

New Haven Unified School District

EMPLOYEE HANDBOOK



Dr. Arlando Smith, Superintendent
Sharan Kaur, President
Linda Canlas, Clerk
Jeff Wang, Member
Sarabjit Cheema, Member
Lance Nishihira, Member

SUPERINTENDENT'S MESSAGE

Our world is changing at an incredibly fast pace. Schools are faced with the challenge of trying to keep up with the pace of change. This is a daunting challenge, to say the least, made more difficult by having to confront the work ahead without the necessary financial support from the state. Yet, our community can be proud of the time and energy our staff puts in with the sole purpose of providing a high quality education to all of our students. As the demands of the 21st century change, so have our students. The education world is constantly playing catch up. Study after study has shown a discrepancy between school and today's students. Today's students prefer to use technology to study. To them, learning doesn't only occur at school. Learning takes place any time throughout the day. Today's students prefer to engage in projects based approaches to learning and understanding. Their need for alternative methods to complete tasks presents challenges when using traditional measurements to define productivity. Technology is a tool to find information. "Google it" is a common way of life. They are connected socially in ways like never before. If we stop and think about it, social media, such as Facebook and Twitter, first came to fore in 2004. The first iPhone appeared on the market in 2007. We hear often the words "social networking". Today's students are networked. In schools we use the term "collaborate". It would be hard to imagine any prior generation of students being more collaborative than the current generation. From video games to social networks they meet and confer online with like-minded people all over the world. Reports after report point out that today's students are more accepting of other races and religions and sexual orientation. As the demands of the 21st century change, so have our students. It is for this reason that our Vision 2025 is critical. Vision 2025 is our commitment to ensuring that ALL students are College, Career and Life Ready by 2025. Our responsibility is to guarantee that each student has all options available to her or him when they leave our system. We have made significant progress towards becoming a 21st century school district, educating and preparing students for what lies ahead of them. Yet, to receive a 21st century education, it is incumbent upon all of us to navigate the challenges we face and adapt to our number one resource - our students. In New Haven we have taken the approach of building on assets. Rather than being a district strictly focused on asset building, our methodology is to identify assets already in place and to enhance those. When we think of 21st century education, the first thing that comes to mind is technology, yet there is more to it than that. New Haven is committed to incorporating the 5 C's of 21st century education into all aspects of our work; Critical Thinking, Communication, Creativity, Collaboration and Cultural Competence are the five imperatives deemed necessary for success in the global environment. Based on multiple resources, students have many of these skills already. We have the responsibility to identify the traits already present, help student's hone and refine them, and figure out ways to incorporate skills students already possessed into what they need. We must do this for all students. Vision 2025 is more than words. Vision 2025 is more than something that sounds good and looks good on the school walls and school bulletin boards. Vision 2025 is Mission Critical for our community, our state and our country. At a minimum Vision 2025 should be an expectation for our community, our City, our District. In order to achieve our vision we have three key areas of focus: 1) Equity and Access 2) College, Career and Life Readiness, and 3) Engagement and Personalization. We are confident that intensive attention in these three will propel us towards successful achievement of our vision. All associated with New Haven in any form or fashion should hold as a value delivering the highest quality of education to ALL students. The state has continually come up short by not living up to its responsibilities. The country has come up short. Within our local community we cannot afford to come up short. With the continued support of parents, students, and all of our employees, I am beyond confident we can achieve the vision we have set forth.

Sincere best wishes,

Arlando Smith

PURPOSE

This handbook outlines the various policies, rules, and procedures governing NHUSD personnel. Not every policy, rule, or procedure relating to personnel practices is included in this booklet, nor have those included been copied verbatim. This handbook should not be construed as modifying, extending, or otherwise affecting the negotiated contracts with our respective bargaining units. The contracts/CBAs shall take precedence when conflicts arise with this handbook. The intent is to provide clarity and guidance on specific topics that affect our employees directly on a daily basis. District Policies and Administrative Regulations are available on our website at www.mynhusd.org.

THE SCHOOL DISTRICT

The New Haven Unified School District was created in 1965 by a merger of Decoto and Alvarado Elementary School Districts and Washington High School District.

Approximately 13,000 students attend the District's 12 schools. These schools are staffed by approximately, 1,350 employees.

THE BOARD OF EDUCATION

There are five elected members who serve as the Board of Education. These Board members, all prominent and responsible citizens in the community, establish the policies under which the District is operated. Each member serves a term of four years.

Regular meetings of the Board of Education are held the first and third Tuesdays of each month at the Educational Services Center, 34200 Alvarado-Niles Road. All meetings are open to the public and begin at 6:30 p.m.

EQUAL OPPORTUNITY EMPLOYMENT

It shall be a policy of the Board of Education of the New Haven Unified School District to provide equal opportunities in employment practices and to assure that no inappropriate distinctions among applicants be made on the base of gender, race, color, religion, national origin, ethnic group, marital or parental status, age, physical or mental disability, or sexual orientation.

SAFETY REGULATIONS

Accidents (Board Policy #S-5141.1) - Each school is required to maintain a first aid cabinet located in a place accessible and known to school personnel. First aid instructions are to be attached. The principal or designated person shall be responsible for rendering first aid to pupils in case of injury. In the event medical care appears necessary, a parent shall be informed immediately to ascertain his/her wishes regarding treatment. If a parent cannot be contacted, the pupil may be taken to the family physician as designated on the permanent file, or to the nearest source of medical aid. The Hayward or Union City Police ambulance will transport injured persons to an emergency hospital within the city limits. In all cases parents will be notified at the earliest possible moment. You are cautioned to provide only EMERGENCY first aid care. All accidents are to be promptly reported on appropriate forms through the principal to the Superintendent of Schools. In case of major injury, an immediate telephone message to the Superintendent, through the principal, is mandatory.

Accidents and Injury to Employees - If you are injured while on duty, you will be given immediate first aid treatment if necessary, taken to a physician for additional care. You or your immediate supervisor will file an accident report immediately with the Personnel Department. Injuries sustained in the line of duty are covered under the Workmans' Comp. Employees should go to: Kaiser Occupational in Union City or Access Omnicare in Fremont for work related

injuries. These choices are given to employees when they call their injury into Company Nurse (877-518-6702).

→ COMMUNITY AND PARENTS

COMMUNITY/STAFF COMMUNICATIONS

The District issues bi-monthly email News blasts as well as Board Briefs following each regularly scheduled Board meetings. If you have newsworthy items, please submit them to: news@nhusd.k12.ca.us.

PARENT VOLUNTEERS

The employee may encourage parent volunteers to work in the classroom. Please submit the names of any volunteers to the principal who will forward them to the Personnel Department for insurance coverage purposes. (**Board Policies #C-1240, 1241, and 1242**).

SCHOOL/COMMUNITY GROUPS

School objectives can best be met through active and purposeful involvement of the community. Principals and teachers are expected to cooperate with school/community groups on matters concerned with the improvement of the school and implementation of the school plan. All schools have School Site Councils. (**Board Policy #C-1230**)

→ INSTRUCTION

CLASSROOM VISITS

Parents may visit the classroom(s) of their children for the purpose of observing the instructional environment and to gain a basis for assessing the pupil's progress. Classroom visits by parents shall be by appointment arranged in advance through the office of the principal. Principals shall consult with the teacher before scheduling parent visits. During visits, the classroom

teacher should not be interrupted or hindered from completing normal teaching activities. (**Board Policy #C-1250**)

FIELD TRIPS

The complete instructions for field trips can be found in the District's "Field Trip Manual." All personnel organizing field trips should consult this manual. (**Board Policy #I- 6153**)

A field trip is any excursion off campus planned with students. No more than two bus trips a year per teacher will be approved. The final approval and reservations for the field trip must be obtained two weeks in advance. The field trip approval for overnight or out of state field trips process must be initiated at least four weeks in advance of the trip since it will involve approvals of the Business Department and the Superintendent. Overnight and out-of-state trips should have additional documentation.

All field trips are processed initially through the school principal. The requests must be submitted on the proper forms with all required information. Special attention should be given to the screening of chaperones. There must be a ratio of at least one (1) adult to every ten (10) students on the field trip. Students participating in a field trip must have parent consent with a signed permission slip. If a substitute for the teacher is required, authorization for the substitute must be secured before making reservations for the field trip. Arrangements for supervision and lesson plans for students not participating on a field trip must be made in advance with the principal. Field trips must be planned to sites which are wheelchair accessible. If the field trip involves swimming, all directives in the "Field Trip Manual" regarding swimming must be followed. A school district may not charge a fee to a parent or pupil in connection with a field trip or similar activity, nor may a

student be required to pay an admission fee in connection with a field trip.

HOME INSTRUCTION

Home instructors will be provided through the Personnel Department upon receipt of authorization signed by the Director of Special Services. Requests for home instruction should be submitted to principals for processing. Teachers will cooperate with home instructors as needed to ensure that students progress while on home instruction. **(Board Policy #I- 6183)**

MEDIA CENTERS

New Haven Unified School District Libraries/Media Centers/Resource Centers provide facilities and materials for use by teachers and students. **(Board Policy #I- 6163.1)**

A collection of professional and curriculum materials is located in the Educational Services Center. You will also find a professional library at the Alameda County Education Center, 313 West Winton Avenue, Hayward, California.

REPRODUCTION OF MATERIALS

Reproduction of Print or Non-Print Material (Board Policy #I-6162.6) - When making a reproduction of print or non-print material, an employee shall first ascertain whether the copying is permitted by law. If the copying does not fall under a "permitted use," the employee shall obtain written permission to reproduce the material from the copyright holder(s). The employee may use the district "Reproduction of Copyright Material Handbook" in helping to determine if their reproduction is within the "permitted use" and not an infringement of copyright laws.

STAFF DEVELOPMENT

The New Haven Unified School District is committed to providing in-service training for staff which shall be directly related to the skills and needs of the students, the goals and objectives of the district, and the identified skills and needs of the staff. **(Board Policy 4110)**

→ PERSONNEL

ABANDONMENT OF EMPLOYMENT

The Rules of Conduct for Professional Educators (Title 5 - Part VIII, Chapter 3, Article 3, Section 80333) state in part - "The abandonment of certificated employment by credential holders who are under contractual obligation can put a substantial hardship upon an employing school district which has relied upon the terms of the contract in order to implement its educational program. It is the purpose of this regulation to put credential holders on notice that abandonment of professional employment without good cause constitutes unprofessional conduct and is cause for disciplinary action."

Certificated employees should recognize that, unless they submit a resignation prior to July 1, or have been released by the district, they have a legally binding contract for employment for the following school year. To resign after June 30 without good cause constitutes unprofessional conduct and can result in the revocation of the credential.

Employees considering taking a position in another district or resigning after June 30, should protect themselves by notifying the Personnel Department. District policy is to permit such resignations only after a suitable replacement is found. Early notification makes it easier for the district to assist the employee with their plans.

ABSENCE REPORTING

It is the employee's responsibility to report any absence or anticipated absence at the earliest possible time on AESOP (**Board Policy #P-4146**). For certificated staff, absences should be placed in AESOP before 6:30am. For classified staff, at least 1 hour before the start of their shift. In some cases, employees are required to contact their supervisors directly when they are going to be absent depending on specific job duties/department responsibilities. The employee is also responsible to complete an Absence Certificate and return it to his/her supervisor within 72 hours of return to work. See the "**Substitutes**" section of this handbook for additional information on arranging for a substitute on AESOP.

ADVANCEMENT ON THE SALARY SCHEDULE

Employees advance on the salary schedule in accordance with **Article 11, Salary** of the Certificated Contract and **Board Policy #P-4260**. District procedures for approval of units for advancement on the salary schedule. Units earned and verified by October 31st in accordance with district policy will be paid retroactively to the beginning of the school year. Teachers who earn credits during the school year will be placed on the appropriate step when the units are appropriately recorded by the 10th of the month. Please refer to the **Approval of Units for Salary Placement** section of this handbook for additional information on the process for having units approved.

Reminder: It is the responsibility of the employee to submit official transcripts showing 30 units beyond Bachelors Degree to the Credential Analyst in Personnel. Failure to do so will mean a salary freeze at Step 4, Column 1 of the Certificated Salary Schedule.

APPLICATION FOR EMPLOYMENT

An application for employment must be submitted for an individual to be considered to be an active applicant. Current employees should complete applications for specific positions as required in advertisements for employment opportunities via Edjoin at www.edjoin.org. Transfers do not require an additional application for employment. Please see the **Transfer** section of this handbook for information on transfer requests.

APPROVAL OF UNITS FOR SALARY PLACEMENT

Certificated staff may apply university course credit toward advancement on the salary schedule if those courses have received approval from the building principal and the district. The Personnel Department must receive a university transcript prior to the credit being used for salary placement.

It is the certificated staff member's responsibility to check to make sure the course he or she takes is the type which the university or college will include in a transcript. Many universities will not include non-academic Continuing Education Units on transcripts. A letter from the university indicating a person has taken a course is not an acceptable substitute for an official transcript.

The booklet of "**Guidelines for Credit for Advancement on the Salary Schedule**" is available in this handbook and at every site and should be reviewed prior to the completion of the request for approval of units.

ASSIGNMENTS

Assignments of certificated employees to sites and specific positions are made by the Personnel Department. Assignments at sites are the responsibility of the principal. All

assignments of certificated staff are to be made within the limitations of the credentials which the staff member possesses.

The Commission on Teacher Credentialing (CTC) is charged with the responsibility of monitoring teaching assignment practices in all school districts in California. The C.T.C. has charged the County Offices of Education with the responsibility of auditing the assignment practices of individual districts in their counties.

Certificated employees having questions regarding the legality of a teaching assignment should discuss this matter with their site administrator who will work with the Personnel Department and the teacher to determine the appropriateness of an assignment. If current credentialing does not authorize the assignment, it will be determined what options are available to make the assignment legal.

If an employee feels that an assignment is illegal and has not been able to satisfactorily resolve this matter at the school and district level, he/she should then notify the Alameda County Superintendent of Schools (in accordance with Education Code 44258.9(2)) in writing with a copy to the Credentials Supervisor. The County Office will respond with an interpretation regarding the legality of the assignment in question and will work with the district to take whatever steps are necessary to make the assignment legal. All staff members should be concerned regarding any questionable assignment and should attempt to resolve it.

Education Code Section 44258.9(2) reads as follows: "Commencing July 1, 1989, any certificated person who has been required by an administrative superior to accept an assignment for which he or she has no legal authorization shall, after exhausting any existing local remedies, notify the County Superintendent of Schools in writing of the

illegal assignment. The County Superintendent of Schools shall, within 15 working days, advise the affected certificated person concerning the legality of his or her assignment. There shall be no adverse action taken against a certificated person who files a notification of mis-assignment with the County Superintendent of Schools. During the period of the mis-assignment, the certificated person who has filed a written notification with the County Superintendent of Schools shall be exempt from the provisions of Section 45034. If it is determined that a mis-assignment has taken place, any performance evaluation of the employee under Sections 44660 to 44664, inclusive, in any mis-assigned subject, shall be nullified."

EMPLOYEE CONTRACTS/AGREEMENTS

The ***Certificated Contract*** is a negotiated agreement between the New Haven Teachers Association and the New Haven Unified School District and should be consulted whenever appropriate.

The ***Classified Contract*** is a negotiated agreement between the California School Employees Association and the New Haven Unified School District and should be consulted whenever appropriate.

The ***NHAA Management Agreement*** is an agreement between the New Haven Administrators Association and the New Haven Unified School District and should be consulted whenever appropriate.

CHANGE OF ADDRESS OR NAME

In the event of a change of name or address it is the employee's responsibility to notify the Personnel Department and his/her school office, and to complete an address change form. By making these changes in a timely manner, you can avoid delays in receiving pay and other benefits. If the employee changes the telephone number or the person to be notified in case of

emergency, notification of the change should be made immediately to the school office and the Personnel Department. If there is a name change, it will be necessary to complete a name change form for county credentials purposes.

CHILD ABUSE REPORTING

State law requires that every school district employee who falls within certain statutorily defined categories be familiar with the laws relating to child abuse reporting requirements. Such employees must, prior to commencing employment, sign a statement signifying that they have knowledge of the reporting requirements and will comply with them. (Penal Code Section 11166.5)

New Haven Unified School District employees fall within such a statutory category. Upon employment, employees are given materials which explain their responsibilities regarding reporting any suspected instances of child abuse and the procedures for doing so.

Board Policy #S-5141 and **Administrative Regulation S-5141.4** requires that employees report suspected child abuse directly to CPS/UCPD and then to their site administrators (See *Child Abuse Reporting Procedures* in the back of this Handbook.)

CREDENTIAL/CERTIFICATION RENEWAL

It is the responsibility of employees to maintain in effect the credentials necessary for their continued employment and to meet any requirements for renewal. The Personnel Department can assist individuals with the credential renewal process. It is recommended that individuals initiate the renewal process six (6) months in advance of the expiration date. Individuals who allow their credential to expire will not be authorized to continue to provide services and, therefore, will be considered to be on unpaid status until the time that their

credential is renewed. Employees should closely monitor their expiration dates and begin the renewal process in a timely manner. For further information review **Board Policy #P-4204**.

TECHNOLOGY USE/ELECTRONIC INFORMATION RESOURCES

It is the desire of the Board of Education to encourage and facilitate employees in becoming proficient users of electronic information resources that are available in the school district. These resources offer access to information and people throughout the world and have significant implications for the instructional program as well as the professional growth and development of staff.

Staff use of electronic information resources carries with it the responsibility to respect and protect the rights of all users. Staff members are expected to act in a responsible, ethical, and legal manner in accordance with the mission of the New Haven Unified School District and state and federal laws. Employees should consult **Board Policy #P-4121** for further information.

Employees shall not access, post, submit, print, send, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs, via email, social media or any other basis prohibited by law.

EMPLOYEE IDENTIFICATION CARDS

All employees of the New Haven Unified School District are required to wear a *picture identification card/Badge* issued by the district when they are on school sites within the district. ID cards are provided by the Personnel Department at the time of

employment. Individuals who need replacement cards should call the Personnel Department to arrange for a new card.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy and practice of the district not to discriminate against any applicant or employee because of gender, race, color, creed, ancestry, ethnic group, citizenship, religion, age, national origin, physical or mental disability, medical condition, marital or parental status, sexual orientation or because he/she is a disabled veteran. This policy extends to every phase of the employment process including recruiting, hiring, training, promotion, compensation, benefits, transfers, layoffs, recalls, and all sponsored educational, social, and recreational programs. All employment and promotional decisions are made on the basis of job related criteria and are administered without discrimination.

The district cannot stress too strongly the need for full and active support for New Haven Unified School District's equal employment opportunity policy from our employees and from all with whom we do business.

It is the policy of the New Haven Unified School District to take affirmative action to employ and advance in employment qualified disabled individuals and qualified disabled veterans of the Vietnam era. Anyone having a disability which requires accommodation in order for the individual to perform the essential functions of a job for which they are applying should notify the Personnel Department so that possible accommodations can be considered.

HARASSMENT

The New Haven Unified School District is fully committed to providing a work environment free from harassment. Harassment can occur with a single incident or through a pattern of behavior where the

purpose or effect is to create a hostile, offensive, or intimidating work environment. Harassment can result from a broad range of actions which might include but are not limited to the following: physical or mental abuse, racial insults, derogatory ethnic jokes, religious slurs, unwelcome sexual advances, requests for sexual favors. It is the responsibility of all employees to assure that harassment does not occur. Harassing behavior will result in disciplinary action including termination. Any employee who feels that he/she has been or is the subject of harassment, or who has any serious work-related complaint concerning misunderstanding or problem, should bring this to the attention of his/her supervisor and/or the Assistant Superintendent, Personnel Services. All such matters will be examined and resolved in a thorough, private, and timely manner.

LEAVES

Employees should review **Article 10, Leaves** of the Certificated Contract for clarification regarding the various leaves that are available. Questions regarding leaves should be directed to the Personnel Department.

LETTER OF INTENT

Letters of intent will be provided to employees in the spring of each year so that they may indicate their intent to continue employment in the district. Employees wishing to discuss their employment status may make an appointment with Personnel to do so. Information provided in the Letter of Intent is not binding but is used for staffing purposes and, therefore, employees are encouraged to be as specific as they can regarding their future employment plans.

NOTICE OF ASSIGNMENT

Probationary and permanent employees receive Notices of Assignment if at all

possible prior to the end of their current work year for the following year. The district does not issue new contracts on a yearly basis and, therefore, the Notice of Assignment is the official notice indicating where an employee is to report to work for the following year. Questions regarding employee status should be directed to the Personnel Department.

NOTIFICATION OF VACANCIES

Employees are notified of vacancies weekly in the *weekly Personnel Vacancies email* which is sent to all employees on Fridays. Positions are also posted on the ***District's Home Page through a link to EdJoin***. The application process is as easy as 1-2-3!

1. Browse New Haven USD job listings and submit an online application on **EdJoin** at www.edjoin.org.
2. When the hiring principal is ready to interview, applicants will be considered and may be selected to interview.
3. If selected to interview, you will be contacted by the school to set an appointment.

Once you have interviewed – If you are selected for the position, you will be contacted by the personnel department. If you are not selected for the position, you will be notified by the school.

OATH OF ALLEGIANCE

New employees must sign an Oath of Allegiance to the United States and the State of California. The Personnel Department will assist in the witnessing of these oaths.

PERMANENT STATUS

Tenure - Tenure is granted to teachers who have completed 2 consecutive school years at 75%-100% of full-time service. One of those years must be as a probationary teacher. Education Code 44882 states,

"...the attainment of permanent status is automatic; no application need be made nor is any affirmative action on the part of the School Board necessary."

For classified employees, they are on a six (6) month probation in new assignments before they can attain permanent status in the position.

PERSONNEL RECORDS

An employee's personnel records include all detailed records relating to employment, assignment, amounts and dates of service rendered, termination or dismissal, rate of compensation and other payroll information. Included in an employee's personnel file are items such as official transcripts of college records for salary placement, evidence of valid teaching credentials, tuberculin test information, contracts, and evaluations. Personnel records are stored electronically on the district's electronic document management system.

Every employee has the right to inspect materials in his/her personnel file upon request. An appointment should be made with the Personnel Department to review the file.

Material subject to review by the employee is not to include ratings, reports, or records which were obtained prior to the employment of the person involved, or were prepared by identifiable examination committee members, or were obtained in connection with a promotional examination (Education Code Section 44031).

REEMPLOYMENT

Employees in permanent status who leave the district and who are reemployed within 39 months assume all rights and privilege that had been previously earned as a probationary employee of the New Haven Unified School District. Probationary

employees who serve 75% of the school year, are automatically reemployed for the following school year unless the Board of Education takes action to elect not to reemploy such employee by March 15 of the school year.

RESIGNATIONS

Resignations should be addressed to the Chief Personnel Officer/Assistant Superintendent for Personnel. For certificated staff, they must be submitted to the Personnel Office prior to July 1 to be effective for the following school year. If there is a need to resign during the course of a school year, the certificated employee should immediately contact the Personnel Department to discuss their desire or need to resign. For classified staff, resignations/retirements can be submitted throughout the school year with appropriate/timely notification provided in order to find a suitable replacement. Once signed by the Superintendent/designee, the resignation/retirement is final. The district will attempt to accommodate individuals who wish to resign pending the employment of an adequate replacement.

SALARIES

Employee **salary schedules** are available on the district website. Salaries are paid on the last working day of the month. Full school year employees may elect to receive either 10 or 12 equal payments starting on September 30. Summer checks may be mailed to a specific address if self-addressed stamped envelopes are supplied to the Payroll Department prior to the last day of school. Employees wishing to pick up their checks can do so at the reception desk of the Educational Services Center. July and August checks may be picked up with the June warrant. The district provides for direct electronic deposit of checks to the employee's bank of choice if the employee elects this process. Direct deposit can be

arranged for through the Payroll Department.

SECURITY/KEYS

Security and Key Control (Board Policy #B-3515) - It is a misdemeanor to make or have made a duplicate of any school district key. Notify the principal when keys are lost. **Employees should never give their school keys to students. This is a high level security issue.**

SEXUAL HARASSMENT

Sexual harassment is illegal and an offense for which disciplinary action or dismissal may result. **(Board Policy #P-4104)** Pursuant to Education Code 212.5, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, constitute sexual harassment when a) submission to the conduct is made either an explicit or implicit condition of employment, status, or promotion; b) submission to or rejection of the conduct is used as a basis for an employment decision affecting the harassed employee; c) the harassment substantially interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment; d) submission to or rejection of the conduct is the basis for any decision affecting benefits, services, honors, programs, or other available activities. An employee who feels that he/she is being harassed is encouraged to report immediately such incident to his/her supervisor, the immediate supervisor of the alleged offending employee or the Chief Personnel Officer/Assistant Superintendent for Personnel or designee in order to receive procedures for reporting a complaint. Complaints of harassment can be filed in accordance with **Board Policy #C-1312.3** and **Administrative Regulation C-1312.3** of the Uniform Complaint Procedures.

Any supervisor who receives a harassment complaint shall notify the Chief Personnel Officer/Assistant Superintendent for Personnel or designee, who shall ensure that the complaint is appropriately investigated in a timely manner.

Complaints involving sexual harassment shall not be subject to any complaint procedure requirement that would cause the employee to resolve the complaint directly with the alleged offending person. No individual will suffer reprisals for reporting any incidents of sexual harassment or making any complaints. Any matter involving sexual harassment shall be confidential.

If a complainant is not satisfied with the district's resolution of his/her complaint, individuals can obtain specific rules and procedures for reporting charges of sexual harassment by contacting local, state, and federal administrative agencies to pursue available civil remedies. A list of these agencies is available by contacting the Personnel Department.

STAFF COMPLAINTS

The Board of Education recognizes the need to provide for the orderly resolution of any staff complaints arising out of an alleged violation, misinterpretation or misapplication of school district policies or Administrative Regulations. Any school employee shall have the right of access to the complaint procedures of this school district. (**Board Policy #P-4114**)

There shall be no reprisals against any employee who uses the complaint procedures by reason of the exercise of such right.

STAFF MEETINGS

Staff meetings for certificated employees are scheduled by site administrators or administrators responsible for specific

programs. Employees are expected to attend and participate in staff meetings unless they are specifically designated as being voluntary. Employees having a conflict with scheduled meetings should communicate directly with the administrator who has scheduled the meeting to determine how it should be resolved.

STRS and PERS

Certificated employees automatically become members of the **State Teachers Retirement System** (STRS). Deductions are taken from each employee's gross monthly salary and the district makes additional contributions to the fund. STRS counseling services are provided at Alameda County and the **STRS Home Page** can be accessed for extensive additional information.

Classified employees automatically become members of the **California Public Employees' Retirement System** (PERS). Deductions are taken from each employee's gross monthly salary and the district makes additional contributions to the fund. STRS/PERS counseling services are provided at Alameda County, and the **STRS/PERS Home Pages** can be accessed for extensive additional information.

SUBSTITUTES

AESOP is the new Sub-Finder System in New Haven and will be utilized by all staff when reporting absences. All requests for substitutes are to be placed on the web at www.FrontlineK12.com/AESOP or called in at 1-800-942-3767. Certificated staff should report their absences prior to 6:30am. For classified staff, they should report their absence at least 1 hour before the start of their shift.

Employees who have requested substitutes for school business should call their school the morning of their absence to check to be sure a substitute is available and has been

assigned. In some cases, employees are required to contact their supervisors directly when they are going to be absent depending on specific job duties/department responsibilities.

TUBERCULIN TEST

In accordance with Education Code certificated employees must have on file a negative report of a tuberculin test prior to reporting to work. A new test is required for all employees every four (4) years. The district notifies all employees of the date that their TB test will expire and provide a free district clinic for obtaining a new TB test. If employees choose not to take advantage of this clinic, it is the employee's responsibility to provide a negative TB test prior to the date of expiration or reporting to work. The Personnel Department maintains a list of facilities where TB tests may be acquired. Failure to have the required negative report on file will result in the employee being placed on unpaid leave. **(Board Policy #P-4106)**

TEACHER RESPONSIBILITIES

The Board of Education expects teachers to exhibit the qualities suggested by the **Professional Code of Ethics** which fosters self-respect and respect for teachers as a group. It is the teacher's responsibility to be familiar with district policies and procedures and to act in accordance with these at all times. If employees have questions regarding the scope and nature of responsibilities, they should be discussed with their site administrators or the Personnel Department.

WORK DAY

The employee work day is determined at each site by the site administrator in accordance with provisions of **Article 6, Hours/Calendar** of the Certificated Contract. The standard work day for all certificated unit members is 7 hours per day

except as provided for in Article 6. Classified employee work hours are determined by job and classification. It is the employees responsibility to report all absences from work including partial day absences even though a substitute may not be required.

→ STUDENTS

STUDENT DISCIPLINE

Teachers are required to utilize all available District services and to initiate direct contact with parents when confronting routine cases of student discipline. Serious and repeated cases of student misconduct will be reported to the principal or designee who will assist the teacher and parents in attempting to work out a solution for the pupil's unacceptable behavior. Those cases requiring discipline beyond the principal's authority to administer shall be reported to the Superintendent. The building principal shall have the authority to assign discipline to students, subject to the rules and regulations of the Superintendent and to the student's due process right to notice, hearing, and appeal. **(Board Policy #S-5144)**

When student behavior is clearly in violation of the law, the act shall be reported to the police in accordance with guidelines contained in the New Haven Unified School District Achieving Self Discipline Handbook. The handbook is revised annually and distributed to all K-12 students enrolled in the District.

The following District regulations outline specific procedures regarding student discipline and can be reviewed on the District Internet home page:

5112.1, 5112.2, 5113, 5119, 5131, 5131.1, 5131.5, 5131.6, 5131.62, 5131.7, 5136, 5137, 5144, 5144.1, 5145.11, 5145.12.

This is also an important reminder that it is inappropriate and unprofessional for employees to put their hands on students,

particularly out of anger or frustration, as doing so can lead to possible employee discipline including dismissal.

DISCIPLINE HANDBOOK

GRADES

Grades/Evaluation of Student Achievement

(Board Policies #S-5121 and 5124)

Reporting to parents is a very important part of the school's relationship to parents. Reporting is done in several ways.

(a) Parent conferences for students are available upon request.

(b) K-12 report cards are issued at various times during the year by grade level .

(d) Additional parent contacts are made on an individual basis as necessary.

e. 6-12 grading should adhere to the Board Policies referenced above and the Grading Guidelines that have been provided to staff.

Teachers should be aware that all communications with parents are a form of pupil progress reports and should ensure that these items are self explanatory and consistently evaluated.

EC 49067 requires a conference with, or a written report to, the parents of each pupil whenever it becomes evident to the teacher that the pupil is in danger of failing a course. Teachers must notify parents in writing when a student becomes in danger of failing and a copy of the notice must be sent to the pupil's counselor or the principal or his/her designee.

STUDENT RECORDS

Student Records and Release of Directory Information

(Board Policies #S-5125 and 5125.1) Parents or legal guardians have the right to inspect and review any and all official records and data directly relating to

their children and to challenge materials in the records. Copies will be made available at a nominal cost. The principal or designee shall assist parents or guardians upon request to review the records. The Director of Pupil Services serves as the district representative if parents or guardians want to challenge any portion of the records.

Parents, guardians, or students over eighteen (18) years of age will be notified if requests for cumulative records are received from other agencies. They will have ten (10) days in which to review the records and challenge the contents. In the case of a subpoena for school records, the parent, guardian, or student over eighteen (18) will be notified by certified mail. They will have five (5) school days to make an appropriate review and, if they wish, challenge the records. The district is required to send complete records in answer to a subpoena. In the case of other requests, psychological reports and other confidential data will not be sent without permission from the parent, guardian, or 18 year old student, who will be notified of the request.

Notification to Teachers of Suspended or Expelled Students

Teachers shall be informed of students who have been suspended or expelled during the previous three school years. The District may exclude notification of suspensions involving the use or possession of tobacco products. The information received by the teacher is confidential and the teacher may not disseminate the information further.

VISION AND HEARING SCREENING

Vision screening is provided to kindergarten students, third and sixth graders, and pupils in special education self-contained classes.

Hearing screening is provided for all kindergarten, second, fifth, eighth, and "at risk" high school students, in addition to all

new students and pupils in special education self-contained classes.

If a parent does not wish the child to receive the vision or hearing test, it is the parent's or guardian's responsibility to inform the school in writing each year. (See Education Code 76450-76456)

→ MISCELLANEOUS

CODE OF ETHICS

Preamble

The educator believes in the worth and dignity of human beings. The educator recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic citizenship. The educator regards as essential to these goals the protection of freedom to learn and to teach, and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to practice the profession according to the highest ethical standards.

The educator recognizes the magnitude of the responsibility being accepted in choosing a career in education, and engages individually and collectively with other educators to judge colleagues, and to be judged by them, in accordance with the provisions of this code.

Principle I - Commitment to the Student

The educator measures success by the progress of each student toward realization of potential as a worthy and effective citizen. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. In fulfilling these goals, the educator

(a) Encourages the student to independent action in the pursuit of learning and provides access to varying points of view.

(b) Prepares the subject carefully, presents it to the students without distortion, and--within the limits of time and curriculum--gives all points of view a fair hearing.

(c) Protects the health and safety of students.

(d) Honors the integrity of students and influences them through constructive criticism rather than by ridicule and harassment.

(e) Provides for participation in educational programs without regard to race, color, creed, national origin, or sex--both in what is taught and how it is taught.

(f) Neither solicits nor involves them or their parents in schemes for commercial gain thereby ensuring that professional relationships with students shall not be used for private advantage.

(g) Shall keep in confidence information that has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

Principal II - Commitment to the Public

The educator believes that democratic citizenship in its highest form requires dedication to the principles of our democratic heritage. The educator shares with all other citizens the responsibility for the development of sound public policy and assumes full political and citizenship responsibilities. The educator bears particular responsibility for the development of policy relating to the extension of educational opportunities for all, and for interpretation of educational programs and policies to the public. In fulfilling these goals, the educator

(a) Has an obligation to support his profession and institution and not to misrepresent them in public discussion. When being critical in public, the educator has an obligation not to distort the facts. When speaking or writing about policies, the educator must take adequate precautions to distinguish the educator's private views from the official position of the institution.

(b) Does not interfere with a colleague's exercise of political and citizenship rights and responsibilities.

(c) Ensures that institutional privileges shall not be used for private gain. Does not exploit pupils, their parents, colleagues, nor the school system itself for private advantage. Does not accept gifts or favors that might impair or appear to impair professional judgment nor offer any favor, service, or thing of value to obtain special advantage.

Principal III - Commitment to the Profession

The educator believes that the quality of the services of the education profession directly influences the nation and its citizens. The educator therefore exerts every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of trust to careers in education. In fulfilling these goals, the educator -

(a) Accords just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities.

(b) Does not use coercive means or promise special treatment in order to influence professional decisions of colleagues.

(c) Does not misrepresent personal professional qualifications.

(d) Does not misrepresent the professional qualifications of his colleagues and will discuss these qualifications fairly and accurately.

(e) Applies for, accepts, offers, and assigns positions or responsibility on the basis of professional preparation and legal qualifications.

(f) Uses honest and effective methods of administering educational responsibilities. Conducts professional business through proper channels. Does not assign unauthorized persons to educational tasks. Uses time granted for its intended purposes. Does not misrepresent conditions of employment. Lives up to the letter and spirit of contracts.

(g) Maintains professional relationships with colleagues and supervisors. Reflective in their practice and in their interaction with others in the workplace.

Unprofessional Conduct

This code is a set of ideals which the teaching profession expects its members to honor and follow. Any violation is unprofessional. However, to constitute unprofessional conduct and cause for suspension, revocation, or denial of a certification document, or renewal thereof, such violations shall be only those which either involve jeopardy to student welfare; evidence malice, serious incompetency, or bad judgment; or show a consistent pattern of misconduct. This Code of Ethics is not an exhaustive enumeration of acts or conduct which constitute unprofessional conduct.

5 California Administrative Code, Sections 80130 and 80131

AB500 School Policies that Relate to Employee Interactions with Pupils

Assembly Bill 500 (AB500), effective January 1, 2018, adds section 44050 of the California Education Code, which requires schools to provide the section on employee interactions with pupils in its code of conduct, to parents and guardians of enrolled students on the School's website. The following shares portions of the School policies, which are included in the Stratford School's Employee Handbook, including language relating to interactions between pupils and employees.

Appropriate Professional Boundaries with Children

NHUSD employees, especially those who work with children, are expected to conduct themselves in a professional manner and maintain appropriate physical, emotional and sexual boundaries at all times. NHUSD employees are never to be alone with a student, and it is expressly prohibited to connect with students using social networking sites, cell phones, or texting. Keeping children safe and providing a safe environment for NHUSD students is an essential part of our responsibility as employees. Violation of professional boundaries with children and incidents of misconduct involving children are taken seriously and will be addressed in a prompt, confidential and thorough manner through the school, the Personnel Office, or the appropriate local authority.

Child Abuse and Sexual Molestation Prevention

The safety and well-being of our students is our highest priority in NHUSD. Our policy is that all staff has responsibility for preventing and reporting suspected child abuse and sexual molestation. NHUSD intends to comply with the provision of California laws. Child abuse and neglect are against the law in California, and so is the failure to report it. Child abuse is defined as mental, emotional, physical, or sexual injury

to a child or failure to prevent such injury to a child.

Reporting Procedure:

*Any employee suspecting child abuse or neglect is expected to use the following procedures:

*Do not confront the suspected abuser/molester.

*Maintain confidentiality. Information about suspected child abuse is only to be given out or discussed on a "need to know" basis and is not to be shared with fellow employees, parents, students, or anyone outside the school other than law enforcement.

*You must file a report when you have a "reasonable suspicion" that a child is being abused or neglected.

*Contact local law enforcement for abuse occurring outside the family (sheriff or police).

*Contact Child Protection Services for abuse occurring inside the family.

*Child in immediate danger/risk – call local police or sheriff immediately.

*Leave the investigation to the experts.

Molestation Prevention at School:

NHUSD expects all employees to limit the opportunities for molestation by responding quickly and appropriately to suspicious situations, and taking actions or filing a report when warranted. Employees are expected to adhere to the following guidelines:

*Avoid any occasion of being alone with a child.

*Always, have another teacher or adult present or be in an open, public area.

*Monitor volunteers and visitors to ensure they are never alone with a child.

*Report any misconduct or questionable behavior.

*At least two chaperones should accompany students on trips away from school.

NHUSD will not knowingly employ anyone who has been convicted of child abuse or sexual molestation. NHUSD requires as part of its pre-employment process a background check be conducted on all applicants before an offer of employment is extended. Periodic follow up background checks are also conducted as part of continuing employment.

Professional Standards

The Governing Board expects district employees to maintain the highest ethical standards, exhibit professional behavior, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employee conduct should enhance the integrity of the district, advance the goals of the district's educational programs, and contribute to a positive school climate.

The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.

Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill his/her responsibilities and should focus on his/her contribution to the learning and achievement of district students.

Inappropriate employee conduct includes, but is not limited to:

1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon.
2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed.
3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child.
4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student.
5. Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time.
6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members.
7. Willfully disrupting district or school operations by loud or unreasonable noise or other action.
8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace or at a school-sponsored activity.
9. Dishonesty with students, parents/guardians, staff, or members of the public, including, but not limited to, falsification of information in employment records or other school records.
10. Divulging confidential information about students, district employees, or district operations to persons not authorized to receive the information.
11. Using district equipment or other district resources for the employee's own

commercial purposes or for political activities.

12. Using district equipment or communications devices for personal purposes while on duty, except in an emergency, during scheduled work breaks, or for personal necessity.

Employees shall be notified that computer files and all electronic communications, including, but not limited to, email and voice mail, are not private. To ensure proper use, the Superintendent or designee may monitor employee usage of district technological resources at any time without the employee's consent.

13. Causing damage to or engaging in theft of property belonging to students, staff, or the district.

14. Wearing inappropriate attire.

An employee who observes or has evidence of another employee's inappropriate conduct shall immediately report such conduct to the principal or Superintendent or designee. An employee who has knowledge of or suspects child abuse or neglect shall file a report pursuant to the district's child abuse reporting procedures as detailed in AR 5141.4 - Child Abuse Prevention and Reporting.

Any reports of employee misconduct shall be promptly investigated. Any employee who is found to have engaged in inappropriate conduct in violation of law or Board policy shall be subject to disciplinary action and, in the case of a certificated employee, may be subject to a report to the Commission on Teacher Credentialing. The Superintendent or designee shall notify local law enforcement as appropriate.

An employee who has knowledge of but fails to report inappropriate employee conduct may also be subject to discipline.

The district prohibits retaliation against anyone who files a complaint against an employee or reports an employee's inappropriate conduct. Any employee who retaliates against any such complainant,

reporter, or other participant in the district's complaint process shall be subject to discipline.

New Haven Unified School District Title IX Compliance

Title IX: "No person...shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

-Title IX - Education Amendments of 1972

New Haven Unified School District Title IX Officer

Cheri Benafield
Coordinator, Personnel Services
34200 Alvarado Niles Rd, Union City, CA 94587
cbenafield@nhusd.k12.ca.us
(510) 471-1100

Complaint Hearing Officer

Marcus Lam
Director, Pupil Services
34200 Alvarado Niles Rd., Union City, CA 94587
mlam@nhusd.k12.ca.us
(510) 471-1100

4

1. District Policies on Sexual Harassment and Harassment available online:
 - a. [BP 4104](#), [BP 5147.7](#)
2. All staff receives annual training on District Policies regarding Mandating Reporting through Keenan Safe Schools. Sexual Harassment & Harassment training is also provided through this online service.
3. All students attend a yearly training assembly on District Policies regarding Sexual Harassment & Harassment
4. Uniform complaint procedures available online and disseminated to school site:
 - a. [Uniform Complaint Procedure BP 1312.3](#)

- b. [Uniform Complaint Procedure AR 1312.3](#)
- 5. Title IX: [Know your Rights](#)
- 6. Resolution of Discrimination/Harassment Complaint followed within 60 days as required by law: <http://www.cde.ca.gov/re/di/eo/complaint.asp>

The following Internet resources are available to find more information regarding rights and responsibilities under Title IX:

[California Department of Education Office of Equal Opportunity](#)

[United States Department of Education Office for Civil Rights](#)

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