



Santa Maria Joint Union
HIGH SCHOOL DISTRICT

2023-2024

**SUBSTITUTE TEACHER
HANDBOOK**



SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
Substitute Teacher Handbook
Foreword

Welcome to the Santa Maria Joint Union High School District. As a substitute teacher, you are an important member of the instructional staff. The substitute's role is recognized and respected as most difficult. Substitutes constitute the reserve strength upon which we need to draw during the absence of members of the permanent teaching staff.

This handbook is provided as a resource in order to establish routines of the District. It is hoped that this information will prove valuable and that it will enable substitute teachers to approach their assignments with confidence.

Thank you for electing to serve as a substitute teacher in the Santa Maria Joint Union High School District.

Human Resources Department
Santa Maria Joint Union High School District

Board of Education

Diana Perez – President
Feliciano Aguilar – Member
Alma Hernandez - Member
Jack Garvin – Clerk
David Baskett - Member

Mission Statement

We prepare all learners to become productive citizens and college/career ready by providing challenging learning experiences and establishing high expectations for achievement.

Santa Maria Joint Union High School District programs, activities, practices and employment shall be free from unlawful discrimination, including discriminatory harassment, intimidation, and bullying based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identifications, age, religion, marital, family or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information or any other characteristic identified in Education Code 200 or 220, Penal code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics. If you believe you have been subjected to discrimination, harassment, intimidation, or bullying, you should immediately contact the District's Discrimination, Equity and Title IX Compliance Officer Mr. Sal Reynoso, Director of Human Resources, at 2560 Skyway Drive, Santa Maria, CA 93455, (805) 922-4573 and/or sreynoso@smjuhsd.org. A copy of SMJUHS'D's Uniform Complaint Procedures, Non-Discrimination Policies, Sexual Harassment Policies are available upon request.

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DIRECTORIES

District Office

2560 Skyway Dr., Santa Maria 93455, Phone 805-922-4573

| | | |
|------------------------------|--------------|---|
| Kevin Platt | x4301 | Asst. Supt/Human Resources |
| Salvador Reynoso | x4219 | Director Cert. Human Resources |
| Patti Parker | x4303 | Cert Personnel/Credentials |
| Lupita Martinez-Perez | x4304 | Administrative Assistant- Absence Management |

*Website: <http://www.smjuhsd.k12.ca.us/>

Delta Continuation High School

4893 Bethany Drive, Santa Maria 93455, Phone 805-937-6356

| | | |
|----------------------|--------------|------------------------|
| Nathaniel Maas | x1700 | Principal |
| Erica Fajardo | x1710 | Data Specialist |
| Security | x1700 | Principal |

Ernest Righetti High School

941 E. Foster Rd., Santa Maria 93455, Phone 805-937-2051

| | | |
|--------------------------------|-------------------|------------------------|
| Ted Lyon | x2701 | Principal |
| Greg Baldwin/Security | x2703 | Asst Principal |
| Elizabeth Cortez | x2707 | Asst Principal |
| Jeff Carroll | x2705 | Asst Principal |
| Lisa VanSolinge | x2706 | Admin Assistant |
| Lori Covington/Security | x2000/2704 | Admin Assistant |

Santa Maria High School

901 S. Broadway, Santa Maria 93454, Phone 805-925-2567

| | | |
|-------------------------------|--------------|------------------------|
| Steve Campbell | x3701 | Principal |
| Ivan Diaz/Security | x3703 | Asst Principal |
| Merrie Okie | x3705 | Asst Principal |
| Monica Pallan | x3709 | Asst Principal |
| Denise Robles/Security | x3704 | Admin Assistant |

Pioneer Valley High School

675 Panther Drive, Santa Maria 93454, Phone 805-922-1305

| | | |
|---------------------|-------------------|------------------------|
| Shanda Herrera | x5701 | Principal |
| Kevin Ilac | x5709 | Asst Principal |
| Greg Dickinson | x5703 | Asst Principal |
| Paul Collier | x5707 | Asst Principal |
| Karine Perez | x5708 | Admin Assistant |
| Security | x5118/5773 | |

Mark Richardson Career Technical Education Center & Agricultural Farm

1280 Founders Ave, Santa Maria 93455, Phone 805-934-0330

| | | |
|------------------------|--------------|------------------------|
| Paul Robinson | x8701 | Director |
| Meredith Brough | x8702 | Admin Assistant |

EMPLOYMENT REQUIREMENTS AND PROCEDURES

Onboarding of Substitute Teachers

Substitute teachers must be eligible for at least an emergency substitute teaching permit and have the same personal qualifications as regular staff members. All necessary paperwork will be processed through the Human Resources Office. Until all pre-employment requirements have been completed your name will not be added to the database of active substitutes. Retention is subject to satisfactory performance.

Teaching Credential/Permit Requirement

The minimum requirement for substitute teaching is possession of a valid California public schools **Emergency Substitute Teaching Permit for Prospective Teachers** <http://www.ctc.ca.gov/credentials/leaflets/cl505d.pdf>; the most common is, a **30-Day Substitute Teaching Permit** <http://www.ctc.ca.gov/credentials/leaflets/cl505p.pdf>; and, of course, a valid **California public schools teaching credential**. Visit the Commission on Teaching Credentialing website to learn more about applying for your permit and renewing a credential/permit at <http://www.ctc.ca.gov/>. Substitute permits are good for one year. For 2023-24 the Basic Skills Requirement has been waived through June 30, 2024. Apply through the district.

Assignments

For long-term substitute assignments, it is our practice/goal to assign a substitute teacher in his/her major or minor subject areas of preparation; however, many times it is necessary to assign in other subject areas. On occasion, you may be asked to teach additional periods and will be paid additionally on a pro rata basis (\$30.00/period). At times, a teacher may become ill during the day. The acceptance of a last-minute assignment is appreciated. The only personnel eligible to commit the high school district for a substitute is the substitute Administrative Assistant or the District Human Resources Department designated personnel.

Retirement Status

As a substitute teacher, you become a paying member of CalSTRS as early as the first day following the pay period in which you have performed 100 or more days of creditable service during the school year for a single employer.

By completing the election form (pre-employment form) and returning it to the employer, a substitute teacher may irrevocably become a contributing member of the State Teacher's Retirement System (STRS) regardless of hours worked. The membership is effective until the member receives a complete refund.

For the 2023-24 school year, any person, who is retired from certificated service, must wait a minimum of 180 days, may be employed by a school district and can earn up to, but not more than, \$50,655.00 in a fiscal year.

Two Hour Call Out

Substitutes will be paid a minimum two periods (\$60.00) if they report as requested and they are not needed or if they are only needed for one period. If a regular teacher returns to school, for example, from jury duty or doctor's appointment, the substitute's pay will be prorated.

Fingerprint Clearance

State law requires every public-school district to receive a fingerprint clearance from the Department of Justice on every public-school employee. Santa Barbara County now has a consortium of all school districts in this county. In your employment packet you will find an employment live scan form; the district will pay for your fingerprint clearance for employment purposes.

TB Test/Renewal

The expiration date of your TB test is 4 years from the date it was administered to you. This date can be found on the TB document given to you by the clinic or doctor where you had the test taken. The renewal of your TB clearance is the responsibility of the substitute teacher,

Change of Address, Phone Number, Name or Email

As a substitute teacher, one of your responsibilities is to keep the Human Resources Department informed of your correct personal information. Please notify the Human Resources Office to make any changes. If your name changes, you will be asked to bring your social security card to the district office for verification.

Status and Evaluation

There are no health and welfare benefits, including tenure, for a substitute teacher in the Santa Maria Joint Union High School District.

Substitutes are periodically evaluated by the principals. These evaluations will be forwarded to the Human Resources Department and placed in your personnel file. The evaluations will be treated confidentially.

Resignation

Please inform the Human Resources Department in writing if you are no longer available for substitute service and wish to have your name removed from our list.

If you would like to be re-instated after removing yourself, you will be required to come into the Human Resources Department to fill out any re-hire paperwork applicable.

Letters of Reasonable Assurance

Each May, a letter of 'Intent' or Reasonable Assurance and Substitute Survey is mailed to each substitute teacher notifying you that the District intends to utilize your services for the coming year. It is your responsibility to return the survey to the Human Resources updating the Department with any changes to your work preferences or schedule. If you do not receive notification by the end of May, please notify the Human Resources Department, in case an error has occurred.

RESPONSIBILITIES OF A SUBSTITUTE TEACHER

Hours of Duty

A substitute is employed in order to cover the assignment of a particular teacher. Normally, this would mean that a substitute would be covering five teaching periods. It is recommended, that substitutes try to be on campus, assuming adequate notification, 15 minutes before the start of school in order to receive necessary instructions.

PLEASE DO NOT LEAVE THE CAMPUS AT ANY TIME WITHOUT NOTIFYING THE SUBSTITUTE ADMINISTRATIVE ASSISTANT

General Procedures

- The substitute has a professional obligation to exercise care in expressing personal reactions/opinions concerning the school/classroom operation. Refrain from criticizing the regular teacher and from discussing with students or other teachers the reasons for the regular teacher's absence.
- The substitute should endeavor to preserve the regular routine of the classroom and to perform all the duties expected of the regular teacher. Follow the plans given by the regular teacher. Avoid going beyond the assignment for the day.
- The substitute teacher assumes the same responsibility as the regular teacher for the assigned pupils, equipment and materials.
- All substitutes shall use good judgment and give careful consideration to proper attire while carrying out their professional duties. Such attire shall be appropriate for the professional position the teacher holds in the school and community.
- DO NOT LET STUDENTS OUT OF CLASS WITHOUT A PASS AND DO NOT DISMISS THE CLASS BEFORE THE BELL RINGS.
- Other than to school officials, no names or addresses of students shall be furnished to anyone.
- Complete records, both academic and of books and supplies for room or students, are to be kept by the teacher.
- No advertisements are to be read or distributed. Agents for books, magazines, etc., shall not be permitted by the teacher to canvass or sell in the classroom unless the representative is authorized by the administration.
- Other than usual school functions, no tickets shall be sold; no notices of concerts, lectures, etc., posted or announcements made unless approved by the administration.
- Substitutes are allowed to send pupils on errands within the school premises with a hall pass. Substitutes are not permitted to send students on errands off campus.
- Pupils are not allowed to do the following:
 - a. Leave the school without permission from the Attendance Office.
 - b. Leave the room without permission of the substitute teacher.
 - c. Be in the classroom until the substitute teacher is present.

Employee Accident/Injury Reporting Process

If you are injured and **would like to receive** medical attention **during regular hours**, Monday-Friday, 7:30a.m. – 4:30p.m., report to your supervisor and fill out the necessary forms, AND bring completed documents to the District Office. Please reach out to Monica Leyva-Marquez (805-9224573 x4206) or Krystal Luna (805-922-4573 x4333) so they may authorize your visit to the clinic.

Pupil Illness Procedure

A pupil who has been absent will be readmitted through the system designated by the school. You should report any communicable diseases to the Health Office. When a student becomes ill and is sent to the Health Office, be sure you fill out a pass, completely in ink with name, date, time of departure, room number, destination and the name of the teacher followed by your initials. When a student is too sick to go alone, include the name of the accompanying student on the same slip or a separate one.

Reporting to the School/Parking

Substitutes are to report to the designated Administrative Assistant at each site to receive assignment sheets and keys. *Clarify if there is a special schedule or practice drill planned for that day.* If you have time, check the regular teacher's mailbox. There may be call slips for students, messages and/or bulletins. Read the daily bulletin and school websites to familiarize yourself with the students' day. Also, remember to check out at the end of the day with the Administrative Assistant to return materials.

Parking can sometimes be a challenge. Be sure to provide enough time in the mornings to arrive at the school site on time.

- **PVHS:** Substitutes must obtain a parking permit to park on campus. See the Administrative Assistant on campus for an application. With a valid parking permit parking is available in 4 locations:
 - 1) North side lot
 - 2) Stadium Parking lot on South end of campus closest to Main Street
 - 3) Small lot in front of the Performing Arts Center
 - 4) Small lot in front of cafeteria

- **SMHS:** Substitutes may park in Staff Parking on Thornburg Street (obtain entry code from Denise Robles). Construction of the 50 classroom/administration building is complete. There is additional parking on Lincoln/Morrison streets.

- **ERHS:** For a parking pass please see Lisa Domingues, School Support Secretary/Front Office and get a pass.

CLASSROOM PROCEDURES

Substitute teachers are expected to assume the daily responsibilities of the teacher whom they are replacing. The suggestions and procedures, which follow, are offered to assist substitutes in assuming their responsibilities.

Lesson Plans

It is the policy of the District that the lesson plans of the teacher of record are followed as closely as possible. Notify the Principal if sufficient lesson plans or lesson plans were not made available.

Planning Ahead

It is helpful for substitutes to familiarize themselves in advance with the materials that are suitable for the grade level taught. This is sometimes necessary because in cases of emergency, the teacher of record may not leave lesson plans. Many substitute teachers find it helpful to plan a day's activities that will be suitable for every grade that they may be teaching (e.g. ice breaker, educational game). You may want to keep these activities with you in case they are needed.

Materials

It is important to use the materials indicated by the teacher of record. Directions will be left as to where those materials are located.

Classroom Routines

Follow the daily classroom activities. Send home any notices in accordance with instructions from the office. Note any special events which might be scheduled.

Student Schedules

Check schedules and the names of students involved in special programs. See that these students report to the designated place as scheduled.

Adjunct Duties

Substitutes are not required to perform adjunct duties.

Lunch

During your lunch break (see schedule), you are welcome to use the designated areas:

- **PVHS:** Eating and drinking is permitted in the classroom provided the workstation is not affected. There are workrooms with assembly areas on each floor of the two-story buildings and break rooms in administration and library complexes.
- **SMHS:** Eating and drinking is permitted in the classroom provided the workstation is not affected. You are welcome to eat in either of the two staff lounges. There is one in the old administration building and a smaller lounge in the new administration building.
- **ERHS:** Eating and drinking is permitted in the classroom provided the workstation is not affected. The Sword & Shield and Staff Lounge in the 800 building are also available for breaks and lunch.

Fire and Disaster Drills

Know what the school procedures are in case of emergency. Information relating to signals and procedures for a fire drill or disaster drill are posted in the classroom. *They are also in the substitute packets you receive from the Administrative Assistant overseeing substitutes.* Follow these instructions carefully.

Discipline

The substitute is directly responsible to the Principal, Assistant Principal and/or Dean of Students in charge of discipline. Keep he/she apprised of any problems relating to discipline. The maintenance of order or desirable working conditions in the classroom is one of the most important responsibilities of the substitute. A positive approach to this problem is recommended. Maintaining the familiar routine as much as possible and carrying out well-planned and appropriate activities will do much to hold the interest of the students and may eliminate or reduce many discipline problems.

If a student should become too difficult a problem, confer with the Administrator who oversees substitutes and if immediate support is needed call security, extensions are under Directories of this handbook. It is essential that the welfare of the entire class not be jeopardized. Students should not be kept after class. Leave a note for the teacher of record and report the incident to the Assistant Principal who oversees substitutes.

Room Environment

Keep and leave the room in good order. Use supplies and materials carefully. Use the last five minutes of the period for room clean up and evaluation of the day's activities.

Room Safety

Lock the door whenever leaving the room. Do not give your key to a student. Do not leave students in classrooms without supervision. **Remember to return keys at the end of the day!**

Corporal Punishment

Substitute Teachers shall NOT administer corporal punishment. Serious infractions of rules should be reported to the Principal or an Assistant Principal who will take the needed action.

School Records

School records are confidential and should be treated in a professional way. Individual students, teachers, or school situations should not be discussed with people outside of the school environment.

CLASSROOM MANAGEMENT

In the event that a substitute teacher may need assistance with classroom management, teacher/pupil relationships or teaching techniques, the substitute teacher is encouraged to speak to the Assistant Principal over substitutes or other experienced teachers.

Classroom Management

Classroom management seems to be the most challenging aspect of substitute teaching. These suggestions may be helpful to you:

- Start the day/each class period by standing at the door and greeting students as they enter.
- Review behavior management rules/rewards/consequences as posted in teachers' lesson plan folder or on classroom walls. Establish your behavior expectation immediately.
- Follow established procedures. Do not rely on students' interpretation of procedures. Ask a neighboring teacher.
- Learn the names of the students as quickly as possible or create a class-seating chart as the day starts if one is not present.
- Observe students behaving within expected norms and compliment them early and often to give attention to desired behavior.
- Check for lesson plans. If materials and plans are not available, report to the office to seek their guidance on steps to located lesson plans.
- Try to maintain discipline/structure in the classroom at all times. Each school has a disciplinary procedure, usually clearly posted in each classroom. Should discipline problems occur, follow the discipline plan. Notify the neighboring teacher or campus administration if any discipline problems occur that you feel you are not equipped to handle. Call Security.
- Exhibit enthusiasm and confidence. These are visible indicators to students and often set the tone for student behavior.
- Be friendly, firm and consistent.
- Model the behavior you expect of the students. Students will follow your lead.
- Be sure students understand what is expected of them.
- Use appropriate vocabulary for the classroom.
- Walk the room and stand by students who are noisy or seem to have trouble following directions.
- Refrain from sarcasm, ridicule, hasty decisions and/or physical contact when correcting students or in any other situation.
- Remain in the classroom at all times while students are present.
- Use of cell phone to make personal class, test or check personal email may be done during lunch, breaks and prep periods.

ATTENDANCE POLICY

Tardies/Absences

The District-wide definition of tardiness is that students are considered tardy to class when they are not in the classroom when the final bell rings. Students are considered tardy if they come to class within the first five minutes after the bell rings. Otherwise, they are considered absent; however, they must remain in the class.

Attendance will be reported through ABI/Aeries, you will need your network account information to log in to a computer, which is provided to you by the Human Resources Department when you are hired; ABI/Aeries log in will be given you daily by the Administrative Assistant over substitutes upon your arrival to the site. If a student arrives tardy, a marked tardy will cancel an absence. A change for any other reason must be changed in the Attendance Office. Remember to record both absences and tardies, since both are counted in our attendance policy.

ROLE OF THE TEACHER OF RECORD

The teacher of record is expected to maintain all information a substitute may need.

The following items of information with all necessary explanations should also be available to the substitute teacher:

- An up-to-date seating chart (if applicable)
- Complete lesson plans
- A copy of the daily schedule
- Post Classroom rules clearly; give the substitute clear direction regarding phone and tablet usage in your classroom or any electronic device
- A list of all instructional groups within the room, with names of the students in special seating
- A list of students, class officers if applicable, who can be a source of help to the substitute
- Instructions for fire drills. These should include the exact plan of action and route of passage to and from the classroom
- The bell, dismissal, and break schedules for the building and the room
- The place in the school auditorium reserved for the students during assemblies, when applicable
- Special assignments of the regular teacher, such as prep periods and panther forums
- Regulations concerning method of obtaining needed supplies
- Inform the Substitute the nearest route to the restroom
- Leave the Substitute the phone number to Security
- Any other item that may be useful to the substitute teacher

DELTA HIGH SCHOOL

Monday through Thursday, Delta has two sessions. The first begins at 8:30 am and ends at 11:30 am. The second begins at 12:30 pm and ends at 3:30 pm Lunch is 11:30 to 12:30 pm. A substitute should report to the front office no later than 8:15 am and may leave after the final check-out at 3:30 pm.

Monday through Thursday each session begins with a 14-minute Advisement period followed by three 50-minute classes, concluding with a 4-minute Advisement period. Fridays, we offer only a morning session 8:30 am to 11:30 am with a 25-minute Advisement period. No afternoon session on Friday.

Attendance

Attendance is expected to be taken for each period in Aeries.Net. Along with this, we ask that you also please take attendance on the paper roster that is provided. We provide rosters in case of an emergency and record keeping purposes. If for some reason the roster is not available or you are having connectivity issues with Aeries.Net, please call Ext. 1710. Please have the students sign in and out on a piece of paper in the meantime. No one should sign in for another student. Please make a notation if a student is tardy.

Discipline

If you find that you have minor discipline problems with any student (whether an advisee or another student in the room or on campus), call the office immediately and ask (1710) for assistance. If you have a **major discipline** problem, please call the Principal, Nathaniel Maas at extension 1700. If necessary, grab the nearest staff member.

Students are not to be allowed out of class without a pass and are not allowed to be dismissed from class early.

You will find staff restrooms in the front office and next to the patio area (by student restrooms). If you need to leave your classroom during class time, call the office, at extension 1701.

2023-24 BELL SCHEDULES SMHS/PVHS/ERHS

Certificated Staff workday will begin at 8:15 AM and end at 4:00 PM. All certificated staff is expected to be on their site throughout each workday.

Comprehensive Site Regular Day (SMHS, PVHS & Righetti High Schools)

| | |
|-------|---------------|
| 1 | 8:30 – 9:20 |
| 2 | 9:30 – 10:20 |
| Break | 10:20 – 10:35 |
| 3 | 10:35 – 11:25 |
| 4 | 11:35 – 12:25 |
| Lunch | 12:25 – 1:05 |
| 5 | 1:05 – 1:55 |
| 6 | 2:05 – 2:55 |
| 7 | 3:05 – 3:55 |

CTE REGULAR DAY Regular Day

| | |
|-----|--------------|
| 1-2 | 8:30 – 10:10 |
| 3-4 | 10:45 -12:25 |
| 5-6 | 1:05 –2:45 |

Delta High School Regular Day

| | | |
|---|---------------|--------------------|
| 0 | 8:30 – 8:44 | 14 min. Advisement |
| 1 | 8:45 – 9:35 | 50 min. |
| 2 | 9:40 – 10:30 | 50 min. |
| 3 | 10:35 – 11:27 | 52 min. |
| 0 | 11:28 – 11:30 | 2 min. Advisement |
| 4 | 12:30 – 12:44 | 14 min. Advisement |
| 5 | 12:45 – 1:35 | 50 min. |
| 6 | 1:40 – 2:30 | 50 min. |
| 7 | 2:35 – 3:27 | 52 min. |
| 4 | 3:28 – 3:30 | 2 min. Advisement |

Updated 9/23

SUBSTITUTE TEACHER SALARY SCHEDULE

Total of 5 periods \$150.00 per day

Additional Period (each) \$30.00 per period

Long Term Assignments

1 – 10 Days \$150.00 per day

11 – 20 Days \$175.00 per day (no break in service)

21 +/Long-term Assignments \$200.00 per day*

*By arrangement with site principal and Human Resources office.

Short-term subs are paid \$30/ hour instructional period.

Long term subs are paid \$35/40 hour instructional period.

Long term rate usually does not kick in until after the 10th consecutive day

PAYROLL PROCEDURES

The substitute pay period is the 1st through the end of each month and paid on the last workday of the following month (see payroll schedule below). You may pick up checks in the District Office between 2:00 & 4:00 p.m. only. With the exception of December, June and July payroll, checks are available from 9:00-11:00. Checks not picked up on payday will be mailed to your home address on that same day. Be sure to notify the Human Resources Department if you move and/or change your phone number.

Payroll Schedule

| | |
|--------------------|----------------|
| September 29, 2023 | March 29, 2024 |
| October 31, 2023 | April 30, 2024 |
| November 30, 2023 | May 31, 2024 |
| December 28, 2023 | June 28, 2024 |
| January 31, 2024 | |
| February 29, 2024 | |

FRONTLINE/ABSENCE MANAGEMENT SERVICE



As a sub, how do I get jobs?

Here at the District we use an absence tracking system called Frontline/Absence Management (formerly Aesop). This system allows our teachers to record their absences and our substitutes to log in and pick up available jobs. Along with accepting jobs you will be able to manage your preferred school lists, modify your personal information, and even set up your non-working days. To view available jobs, you will need to log in or call in to learn about the most updated absences. If a teacher requests you specifically, you will receive notification through email or phone for that particular job.

If you wish to learn more about this system, please refer to the attached quick start guide or follow the link below:

Aesoonline.com or help1.frontlinek12.com

For log in credentials or any questions regarding AESOP, please contact:

Lupita Martinez-Perez

SMJUHSO - Administrative Assistant

805-922-4573 ext. 4304

gmartinez-perez@smjuhsd.org

A 'Welcome Letter' inviting you to set up your account will be sent.