



Staff Handbook 2020 – 2021

Happy Valley Community Day School
Happy Valley Elementary School
Happy Valley Primary School

This handbook is designed to give you basic information about district employment policies and procedures. You are referred, where appropriate, to such source documents as the current collective bargaining contracts, District Board Policies and Administrative Procedures, or to the District Office for more detailed or up-to-date information.

This handbook is not intended to be and does not constitute a contract between the district and its employees.

This handbook is intended to provide employees with basic information about the Happy Valley Union Elementary School District, their rights, benefits, and obligations as an employee. The rules and policies upon which this handbook is based are subject to change as revisions in the law, Governing Board Policies and Procedures, and employee contracts occur. Employees should consult the appropriate bargaining unit contract or other documents if there are any questions about information in this handbook. You are encouraged to contact the District Office for any questions.

The Happy Valley Elementary School District looks forward to a rich and mutually satisfying working relationship with you in our efforts to provide a quality education for every student.

MISSION STATEMENT:

The mission of the Happy Valley Union Elementary School District is to provide a school community that works together to support academic, social emotional learning and a safe school environment for all students.

WE BELIEVE THAT:

- Every student deserves to learn every day
- Positive relationships and a strong sense of community connect students to learning
- Teachers who challenge and care for students make a significant impact on students' lives
- To attain excellence, we can expect the best from every individual in our learning community

WE COMMIT TO:

- Providing each student with an appropriate and challenging educational experience
- Maintaining a respectful environment that fosters learning through positive relationships among students, adults, and our diverse community
- Hiring and retaining only the best educators and investing in their success
- Providing quality education based on high standards, effective practice, continuous improvement, and innovation

“Our community is committed to success for every child, every day.”

DISTRICT CALENDAR:

Happy Valley Union Elementary School District operates on a traditional calendar. Most school districts in Shasta County follow this calendar. The calendar can be accessed on the district website @ www.hvUSD.net.

Holidays recognized by the district are:

- | | | |
|-------------------|--|-------------------------|
| *New Year's Day | *Christmas Eve | *Martin Luther King Day |
| *Christmas Day | *President's Week | *Memorial Day |
| *Labor Day | *Independence Day | *Veteran's Day |
| *Thanksgiving Day | *The Friday following Thanksgiving Day | |

Days of observance of these holidays are included in the annual district calendar.

CATEGORIES OF EMPLOYMENT:

THE CERTIFICATED EMPLOYEE:

Works in a position that requires a credential issued by the California Commission on Teacher Credentialing. Certificated positions include Classroom Teachers, Specialists, District Librarians, Nurses, Counselors, Psychologists, and Administrators.

There are several categories of certificated employment in the district:

- ◆ Tenured - a certificated employee who has satisfactorily completed two years of probationary status. Tenured status begins on the first workday of the third consecutive school year with the district.
- ◆ Probationary - a certificated employee contracted for the school year in a position requiring certification qualifications who has not been classified as tenured, temporary, or as a substitute.
- ◆ Temporary - a certificated employee assigned temporarily whose funding is of a limited nature, or who is a replacement for a teacher or administrator on a board-approved leave.
- ◆ Substitute - an employee who replaces a teacher or administrator who is temporarily absent from duty.

THE CLASSIFIED EMPLOYEE:

Most positions not requiring teaching or related credentials are termed "classified."

Such positions are termed "classified" because they are grouped according to the type of job duties and level of responsibility in order to establish job families and levels. Classified employees work in such diverse jobs as: Secretary, Custodian, Library Media Technician, Maintenance Worker, Instructional Aide, and Bus Driver.

There are several categories of classified employment in the district:

- ◆ Permanent - An employee who has satisfactorily completed a six month probationary period.
- ◆ Probationary - An employee who is serving a probationary period. A probationary employee can be released without cause during the first six months of employment if it is determined that the employee's continued employment is not in the best interest of the district.
- ◆ Short Term - An employee hired temporarily to perform a specific job, who, upon completion of the service will not be needed on a continuing basis.
- ◆ Substitute - A person employed to replace any classified employee who is temporarily absent from duty. If the district is engaged in a procedure to hire a regular employee to fill a vacancy, a substitute employee may be used to fill that vacancy for not more than sixty (60) days.
- ◆ Limited Funded Position - A position that has been determined by the district to have no anticipated long-range funding.

FIRST DAY OF WORK:

Before beginning work, all employees must successfully complete:

- ◆ a pre-employment physical examination
- ◆ a criminal background check including a fingerprint clearance
- ◆ completion of new hire forms
- ◆ complete required training

New certificated employees must also provide:

- ◆ verification of transcripts for appropriate salary placement
- ◆ valid credential(s) authorizing the assignment for which the employee is being employed

Coaches or temporary non-district personnel must provide:

- ◆ a criminal background check including a fingerprint clearance
- ◆ completion of forms
- ◆ complete required trainings including CPR/First Aid

POLICIES & PROCEDURES:

BOARD POLICIES/ADMINISTRATIVE REGULATIONS:

These policies govern the district. Board Policies are often accompanied by Administrative

Regulations, which describe how the district will implement the Board Policy. Board Policies are based on Education Code and other California laws and are reviewed periodically. You can read the district's board policies and administrative regulations in full at: www.hvUSD.net under Governing Board, then Board Policies.

Important Board Policies include, but are not limited to:

4030 - Non-Discrimination/Affirmative Action

This board policy prohibits the district and its employees from discriminating against employees and job applicants based on actual or perceived race, color, national origin, ancestry, religious creed, age, or sexual orientation at any district site and/or activity. The Board also prohibits retaliation against any district employee or job applicant who complains, testifies, or in any way participates in the district's complaint procedures.

4033 – Lactation Accommodation

This board policy prohibits discrimination, harassment, and/or retaliation against any district employee for seeking lactation accommodations. This board policy also discusses break times and locations for lactation accommodations.

4119.11- Sexual Harassment

The Governing Board and Administrators expect every employee to be able to work in an appropriate, business-like environment. It is against the policies of the Governing Board and the law for an employee to “sexually harass” another person.

What is sexual harassment? Sexual harassment is defined by governmental guidelines as unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature when:

1. Submission to such conduct is made (either implied or obvious) as a condition of employment.
2. Submission to, or rejection of, such conduct is used as the basis for employment decisions affecting the person, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

If you feel you are being sexually harassed, your first course of action should be to tell the perpetrator that such conduct is unwelcome and that it must stop. If the offensive behavior does not cease, you should file a formal complaint through the District Office.

4119.24 – Maintaining Appropriate Adult-Student Interactions

This board policy gives guidance on appropriate interactions between all adults in the school environment and the students including but not limited to topics such as professional standards, sexual harassment, and inappropriate conduct. You can find the full board policy on the districts website under Governing Board.

4161.8 – Family Care and Medical Leave

This administrative regulation states that an unpaid leave of absence (FMLA and CFRA) may be granted to employees who have worked for Happy Valley Elementary School District for a least one (1) year and a minimum of 1250 hours in the 12 months preceding the leave, who have a bonafide need to care for a seriously ill parent, spouse or child, or for the birth or adoption of a child, or the placement of a foster child.

In addition, employees may be granted an unpaid leave of absence caused by their serious medical condition which prevents them from working. FMLA leave runs concurrently with CFRA leave, except when the leave is for pregnancy or pregnancy-related disability. If FMLA or CFRA leave is taken for your own serious health condition, the FMLA and CFRA leave entitlement runs concurrently with paid sick and extended illness leave.

4112.4 - Health Examinations

Among other requirements, this board policy requires all employees to have a current tuberculosis (TB) certificate/assessment on file. TB certificates are good for four (4) years.

4119.42 - Blood Borne Pathogens

This administrative procedure is an exposure control plan for Blood Borne Pathogens (skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious materials) that may result from the performance of an employee's duties.

4119.22/4219.22/4319.22 – Dress and Grooming

The Governing Board believes that appropriate dress and grooming by district employees contribute to a productive learning environment and model positive behavior. During school hours and at school activities, employees shall maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment, and do not endanger the health or safety of employees or students.

All employees shall be held to the same standards unless their assignment provides for modified dress as approved by their supervisor.

The district shall allow employees to appear and dress in a manner consistent with their gender identity or gender expression. (Government Code 12949)

The district shall not discriminate against employees based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists. (Government Code 12926)

The district shall not dismiss an employee, discriminate against an employee in compensation or in terms, conditions, or privileges of employment, or refuse to hire a job applicant on the basis of religious dress or grooming practices. (Government Code 12926, 12940)

This policy shall be presented to employees upon employment, through the employee handbook or other appropriate means, and may be periodically reviewed with all employees as necessary.

4021 - Child Abuse Responsibilities

Employees are required to sign a statement acknowledging that they have read certain provisions of Penal Code Section 11166. This law requires childcare custodians who have knowledge of or observes child abuse to report such abuse to the appropriate agency immediately. Every staff member is a mandatory reporter. Remember, our job is only to report and not investigate. Annual training and education materials are distributed at the beginning of each school year. Staff must complete the trainings in a timely manner. The district's board policy also provides information and assistance for employees regarding supervision of child abuse reporting requirements and procedures.

3513.3 - Tobacco-Free District

In response to Education Code 48901, the Governing Board adopted a policy that requires all district facilities and vehicles owned, leased, or operated by the district to be tobacco-free. Tobacco-free means prohibition of the use of tobacco or tobacco products and any electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including but not limited to, an electronic cigarette, cigar, or pipe on or in any school district property by any staff, students, parents, or other individuals.

4020 - Drug and Alcohol Free Workplace

On March 18, 1989, the Federal Drug-Free Workplace Act of 1988 became effective. This statute requires that the district certify that it will provide a drug-free workplace as a pre-condition to receiving federal funds or grants.

Board policy prohibits employees from unlawfully manufacturing, distributing, dispensing, possessing, using, or being under the influence of any alcoholic beverage, drug, or controlled substance as defined in the Controlled Substances Act and Code of Federal Regulations before, during, or after school hours at school or in any other district workplace.

4040 – Employee Use of Technology

The Acceptable Use Agreement outlines employees' obligations and responsibilities related to the use of district technology. All employees, either upon employment or whenever significant changes are made to the districts Acceptable Use Agreement shall be required to acknowledge in writing that they have read and agreed to the Acceptable Use Agreement. Employees shall not use district technology to access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, sexually explicit, or unethical or that promotes any activity prohibited by law, Board Policy, or administrative regulations.

HVUSD PRACTICES THROUGH SOCIAL MEDIA AND COMMUNITY RELATIONS:

Social Media Guidelines for Faculty & Staff:

Social Media can be a very powerful communication and educational tool for today's society. Employees in the Happy Valley Elementary School District (HVUSD) are encouraged to embark in the social media world and leverage these tools.

However, the following guidelines and best practices have been established to provide all employees direction on the appropriate use of various forms of social media.

What is social media?

Social media is defined as any form of online publication or presence that allows end users to engage in multi-directional conversations in or around the content on the website. A large percentage of Internet traffic is centered on the use of social media. Social media includes but is not limited to Facebook, Twitter, YouTube, Instagram, blogs, social bookmarking, document sharing, and email.

Personal Use of Social Media:

HVUSD employees are encouraged to keep their personal lives personal even in the digital world where personal and professional can become blurred. District procedure prohibits employees from engaging in communication with students via social media. Procedures also discourage communicating with parents of students via social media.

If you have personal social media accounts, the following response is recommended when denying such requests:

*****(The following sentence is an example for staff to respond to requests on their personal social networks):**

If you are a student or parent requesting to be my “friend,” please do not be surprised or offended if I ignore your request. As an employee of the Happy Valley Union Elementary School District, our policy discourages me from communicating with students or parents on social media.

Be Transparent:

How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity or misrepresenting your identity. Be honest about who you are, where you work and what you do.

Always a School Employee:

The lines between public and private, personal and professional are blurred in the digital world. Even when you have a disclaimer or use a different user name, you will always be considered to be a district employee. Whether it is clearly communicated or not, you will be identified as working for and sometimes representing the school in what you do and say online. Always write in the first person and make it clear that you are speaking for yourself and not on behalf of the district.

Use a Disclaimer:

Include a disclaimer on your social media site which says something like this: “The opinions and positions expressed on this site are my own and do not necessarily reflect my school district’s positions, strategies, or opinions.” This standard disclaimer does not exempt employees from their responsibilities as explained in these guidelines. If asked by media to comment on a school related issue, refer them to the correct department or person in the district or when in doubt, to the principal or superintendent.

School Values:

Represent the district values. Express ideas and opinions in a respectful manner. All communications, whether face-to-face or online, should be done in good taste. Build trust and responsibility in your relationships. Do not denigrate or insult others including students, staff, administrators, parents, or other districts. Do not use ethnic slurs, innuendos, obscenity or any other inappropriate content. Even though you are of legal age, consider carefully what you post through comments and photos. There are school districts who have taken disciplinary action on staff that made posts relative to alcohol and sexual activities.

Dress appropriately and professionally. Teachers and other staff are expected to dress in a manner befitting their profession. They should set a standard for students to model. Generally, teachers' dress should model student dress code, and reflect the current standards expected of professionals who work with the public. Apparel worn by teachers clearly affects student work, attitude, and discipline of students. Clothes that should not be worn during the work day include, clothing that advertises alcohol, drugs, or tobacco products or clothing that displays vulgar or suggestive language, shirts that are cleavage bearing, spaghetti strap tank tops, racerback tank tops, muscle shirts, clothing that bares the midriff, clothing that reveals undergarments, sweat pants (including yoga pants), and jeans with holes in them. If you are wearing leggings or tight pants, a shirt that covers your bottom should also be worn. If we expect our students to adhere to the dress code, we as school employees should follow our own guidelines to set a good example.

School Community Relations/Positively Represent School:

Each member of the school staff should contribute to improving community attitudes toward schools and should promote support of public education through individual efforts to open and maintain two-way communication with parents, students, and the public in general. Represent the district and the students and parents you serve in the best light. Respect the privacy and the feelings of others. **Under no circumstance should offensive comments be made about students or colleagues (including administrators) nor the district in general. Negative comments about people online may amount to cyber-bullying and could be deemed a disciplinary offence.** Your posts and comments should help build and support the school community. Do not comment on nor forward unsupported information, e.g. rumors. You are responsible for what you say in person or post online, be certain it is accurate and supports your organization. If you are about to publish something that makes you hesitate, wait a day, review the guidelines and talk to a colleague or supervisor. Once posted you cannot take it back.

Share your Expertise:

Write what you know and be accurate. Add value to the discussion. Post something useful. Provide worthwhile information and perspective. A district's most valuable asset is its staff represented by its people and what you publish may reflect on the school. Speak in the first person with your own voice and perspective.

Respectful and Responsible:

Employees, parents, and students reflect a diverse set of customs, values and points of view. Be respectful for the opinions of others in your posts or comments. You are responsible for the content you post. Consider the words used to tag content in a social bookmarking site. Consider the avatar you select. Do your tags, descriptions, and your image portray you in a professional manner?

Own and Correct Mistakes:

If you make a mistake, admit the mistake and correct it quickly. Clearly state if you've corrected a previous post. Even though damage may be done, it is best to admit your mistake and correct it. Apologize if appropriate.

Confidential Information:

Online postings and conversations are not private. Do not share confidential information whether it is internal school discussions or specific information about students or other staff. What you post will be seen by others and will be online for a long time. It can be forwarded or shared in just a few clicks. Do not write about a colleague or student without their permission.

School Logos:

Do not use any school logo or image without permission.

Posting Photos or Movies without Permission:

Do not post photos or movies of fellow employees without their permission. Do not use photos or movies taken at school without permission. Do not post photos or movies that contain students without parent consent.

Responding to Negative Comments and Criticism:

How you respond to a negative comments or criticism will say more about you and your character than what you post. If you delete a negative post, it discourages open communications. When publicly criticized or receiving a negative comment, first, stay cool and don't reply in haste. Express your view in a clear, logical way. Do not get personal and if you made a mistake, admit it and move ahead. It is not uncommon for a negative response to be answered by some other person, who supports your view. When in doubt, it is best to ignore a comment and not give it credibility by acknowledging it with a response publicly; perhaps a face-to-face meeting would be more appropriate.

Spell Check and Abbreviations:

Any online posts should be well written. What you post will be online for the world to read. Follow writing conventions including proper grammar, capitalization, and punctuation. Be cautious about using common abbreviations. While your circle of friends may understand what you are saying, you may have readers from across the world who will not understand. When in doubt, define the abbreviation at least once in a post or include a definitions page on your site.

Copyright and Fair Use:

Respect copyright and fair use guidelines. Share what others have said by linking to the source and using embedded content. Be sure to cite your source when quoting. When using a hyperlink confirm that link goes where it should and that the content is appropriate. It is recommended that all online content be licensed under a Creative Commons Attribution Non-Commercial Share Alike 3.0 United States License <http://creativecommons.org/licenses/by-nc-sa/3.0/>.

Personal Information:

Be careful about sharing too much personal information. People often share information such as their pet name, their parents and children's names, where they grew up, and more. This information has been used by hackers to guess passwords. If you share that you will be out of town, a criminal may use this to target your home for a burglary. Be smart and do not share too much about yourself online.

Video:

YouTube is becoming an increasingly popular place to share personally created movies. You are responsible for all you do, say, and post online including video. Anything you post online should represent you in a professional manner, as others will see you as connected to the school district. It disrupts learning to have days of conversation about a teacher created YouTube video with questionable content.

STAFF-STUDENT RELATIONS:

Employees are prohibited from establishing personal relationships with students that are unprofessional and thereby inappropriate. Examples of unprofessional relationships include, but are not limited to employees fraternizing or communicating with students as if employees and students were peers such as writing personal letters or e-mails; "texting" students; calling students on cell phones or allowing students to make personal calls to them unrelated to homework or class work; sending inappropriate pictures to students; discussing or revealing to student's personal matters about their private lives or inviting students to do the same (other than professional counseling by a school counselor); and engaging in sexualized dialogue, whether in person, by phone, via the Internet, or in writing. Employees who post information on Facebook, or similar web sites that include inappropriate personal information such as, but not limited to: provocative photographs, sexually explicit messages, use of alcohol, drugs or anything students are prohibited from doing must understand that if students, parents or other employees obtain access to such information, their case will be investigated by school and district officials and if warranted will be disciplined up to and including termination, depending upon the severity of the offense.

Additionally, certified personnel, depending upon the severity of the offense, may have their case forwarded to the appropriate state department for review and possible further sanctions.

The Superintendent or designees reserve the right to periodically conduct Internet searches to determine if employees have posted inappropriate materials on-line.

If inappropriate use of computers and web sites is discovered, the superintendent's designees will download the offensive material and promptly bring that misconduct to the attention of the Superintendent.

CERTIFICATED INFORMATION:

Credentials:

It is the teacher's individual responsibility to keep their credentials renewed and up to date. You may apply on-line for renewals. It is imperative that you have the necessary credential that will allow you to remain employed, such as, CLAD or subject specific.

Failure to keep valid credentials up to date and current will prohibit payroll issuance in a timely manner as per Education Code 45034.

Confidentiality:

It is important that you gently remind each other about confidentiality. Student, family, peer personal information is private and confidential. Information about anyone should be on a need-to-know basis. Often we are too free in the lunchroom, office, and in front of aides and parents in sharing information with one another that should not be shared. Gossiping and sharing rumors is inappropriate and does not support good communication or positive relationships.

Staff Meeting Etiquette:

Staff meetings will be held every other week, or mutually agreed upon times. Staff meetings shall not be scheduled on collaboration days. Staff meetings shall begin within 10 minutes after dismissal of students. Be on time to staff meetings and refrain from bringing in outside work.

Attendance at faculty, grade level and department meetings is a professional responsibility and is required of all teachers, including teacher/coaches during their athletic season. Routine medical appointments, etc., should be scheduled so they do not conflict with these meetings. One's full attention should be given at these meetings. Reading, grading of papers, etc., should be done at another time. Meetings should concentrate in achieving school, department, grade level and district priorities and business.

- Attendance is mandatory at staff meetings.
- The agenda for each meeting will be sent out prior to the meeting. You may request items to be added to the agenda. Please contact your site Principal to add agenda items.

Classroom Attendance & Lunch Count:

- Attendance must be taken and submitted at the **start of every** period in Aeries.net.
- 1st period attendance needs to be taken and submitted by **8:30 a.m.**
- If the internet is not working, you must still call the school attendance clerk or send a student up with a list of students who are not present.
- If you have already taken attendance and a student arrives to class tardy without an Admit Slip, please ask them to return to the office to get a slip.
- Teachers are responsible for signing a weekly attendance sheet which will be in your box on Monday and reflects attendance from the prior week. Please sign and return the attendance sheet to the office.

Lunch count needs to be taken each morning at the beginning of the class in Aeries and submitted with attendance. Please make sure your lunch count is accurate each day to cut down on wasted food.

E-mail:

Email is a primary method of communication and needs to be checked twice daily by employees with District email accounts. Use of parent notification of student progress or behavior concerns using emails is encouraged. For assistance with set-up of email distribution groups, contact the site technology advisor (Nathan Johnson) or Principal. In general:

A) E-mail Etiquette

- 1) Don't put anything in an e-mail you don't want posted. Never assume privacy
- 2) E-mails lack human interaction = leading to misinterpretation of feelings
- 3) Use proper punctuation. Don't use ALL CAPS (conveys as demanding and angry) or lowercase letters (e-mail not important)

B) Using E-mail

- 1) Quick and to the point (meetings, agendas, re-caps, information)
- 2) Write the e-mail message first, then add names and/or distribution groups
- 3) If you can't respond in detail right away, reply you will get back to them by a certain time and do so accordingly
- 4) It is not acceptable to have an argument via email; if you need to express your disagreement, it must be done in person or via phone. E-mails are for giving information not for having a discussion.
- 5) Evaluation Steps
 - a. Does this e-mail need to be sent? If so, who needs it?
 - b. Write a clear subject line
 - c. Avoid attachments (don't make them work & less apt for viruses)
 - d. Keep it short and to the point; long messages indicate that you should use the phone or meet in person
 - e. Spell check!

Field Trips:

Field trips taken during the school day must be for educational purposes (exceptions may be for classes designed to improve socialization) and must be approved beforehand. To schedule a field trip the following procedure must be followed:

1. Submit a field trip request form to the principal so he/she can check the Master Calendar. Field trip/transportation request forms are available on the website under "For Staff". **Field trips must be approved by the Principal.**
 - a) Two weeks (10 days) notice:
 - i. If less than 100 miles – Principal's approval
 - ii. If more than 100 miles – Superintendent's approval
 - iii. If outside of the county – Board approval
 - b) Five weeks (45 day) notice:
 - i. If overnight trip – Superintendent and Board approval
2. Submit a copy of the approved Field Trip/Transportation Request form to the Transportation Office and the Food Services Supervisor (if you will need sack lunches)

****Note –**

- a. School buses and private bus companies must be approved by the district transportation supervisor
 - b. Happy Valley District bus transportation is limited due to drivers that may be available day to day. Please plan ahead.
 - c. Private drivers are required to meet minimum insurance standards and be on record in the District Office. Private Driver Application forms are available to download from the district website. All applicants are required to provide a DMV print out of their driving record and the declarations page from their insurance company
 - d. Private Driver Application forms will be marked expired upon expiration of valid drivers licenses and/or insurance policies
 - e. Approved Private Driver lists will be maintained in the District Office. A list will be provided to teachers upon request.
4. If you plan to be gone during the lunch hour, the cafeteria needs to be notified one week in advance to adjust their count and to prepare sack lunches for students
5. Have students return signed parent and teacher permission slips before the day of the trip. This will allow you to make plans for students who are not going
6. Carry a first aid kit, permission slips, and student emergency information on the trip; check with the office for inhalers, epi-pens, etc.
7. Establish a supervision plan so that students conduct themselves appropriately throughout the trip

Letters Home:

A copy of letters home to parents (whole class) need to be sent to the site administrators as well as office staff so they can field phone calls and answer questions as necessary.

Notes and Phone Calls from Parents:

These need a prompt reply. When issues arise, it is the policy of the administration to refer parents directly to the staff member. It is difficult to stay out of the situation when the parent responds that they have called, sent notes or emails and have not received a response. If you receive an email or written letter from a parent that seems contentious, it is better to reply by phone, and if necessary, set up a face-to-face meeting.

Use of Personal Cell Phones:

Teacher cell phones are to be turned off during instructional time. Messages of unusual urgency will be delivered to your class. Should an emergency arise, someone will supervise your class. Outside calls will not be transferred to your rooms. Phone messages will be taken for you and placed in your mail box or in your voice mail box. Voicemail should be checked twice daily. Calls from parents and others regarding a student should be returned as soon as possible, certainly within 24 hours. Timely response to telephone messages is a major complaint. Our contacts with the public are an important part of our reputation in the community.

Mailboxes and Voicemail:

Each teacher will have a mailbox. Please check your mailbox at least twice daily. Information and phone messages are frequently placed in the boxes.

Check your voicemail messages frequently (at least twice daily) and respond to messages in a timely manner, generally within 24 hours (during prep or after school). Contact the site secretary or the District Office for assistance in setting up your voicemail.

Lunch:

Certificated staff are allowed a 40-minute duty free lunch. Student lunch periods may be longer. Please let administration know before you leave school grounds at any time during the school day.

Be sure you are on time to greet students at the door when the lunch bell rings indicating that recess is over.

Mentor:

If you are a new teacher or veteran teacher looking for peer support, you may be assigned a mentor who will help with daily procedures, curriculum and instruction, assessments, technology, and school culture.

Open House:

Open House is generally held in May and it gives parents an opportunity to review what their students have done throughout the year, as well as visit potential teachers for the following year.

You do not have to make any presentations to parents/guardians at Open House, simply be available to chat and answer any questions.

- Open House is typically held in the early evening hours.
- Have your room ready (clean, organized).
- Student work from throughout the year must be displayed:
 - A) Portfolios (student decorated)
 - B) Projects

Parent /Teacher Conferences:

Parent Teacher Conferences are held during one week in October and are minimum days.

- All parents have the option of scheduling a conference with their child's teacher/s during this week.
 - A) Teachers shall also take the initiative and contact parents for a conference for any students who are at-risk, struggling academically, showing a drop in grades, exhibiting poor behavior/making bad choices, etc.

- B) If any of the above issues are occurring, conferences cannot be the first contact between teacher and parent.
- A letter will be sent home to parents/guardians whereby they can indicate which teacher/s they would like to conference with, as well as their first three choices of time and day.
 - Immediately upon receiving the parent's request, teachers should schedule a time for the conference and fill out the reply form which indicates the day and time of the conference, as well as the teachers involved. This form will be sent home with the student.

Student of the Month:

Two students from each school will be selected and recognized at the monthly District Board meeting held the second Tuesday of each month (September - May).

Grade-level homeroom teachers will select students on a rotating basis and complete a write-up for presentation at the board meeting.

Student names and write-ups need to be sent promptly to the Assistant to the Superintendent in the District Office.

Teachers are asked to attend the District Board meeting to present the student recognition. Attendance is voluntary.

Preparation Period:

If a teacher has a prep period, it is to be used for class preparation, correcting papers, conferencing with parents, or other activities related to your work assignment; it is not to be considered as break time. Your lunch time is your time; preparation time is school time. If you need to leave the school campus during the school day, you must inform the site principal.

Employee Conduct and Disciplinary Action:

The district has a responsibility to assure that personnel administration includes the establishment of rules and policies for personal behavior and for conducting school business. Employees who fail to abide by established policies and procedures will be subject to corrective discipline up to and including discharge. These policies are mandated by California Education Code, district policies and administrative procedures, other California statutes, and negotiated labor agreements.

Because Happy Valley Elementary School District is a public employer, all individuals working in this district hold a public trust. Therefore, employees should avoid placing themselves in situations where they appear to be using a district position for personal gain. All employees are expected to treat the public, children and adults alike with "courtesy and care." This reflects our district's commitment to the community.

Staff Development:

“Staff Development” is viewed by the Governing Board as a continuous, systematic effort to improve educational programs in the district through staff involvement in organized program planning, implementation and evaluation efforts, and activities to upgrade the knowledge and ability of the total school staff.

In our rapidly changing society, teachers must constantly review curricular content, teaching methods and materials, educational philosophy and goals, social change, and other topics related to education. The Governing Board supports the principle of continuing training of teachers and the improvement of instruction.

Special emphasis is made to better prepare teachers and other school personnel to meet the needs of students of diverse cultural and ethnic backgrounds.

Planning and implementation of such programs is done cooperatively by administrators, teachers, and parent advisory groups.

Certificated staff will participate in Staff/Professional Development days on Minimum Day Mondays.

To request Staff Development outside of the district please fill out the appropriate forms and submit them to your supervisor for approval.

When a request for Staff Development is approved add the absence to **ReadySub**.

Refer to Board Policy 4131 and Administrative Procedure 4131 for more information.

Professional Development:

Certificated employees will be asked to notify the District Office, in writing, by March 1 of each year, of their intentions to move to a different column on the salary schedule in the ensuing year, based on the completion of additional course work. This enables the District to accurately budget for salaries. **Credit for salary purposes cannot be given for any course work taken without the prior written approval of the Professional Growth Committee.** Units that will be applied for the current year salary schedule must be completed prior to the start of a school year. Official transcripts must be received in the District Office no later than November. Refer to the certificated bargaining unit contract for detailed information.

Conference Attendance:

If you have a conference or workshop that you would like to attend, get prior approval from your Principal and complete and return the “Conference Attendance Request” form that he/she gives you stating how it will meet District priorities. The “Conference Attendance Request” form must be received by the office secretary at least 30 days prior to the conference date, in order to allow time for the paperwork to be processed. The District Office will register you for the conference and make all necessary travel arrangements.

ATE (Alliance for Teacher Excellence) Program:

The Alliance for Teacher Excellence Induction Program is designed to offer support for beginning

teachers who have finished a credentialing program and who currently hold (or have applied for) a preliminary Multiple Subjects Credential, Preliminary Single Subject or a preliminary Education Specialist Credential. As outlined in SB2042, the Induction Program is the main pathway to a Clear Credential.

Created by SB1422 in 1992, the Induction Program was established based on research gathered from the California New Teacher Project. This research identified the need to provide participation teachers with focused induction support that would be at a sufficient level of intensity to make a difference in the performance, retention, and satisfaction of the participating teachers.

Daily Bulletin:

Elementary school – announcements for the daily bulletin must be submitted to Renee no later than 7 a.m. The daily bulletin is distributed to staff by email. The bulletin is read over the intercom by students and also posted on the student reader board outside of the library in case anyone has missed any information. On Friday mornings, the 4th & 5th grade teachers will read the bulletin to their students, while 6th -8th graders read the bulletin during their Friday Morning Meeting.

Primary school – the Primary school does not provide a daily bulletin at this time.

Aeries.net & Grading:

Each teacher is responsible for recording accurate grades in Aeries.net in a timely manner.

Gradebook. Student grades should be entered regularly throughout the week, at least once or twice per week. **See the school secretary for any help with the Aeries Gradebook. Please make sure to **back up** your gradebooks each time you enter grades.

Grading systems to be used shall be according to district policy. Students should be made aware of the method by which grades are determined. This is an opportunity for positive counseling in the direction of grade or behavior improvement. If a child has been ill for a length of time, that child may be given an incomplete grade until they demonstrate proficiency. Grades are to be based on mastery of skills not behavior.

Online gradebooks are a powerful tool in communicating with students and parents regarding academic progress and performance in the classroom. These records must be kept as current as possible in order to keep parents up to date regarding their student's grades.

If, midway through a grading period or at any point thereafter, a student is earning less than a "C-", a progress report must be sent to the parents. Additional contact from the teacher is required if a student's grade or effort shows a dramatic change. Parents must be notified at least 2 weeks prior to the end of a grading period if their child is in danger of failing a course. Progress reports and calls home also are encouraged for positive comments. Teachers may generate progress reports utilizing Aeries or letter to parents. Discuss student concerns in team meetings.

Homework:

One of the important activities to bridge the gap between the elementary school and the high school is homework. We firmly believe that the student must develop good study habits to guarantee success in future education. The completion of assignments through school and home study develops a child. Homework should be a continuation of work originated in the classroom and should be essential to support classroom instruction rather than busy work.

Instructional Aides:

Supervision of instructional aides is the responsibility of the teacher. They should remain with the teacher unless they have a specific duty to perform elsewhere. They should not be allowed to "roam." They should be involved with student work. Aides are employed by the District and need to complete duties/job requirements expected by the District.

Responsibilities of Instructional Aides:

- ✓ Promote District Priorities.
- ✓ Maintain Confidentiality.
- ✓ Refer parent questions regarding behavior or academics to the teachers.
- ✓ Follow schedules and duties provided by the office.
- ✓ Maintain exceptional attendance and notification procedures for absence.
- ✓ Cell phone use is allowed only at the employees lunch and/or break times.
- ✓ Sign in and out in the school office daily.
- ✓ Check mailbox and email daily for notes and information.
- ✓ Conduct assignments professionally/confidentially.
- ✓ Promote positives; Safety, Respect, Responsibility.
- ✓ Handle discipline according to Supervision Guidelines.
- ✓ Follow the district dress code.
- ✓ Follow all district rules and directives concerning interactives with students.

Housekeeping Responsibilities:

1. Please keep doors and windows closed when operating A/C and turn off lights in classrooms when not in use. All classrooms are to be locked when a teacher is not present. ***Students are not permitted in the classroom unless an instructor is present.***
2. One of your duties is to prevent damage to furniture or equipment in your care. Students should not be permitted to deface school property. Please report any vandalism to the school office at once, and submit a work order via e-mail to the secretary for the necessary repair.
3. No school properties or materials shall be loaned or removed from the school premises without obtaining permission from the district office. Permission for the use of facilities or property must be secured from the Principal and the Superintendent.
4. Please see that rooms are left in neat order at the close of each period. Chairs or desks are to be arranged, papers picked up, tools deposited properly, etc.
5. Teachers are not to move furniture or equipment from one classroom to another without authorization from the Principal.

6. Keys may be obtained from the school secretary. **Do not loan students your keys.** Immediately report any key loss to the Principal.
7. To request repair or special maintenance, please fill out a work order and send it to the school secretary who will record it and pass it on to the Principal for approval.

Class Rules:

- Classroom rules/expectations should be clearly posted in the room and followed by the students.
- Rules should involve students coming to class on time and prepared, being respectful to the teacher and other students, and completing work on time.
- Students and parents should be made aware of the rules/expectations, as well as the consequences for not following them.

Student Phone Calls:

Please do not allow a student to call home from your classroom phone unless you need to speak with the parent at the same time.

If a student needs to call home, let him/her know that he/she needs to wait until break or lunch to do so, and he/she needs to make the phone call from the office.

- Please do not send students to the office during class time to call home for books, homework, etc.

If a student is ill, send him/her to the office with a note.

Back to School Night:

Back to School Night is normally held the second week of school. Teachers should have their rooms ready for visitors (clean, student work displayed, etc.) Please consider this time to inform parents about:

- Class syllabus/subject matter
- Classroom procedures
- Communication tools
- Aeries
- Personal experience/information, love for teaching, building trust/confidence/relationships

Bells:

The regular signal for classes/school to start and dismiss is one bell. Refer to the School Bell schedule (See Appendix). Bells will ring to announce the end of recess when appropriate.

Calendar:

All activities and events must be approved by the administrator or designee and placed on the master calendar located on the district website and at your school location if one is available. Activities and

events should be scheduled at least two weeks in advance so that conflicts can be avoided.

Special Education Referrals:

If you feel that one of your students should be considered for special education, discuss the case with your principal & review Response to Intervention procedures. Many more students are considered for special education than actually qualify. Our responsibility is to modify the regular program in as many ways as practical to help students be successful in the classroom (Tier I Interventions). Call a meeting prior to SST.

504:

Section 504 of the Rehabilitation Act of 1973 is a federal civil right/non-discrimination statute. A [504 plan](#) spells out the modifications and accommodations that will be needed for this student to have an opportunity perform at the same level as his/her peers.

- o Guarantees equal and “meaningful access” to state-provided educational services and activities.
- o Prohibits exclusion from participation in, denial of the benefits of, or discrimination under, any program or activity of an LEA receiving federal financial assistance, based solely upon one’s disability.
- o There is a qualifying process to determine if a student is eligible for a 504 plan. All teachers of the student are required to participate in the qualifying meeting as they will be responsible for providing all necessary accommodations and/or services for that student in their class.
 - Teacher input is critical to writing a 504 plan that is most effective for the student.
 - Teachers will be given a copy of the student’s 504 plan so as to ensure it is being followed.

IEP:

- Some students are on an Individualized Education Program (IEP). For these cases, one of the Special Education teacher’s will be the case manager for each student.
- Students with an IEP have been identified as having a handicap that impedes learning. They are in special education.
- If you have a student on an IEP, it is your responsibility, as the teacher, to:
 1. Participate in IEP meetings.
 2. Help create goals and objectives for that student.
 3. Carry out those goals and objectives in the classroom environment.
- Classroom teachers are responsible to ensure any accommodations are implemented in the classroom.
- It is important to provide regular updates or progress of the goals and objectives to the case manager.
- This is a team effort. You are working with the case manager to help these students be successful. Please direct any questions or concerns to the case manager.

Student Study Teams (SST):

Students who are not functioning well, behaviorally and/or academically, should be referred to the appropriate school personnel in an effort to help them improve. This may then result in a Student Study

Team (SST) meeting; these meetings are the final step in the process after agreed upon interventions developed at other parent meetings have proven not to be beneficial to student learning.

SST requests can also be made by the parent/guardian. Parents should also have already been notified about ongoing issues.

The homeroom teacher is responsible for filling out the Student Study Team Referral Form and turning it in to the school secretary to schedule a meeting. The homeroom teacher should collaborate with all staff who interact with the student when filling out the form.

The SST will consist of all appropriate teachers, parent, student and counselor and in some cases the Assistant Principal or Principal.

- 1) The group will meet to develop a Student Learning Plan (SLP) for an individual student to be academically and/or behaviorally successful. In some cases this may include referrals for testing for special education or preparing a contract for alternative education. ***It is essential for all teachers of the student to attend and present a positive and caring attitude for the welfare of the student and parents/guardians.***
- 2) In instances where there is a scheduling conflict that makes attendance impossible, the teacher needs to provide information to the team leader prior to the meeting. Proper documentation of classroom interventions attempted (Tier I) need to be presented to the team and parents. Meetings are planned 4 times each year.
- 3) A follow-up meeting should be scheduled at the end of the SST.
- 4) Copies of the SST should be given to the parents as well as all the teachers involved with the student.
- 5) All paperwork is then given back to the school secretary to be filed.

Teacher Disclosure Regarding Student Conduct:

Education Code 49079 requires a school district to notify the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except div. (h), of Section 48900. Teachers may contact the principal or the child's discipline folder for a description of suspensions. Teachers of students who have committed an expellable or violent offense will be notified immediately by a copy of the suspension letter. In the event of a student suspension, a request will be sent to each of the student's teachers for any and all work that the student will miss.

Teachers are encouraged to provide the missing work to the office as soon as possible in order for parents to pick it up.

Team Descriptions:

Academic/Behavior-The purpose and description of this team is a meeting called by the teacher and may involve many participants: Site Administrator, Psych., RSP, Special Ed, Counselor, KFLC Director, parents, student, etc. The purpose can be academic or behavioral in nature. The meeting will

be held prior to SST, but run very similarly in terms of note taking. This should be less formal and intimidating for the parent and more reassuring for the teacher so they do not have to conduct a parent meeting alone. Meetings called and scheduled by the teacher.

SST-The purpose and description of an SST is a formal meeting to discuss results of documented interventions to change behavior or increase learning in the classroom. We will discuss student

strengths, weakness and concerns and come up with a plan and assign responsibilities. The plan could be to continue to monitor or may lead to a Special Education Evaluation. Participants may include many of the following: Speech, Psych, RSP, Special Ed., teacher, parent, student, Administration, etc.

PLC-The Purpose and description of PLC is a weekly collaboration at grade level centered around student achievement, common assessment, data driven instruction used to guide in-class intervention, professional collaboration around instructional strategies, sharing effective practices for instruction for the betterment of each individual teacher and student behavior. KFLC, RSP or SDC may also attend to share results of Tier II, or III interventions. Meetings are required and notes will be submitted to the site administrator.

Staff Meetings-The purpose and description of staff meetings is school business. The contract now states that staff will be required to attend two 60 minute staff meeting per month. The Site Administrator will develop an agenda regarding site business issues to discuss. Grade levels may contribute ideas or concerns to discuss after the school business is completed. Agendas (rough drafts) will be distributed via email prior to the meeting. These meetings are very important as we do go over significant information and data. Attendance is required and staff needs to schedule appointments accordingly so they do not miss these meetings.

SIP-The purpose and description of SIP days is primarily staff development. The District in conjunction with site principals develop plans for agendas taking in consideration projected areas in need of training a year in advance. There are currently 3, occurring in August, January & June. Attendance is expected and absence forms need to be submitted if not attended.

District Leadership-The purpose and function of District Leadership are the District Priorities; Positive Relationships and Communication, Student Achievement, Staff Development, and Facilities. Issues are generated by Administration, input is considered from various other meetings and if decisions are required at the District level, they will be taken to District Leadership for discussion.

Student Data and Assessment Tools:

Accelerated Reader:

- Accelerated Reader is used as a tool for monitoring and managing independent reading practice.
- Accelerated Reader takes place through our Language Arts classes and is monitored by the teachers.
- Students should be given new reading goals each quarter based on their current reading level.
- AR points need to count as part of their Language Arts grade.
- Parents can monitor their student's AR progress through Renaissance Home Connect. With this program, parents can see:
 - A) What books their student has read.
 - B) AR quiz scores and book points.
 - C) Book levels.

- Please ask a Language Arts colleague or the technology advisor for help with Accelerated Reader and Home Connect.

Chromebooks:

- Students shall be assigned to the same Chromebook in their classroom in order to track any problems or inappropriate use.
- Students need to be monitored at all times while using Chromebook for appropriate use.
- Students must have a signed Computer Use Agreement on file before they can use a school Chromebook. Each student who has turned in the Computer Use Agreement will be given a username and password to log on to the computer.
- Playing games on the computers is NOT allowed unless directed to do so by the teacher. Any game allowed by the teacher must have an educational purpose specific to their subject matter.

Textbooks:

Each teacher is responsible for issuing books and maintaining accurate records. Check with other members of your team or department if you need more books in your classroom. When issuing books, make sure of the condition of the book. Check with the librarian about check out and collection. Notify office if books are damaged or not returned.

Library:

Small groups of students are welcome to the library during class time. Every student must have a hall pass to enter. Students will be returned to class for misbehavior. A sign-up sheet is available to reserve the library for an entire class.

Because the book supply is limited, large groups of students should not be given assignments utilizing identical library materials. It is discouraging for both the information specialist and students to be unable to find materials. It is advisable to check the availability of materials with the information specialist before making any research assignments. Teams should coordinate assignments in order to avoid this type of problem.

Almost all library books are labeled with their AR test number inside the front cover. The outside spine is also labeled with the reading level.

There are computers in the library, at the elementary, which are available for students to take AR tests or work on classroom assignments.

Supervision:

State law requires that students be under supervision while on campus. If it is necessary for you to leave your room, please ask a neighboring teacher to stay with your class. ***Never leave students unsupervised before, during, or after school (even if they are reliable).***

Supervising Between Classes and Break:

Teachers are expected to be outside their doors and monitoring students during passing periods between classes. Many issues that happen between students happen in the hallways or quad areas between classes.

- Teachers and students need to return to classrooms on the first bell signaling the end of the break/recess.

Cumulative Folders:

Each student has a cumulative record that has his or her school history information inside.

- The folders are stored in the office and must remain in the office for viewing. If they are removed from the office, please sign them out.
 - A) The exception will be for end of the year documentation.
- Cumulative Folders must be filled out for your homeroom students before you can leave for summer vacation (please see your school secretary for instructions on completing end of the year cums if necessary).

CLASSIFIED INFORMATION:

Work Day:

All staff members are expected to work their contracted hours Monday – Friday. Minimum days do not mean that staff members get to leave early with the students. Please see your site administrator for more information on what is expected after students leave campus.

E-mail:

Email is a primary method of communication and needs to be checked twice daily by employees with District email accounts. Use of parent notification of student progress or behavior concerns using emails is encouraged. For assistance with set-up of email distribution groups, contact the site technology advisor (Nathan Johnson) or Principal. In general:

A) E-mail Etiquette

- 1) Don't put anything in an e-mail you don't want posted. Never assume privacy
- 2) E-mails lack human interaction = leading to misinterpretation of feelings
- 3) Use proper punctuation. Don't use ALL CAPS (conveys as demanding and angry) or lowercase letters (e-mail not important)

B) Using E-mail

- 1) Quick and to the point (meetings, agendas, re-caps, information)
- 2) Write the e-mail message first, then add names and/or distribution groups
- 3) If you can't respond in detail right away, reply you will get back to them by a certain time and do so accordingly

- 4) It is not acceptable to have an argument via email; if you need to express your disagreement, it must be done in person or via phone. E-mails are for giving information not for having a discussion.
- 5) Evaluation Steps
 - a. Does this e-mail need to be sent? If so, who needs it?
 - b. Write a clear subject line
 - c. Avoid attachments (don't make them work & less apt for viruses)
 - d. Keep it short and to the point; long messages indicate that you should use the phone or meet in person
 - e. Spell check!

Use of cell phones:

Use of cell phones during the school day needs to be limited to emergency calls. Although there are many valid reasons for using a cell phone, texting, etc. even to communicate with other staff members, phones ringing and text tones create distractions and gives an unprofessional appearance.

MAA:

Instructional Aides, site secretaries and certain other employees who work with children during the day in any capacity will be participating in MAA (Medi-Cal Administrative Activities). You will be notified by email if you are chosen to take the Random Time Moment Survey, so it is very important that you check your email daily.

Random Time Moment Surveys will start in October and run through the school year.

Promotions/Transfers:

A promotion is defined as movement to a position on a higher range on the salary schedule. A transfer is defined as a change of job site but within the same position classification. Promotions and transfers are considered terms/conditions of employment and are governed by the bargaining unit contract.

Please refer to the bargaining unit contract for detailed terms of promotions/transfers.

Reclassification:

Reclassification is a review of an employee's current job classification. Reclassification may be appropriate when the duties of the position change.

Status Changes:

During their career with the district, an employee is likely to have one or more "status changes" such as a transfer, leaves, promotions, etc. A personal situation may also change, i.e. marriage, divorce and children. When any personal changes occur, it is very important to notify the district as soon as possible. This prevents any delays in processing the necessary paperwork, which may affect payroll activity or other aspects of employment.

Resignation:

Ordinarily, an employee should submit a resignation at least two (2) weeks in advance in order to leave the district in good standing. More notice is optional (and appreciated) to allow for a smooth transition. The resignation should state name, job title, reason for leaving and effective date and should be submitted to the District Office.

Employee Conduct and Disciplinary Action:

The district has a responsibility to assure that personnel administration includes the establishment of rules and policies for personal behavior and for conducting school business. Employees who fail to abide by established policies and procedures will be subject to corrective discipline up to and including discharge. These policies are mandated by California Education Code, district policies and administrative procedures, other California statutes, and negotiated labor agreements.

Because Happy Valley Union Elementary School District is a public employer, all individuals working in this district hold a public trust. Therefore, employees should avoid placing themselves in situations where they appear to be using a district position for personal gain. All employees are expected to treat the public, children and adults alike with “courtesy and care.” This reflects our district’s commitment to the community.

OTHER INFORMATION:

Fundraising:

1. Food sales on campus must be in accordance with State and District guidelines. (BP 5030) The Principal must approve all food sales.
2. The Principal must approve all fund raising events. As many fundraisers require Board approval, they should be brought to the Principal’s attention at least two months prior to the proposed date of the sale or event.
3. Movies may not be used as fundraisers unless they have been rented for fundraising purposes and the appropriate fees have been paid. In all cases, copyright laws shall prevail.
4. All fundraising money must be counted and taken to the site office. Do not leave money in any other room of the school building.
5. All fundraising money that is received in the school site office will be immediately sent to the District Office so that it can be deposited.

Food (other than Food Services):

Food and drink too often cause damage to carpets, equipment, etc. All staff members must obtain permission from the Principal to have food or drink in the classrooms so everyone is clear how to prevent ants and damage to the classroom.

Do not allow glass containers on campus and pour only water down the sinks.

Parents are allowed to bring special treats for their own children. If they want to bring treats for other children, they must first check with their child's teacher and/or the front office.

- **NO** home baked goods may be distributed at school or during class parties
- **Energy drinks** of all types and sizes are **NOT ALLOWED**

Clubs-Student Body and Organizations:

Various clubs and organizations, upon approval of Administration, may be started at school. On-campus sponsors are required for all clubs and organizations.

Promotion of outside organizations/activities etc. must be pre-approved by the site Principal or Superintendent.

Teachers and clubs wishing to use club or class account funds for any purpose must make a written request indicating the amount needed, justification for the request and the required signatures. The request is to be submitted to the school secretary, who will submit it to the District Office.

Concerns and Complaints:

An employee with a concern or a complaint about an issue should first discuss it with the supervisor - especially if it impacts work or the department. The situation may often be resolved or made more manageable after a frank discussion. See the uniform complaint procedures if concerns can not be dealt with at this level.

The Collective Bargaining Process:

Beginning in 1976 with the passage of the "Rhodda Act," school districts in California were authorized to bargain collectively with employee groups over wages, hours and certain other "terms and conditions of employment."

All certificated employees, except administrators, and regular classified employees are part of what is called the "bargaining unit". Certificated employees in the bargaining units are represented by Happy Valley Teachers Association (HVTA). Classified employees in the bargaining units are represented by Teamsters. District Administrators are not represented by a bargaining unit.

The items covered in bargaining unit contracts represent a binding agreement between the parties on certain terms and conditions of employment which must be adhered to by employees and management. Read and become familiar with the current agreement. It governs many important aspects of employment such as: hours and overtime, evaluation, salary, health and welfare benefits, leaves of absence, etc.

Violations of master contract provisions may be grieved in accordance with grievance procedures found in the collective bargaining agreements. A copy of the most current bargaining unit master contract is in the District Office.

Evaluation Procedures:

Evaluation of staff is one of the district's most important responsibilities. Information on evaluation procedures may be found in the master contract. In addition, Administrative Procedures provide for evaluation procedures for other employees.

Health and Welfare Benefits:

The term "health and welfare" benefits covers employee medical insurance, dental coverage, life insurance and vision care. Benefit levels and eligibility are governed by the provisions of the current bargaining unit agreements.

For information and assistance with health and welfare benefits, contact the District Office or Beth Roberts at 722-1706.

Other Benefits:

Unemployment Insurance - All district employees are covered by this program. For further information, contact the Employment Development Department of the State of California.

Worker's Compensation:

If an employee is injured on the job, protection is provided by Workers' Compensation Insurance. Benefits are in the form of medical care, temporary disability benefits, necessary rehabilitation services, or death benefits to dependents.

All injuries must be reported to the immediate supervisor within 24 hours or future benefits may be forfeited. A report must be submitted even if the employee chooses not to seek medical attention. Contact the District Office for further information. Filing of a claim does not automatically qualify an employee for benefits.

Benefits will be determined by the district's workers' compensation administrator.

Employees may see their own personal physician in case of injury on the job if a written notice to do this is on file in the District Office prior to the injury. This notice should be filed at the time of hire, or the employee may notify the District Office to file this notice after initial employment. It is the employee's responsibility to file a new notice if the employee changes doctors. The Workers' Compensation Administrator still retains the right to have an employee see a workers' compensation doctor in addition to the selected personal physician.

A Workers' Compensation Handbook and Statement will be given to new employees when first hired with the district, and again if injured on the job. Read this booklet and become familiar with the benefits that are available.

The District wants to ensure that employees promptly receive all of the benefits to which they are entitled to promote a speedy recovery and return to work.

The District has a return to work program for employees who are injured on the job. If an employee is released by their doctor with temporary job modifications, the district will make every attempt to make the necessary accommodations.

Disability:

Happy Valley Union Elementary School District employees do not participate in State Disability Insurance (SDI). If an employee is disabled and unable to work (verified by a doctor's note) and has

exhausted all full-paid leave, the employee is eligible for differential pay. Differential Pay is the difference between your regular rate of pay and that of the substitute. Employees are entitled up to five months (100 days) of differential pay which may run concurrently with other leave(s). Refer to the bargaining unit master contract for a description of differential pay.

Safety:

It is each employee's responsibility to report any unsafe situation to the immediate supervisor. Prompt attention to safety issues will prevent problems. No employee shall be reprimanded or discriminated against as a result of reporting any condition believed to be a violation of state or federal law or agency regulation. The district provides all safety equipment necessary to permit employees to perform assigned duties safely.

It is the employees responsibility to use any safety equipment, clothing or procedures on the job as instructed. If injured on the job, it is important to report the injury to the supervisor immediately.

The supervisor will direct the injured employee to seek appropriate assistance and submit the required accident report to the District Office for processing. The injured employee is required to receive clearance from Human Resources prior to returning to work.

Accidents:

We must take all precautions necessary to ensure the safety of students and staff. In the event that an accident does occur, assess the situation and, if there is no immediate risk to your own safety, see to the needs of the injured immediately. If the injury is minor, you or another staff member are to escort the injured to the office.

If there is any question about moving an injured person, **DO NOT MOVE THAT PERSON. CALL THE OFFICE OR SEND A STAFF MEMBER OR A STUDENT FOR HELP.** All accidents, including teacher accidents must be reported to the principal or designee immediately. An Accident Report form is to be completed within 24 hours. Staff members that are injured while at work must complete all Workers' Comp forms within 24 hours, also. After notifying your supervisor of the work related injury, you can call the Early Intervention Nurse at 1-877-742-3467 for further instructions. All Accident Reports for staff and students are available at your school office.

Attendance/Leaves:

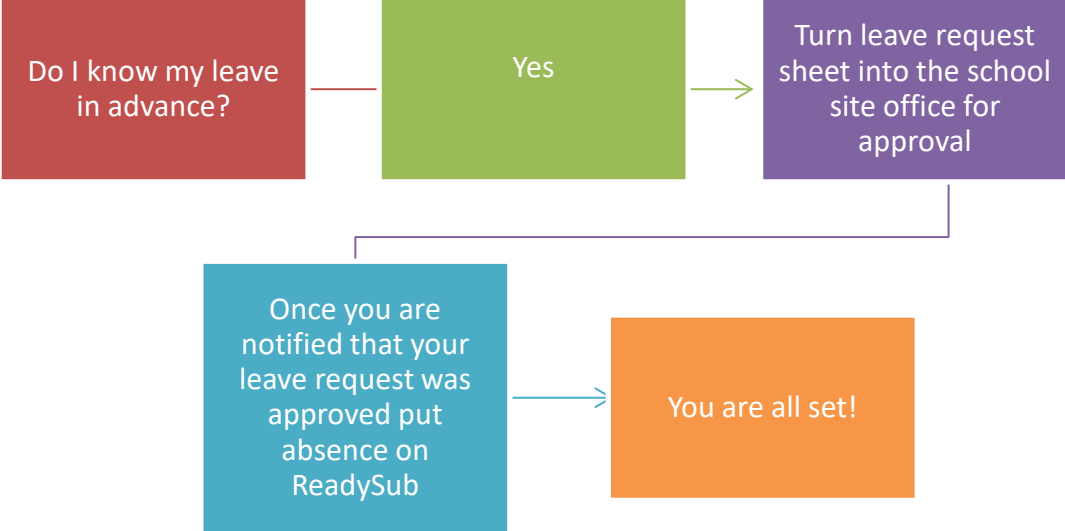
It is the expectation of the district that **ALL** employees maintain regular, reliable, and punctual attendance. Each department or school site has a call-in procedure to follow when illness or legitimate emergency situations occur that prevents an employee from reporting to work.

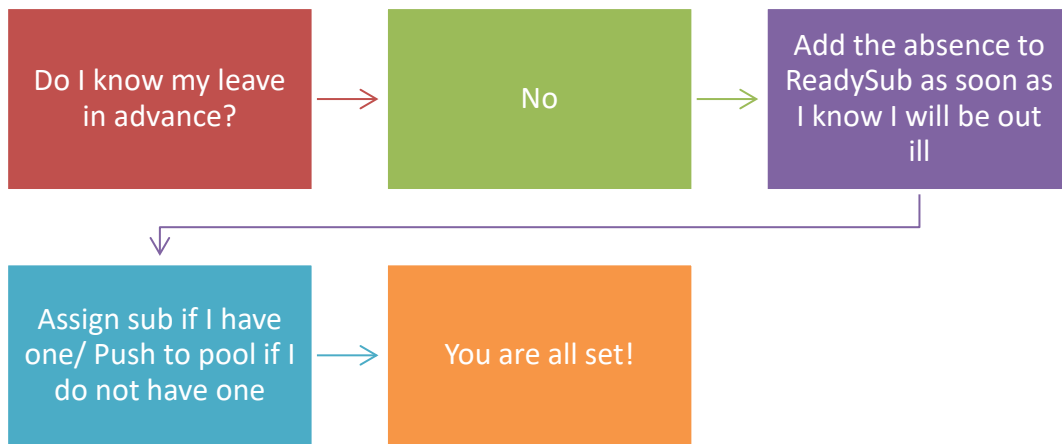
All employees of the Happy Valley Union Elementary School District must use the following procedure for obtaining a substitute/requesting leave time:

If you know that you will be absent in advance: Fill out a leave request form and turn it into your school site office for approval. Once you have received notice that the absence has been approved place the absence on **ReadySub** and make sure to assign the sub of choice if you have one, otherwise you can post to the pool and **ReadySub** will alert all available subs.

If you are ill, the absence does not need pre-approval so as soon as you know you will not be able to make it into work, place the absence on **ReadySub** and it will automatically begin to call for subs. Please call the school site office and let them know you will be absent for the day. Please leave a message if it is before or after school hours.

A Leave Request Form must be completed and turned into the District Office within two (2) days of returning to work.





Timecards & Timesheets:

Timecards and leave request forms are due to the site/department for regular employees by 3:00 p.m. on the 15th of each month. Substitute payroll items are due by 3:00 on the 25th. They will be pick up by the designated staff member and delivered to the DO. Any late or improperly filled out forms will not be accepted.

Please complete timecards with your name, reason for the extra duty, proper dates, total hours, employee’s signature, and supervisor’s signature. Without this information, your pay may be delayed.

Payday:

Payday is once a month, on the last working day of the month. If you do not have Direct Deposit, payroll warrants are available at the district office between 11:00 a.m. and 4:00 p.m. Paychecks may not be picked up before this time and cannot be deposited/cashed until after 3:00pm. No exceptions will be made. If check is not picked up by 4:00pm it will be automatically mailed. It is imperative

that time cards are turned-in on time. The district is penalized through STRS/PERS for not reporting hours on time.

Employee change of address:

All staff members who change their address, email or telephone numbers are to notify the school secretary and the District Office immediately. Employee Emergency Contact Information Sheets are available at the District Office.

Retirement (STRS/PERS):

In order to ensure that the retirement process is managed in a timely manner, it is recommended that planning begin well in advance. This is important because processing by the retirement system and Social Security Administration can take three to four months. Contact the appropriate retirement system (STRS for certificated, PERS for classified) and/or the Social Security Administration for counseling about specific retirement options.

There are different types of retirement benefits to which the district and/or the employee contribute. Employees are eligible for one or more of these depending upon hours of employment and selection of benefits.

Certificated staff who qualify become members of the State Teachers' Retirement System (STRS). Regular classified employees may qualify for CalPERS. CalPERS membership qualifications include: Part-time/full time appointment to an average of 20 hours or more per week for more than 6 months (or 125 days/1,000 hours). CalPERS members contribute to both CalPERS and the Federal Social Security program (OASDI)

For more information about STRS, certificated employees may call (800) 228- 5453.

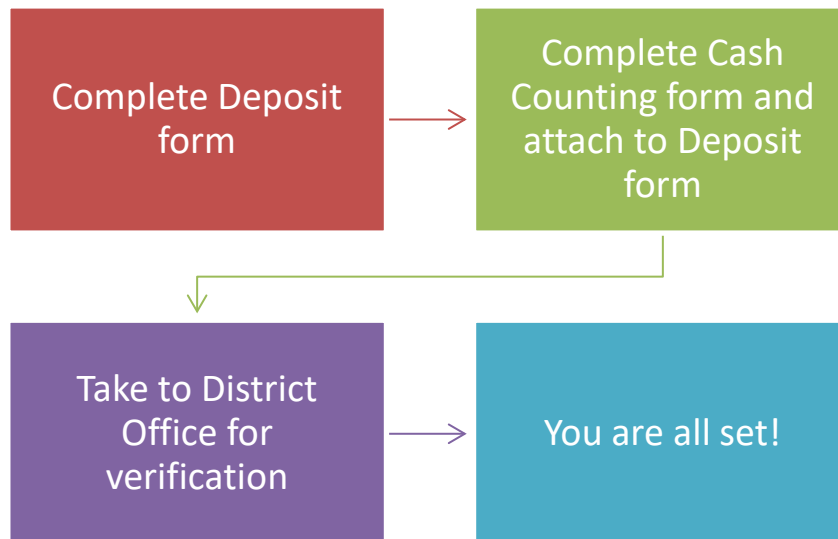
For more information about PERS, classified employees may call (888) 225-7377. For more information about FICA, employees may call (800) 772-1213.

Additional information regarding retirement benefits may be found in the employee master contracts.

Deposits:

If you are making a deposit to the district office you will need to complete the General Deposit form and Cash Counting form. On the Deposit form fill in the activity, teacher submitting, and total. Complete with your signature and the date. After you have finished, complete the Cash Counting sheet in full and attach it to the deposit form. Deposits will not be accepted if these documents are incomplete or missing.

If you have any questions or need help with a deposit please call the District Office.



Purchase Requests:

All purchases must be approved **prior** to making any purchases. If you would like to make a purchase or would like something to be purchased, please do the following:

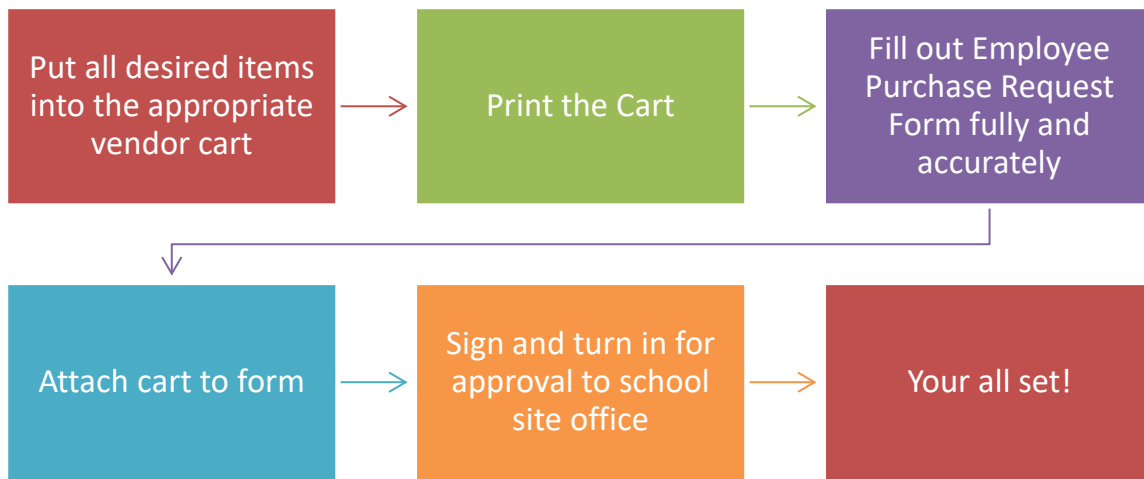
- add all desired items to the online cart of the appropriate vendor.
- Print the cart.

- Fill out an Employee Purchase Request form.
- Attach the cart to the form.
- Sign and turn into the school site office for approval.

Once the request is approved, the form and the supporting documents will be sent to the District Office to be ordered.

Please note: Items purchased by the employee without prior approval from the site administrator may not be reimbursed. If you are seeking reimbursement, please attach the original receipt/s to a reimbursement request form (located on the district website) and turn it into the school secretary for the principal’s approval and for processing. Receipts should not include any personal items. Any receipt that includes alcohol or tobacco items will **not** be reimbursed per Shasta County Office of Education.

Reimbursements need to be turned in immediately and should not be held onto throughout the year and turned in all at once. Reimbursements will only be made for purchases within the fiscal year.



ALL APPROVED FORMS ARE ON THE DISTRICT WEBSITE @ WWW.HVUSD.NET UNDER THE “FOR STAFF” TAB AT THE TOP OF THE PAGE. LOGIN IS REQUIRED TO SEE THIS TAB.

IF A FORM YOU ARE LOOKING FOR IS NOT ON THE WEBSITE, CONTACT THE DISTRICT OFFICE. PLEASE DO NOT USE AN OLD FORM.