

# CERTIFICATED EMPLOYEE HANDBOOK



Small School, Big Goals, Amazing Results

## Happy Valley Elementary School District

### Mission Statement

Happy Valley School's mission is to educate the whole child in a small, safe, community supported school that provides a solid foundation to achieve academic, social and emotional success.

**HAPPY VALLEY ELEMENTARY SCHOOL  
DISTRICT  
DIRECTORY**

## **GOVERNING BOARD**

Cliff Hodges, President

Kyle Frandle, Member

Rachel Click Richardson, Member

Katie Freeman, Member

Jacob Willet, Clerk

## **ADMINISTRATIVE STAFF**

Michelle Stewart, Superintendent/Principal

Paige Lynd, Administrative Assistant

Donna Walker, Administrative Assistant

## **WHOM TO CONTACT FOR WHAT:**

## **DISTRICT OFFICE – 429-1456 / FAX 429-6205**

### **Superintendent's Office**

#### **Superintendent**

Chief Executive Officer of the District

Administrative Secretary to the Governing Board: Board Meetings

Educational Services

Business and Operations Supervision

Human Resources Administration and Supervision

Community Relations and Liaison Officer

Capital Facilities and Improvement Program Administration

Board Policies – Liaison to Board

Curriculum and Instruction Supervision

Coordinate ELA and ELD Instructional Programs and progress monitoring

District implementation of the Common Core Standards

Monitor District's response to Intervention programs (RTI)

District LCAP Plan

Federal Addendum Plan

Formal Complaint Administrator

Homeless Liaison

Foster Youth Liaison

Dashboard Administrator

BTSA Administrator

Staff Evaluations

Coordinate ELA and ELD curriculum, instruction and assessment

Conduct periodic needs assessment and effectiveness surveys relating to student, staff, and parent elements of the program

Coordinates Program Improvement and SEIS

Communicates with families about student learning and supports positive home/school communication

Facilitates Instructional Rounds school visitations

Parcel Tax Administration

School Safety

Facility Hardship

Modernization

#### **Michelle Stewart**

E-Mail: [mstewart@hvesd.com](mailto:mstewart@hvesd.com)

Provides support with labor negotiations  
Curriculum and Instruction Supervision  
Facilities Grounds and Maintenance  
Special Education Director  
SARB

**Administrative Assistant**

**Paige Lynd**

Board Meeting Minutes  
Superintendent's Office: Activities; Appointments, Correspondence, Special Arrangements,  
Policies and Administrative Regulations (Procedures): Coordination, Maintenance and Development  
CBEDS  
Human Resources  
Confidential Personnel Files  
Personnel Insurance: Medical, Dental and Vision  
New Hires: Advertising, Applications, Hiring, Papers, and Related Matters  
Maintain AESOP (Substitute System)  
Maintain Position Control System. Determine wages and benefit compensation for all employees  
Salary Schedules  
Seniority Lists  
Professional Growth  
Credentials  
Student Information System  
State Reporting  
Federal Reporting  
Handbook Coordinator  
SARC  
CALPADS  
Finance  
Staff Bulletin  
Accounts Payable  
Accounts Receivable  
Payroll  
County Treasury Deposits  
MAA Coordinator  
Attendance  
Modernization  
Parcel Tax  
Facility Hardship  
Schedule Yearly Services and Maintenance  
Erate

E-Mail: [plynd@hvesd.com](mailto:plynd@hvesd.com)

**Administrative Assistant**

**Donna Walker**

Happy Valley Newsletter  
Coordination of purchases, including technology  
Setup, update, configure and troubleshoot user accounts  
Maintain Student Information System  
CASSP Coordinator  
Coordinate Hearing and Vision Testing  
Board Policy Maintenance  
Student Records – including dental and immunization assessments

E-Mail: [dwalker@hvesd.com](mailto:dwalker@hvesd.com)

Inter District Enrollment and Procedures  
Board Agenda and Packets  
Maintain District Website  
Kindergarten Round-Up  
Co-Op Assemblies  
Physical Fitness Testing Coordinator  
School Site Council Agenda  
Inventory  
Personnel Directory  
Parent/Student Directory  
Student Dental and Immunization Assessments  
Yearly Schedules – Board, School Site Council, Staff Meetings, Yard Duty  
Safety Program Coordinator

# **SELECTION AND EVALUATION PRACTICES**

## **AFFIRMATIVE ACTION**

The Governing Board's purpose is to provide District employees with equal opportunity in all conditions of employment, without regard to sex, color, age, religion, physical handicap, ancestry, national origin or sexual preference. This applies to recruitment, training and termination. The District has established goals and timetables and has developed policies and regulations to implement the intent of Affirmative Action.

## **RECRUITMENT AND SELECTION**

In order to secure quality personnel, the District shall maintain an effective recruitment program. Candidates selected for employment will be those that best meet the needs of the District.

The Superintendent shall determine the personnel needs of the District. He/she shall locate suitable candidates for employment.

The Superintendent shall ensure that persons nominated for employment meet all qualifications established by law and by the Board.

## **HIRING PROCESS**

Applicants go through a screening process. Typically, three or more applicants are selected to be interviewed by a District interview committee. The final applicants have their references checked by the Superintendent/Principal or designee. Final confirmation is made by the Superintendent and is Board approved.

## **LEGAL REQUIREMENTS FOR EMPLOYMENT**

All employees must meet the following legal requirements for employment: proof of citizenship or legal alien status, examination for tuberculosis, security fingerprint identification check, child abuse reporting affidavit, pre-placement physical examination as required by law.

## **CLASSIFICATION**

The HVS Board shall classify all positions. Each position shall have a designated title.

## STATUS OF SERVICE

All regular Happy Valley Elementary School District employees who are performing teaching and administrative duties are known as "certificated" employees.

Your first two years with the District will be either as a **temporary** and/or **probationary** employee. When you have served two complete consecutive school years in a regular **probationary** assignment with satisfactory evaluations and have maintained a valid credential, you will be considered for permanent probationary. The district holds the right to non-reelect at the end of the two year period for no cause.

## EVALUATION

A program of evaluation of all individuals employed by the District shall be practiced. The basic objective of the evaluation program is the improvement of performance of service to the District

Every probationary and temporary teacher is evaluated in writing at least once each year, the first formal observation shall take place no later than May 15th and the completed written evaluation and conference will be completed no later than the last student day. The employee has ten days to write a response to the evaluation if the employee disagrees with the evaluation. The written response will be attached to the report.

## RESIGNATION

Ample written notice of intention to resign should be given by an employee who plans to leave the District. Normally, notice of intention to resign shall be given in March of the current school year.

## JOB OPENINGS

Job openings will be advertised within the District concurrent to advertising to the public. Job openings are advertised within the District, and on-line (**ed-join.org**). Credentials required will be listed at time of application.

Credentials, performance test scores (CBEST, etc.) and specialty training will need to be listed at time of application.

## GENERAL POLICIES

### ACCIDENTS AND SAFETY

It is the responsibility of all employees to observe safety rules and regulations. All employees are expected to exercise habits of safety in the performance of their duties and encourage habits of safety in others.

Should an accident or injury occur on District property or on a field trip, no matter how minor, it must be reported. If you are injured or if you witness an accident, report to the site administrator who will

give you further instructions. Be alert at all times to safety hazards. Either correct them yourself or notify the site administrator.

## **KEYS/SECURITY**

A classroom key will be issued to each teacher. Unauthorized people must exercise extreme care against loss of the key or allowing its use. ALL DOORS ARE KEPT LOCKED WHEN ROOMS ARE NOT IN USE. Please do not leave your key in your teacher mailbox.

**Do not let students stay in your classroom unattended.**

Security and safety of our staff and students is our utmost concern, and we must also safeguard our property. Lost keys have become an increasing problem, and re-keying costs are affecting our site and district budgets.

Depending upon the site, a lost key can have a large financial impact. This depends upon how many locks need to be changed and re-keyed. Sometimes the cost can run over \$1,000. In these situations, we would not want to pass the entire cost onto the employee who lost the key, but we do need to have some system of shared costs.

An employee who loses a key (or set of keys) will be responsible for the first \$25 of costs incurred to change and re-key locks. If the costs exceed \$25, the appropriate site or district fund will cover the remainder of the locksmith's fees. If there is a second occurrence of a lost key or set of keys, the shared cost to the employee will increase to \$50. A third occurrence would be \$75, and so on.

Let's all do our best to safeguard our keys to maximize safety and security for our staff and students, and to protect our property.

## **CHANGE OF NAME, ADDRESS, OR PHONE NUMBER**

Employees who move, change telephone numbers, or legally change their name by marriage or otherwise, shall report this information immediately to the school office at 429-1456 so that records may be kept accurate and up-to-date.

## **EMPLOYEE EMERGENCY MEDICAL FORM**

Each employee is required to complete an employee emergency form upon employment. Notify the school office at 429-1456 to keep these records current.

## **MAIL**

Employees are requested to inform correspondents to have all personal letters, papers, magazines, etc., sent to their home address. Make it a practice to take care of personal correspondence away from assigned work locations. The schools are burdened with official mail and are not authorized to assume responsibility for personal mail.

E-mail and Internet access is monitored by District policy.

## **TELEPHONES**

Telephone calls should be answered promptly and courteously. Answer with the name of your department and your name. Remember, tact, diplomacy, courtesy and a friendly manner should be used in all conversations.

District/school phones are used for district/school business and personal use should be kept to a minimum.

## **HATE-MOTIVATED BEHAVIOR**

Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the principal, Superintendent or designee, and law enforcement, as appropriate. Students demonstrating hate-motivated behavior shall be subject to discipline in accordance with Board policy and administrative regulation.

## **BATTERED AND NEGLECTED CHILD**

The law requires the school to report any suspected or known child abuse cases. All school employees are mandated reporters of child abuse and neglect. An employee who suspects or knows of such battered or neglected child situations is to report them to the principal then call CPS. The law states that no staff member or school administrator can incur any criminal or civil liability for reporting such cases. It does, however, state that if any known or suspected cases are not reported, the teacher or administrator will be guilty of a misdemeanor.

## **CONFIDENTIALITY**

Confidentiality is an ethical, legal and professional responsibility of every school employee. The Education Code specifically prohibits an employee from giving out personal information concerning any pupil, except under judicial process, to any person other than a teacher or administrator of the school that the pupil attends. Further, the Family Rights and Privacy Act of 1974 embodies strict confidentiality safeguards and enforcement procedures. Staff members must refrain from commenting on other employees to anyone other than the Superintendent.

**Parents are to be noticed one week in advance when special guest speakers are providing information or instructional material that may be of a controversial or contested nature. The Superintendent needs to be notified first, when the speaker is approved by the Superintendent then the parents will be notified in writing. Parents have a right to opt out their child.**



At school the following guidelines must be adhered to:

- Do not discuss student problems, behavior, instructional program concerns, or personality with anyone unless requested to do so by the supervising teacher/ administrator.
- Do not use the full name of a student outside of the classroom.
- Never discuss specific student problems in the staff lounge.

## **CONDITIONS OF EMPLOYMENT**

The following conditions govern certificated employment in the Happy Valley Elementary School District.

### **THE WORK DAY**

The length of the school day shall be fifteen (15) minutes before the start of the school to fifteen (15) minutes after students have been dismissed. The length of the school day may be modified by mutual agreement of the site certificated faculty and site administration.

### **CREDENTIAL, FILING AND RENEWAL**

It is the responsibility of the employee to register his/her credential with the Credentials Specialist, Santa Cruz County Office of Education, 400 Encinal Street, Santa Cruz, CA 95060, **and** with the Happy Valley Elementary School District Human Resources Department. This must be done before starting work.

Application for renewal should be made at least five months in advance to ensure proper action by the State Board of Education. Follow the procedure above to register your renewed credential. Further information on renewal of credentials may be obtained from the Santa Cruz County Office of Education at 476-7140.

If your credential has all of these characteristics, you must complete the State's professional growth and service requirement.

- The credential is a Single or Multiple Subject Teaching Credential.
- The credential is a Professional Clear Credential.
- The credential has an issuance date after August 31, 1985.
- The credential is your first clear elementary or secondary teaching credential.
- The credential is a complete credential you must also meet professional standard 15 (academic core), standard 16 (technology), standard 17 (diversity), standard 18 (ELL), and standard 19 (special populations).

If you have a Specialist, Designated Service Credential, Clear Credential issue prior to September 1, 1985 or a Life Credential, you do not have to complete the State's professional growth and service requirements. A list of qualified on-site designated advisors is available from each Administrative Secretary or Human Resources Department.

## **TEACHER SENIORITY LISTING**

Teacher seniority is only used in the event of District lay-offs (ED CODE 44955).

## **TUBERCULOSIS CHECK**

Employment will not be considered official by the District unless the person has submitted to an examination within sixty days prior to hire or immediately after hire to determine freedom from active tuberculosis. This examination shall consist of an approved intradermal tuberculin test, which if positive, shall be followed by an x-ray of the lungs. After the initial report, all employees shall be required to undergo the foregoing examination at least once every four years.

## **PERSONNEL FILE**

Personnel records will be maintained for all employees and will contain all pertinent documents involved with employment, evaluations, medical reports and other data relative to employment of the employee. Information in this file is confidential and will be revealed only to authorized personnel. Official personnel records will be maintained in the Human Resources Department, located in the District Office.

## **SEXUAL HARASSMENT**

The District prohibits sexual harassment in the work environment. State law requires annual review of these rules and regulations. Employees who permit or engage in such harassment may be subject to disciplinary action up to and including dismissal. A copy of the District policy and regulations are available at the district office.

“Verbal sexual harassment” includes, but is not limited to, unwelcome epithets, comments, or slurs based on sex or gender.

“Physical sexual harassment” includes, but is not limited to, assault, impeding or blocking movement, or any physical interference with work or school activities or movement when directed at an individual on the basis of sex.

“Visual sexual harassment” includes, but is not limited to, derogatory posters, cartoons, drawings, obscene gestures, or computer-generated images of a sexual nature.

## **COMPLAINT PROCEDURES**

The Governing Board expects that complaints of alleged unlawful discrimination brought by students, employees, parents/guardians or other members of the community will be resolved in a prompt and equitable manner.

The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or for participation in the complaint procedures. Such participation shall not in any way affect the status, grades, or work assignments of the complainant.

The Superintendent or designee shall ensure that complainants are informed that injunctions, restraining orders and other civil law remedies may also be available to them.

## **SMOKING POLICY**

The use of tobacco products is prohibited at all times on District property. This prohibition applies to all employees, students, visitors, and other persons at any school or school-sponsored activity or athletic event. It applies to any meeting on any property owned, leased or rented by or from the District. All individuals on District premises share in the responsibility of adhering to this policy and informing appropriate school officials of any violation.

## **COMPUTER ACCEPTABLE-USE POLICY**

The Happy Valley Elementary School District has implemented a district-wide computer network, which also supports Internet access. Employees are being provided access to the HVS Network and the Internet at no additional charge, and, barring disciplinary actions, are entitled to keep access privileges as long as they are an employee in the Happy Valley Elementary School District.

Please be aware that when accessing the network or the Internet, there cannot be a guarantee of privacy. Please also note that HVS Net system administrators will have access to all user accounts, including email, and that it is necessary for appropriate District staff to monitor network activity to ensure proper use of the system.

Employees have no expectation of privacy and understand that District staff may monitor or examine all system activities to ensure proper use of the system.

## **DRUG FREE WORK PLACE**

The Governing Board believes that the maintenance of a drug-free work place is essential to school and District operations. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the work place. Disciplinary action shall be taken against employees who violate this prohibition. Employees are required to abide by the terms of this policy as a condition of employment.

## **EMPLOYEE "RIGHT TO KNOW" LAW**

As required by the General Industry Safety Orders, Section 5194 in Title 8 of the California Administration Code, all California employers, both private and public, are required to inform employees of possible contact with hazardous chemicals. The purpose of this law is to make employers and their employees aware of the hazards associated with chemicals used in the work place.

## **BLOOD BORNE PATHOGENS**

Federal Occupational Safety and Health Administration published Occupational Exposure to Blood Borne Pathogen regulations. The standards went into effect in 1992.

Universal precautions are an approach to infection control. According to the concept of universal precautions, all human blood and body fluids are treated as if known to be infectious.

In the school setting precautions shall include: hand washing using gloves, other protective equipment, careful trash disposal and using disinfectants. Universal precautions shall be used within the school setting at all times to prevent contact with blood or other potentially infectious materials.

All procedures involving blood or other body fluids shall be performed in such a manner as to minimize splashing, spraying, splattering, and generation of droplets of these substances.

## **COMPENSATION**

### **CERTIFICATED SALARY SCHEDULE**

The Happy Valley Elementary School District has a certificated salary schedule which applies to all teachers TK-6. Units referred to in the salary schedule are those earned following your Bachelor's Degree, and are defined as semester units. Quarter units are converted into semester unit equivalents. Copies of the salary schedule are available upon request and on the district website.

### **PAY DAY**

Salary warrants (payroll checks) are normally issued on the last working day of each calendar month. Certificated employees may receive their checks in ten monthly increments or twelve monthly increments. Employees wishing to have twelve month deferred net pay must notify the Payroll Department no later than September 1st of each year.

### **SALARY DEDUCTIONS**

Your salary is subject to have mandatory deductions:

1. Federal Withholding Tax retained for the Collector of Internal Revenue on your Federal Income Tax for the current year (the amount withheld is determined by your salary and the number of dependents for whom you claim exemptions).
2. State Withholding Tax (same as #1)
3. State Teachers Retirement System (STRS)
4. Medicare (for employees hired after 4-1-86)
5. State Unemployment
6. Worker's Compensation

Site administrators receive and distribute payroll warrants, except during the summer and holidays. Personnel may have their June checks mailed by leaving a self-addressed, stamped envelope with the

payroll department. The payroll department must have a signed authorization to release a check to someone other than the employee (this includes spouses).

## **ADVANCEMENT/PROFESSIONAL GROWTH**

Each year a teacher may advance one step and one class beyond his/her previous placement on the salary schedule. Certificated staff members should complete a Unit Credit Acceptability Pre-Approval Form **before** courses are taken or activities undertaken. The form should be submitted to the Superintendent by May 1<sup>st</sup> for the next school year and official transcripts must be submitted by August 1st.

## **EMPLOYEE INSURANCE PROGRAMS**

### **MEDICAL INSURANCE**

The District offers a medical insurance plan to its certificated employees who work 50% or more and District contribution is based on FTE. The District maintains a premium cap on the amount it contributes towards the various health plans. Employees may choose from several District-sponsored plans. The employee must make-up any difference between the District's base plan contribution and any plan choice greater than the base.

### **DENTAL INSURANCE**

The District offers a dental insurance plan to its certificated employees that work 50% or more through Delta Dental. District contribution is based on FTE.

### **VISION CARE INSURANCE**

The District offers vision coverage to its classified employees who work 50% or more. District contribution is based on FTE. When you want to obtain vision care services, call a VSP member doctor to make an appointment. Make sure you identify yourself as a VSP member. The doctor will obtain authorization **prior** to the eye appointment so you can receive services and materials.

### **MEDICAL PRIVACY LAW**

Department of Health and Human Services (HHS) as part of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the Privacy Rules of HIPAA require covered entities to implement new safeguards to protect the security and confidentiality of a person's health information.

The Happy Valley Elementary School District prescribes to these practices and does not provide any medical information on employees.

## IRS SECTION 125 PLAN

The District health benefit contribution (for eligible employees) shall be used to buy medical, dental and vision plans. Any cost greater than the District's contribution for the listed District insurance plans shall be paid by the employee through monthly payroll deduction. The employee may take any unused portion of the District's stated contribution to contribute to the IRS Section 125 plan, during open enrollment.

### INSURANCE VENDORS PHONE NUMBERS

American Fidelity.....	800-654-8489
Delta Dental.....	888-335-8227
www.deltadental.org	
Vision Service Plan (VSP).....	800-877-7195
www.vsp.com	

## SERVICES

### AUTOMATIC BANK DEPOSITS

Automatic payroll deposit to a bank or credit union is available. Contact the payroll department for information.

## LEAVES AND ABSENCES

### REPORTING ABSENCES - SUBSTITUTE SERVICES

If you become ill or an emergency prevents you from reporting to work, you will use an automated service called AESOP (Automated Educational Substitute Operator) to find a substitute and record your absence. The AESOP service is available to you 24 hours a day, seven days a week. You may interact with the system either on the Internet or by way of a toll-free automated phone line.

Employees are expected to notify their supervisor at least one hour prior to the time they are to work, unless emergency conditions prevail. **(Employees are to give notice to their supervisor of their intent to return to duties from illness no later than school dismissal time of the work day prior to return.)**

### SICK LEAVE

Ten (10) days of sick leave credit are provided annually for employees working full-time for a full contract year. This leave is prorated if you work less than full-time or less than a full year.

Earned sick leave may be accumulated from year-to-year and transferred to or from other California school districts.

When all sick leave credit has been exhausted, an employee absent for illness receives the difference between his/her pay and the substitute rate for a period of five (5) months.

## **PERSONAL NECESSITY LEAVE**

Certificated personnel may use a maximum of ten of their accrued sick leave days during each contract year for personal necessity pursuant to Education Code 44981.

Acceptable reasons for the use of personal necessity leave days as prescribed by District Regulation and Education Code include:

1. Death of a member of the immediate family when the number of days of absence exceeds the limits set by bereavement leave provisions.
2. An accident involving the employee's person or property or the person or property of a member of the immediate family.
3. A serious illness of a member of the employee's immediate family.
4. Required court appearance.
5. Fire, flood, or other immediate danger to the home of the employee.
6. Personal legal business of a serious nature, which the employee cannot disregard.
7. One day per month (up to five days each year) to participate in child's school activity.

Items one and two do not need advanced permission. Leave for personal necessity may be allowed for other reasons at the discretion of the superintendent

Yearly, District auditors randomly review employee attendance records to see if an individual's pattern of attendance is in violation of the reasons for the use of personal necessity leave as established by code and District regulation. Auditors and State regulators feel misuse of this Education Code constitutes a "gift of public funds" for other than the intended use.

## **JURY DUTY**

No loss of pay shall be incurred for jury duty or for court appearances as a litigant or witness under an official order, provided that all remuneration received for such duty, with the exception of all allowances for meals, mileage, or parking, is remitted to the District Payroll Department.

# **GRIEVANCE PROCEDURE**

Grievances may be filed for violations of the contract. Occasionally there is a problem that is not covered by your contract. In resolving such a problem, you should promptly present the issue to your principal in an informal discussion. Every effort will be made to secure a satisfactory adjustment of the problem at this level.

## PERSONAL INJURY

### WORKERS COMPENSATION

All employees are entitled to automatic benefits under the California Worker's Compensation Law. These benefits include medical treatment and necessary hospitalization, temporary or permanent disability compensation, etc. All claims for District employees are processed through the Human Resources Department.

Any work-sustained injury, or suspected injury, **must** be reported immediately to your supervisor and to the Human Resources Department. An "Employer's Report" will then be completed. Any injury resulting in overnight hospitalization, or causing disability for more than three calendar days, or causing death, **must also be reported immediately to the Human Resources Department.**

Every employee who is off work due to a work-incurred injury is to call the Human Resources Department so a "Return to Work Record" can be completed.

## RETIREMENT

It is never too soon to talk about retirement. Certificated employees who are regularly employed become members of the State Teacher's Retirement System (STRS).

## COMMUNICATION

### HVS NEWSLETTER

Happy Valley Elementary School District publishes a newsletter called the Happy Valley School Newsletter. School news, events, and information will be published in this publication. The Newsletter will be distributed via the e-mail to staff. Copies of the newsletter will also be available in the office.

### BULLETIN

The office provides a weekly bulletin for all staff identifying various department events, services, assemblies, drills and fieldtrips. Please pay close attention to this document that is emailed to you the Friday prior to the follow week's activities.



# PUPIL RELATED MATTERS

## PUPIL DISCIPLINE

Each school is required to have a school-wide discipline policy. It is both you and your principal's responsibility for ensuring that you are familiar with and comply with that policy.

## HATE-MOTIVATED BEHAVIOR

Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the principal, Superintendent or designee, and law enforcement, as appropriate. Students demonstrating hate-motivated behavior shall be subject to discipline in accordance with Board policy and administrative regulation.

## PUPIL SUSPENSION/EXPULSION NOTICE

All teachers of any student being suspended or expelled will be notified of the reason for the suspension or expulsion. This information, pursuant to educational code regulations, shall be kept in confidence and shall not be further disseminated. Any teacher wishing additional information can view a copy of the original suspension letter in the student's behavioral files.

Teachers who choose to suspend a student from class must notify the parent before the end of the work day.

## PUPIL ACCIDENTS

School office staff will provide first aid treatment for students. If a student is unable to be moved, please contact the office immediately for assistance in handling the problem. The office has accident reports that must be completed for each accident on the school grounds or on a field trip. The teacher on duty must complete this form the same day of the accident.

## PUPIL RECORDS

Federal and State legislation has been passed that allows parents access to their child's school records. The law provides a means for parents to challenge information in the file and to have it removed if they so wish.

It is necessary to keep all information in a student's file confidential. If information were revealed to another party, that party would then become involved if the situation became part of a court action. Notes used by the teacher become part of the pupil's confidential file. Teacher comments should be limited to **observable behaviors**. **Subjective comments should not be recorded.**

## BUSINESS INFORMATION

### SOLICITATION OF FUNDS FROM AND BY STUDENTS

Solicitations made on behalf of schools must comply with the State disclosure law (Business and Professions Code 17510-17510.7). This law is complicated and requires a great deal of disclosure depending upon who is doing the soliciting (child age restrictions) and what type of solicitation (restricted activities).

All classes, grade levels, groups or school organizations utilizing students, personnel, facilities and equipment need to have site/District approval by the Board thirty (30) days prior to the collection or promotion of any fund raising in excess of \$200 (Ed Code 51520/51521). These funds need to be recorded (receipts) and deposited daily. No funds are to remain in the classrooms overnight. The appropriate designee will credit class/organization accounts after receipts and totals are verified.

Events that raise less than \$200 (i.e., book orders, etc.) need the site administrator's and District's approval. These smaller types of fund raising solicitations may be approved by the District Office and must still conform to all State accounting practices (receipts and daily deposits).

### USE OF SCHOOL FACILITIES

The use of school facilities is governed by the Civic Center Act (Ed Code 40040-40047) and a 1993 U.S. Supreme Court decision, *Lamb v. Morishes Union School District*. The Governing Board recognizes that District facilities are a community resource whose primary purpose is to be used for school programs.

When staff members need to use facilities beyond the normal instructional program (i.e., private drama troupes, sports clubs, dance/music lessons, etc.), they need to comply with the District use of facilities request and insurance forms. This ensures equal access to all groups within the public and private sector of the community as governed by the Civic Center Act.

### FIELD TRIPS

Student field trip activities need the approval of the site/district administration. Field trip activities that may have risk liability will be sent to the Governing Board for approval. Fund raising activities should not begin until the trip has been approved.

**Extended study trips (overnight) need Board approval no later than 45 days before the event.**

The Governing Board establishes four types of field trips/excursions as follows:

1. One-day trip taken on a school day.
2. One-day trip taken on a non-school day.
3. Overnight (one or more) trip taken on any days.

4. Trip to another state or foreign nation.

Types 1 and 2 require advance approval of the Administration while Types 3 and 4 require advance approval of the Governing Board.

Twenty-four hour field trips with parent chaperones must have fingerprint clearance. The cost is borne by the parent.

All field trip request forms may be secured at each school site. After approval by administration, the school office should be notified as to the date and time of the field trip. Approved driver list must be in the office at least two days before field trip, if not administration can cancel field trip.

## PERSONAL PROPERTY

The District does not provide reimbursement for private property lost, stolen or damaged at school.

## PURCHASES

Employees must turn in their receipts within 45 days after making purchases. Audit standards dictate that reimbursement receipts are valid for only 45 days. The District's "**cut-off**" for purchase orders and reimbursement will be in the spring.

Employees with a classroom account shall have prior approval understood from their supervisor before making a purchase. However, all purchases must conform to audit standards for instructional materials (arts, crafts, student manipulatives, etc.). **Original itemized receipts** must be turned in with a PO. Purchases must be itemized. **No personal purchases can be included in the receipt with school purchases.**

Purchases made with District funds or funds collected under the District's authority become the property of the District.

Purchase orders shall be reviewed and approved by the supervisor prior to submittal to the Business Office for approval and sign-off.

**No material may be purchased without a purchase order previously approved. It is District policy that if a purchase is made without prior approval it then becomes the property of the employee.**

## DISASTER AND SAFE SCHOOL PREPAREDNESS

Under Government Code 3100, school staffs, except for legal aliens, are considered disaster service workers and are subject to disaster service activities, which may be assigned to them. If a disaster occurs during school hours, they may be required to remain at school by the Superintendent.

## CERTIFICATED PERSONNEL RESPONSIBILITIES

It is the responsibility of all certificated employees to be familiar with emergency and safe school procedures and their role in carrying out the directives provided in the plan. A Disaster and Safe School Preparedness Manual is available for review in the school office. In the event of a disaster or school emergency each employee has been given a specific assignment. Employee assignments are included in the individual school plans of the Disaster and Safe School Preparedness Plan. Certificated employees are to remain on school grounds during an emergency, until personally released.

# APPENDIX

## COMMON EDUCATIONAL ACRONYMS

ACSA	Association of California School Administrators
ADA	Americans with Disabilities Act
ADA	Actual Daily Attendance
AFDC	Aid to Families with Dependent Children (Free & Reduced Meals)
ASCD	Association for Supervision & Curriculum Development
CAASP	California Assessment of Student Performance and Progress
CBEDS	California Basic Educational Data System
CBET	Community Based English Teaching
CCR	Coordinated Compliance Review
CH	Communicatively Handicapped
CLAS	California Learning Assessment System (Grades 4, 5 and 8)
CSEA	Classified School Employees Association
CTA	California Teachers Association
CTBS	Comprehensive Test of Basic Skills
DATE	Drug, Alcohol, and Tobacco Education Drug-Free Schools & Communities
DSA	Department of State Architect
EEOC	Equal Employment Opportunity Commission
EIA	Economic Impact Aid
EISS	Early Intervention for School Success
EL	English Learners
EO	English Only
FEP	Fluent English Proficient
FTE	Full Time Equivalent
GATE	Gifted and Talented Education
GSA	Grade Span Adjustment
IEP	Individualized Education Program
JPA	Joint Powers Agreement/Agency
LCAP	Local Control Accountability Plan
LCFF	Local Control Funding Formula
LEP	Limited English Proficient
LH	Learning Handicapped
MAA	Medi-Cal Administrative Activities
MSDS	Material Safety Data Sheet

NEA	National Educators Association
NEP	Non-English Proficient
OSHA	Occupational Safety & Health Act
OT	Occupational Therapist
PAC	Parent Advisory Committee
PAR	Peer Assistance and Review
PERS	Public Employment Retirement System
PQR	Program Quality Review
PTA	Parent Teacher Association
RSP	Resource Specialist Program
SARB	School Attendance Review Board
SARC	School Accountability Report Card
SBCP	School Based Coordinated Plan
SDC	Special Day Class
SELPA	Special Education Local Plan Association
SDL	Severe Disorder of Language
STRS	State Teacher's Retirement System
TITLE II	Improving Teacher Quality
TUPE	Tobacco Use Prevention Education