinement in the county jail for a term not to exceed six months or by a fine of not more than one thousand dollars or both”.

The reporting duties of mandated reporters are individual and cannot be delegated to another person (Penal Code 11166).

Immediately or as soon as practicably possible after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to Child Protective Services. Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall then prepare and either send, fax, or electronically submit to the appropriate agency a written follow-up report.

A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of his/her professional capacity or outside the scope of his/her employment. Any person making a report shall incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report (Penal Code 11172).



## **DRUG AND ALCOHOL-FREE WORKPLACE**

Pursuant to the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act of 1986 and its amendments, it is the policy and practice of all school districts and county offices of education to continue to maintain an alcohol and drug-free workplace.

No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance at any workplace. Workplace is any district/county site where work is performed, any district/county vehicle, any off-school sites when accommodating a school-sponsored or school approved activity or function where students are under district/county office jurisdiction; or during any period of time when an employee is supervising students on behalf of a school district or county office or engaged in school business.

School districts/County Offices may not employ or retain in employment persons convicted of a controlled substance offense as defined in Education Code 44011.

## **SEXUAL HARASSMENT**

It is prohibited for anyone who is authorized to recommend or take personnel or educational actions affecting an employee or student, or who is otherwise authorized to transact business or perform other acts or services on behalf of school districts or county offices of education to engage in sexual harassment.

Prohibited Sexual Harassment includes, but is not limited, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the work or educational setting.

## **TOBACCO-FREE WORKPLACE**

Research has demonstrated the health hazards associated with the use of tobacco products, including smoking and the breathing of second-hand smoke. School districts and County Offices of Education recognize these health hazards and desires that every effort be made to reduce the changes that students will begin or continue to use any tobacco products. Instructional programs are designed to discourage students from using tobacco products. Employees are expected to serve as models for good health practices that are consistent with these instructional programs.

Tobacco products are prohibited at all school sites and county offices of education or any sponsored activity.



To Substitute Teachers and Para-Educators,

Welcome to the challenging yet rewarding world of substituting! This handbook has been put together to explain substitute procedures and to answer questions you may have regarding substituting in the school districts and programs in Colusa, Sutter and Yuba Counties.

Included in the handbook is information on each school district and the schools within each district for Colusa, Sutter and Yuba Counties. You will find information such as: site addresses, telephone numbers, names of superintendents, principals and secretaries as well as directions to each district/site.

You will also find in this handbook detailed information on Special Education, Alternative Education, health and safety, mandated topics, and calling systems. We have also included a handbook published by Utah State University that provides information designed specifically to support substitutes in the classroom.

Listed below you will find the Colusa, Sutter and Yuba County contacts if you need assistance or have any questions.

We Hope You Have a Great School Year,

Michelle Jewett, Kathy Tamez, Jennifer Allread

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**Yuba County**

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Human Resources Asst/  
Credential Analyst  
(530)749-4869  
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Sutter, Yuba, and Colusa Counties  
**SUBSTITUTE TEACHER HANDBOOK**

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