



**BEVERLY HILLS  
UNIFIED SCHOOL DISTRICT  
SUBSTITUTE TEACHER  
HANDBOOK**

**December 2025**



# BEVERLY HILLS UNIFIED SCHOOL DISTRICT

EDUCATIONAL EXCELLENCE

## **BHUSD Substitute Teacher Handbook**

### **TABLE OF CONTENTS**

The Community.....	3
The District.....	3
District Administration & School Sites.....	4
Mandatory Annual Training Modules.....	5
New Employees.....	5
Accessing the Training.....	5
Completion and Verification.....	6
Success for Substitutes.....	6
Substitute Teacher Pay Schedule.....	7
Attachment #1: Frontline AESOP Memo.....	7
Attachment #2: Credential Renew Memo.....	9



## The Community

Beverly Hills is a vibrant and culturally rich community of approximately 34,000 residents, uniquely situated within the City of Los Angeles. Located just eight miles west of the Los Angeles Civic Center and six miles from the Pacific Ocean, Beverly Hills is known both for its iconic landmarks and as a residential community of professionals and business leaders.

While the city is often recognized for its ties to the entertainment industry, it is equally defined by its residents' deep commitment to education. Many families choose to live in Beverly Hills specifically because of the exceptional reputation of the Beverly Hills Unified School District. With strong cultural, artistic, and academic values, parents in the community hold high expectations for rigorous instruction and are dedicated partners in the pursuit of educational excellence.

## The District

The Beverly Hills Unified School District (BHUSD) serves approximately 3,200 students across two transitional kindergarten through fifth grade (TK-5) elementary schools, one middle school serving grades 6-8, and one comprehensive high school for grades 9-12.

The district employs approximately 270 certificated staff and 234 classified employees, all of whom are highly qualified and deeply committed to student success.

BHUSD is nationally recognized as a leader in public education. Students consistently perform well above national averages on standardized assessments, reflecting the district's strong instructional programs and unwavering focus on academic excellence.

A five member Board of Education is elected by voters to staggered, four-year terms. The Superintendent serves as the District's chief administrative officer and as secretary to the Board of Education.

### Board of Education

Judy Manouchehri, President  
Sigalie Sabag, Vice President  
Dr. Amanda Stern  
Russell Stuart  
Rachelle Marcus



# District Administration & School Sites

## District Administration

Dr. Alex Cherniss, Superintendent

Dr. Dustin Seemann, Assistant Superintendent, Education Services

Mrs. Laura Collins-Williams, Assistant Superintendent, Student Services

Mrs. Marilu De Arcos, Executive Director, Business Services

Dr. Isaac Gates, Executive Director, Personnel Services

Dr. Michael Sherman, Director, Teaching & Learning

Dr. Ben Wardrop, Director, Student Services

## Beverly Hills Unified School District – School Sites

### **Beverly Hills High School - Principal Mrs. Loan Sriruksa**

241 Moreno Drive, Beverly Hills, CA 90212

Phone: (310) 229-3685

Fax: (310) 286-7446

### **Beverly Vista Middle School - Principal Mr. Richard Waters**

200 S. Elm Drive, Beverly Hills, CA 90212

Phone: (310) 229-3669

Fax: (310) 275-3532

### **El Rodeo Elementary School - Principal Ms. Kim D'Aloisio**

605 Whittier Drive, Beverly Hills, CA 90210

Phone: (310) 229-3670

Fax: (310) 275-3185

### **Hawthorne Campus - District Office**

624 N. Rexford Drive, Beverly Hills, CA 90210

Phone: (310) 551-5100

Fax: (310) 276-5023

### **Horace Mann Elementary School - Principal Dr. Steven Suttle**

8701 Charleville Boulevard, Beverly Hills, CA 90211

Phone: (310) 229-3680

Fax: (310) 652-8841

### **Moreno Continuation High School - Principal Dr. Dustin Seemann**

624 N. Rexford Drive, Beverly Hills, CA 90210

Phone: (310) 229-3685 ext. 8100

Fax: (310) 286-7446



## Mandatory Annual Training Modules

All Beverly Hills Unified School District employees are required to complete annual online training modules through the district insurance carrier, Keenan, to remain in compliance with state and local requirements.

The following training modules are assigned to all BHUSD employees:

- Mandated Reporter: Abuse and Neglect
- Understanding Boundaries (required pursuant to Education Code)
- Sexual Harassment Prevention
- Bloodborne Pathogen Exposure
- Workplace Violence

## **New Employees**

If you are a new employee and completed some of these mandatory training as part of your onboarding, you are not required to repeat those specific modules. However, you are responsible for completing any required modules that were not included in your onboarding. If you are unsure which modules you still need to complete, please contact the Human Resources department for clarification.

## **Accessing the Training**

Employees can access the Keenan training system at:

<https://beverlyhills-keenan.safeschools.com/>

- Log in using your bhusd.org email address.
- Select and complete all required modules assigned to you.
- Please take your time and read the content carefully. If you move too quickly through the material, the system may require you to restart a module.

If you experience any difficulty logging in or accessing modules, please contact:

Susan Langston

Email: [slangston@keenan.com](mailto:slangston@keenan.com)



## Completion and Verification

Proof of completion for each module is automatically submitted to the insurance carrier, which provides the district with regular completion reports. Employees do not need to forward individual certificates or emails.

Timelines for completion and any designated work time, including possible use of scheduled collaboration or professional learning time, will be communicated by the district each year through official channels. All employees are expected to complete the required modules within the communicated timelines.

## Success for Substitutes

### **1. Arrive Early**

Plan to arrive at least 30 minutes before the first class begins. This gives you time to check in at the main office, sign in, review lesson plans, and get settled before students arrive. Always introduce yourself to the school secretary or principal upon arrival.

### **2. Dress Professionally**

Your appearance sets the tone for the day. Dressing professionally shows students and staff that you take the role seriously. As one teacher shared, "When I dress my best as a substitute, students treat me with greater respect." Professional attire helps establish authority and creates a positive first impression.

### **3. Follow the Lesson Plan**

Teachers prepare lessons with their students' progress in mind. You are expected to follow the plans provided as closely as possible. Consistency ensures that students remain on track with their learning and that the classroom routine continues smoothly in the teacher's absence.

### **4. Be Prepared with a Backup Plan**

Occasionally, lesson plans may be missing or incomplete. Always come prepared with age-appropriate, meaningful learning activities to keep students engaged. Having a backup plan demonstrates flexibility and professionalism while ensuring instructional time is used productively.



## Substitute Teacher Pay Schedule

	<b>PAY PERIOD</b>	<b>TIMESHEET DUE</b>	<b>ISSUE DATE</b>
1	8/07 - 8/18	8/18th	9/2
2	8/19 - 9/18	9/18th	10/3
3	9/19 - 10/17	10/17th	11/5
4	10/20 - 11/18	11/18th	12/5
5	11/19 - 12/18	12/18th	1/5
6	12/19 - 1/16	1/16th	2/5
7	1/20 - 2/18	2/18th	3/5
8	2/19 - 3/18	3/18th	4/3
9	3/19 - 4/17	4/17th	5/5
10	4/20 - 5/18	5/18th	6/5
11	5/19 - 5/29	5/29	7/3

- Time sheets are due into the payroll office on the due date indicated above (chart).
  - Daily Sub Teacher Timesheet link
    - [https://app.informedk12.com/link\\_campaigns/day-to-day-substitute-teacher-timesheet-2025-2026?token=bZXEvTGssc2JSWToFqzJkWaq](https://app.informedk12.com/link_campaigns/day-to-day-substitute-teacher-timesheet-2025-2026?token=bZXEvTGssc2JSWToFqzJkWaq)
  - Long-Term Sub Teacher Timesheet link
    - [https://app.informedk12.com/link\\_campaigns/long-term-substitute-teacher-timesheet-2025-2026?token=5od8PYz47btjUtPXNa3rToT2](https://app.informedk12.com/link_campaigns/long-term-substitute-teacher-timesheet-2025-2026?token=5od8PYz47btjUtPXNa3rToT2)
- Checks and Direct Deposits are issued on the dates indicated above.

### **SUBSTITUTE SALARY SCHEDULE 2025-2026** **Effective July 1, 2025**

<u>STEP 1</u>	Daily Substitute Teachers	\$262.71/day
<u>STEP 2</u>	Long-term Substitute Teachers	\$340.21/day (After reaching 5 consecutive working days in same assignment. This amount is not retroactive to the first day of the assignment.) This position may require lesson planning and preparation.
<u>STEP 3</u>	\$420.92: Extended-Term Substitute Teachers	(After reaching 10 consecutive working days in same assignment, or on day 1 of a planned absence of more than 10 working days.) This position shall require lesson planning and preparation, grading, attending staff meetings and professional development, and communicating with families (conferencing if necessary).



## **Attachment #1: Frontline AESOP Memo**

Dear Substitute Employee,

The Beverly Hills Unified School District is using an automated service that greatly simplifies and streamlines the process of recording and managing absences and finding substitutes. This service is called Frontline AESOP. The Frontline AESOP service will be available to you 24 hours a day, 7 days a week (800-942-3767) and can be accessed via internet and telephone.

### **How do I interact with Frontline AESOP?**

**Substitute Employees** The Human Resources department will take care of the registration. You will receive an Email Invite through the email address that reflects on the employment application. When you open the email invite, follow the prompts to create your Frontline ID Substitute Account. After you create an ID account, you may access the Frontline Aesop website by accessing it through the official BHUSD website at [www.bhusd.org](http://www.bhusd.org) under the Human Resources (tab) Aesop link (on the right side). Here you will be able to view available assignments, enter non-available dates and update your phone number.

Substitutes may also call Frontline AESOP toll free at 1-800-942-3767 to shop for available jobs. Simply follow the voice menu to listen for available assignments.

Your ID and PIN numbers for accessing Frontline AESOP via telephone (\*) are as follows:

\* ID Number (Phone Number): \_\_\_\_\_

\* PIN Number: \_\_\_\_\_

When accepting an assignment via telephone, please wait until you receive a confirmation number before you terminate the phone call or close your internet browser window.

### **Your transaction is not complete until you receive a confirmation number.**

If you have questions, please contact Reiona Smith, Administrative Assistant II, Human Resources Department, 310-551-5100, ext. 2237.



## Attachment #2: Credential Renew Memo

# Memo

To: Substitute Teachers

From: Claudia Grover, Credential Analyst

Re: CREDENTIAL RENEWAL

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Your continued employment with Beverly Hills Unified School District and active status in the substitute teacher pool is contingent upon keeping your credential active and registered with the District. Please keep the following in mind:

- Know the expiration date of your credential.
- Apply for renewal of your credential at least six months before the expiration date.
- Apply for renewal on-line using the following CTC homepage at [www.ctc.ca.gov](http://www.ctc.ca.gov)

