



Harriet Tubman Village Charter School

A Leader in Me School



Harriet Tubman Village Charter School

Employee Handbook 2019-2020

6880 Mohawk Street

San Diego, CA 92115

Office: (619) 668-8635 Fax: (619) 668-2480

www.tubmancharter.org

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HTVCS Board President Aaron Landau _____

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Introduction

Dear HTVCS Staff Member:

This Handbook is designed to help employees get acquainted with Harriet Tubman Village Charter School (hereinafter referred to as “HTVCS” or the “School”). It explains some of our philosophies and beliefs, and describes in general terms, some of our employment guidelines. Although this Handbook is not intended to be an exclusive or comprehensive policies and procedures manual, we hope that it will serve as a useful reference document for employees throughout their employment at the School.

Employees should understand, however, that this Handbook is not intended to be a contract (express or implied), nor is it intended to otherwise create any legally enforceable obligations on the part of the School or its employees. In no way does the Handbook replace any official plan documents (e.g., health insurance, retirement plan, etc.) or insurance contracts, which will govern in all cases. This Handbook supersedes and replaces all previous personnel policies, practices, and guidelines.

For certificated employees at HTVCS who are represented by SDEA, all essential terms and conditions of employment are noted in the applicable collective bargaining agreement. Employment rights for all represented employees shall be governed by any applicable collective bargaining agreement. Reference will be made throughout this document, if necessary, to that Agreement.

This is a living document, and is subject to change, as needs warrant. Please feel free to ask any questions or to request clarification. Our goal is to provide a highly structured and professional organizational basis that will promote the highest quality education for all students. We look forward to working with all of you and I wish you the best school year.

Due to the fact that the School is a growing and changing organization, it reserves full discretion to add to, modify, or delete provisions of this Handbook, or the policies and procedures on which they may be based, at any time without advance notice. HTVCS also reserves the right to interpret any of the provisions set forth in this Handbook in any manner it deems appropriate.

Employees must sign the acknowledgment form at the beginning of this Handbook, tear it out, and return it to Administrative Assistant, Lisa LaGrone. This will provide the School with a record that each employee has received this Handbook.

Warm Regards,

Ryan Woodard
CEO & Principal

ACCIDENT REPORTS (STUDENTS AND STAFF MEMBERS)

Staff must report all student accidents to the Front Office immediately upon occurrence. The Staff member in charge of student group and/or who witnessed accident must contact the Health Tech for any accidents that require more than basic first aid attention, especially for any injuries to the head and face. All employee accidents must be reported to the Administrative Assistant. A report must be completed and turned into Administrative Assistant before the end of the work day on date of accident. Forms are available in the Front Office.

ADDRESS CHANGES

Any staff member who has a change of address or telephone number must notify the Front Office and update their blue emergency card as soon as possible.

ADMIN DESIGNEE

Any time Principal is off campus and issues arise, staff should notify the Dean of Students and/or the Administrative Assistant, Lisa LaGrone.

ADOPT A PLAYGROUND

Our custodial hours are limited. Each class **may** be assigned to clean the area immediately outside/around the classroom. However, this cleaning must occur during lunch or at the end of the school day. This provides an opportunity to teach our students to take responsibility and pride in their school or recess breaks, but not during instructional minutes.

AFTER HOURS ACCESS/SCHOOL POLICE

The phone number for school police is 619-291-7678.

1. Except for group entries, every staff member who enters a site after hours must call (619) 291-7678 prior to making entry. Notify the dispatcher that you're checking into a site. The dispatcher will ask for your site number and your access number. Your access number consists of your site or department location code, Tubman's code is #214, followed by the last four digits of your social security number. The alarm system is deactivated by the School Police Dispatcher.
 - On weekdays, staff should not be on campus after 6:00 p.m without permission from administration.
 - Weekend hours are from 7:00 a.m. to 7:00 p.m.
2. Staff member(s) should call out no earlier than five minutes prior to leaving. The alarm system is reactivated by the School Police Dispatcher once all persons have checked out.
3. Group entries are encouraged. An authorized staff member should be designated to call upon the group entry and exit. Anyone remaining on site after the group exits must have after-hours access and is required to call School Police Dispatch to check in.

4. Staff members cannot make quick in-and-out entries after hours without notifying School Police Dispatch. School Police Dispatch will dispatch police officers on alarm activations to sites without authorized persons checked in. If you are located on or around a site when the police are responding to an intrusion alarm, you will be treated as a potential burglary suspect until the police can verify who you are and what business you have at the school site. School sites are permitted only three (3) alarm procedure violations annually before law enforcement responses to the site are suspended. Upon the third violation, intrusion alarm monitoring is suspended for ten (10) calendar days from the date of the last violation. Unfortunately, school staff will be responsible for damage incurred during this period.

Any deviation from the entry procedure will result in the dispatch of school police officers and regular police. Please help avoid unnecessary false alarms, charges, and embarrassment of employees. Experience thus far had proved that properly operated and secured sites dramatically reduce vandalism and loss of property. Your cooperation is appreciated.

ASSEMBLIES

Assemblies are for educational purposes. To be a successful assembly, the cooperation of students and teachers is a necessary ingredient. Individual students or entire classes failing to follow assembly procedures may be excluded from future assemblies.

TEACHER RESPONSIBILITIES: Prior to taking a class to an assembly, teachers must:

- Review behavior expectations and procedures to be followed during an assembly.
- Arrive on time and in an orderly fashion, as well as exit properly.
- Supervise class for the entire assembly period.
- Help maintain order and reasonable quietness before and during assembly.
- Remind students that we show appreciation by proper applause.

ASSESSMENTS

Grade level appropriate assessments such as DRA, iReady, curriculum assessments, ELPAC, and Smarter Balanced Assessments/CAASPP will be used to show student progress and learning.

Data Analysis

After each assessment period, teachers through their PLCs (Professional Learning Communities) will identify students needing intervention or acceleration. Teachers will also write action plans that answer the following questions:

- Based on the analysis of the assessment, curriculum, and instruction, why did students struggle with this standard? What evidence led to this conclusion?
- When will the standard be re-taught?
- How will the re-teach be different from the initial instruction?
- Why are these instructions strategies appropriate for the re-teach of the standard?
- What will the students do to determine the re-teach was effective? How will it be measured?

The principal will meet with each teacher to discuss data and action plans after each assessment period.

ATTENDANCE

EACH TEACHER MUST TAKE THE CLASS ROLL PERSONALLY. **This responsibility must not be delegated to a student.** A permanent record of the student's attendance must be kept in an appropriate roll book, since this is a legal document.

Procedures for taking attendance:

- Teachers must take attendance using PowerSchool on the computer each day and period.
- **First period attendance must be taken by 8:30 am each day.**
- Period attendance for middle school should be done within the first 5 minutes of each period.

Tardiness:

- Students that report to class after the tardy bell rings at 8:15am must have a tardy slip provided by Front Office staff.
- Any student that shows up without a slip must be sent back to Front Office.
- Teachers must mark student tardy in PowerSchool if the student enters classroom while teacher is still taking roll (middle school teachers only)
- If the student enters after the teacher has taken attendance, then the Front Office Staff will mark the student tardy.
- DO NOT send students to the office between classes if they are tardy, since "late passes" are only given for late arrivals in the morning.
- Tardiness WILL HURT A STUDENT'S CITIZENSHIP GRADE in Middle School. Grade will be lowered at least one grade for current 6 week grading period.

Middle School TARDINESS Consequences:

First Tardy: Verbal warning by teacher

Second Tardy: Verbal warning by teacher

Third Tardy: Lunch Cleanup

Fourth Tardy: Saturday School & Parent Shadow

Independent Study Contracts:

Parents are asked to request an independent study contract from the school office for all student absences, **including a one-day absence.** Independent study contracts require that the assigned work be completed and sent in with the child upon his/her return to school. Each contract may not exceed twenty days. Independent Study Contracts may be denied for students that are struggling academically or with social/emotional behavior. Contracts must be filled out correctly prior to the students' departure, and all work must be turned into the teacher within the specified amount of time in order to be graded and included in the grade reporting period.

- All Staff are encouraged to remind parents to complete an independent studies contract once the Staff member becomes aware of a possible student absence.
- When a contract has been put into force, it is up to the teacher to monitor the status of the student's work.
- Teachers are responsible for collecting, grading and giving credit for all work.

- If the work has not been turned in a timely manner, or the work is not satisfactory, the teacher is responsible for letting the parents know immediately and a meeting must be scheduled.
- Parents must return all homework to the classroom teacher.
- Teacher will grade turned in work.
- Teacher will return all work to Attendance Clerk after it has been graded.

Releasing Pupils During School Day:

- Pupils are authorized to leave school during the school day only by the CEO/Principal, Dean of Students, Administrative Designee, Counselor, Health Tech, Secretary, or Attendance Office Clerk. **NO ONE ELSE MAY ASSUME THIS RESPONSIBILITY.**
- Pupils who have medical or dental appointments or who are ill are released from school by the Front Office Staff or Attendance Clerk. Parents must enter Front Office in person before the Front Office Staff sends call slip for student(s).
- The parent, not the student, must check the student out of school by signing the log in the Attendance Office before student is authorized to leave the school grounds.
- Students must check in at the Attendance Office upon returning to school.

Saturday School:

Saturday School is an alternative program targeted at students who are found truant or excessively late to class, who are on a loss of privilege list, or need extra help in catching up with work. It operates on selected Saturdays from 8:00am-10am.

AUDITORIUM USE

Reservations for the Auditorium must be submitted for approval using an Activity Request Form. Once approved, the activity will be placed on the master calendar. Teachers and staff are to remain with students at all times. Proper assembly behavior is required at all times.

BELL TO BELL INSTRUCTION

Staff and students are expected to be in the classroom prior to the tardy bell each period. Students should be in their seat ready to go when the tardy bell rings. Effective modeling requires that Teachers/Staff arrive in time to prepare for class and to be ready to take attendance when the tardy bell rings.

BREAKFAST IN THE CLASSROOM (BIC)

Teacher selects breakfast helper for class. The breakfast helper will pick up the breakfast insulated bags from the cafeteria ten minutes before school starts (8:05). Each classroom number will be on each bag. Some days there will be one bag and some days there will be two bags. The breakfast helper will pull the rolling bags to the classroom, give **each food item** from the menu that day and a **wet-wipe** to every student. It is very important to have everything ready when the bell rings. Every child will be served a complete breakfast, but if a student does not want to eat breakfast or a portion of breakfast they will set the item aside for the clean-up monitors to pick up at the end of breakfast and return to the cafeteria. Teacher also receives a breakfast and will be eating with the students.

Each class has 10 minutes to eat and clean up. That means the class needs to be speedy and must start eating right away. It's important that teacher set the tone for students that **BIC is NOT social time.** Students should eat quietly, clean up, and move into daily instruction right away.

When class is done eating, students use the wet-wipe to clean hands. There are moist wet-wipes that the clean-up crew will wipe off each desk. A trash can is located in classroom to place trash. After breakfast, one of the clean-up team members **quickly** wheels the can around the classroom and collects every bit of trash, opened food, crumbs and wrappers, being careful not to spill opened milk. No food will be saved in the classroom – opened or unopened. The second clean-up team member will **quickly** collect unopened food and place it in the plastic bags it came in then in the appropriate insulated bag. The Breakfast Sheriff **quickly** makes rounds of everyone's desk and checks for spills, crumbs, wrappers or saved food. The sheriff asks the student to please pick up or clean up his/her area. The clean-up team returns the rolling insulated bag to the cafeteria and wheels the trash container to the central area where other trash cans will be placed. The school's custodian will pick up the trash from this location.

CAASPP TESTING

California Assessment of Student Performance and Progress (CAASPP) Testing is conducted annually in late April through early June. Third through eighth grade students take both a computer-adaptive test (CAT) and performance task (PT) in English Language Arts and Mathematics. Additionally, fifth and eighth graders take the California Science Test (CAST). Coordinators are the Director of Curriculum and Instruction, the Special Education Ed Specialist, the EL Coordinator, and the Principal. Before the testing begins, coordinators will hold a meeting to inform staff of all testing protocols, procedures, and expectations.

CELL PHONE POLICY

Student Policy:

Students are allowed to have cell phones and other electronics (iPads, Kindles, etc.) in their possession while at school with the following provisions:

- Electronic items are to be turned off and remain in backpacks while students are on campus (7:30am – 3:00pm).
- Devices **MAY NOT** be used under any circumstances during school hours while on campus.
- Students assume liability for their personal devices.

Students not following these guidelines will have devices taken and held by school staff as follows:

- First offense – devices will be returned to the parent only.
- Further offenses – devices will be given to the Dean of Students for parent pick-up.

Teacher/Staff Policy:

Teachers may not use or answer cell phones in class during instructional time, unless it is an emergency. All lunch/recess supervisors should not use cell phones when on duty, unless it is an emergency.

CHILD ABUSE AND NEGLECT REPORTING

California Penal Code section 11166 requires any child care custodian who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty- six (36) hours of receiving the information concerning the incident. By acknowledging receipt of this Handbook, the Employee acknowledges he or she is a child care custodian and is certifying that her or she has knowledge of California Penal Code section 11166 and will comply with its provisions.

All HTVCS staff must report when they suspect or know that a child has been the victim of abuse/neglect. Failure to report is a misdemeanor and punishable by confinement in jail or a fine, or both. Suspected instances of child abuse must be reported by telephone, (858) 560-2191 or by fax (858) 694-5240 as outlined above to the Child Abuse Hotline. All reports are kept confidential. By law, Child Support Services cannot reveal the name of the person who filed the report.

Please contact the Counselor or Principal if you need assistance. You are not to investigate the alleged abuse. You are not to investigate the alleged abuse. Your role is to report the issue in a professional and confidential way. REMEMBER, this is the LAW!

CLASSROOM MANAGEMENT

Each teacher/staff member is responsible for establishing his/her classroom rules and expectations for student behavior and achievement. Teachers are expected to manage their classrooms (this includes communication) through the use of Class DOJO with parents regarding classroom management.

However, certain standards have been established school- wide. These are as follows:

- Students must be in their seat, ready to learn when the tardy bell rings or they are considered tardy.
- Students are *not* permitted to have food or drink in the classroom, except water bottles.
- Students are to remain in the classroom until the dismissal bell rings at the end of each class period. Do *not* allow students to cluster around the door.

CLOSED CAMPUS

Harriet Tubman Village Charter School is a closed campus. No student may leave the school grounds without special permission from the appropriate personnel. Adult visitors must register in the Front Office to obtain an official visitor's pass, this includes relatives and acquaintances of staff members. There are no exceptions to this rule. Adults spending a consistent, extended amount of time in the classroom must have both a fingerprint and a TB clearance on file.

COMMITTEE RESPONSIBILITIES AND OBLIGATIONS

All staff members are required to serve on at least one event and/or committee. Administration may recruit for additional committees as needed. Staff members are assigned to Committees/Events each year. Although staff members are required to serve on at least one activity or event committee, frequency of

meetings shall be weighed. A committee which meets weekly or monthly will weigh more than a committee meeting once or twice a year. Staff on committees which meet once or twice a year may be asked to serve on another committee.

COMMUNICATIONS: PARENTS, PUBLIC, ETC.

All public communications (information to the entire class or public) must be cleared by the administrator and the office must be given a final copy before the information is released. Positive communication with students' homes is heartily endorsed. PLEASE ENSURE THAT YOU HAVE USED PROPER GRAMMAR AND CORRECT SPELLING WHEN COMMUNICATING WITH PARENTS, and or the public. Staff members are encouraged to have a second staff member proofread documents, such as newsletters and website postings, before they are circulated.

Memos written to an individual must only go to that individual. If you have written a memo to an individual and want to copy the memo to others, you must get their permission first. You could be liable for improper communication or improper use of communication.

Any communication sent home on school letterhead must have administrative approval prior to distribution.

COMPUTER BASED PROGRAMS

Instructional minutes should only be used to teach and learn state standards. This includes computer based programs and software. All programs utilized during instructional time must be CA standards-based, provide baseline data, and monitor growth through benchmark assessment data. Teachers must run reports periodically and make appropriate instructional decisions based on this data. Programs are not to be used as fillers or game time. Principal approval is required for any new programs that are not promoted school-wide.

Accelerated Reader:

AR is a TK-8th grade tool that is used to motivate students to read. All teachers are expected to implement program into their educational program and monitor student progress on a weekly basis.

iReady:

iReady is a personalized program for both English Language Arts and Mathematics. Students are assessed and the program puts together a personalized learning path for both subject areas.

CONDITIONS OF EMPLOYMENT

Equal Employment Opportunity Is Our Policy

HTVCS is an equal opportunity employer. It is the policy of the School to afford equal employment and advancement opportunity to all qualified individuals without regard to race, color, creed, gender (including gender identity and gender expression), religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition (including cancer

and genetic characteristics), genetic information, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. This policy extends to all employees and to all aspects of the employment relationship, including the hiring of new employees and the training, transfer, promotion, compensation and benefits of existing employees.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the School will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact a School representative with day-to-day personnel responsibilities and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. HTVCS then will conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform his or her job. HTVCS will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the School will make the accommodation.

CONFIDENTIAL INFORMATION

All information relating to students' personal information, schools attended, addresses, contact numbers, and progress information is confidential in nature and may not be shared with or distributed to unauthorized parties. All records concerning special education pupils shall be kept strictly confidential and maintained in separate files. Failure to maintain confidentiality may result in disciplinary action, up to and including release from at-will employment.

CONFLICT OF INTEREST

All employees must avoid situations involving actual or potential conflict of interest.

An employee involved in any relationships or situations which may constitute a conflict of interest should immediately and fully disclose the relevant circumstances to the Principal, or the Board of Directors, for a determination about whether a potential or actual conflict exists. If an actual or potential conflict is determined, the School may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action.

COPIES

Each teacher is provided copies to support their instructional program. Copy numbers are monitored to prohibit excessive paper use. Please see IT Support for your copy code and if more paper is needed.

CRIMINAL BACKGROUND CHECKS

As required by law, all individuals working or volunteering at the HTVCS will be required to submit to a background criminal investigation. No condition or activity will be permitted that may compromise the

School's commitment that the safety and well-being of students takes precedence over all other considerations. Conditions that preclude working at the School include conviction of a controlled substance or sex offense, or a serious or violent felony. Additionally, should an employee, during his/her employment with the School, be convicted of a controlled substance or sex offense, or serious or violent felony, the employee must immediately report such a conviction to the Principal.

CUMULATIVE RECORDS

The material contained in students' cumulative record folders is strictly confidential, but is available for parents to read in accordance with applicable law. Teachers should refrain from making comments of a subjective nature about students or their parents. Cumulative records are kept in the Front Office. An administrator or counselor should be consulted if there is a parent request to review the information contained in a cumulative folder. A school official should be present for review or release of information.

Staff must properly log check out of cumulative folder and return it to the proper location on the same day. Cumulative folders must be reviewed in a private location, but cannot be checked out overnight.

CUSTODIAL SERVICES

The school custodial staff consists of one full-time day custodian and crew (contracted) night janitors. Staff can help the custodial/janitorial Staff accomplish their tasks more efficiently by:

- Having students pick up trash and supplies from floor
- NO GUM in the classrooms
- Keeping desk and table tops clean
- Keeping all tops of bookshelves, closets, and sink counter area clear

This will allow the custodial staff the time needed to accomplish all required tasks. In return, the faculty will have cleaner and more attractive rooms. Staff members are not authorized to remove furniture from storage areas. The location of furniture is the responsibility of the custodians and Principal.

If staff members notice anything in need of repair, please email the day custodian and Principal.

DISCIPLINE AND TERMINATION OF EMPLOYMENT

For all certificated employees represented by SDEA, employment rights shall be as specified in the collective bargaining agreement.

For all other employees, the following applies:

Rules of Conduct

The following conduct is prohibited and will not be tolerated by the School. This list of prohibited conduct is illustrative only and applies to all employees of the School; other types of conduct that threaten security, personal safety, employee welfare and the School's operations also may be prohibited. Further, the specification of this list of conduct in no way alters the at-will employment relationship as to at-will employees of the School. If an employee is working under a contract with the School which grants procedural rights prior to termination, the procedural terms in the contract shall apply.

1. Insubordination - refusing to perform a task or duty assigned or act in accordance with instructions provided by an employee's manager or proper authority.
2. Inefficiency - including deliberate restriction of output, carelessness or unnecessary wastes of time or material, neglect of job, duties or responsibilities.
3. Unauthorized soliciting, collecting contributions, distribution of literature, written or printed matter is strictly prohibited on School property by non-employees and by employees. This rule does not cover periods of time when employees are off their jobs, such as lunch periods and break times. However, employees properly off their jobs are prohibited from such activity with other employees who are performing their work tasks.
4. Damaging, defacing, unauthorized removal, destruction or theft of another employee's property or of School property.
5. Fighting or instigating a fight on School premises.
6. Violations of the drug and alcohol policy.
7. Using or possessing firearms, weapons or explosives of any kind on School premises.
Gambling on School premises.
8. Tampering with or falsifying any report or record including, but not limited to, personnel, absentee, sickness or production reports or records, specifically including applications for employment and time cards.
9. Recording the clock card, when applicable, of another employee or permitting or arranging for another employee to record your clock card.
10. Use of profane, abusive or threatening language in conversations with other employees and/or intimidating or interfering with other employees.
11. Conducting personal business during business hours and/or unauthorized use of telephone lines for personal calls.
12. Excessive absenteeism or tardiness excused or unexcused.
13. Posting any notices on School premises without prior written approval of management, unless posting is on a School bulletin board designated for employee postings.
14. Immoral or indecent conduct.
15. Conviction of a criminal act.
16. Engaging in sabotage or espionage (industrial or otherwise)
17. Violations of the sexual harassment policy.
18. Failure to report a job-related accident to the employee's manager or failure to take or follow prescribed tests, procedures or treatment.
19. Sleeping during work hours.
20. Release of confidential information without authorization.
21. Any other conduct detrimental to other employees or the School's interests or its efficient operations.
22. Refusal to speak to supervisors or other employees.
23. Dishonesty.

For employees who possess an employment contract which provides for other than at-will employment, the procedures and process for termination during the contract shall be specified in the contract.

Off-Duty Conduct

While the School does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the School legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the School or its own integrity, reputation, or credibility. Illegal or immoral off-duty conduct by an employee that adversely affects the School's legitimate business interests or the employee's ability to perform his or her work will not be tolerated.

While employed by the School, employees are expected to devote their energies to their jobs with the School. For this reason, second jobs are strongly discouraged. The following types of additional employment elsewhere are strictly prohibited:

- Additional employment that conflicts with an employee's work schedule, duties, and responsibilities at our School.
- Additional employment that creates a conflict of interest or is incompatible with the employee's position with our School.
- Additional employment that impairs or has a detrimental effect on the employee's work performance with our School.
- Additional employment that requires the employee to conduct work or related activities on the School's property during the employer's working hours or using our School's facilities and/or equipment; and
- Additional employment that directly or indirectly competes with the business or the interests of our School.

Employees who wish to engage in additional employment that may create a real or apparent conflict of interest must submit a written request to the School explaining the details of the additional employment. If the additional employment is authorized, the School assumes no responsibility for it. HTVCS shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time.

Termination of Employment

Should it become necessary for you to terminate your at-will employment with the School, please notify the Principal regarding your intention as far in advance as possible.

When you terminate your at-will employment, you will be entitled to all earned but unused vacation pay. If you are participating in the medical and/or dental plan, you will be provided information on your rights under COBRA.

Employment At-Will

For all certificated employees represented by SDEA, employment rights shall be as specified in the applicable collective bargaining agreement.

For all other employees, the following applies:

Except if stated expressly otherwise by employment contract, it is the policy of the School that all employees are considered "at-will" employees of the School. Accordingly, either the School or the

employee can terminate this relationship at any time, for any reason, with or without cause, and with or without advance notice.

Nothing contained in this Handbook, employment applications, School memoranda or other materials provided to employees in connection with their employment shall require the School to have “cause” to terminate an employee or otherwise restrict the School’s right to release an employee from their at-will employment with the School. Statements of specific grounds for termination set forth in this Handbook or elsewhere are not all-inclusive and are not intended to restrict the School’s right to terminate at-will. No School representative, other than the Board of Directors or its designee, is authorized to modify this policy for any employee or to make any representations to employees or applicants concerning the terms or conditions of employment with the School that are not consistent with the School’s policy regarding “at will” employment.

This policy shall not be modified by any statements contained in this Handbook or employee applications, School memoranda, or any other materials provided to employees in connection with their employment. Further, none of those documents whether singly or combined, or any employment practices shall create an expressed or implied contract of employment for a definite period, nor an expressed or implied contract concerning any terms or conditions of employment.

Policy Prohibiting Unlawful Harassment

HTVCS is committed to providing a work and educational atmosphere that is free of unlawful harassment. HTVCS’s policy prohibits sexual harassment and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, creed, color, gender, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation. HTVCS will not condone or tolerate harassment of any type by any employee, independent contractor or other person with whom the School does business. This policy applies to all employee actions and relationships, regardless of position or gender. HTVCS will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted.

Prohibited Unlawful Harassment

- Verbal conduct such as epithets, derogatory jokes or comments or slurs;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race, religion or any other protected basis;
- Retaliation for reporting or threatening to report harassment; or
Deferential or preferential treatment based on any of the protected classes above.

Prohibited Unlawful Sexual Harassment

In accordance with existing policy, discrimination on the basis of gender in education institutions is prohibited. All persons, regardless of the gender, are afforded equal rights and opportunities and freedom from unlawful discrimination in education programs or activities conducted by the School.

HTVCS is committed to provide a workplace free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action, up to, and including dismissal, of the offending employee.

Sexual harassment consist of sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when: (1) submission of the conduct is either made explicitly or implicitly a term or condition of an individual's employment; (2) an employment decision is based upon an individual's acceptance or rejection of that conduct; (3) that conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

It is also unlawful to retaliate in any way against an employee who has articulated a good faith concern about sexual harassment against him or her or against another individual.

All supervisors of staff will receive sexual harassment training within six (6) months of their assumption of a supervisory position and will receive further training once every two (2) years thereafter. All staff will receive sexual harassment training and/or instruction concerning sexual harassment in the workplace as required by law.

Each employee has the responsibility to maintain a workplace free from any form of sexual harassment. Consequently, should any individual, in particular those with supervisory responsibilities, become aware of any conduct that may constitute sexual harassment or other prohibited behavior, immediate action should be taken to address such conduct. Employees and students are expected to act in a positive and professional manner and to contribute to a productive School environment that is free from harassing or disruptive activity. Any employee who believes they have been sexually harassed or has witnessed sexual harassment is encouraged to immediately report such harassment to the Principal. See Appendix A for the "Harassment Complaint Form." See Appendix B for the general "Complaint Form."

Sexual harassment may include, but is not limited to:

- Physical assaults of a sexual nature, such as:
 - Rape, sexual battery, molestation or attempts to commit these assaults and
 - Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, or poking another's body.
- Unwanted sexual advances, propositions or other sexual comments, such as:
 - Sexually oriented gestures, notices, remarks, jokes, or comments about a person's sexuality or sexual experience.
 - Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward or deferential treatment for rejecting sexual conduct.
 - Subjecting or threats of subjecting an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of the employee's sex.
- Sexual or discriminatory displays or publications anywhere at the workplace by employees, such as:

- Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing to work or possessing any such material to read, display or view at work.
- Reading publicly or otherwise publicizing in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic; and
- Displaying signs or other materials purporting to segregate an employee by sex in an area of the workplace (other than restrooms or similar rooms).

The illustrations of harassment and sexual harassment above are not to be construed as an all- inclusive list of prohibited acts under this policy.

Complainants and witnesses under these policies will be protected from further harassment and will not be retaliated against in any aspect of their employment due to their participation, filing of a complaint or reporting sexual harassment.

HTVCS will investigate complaints promptly and provide a written report of the investigation and decision as soon as practicable. The investigation will be handled in as confidential a manner as possible consistent with a full, fair, and proper investigation.

While in most situations a personal relationship is a private matter, these relationships are not appropriate in a professional setting, particularly where one of the parties has management or supervisory responsibilities.

DRUG-FREE WORKPLACE

HTVCS is committed to providing a drug, alcohol, and smoke free workplace and to promoting safety in the workplace, employee health and well-being, and a work environment that is conducive to attaining high work standards. The use of drugs, tobacco, and alcohol by employees, whether on or off the job, jeopardizes these goals, since it adversely affects health and safety, security, productivity, and public confidence and trust. Drugs, tobacco, or alcohol use in the workplace is extremely harmful to workers.

The bringing to the workplace, possession, or use of intoxicating beverages or drugs on any School premises is prohibited and will result in disciplinary action up to and including termination.

E-MAIL

In an effort to keep staff meetings to a minimum, most day to day operational “housekeeping” items will be communicated via email. Therefore, all staff must check their email at least twice per day, once in the morning and once before leaving at the end of the day.

Use of E-Mail, Voicemail, and Internet Access:

HTVCS will permit employees to use its electronic mail, voicemail systems and Internet access subject to the following:

1. The E-mail system and Internet access is not to be used in any way that may be disruptive, offensive to others, or harmful to morale. For example, sexually explicit images, ethnic slurs, racial epithets, or anything else that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, religious beliefs or political beliefs may not be displayed or transmitted.
2. Employees should not attempt to gain access to another employee's personal file of E-mail or voicemail messages without the latter's expressed permission
3. School staff will not enter an employee's personal Email files or voicemail unless there is a business need to do so. HTVCS retains a copy of all passwords; passwords unknown to the School may not be used. System security features, including passwords and delete functions, do not neutralize the School's ability to access any message at any time. Employees must be aware that the possibility of such access always exists.

EMERGENCY DRILLS

Safety drills for intruder on campus, earthquakes, and fires will be held. **ALL DRILLS MUST FOLLOW PROTOCOLS AND PROCEDURES OF THE HARRIET TUBMAN SAFE SCHOOL/CRISIS PLAN.**

EMPLOYEE SOCIAL MEDIA/BLOGS

If an employee decides to keep a personal blog that discusses any aspect of his/her workplace activities, the following restrictions apply:

- School equipment, including its computers and electronics systems, may not be used for these purposes;
- Student and employee confidentiality policies must be adhered to;
- Employees must make clear that the views expressed in their blogs are their own and not those of the School;
- Employees may not use the School's logos, trademarks and/or copyrighted material, and are not authorized to speak on the School's behalf;
- Employees are not authorized to publish any confidential information maintained by the School;
- Employees are prohibited from making discriminatory, defamatory, libelous, or slanderous comments when discussing the School, the employee's supervisors, co-workers, and competitors;
- Employees must comply with all School policies, including, but not limited to, rules against sexual harassment and retaliation;
- HTVCS reserves the right to take disciplinary action against any employee whose blog violates this or other School policies.

EMPLOYEE WAGES AND BENEFITS

Employee Wages:

For all certificated employees represented by SDEA, employment rights shall be as specified in the collective bargaining agreement.

For all other employees, the following applies:

Payroll Withholdings

As required by law, the School shall withhold Federal Income Tax, State Income Tax, Social Security (FICA) from each employee's pay as follows:

1. Federal Income Tax Withholding: The amount varies with the number of exemptions the employee claims and the gross pay amount.
2. State Income Tax Withholding: The same factors which apply to federal withholdings apply to state withholdings.
3. Social Security (FICA): The Federal Insurance Contribution Act requires that a certain percentage of employee earnings be deducted and forwarded to the federal government, together with an equal amount contributed by the School.

Every deduction from your paycheck is explained on your check voucher. If you do not understand the deductions, ask the Principal and HR personnel to explain them to you.

You may change the number of withholding allowances you wish to claim for Federal Income Tax purposes at any time by filling out a new W-4 form and submitting it to the Principal. The office maintains a supply of these forms.

All Federal, State, and Social Security taxes will be automatically deducted from paychecks. Federal Withholding Tax deduction is determined by the employee's W-4 form. The W-4 form should be completed upon hire and it is the employee's responsibility to report any changes in filing status to the Principal and to fill out a new W-4 form.

At the end of the calendar year, a "withholding statement" (W-2) will be prepared and forwarded to each employee for use in connection with preparation of income tax returns. The W-2 shows Social Security information, taxes withheld and total wages.

Overtime Pay

Whether an employee is exempt from or subject to overtime pay will be determined on a case-by-case basis and will be indicated in the employee's job description. Generally, teachers and administrators are exempt. Non-exempt employees may be required to work beyond the regularly scheduled workday or workweek as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime for non-exempt employees. HTVCS will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be previously authorized by the Principal. HTVCS provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law as follows:

For employees subject to overtime, all hours worked in excess of eight (8) hours in one workday or forty (40) hours in one workweek shall be treated as overtime. Compensation for hours in excess of forty (40) for the workweek or in excess of eight (8) and not more than twelve (12) for the workday, and for the first eight (8) hours on the seventh consecutive day in one workweek, shall be paid at a rate of one and one-half times the employee's regular rate of pay. Compensation for hours in excess of twelve (12) in one workday and an excess of eight (8) on the seventh consecutive workday of the workweek shall be paid at double the regular rate of pay.

Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to these exempt employees.

Comp Time

Comp time is allowed under the direction of and with prior approval of the Administrator.

Paydays

Paydays for all employees are scheduled on the 10th and 25th working days of each month. If you observe any error in your check, please report it immediately to the Principal.

Wage Attachments and Garnishments

Under normal circumstances, the School will not assist creditors in the collection of personal debts from its employees. However, creditors may resort to certain legal procedures such as garnishments, levies or judgments that require the School, by law, to withhold part of your earnings in their favor.

You are strongly encouraged to avoid such wage attachments and garnishments. If the School is presented a second garnishment request concerning you, the Principal will discuss the situation with you.

Medical Benefits:

For all certificated employees represented by SDEA, health benefit rights shall be as specified in the collective bargaining agreement.

For all other employees, the following applies:

Eligibility

HTVCS provides a 100% employer sponsored group health insurance program for all full-time

employees. New employees are eligible for health benefits the 1st of the month following the first thirty (30) days of employment. HTVCS shall provide Kaiser Foundation Health Plan to eligible employees and eligible dependents. HTVCS shall provide a dental and vision benefit plan option through MetLife to eligible full-time employees and employee dependents per the terms of the plan. HTVCS shall provide group term life insurance policy to eligible full-time employees through a Life Insurance Company. Eligible full-time employees have option to buy out benefits package in exchange for \$150 stipend per month. Part-time employees are not eligible for any of the above mentioned benefits.

COBRA Benefits:

Continuation of Medical and Dental

WHEN COVERAGE UNDER THE SCHOOL'S HEALTH PLAN ENDS, YOU OR YOUR DEPENDENTS MAY CONTINUE COVERAGE IN SOME SITUATIONS.

When your coverage under the School's medical and/or dental plans ends, you or your dependents can continue coverage for 18 or 36 months, depending upon the reason benefits ended. To continue coverage, you must pay the full cost of coverage – your contribution and the School's previous contribution plus a possible administrative charge.

Medical coverage for you, your spouse, and your eligible dependent children can continue for up to 18 months if coverage ends because:

- Your employment ends, voluntarily or involuntarily, for any reason other than gross misconduct; or
- Your hours of employment are reduced below the amount required to be considered a full-time employee or part-time, making you ineligible for the plan.

This 18-month period may be extended an additional 11 months if you are disabled at the time of your termination or reduction in hours if you meet certain requirements. This 18-month period also may be extended if other events (such as a divorce or death) occur during the 18-month period.

Your spouse and eligible dependents can continue their health coverage for up to 36 months if coverage ends because:

- You die while covered by the plan;
- You and your spouse become divorced or legally separated;
- You become eligible for Medicare coverage, but your spouse has not yet reach age 65; or
- Your dependent child reaches an age which makes him or her ineligible for coverage under the plan.

Rights similar to those described above may apply to retirees, spouses and dependents if the employer commences a bankruptcy proceeding and those individuals lose coverage.

HTVCS will notify you or your dependents if coverage ends due to termination or a reduction in your work hours. If you become eligible for Medicare, divorced or legally separated, die, or when your child no longer meets the eligibility requirements, you or a family member are responsible for notifying the School within 30 days of the event. HTVCS will then notify you or your dependents of your rights.

Health coverage continuation must be elected within 60 days after receiving notice of the end of coverage, or within 60 days after the event causing the loss, whichever is later.

There are certain circumstances under which coverage will end automatically. This happens if:

- Premiums for continued coverage are not paid within 30 days of the due date;
- You (or your spouse or child) become covered under another group health plan which does not contain any exclusion or limitation with respect to any pre-existing condition you (or your spouse or child, as applicable) may have;
- HTVCS stops providing group health benefits;
- You (or your spouse or child) become entitled to Medicare; or

You extended coverage for up to 29-months due to disability and there has been a final determination that you are no longer disabled.

EMPLOYMENT CATEGORIES

For all certificated employees represented by SDEA, employment rights shall be as specified in the collective bargaining agreement.

For all other employees, the following applies:

- Exempt: Those employees who are excluded from any applicable state or federal overtime laws. Exempt positions include employees performing administrative, professional or executive duties.
- Non-Exempt: Those employees who are covered by the provisions of any applicable state or federal overtime laws. These employees are eligible for overtime pay.
- Full-time: Those employees who customarily and regularly work forty (40) hours or more per week as established for a particular position.
- Part-time: Those employees who customarily and regularly work fewer than forty (40) hours per week.

ENERGY CONSERVATION

Continued increases in energy costs make it imperative that all efforts are made to conserve energy.

Please turn off lights and other items that drain power whenever your room or office is not in use. It is the responsibility of the staff member to turn off the air conditioning and heating systems at the end of each day. Also remember that if air conditioning and heating systems are not a necessity, please refrain from use.

Tubman does not allow any electrical items such as hot pots, microwaves, or refrigerators anywhere on campus except in mutually agreed upon location (agreement between Principal and staff member).

EQUIPMENT

Equipment shall not be removed from the school grounds without prior approval of the Principal or Administrative Assistant. Laptops may be checked out with the Principal's approval over the summer.

FIELD TRIPS

Worthwhile field trips result only from the careful planning and the cooperation of all parties involved. State law prohibits charging pupils for educational trips during the school day. Donations may be accepted for the activity.

Teachers planning field trips must complete the Activity Request Form and submit to Principal for approval. For any trip, Tubman utilizes fundraising and donations to support field trips and other school activities, programs, and functions.

Reasons for Field Trips:

All “school sponsored” trips must be school related, social, cultural, academic, or athletic activities with an educational purpose. Field trips are not authorized for participation in promotion of commercial enterprises, or for attendance at commercial establishments primarily for entertainment.

Transportation:

In accordance with established policy, transportation, whenever possible, shall be by chartered school bus carrier. Parent and staff private cars are authorized by HTVCS to be used for transporting students with principal approval following approved Board policies.

Use of employee private cars and drivers must be approved by the principal. The number of passengers may not exceed eight persons, including the driver. Employees using private automobiles on student business, including transportation of students on a frequent basis, should advise their insurance agent. Employees using private cars must be aware of their liability. The school’s insurance coverage takes effect only after the owner’s insurance company, as the primary carrier has paid. In the event of an accident with injury and the employee driving the car is found negligent; the school insurance does not cover medical expenses for the occupants of the owner’s car nor cover physical damage to the owner’s vehicle. The owner must carry liability insurance available to him/her for this purpose. Employees transporting students must submit to the Principal in advance of the field trip a copy of his/her insurance policy providing for at least \$100,000/\$300,000 liability coverage. Without the coverage, the school’s general liability coverage will not be in effect.

HTVCS does not authorize the use of private car for persons supervising school activities without proof of proper driver's license and insurance. All drivers must have TB and fingerprint clearance. Parent volunteers may need to switch with other volunteers as necessary. All selections are made and authorized by the school prior to the event. While aboard the bus, all pupils are under the authority of and directly responsible to the driver of the vehicle. When requested by the driver, supervisors may assist.

Preparations for Field Trips:

Students who fail to turn in permission slip will *not* be permitted to participate in the activity and must stay on campus.

*Note: In order to be given final authorization, all appropriate signatures must be obtained and the full list of all student participants **must be turned in advance** of the field trip. Additionally, there can be no field trips the week prior to benchmark exams, during benchmark exams, or during any school testing periods.*

The teacher will wish to discuss the following points with an administrator well in advance of the date of the trip:

- Reason for taking the trip and connection to CA state standards
- Location where the group desires to go
- Itemized transportation costs, including substitute needs
- Number of students attending trip
- Time of departure and time of pickup for return trip to school
- The amount of supervision that will be available with the group of students
- Provide a list of students that will not be attending the field trip, along with the classroom location of where they will be placed for the remaining of the day

Activity Request Form:

- Return the approved “Educational Field Trip Request Form” to the Administrative Assistant. Allow three weeks minimum for arrangements and bus company scheduling.
- Secure permission slip forms available in the Front Office. Have them properly filled out and filed with the Front Office.
- Arrangements should be made for pupils who are not going on the trip. Work should be planned so that regular instructional programs are available.
- Teachers should contact parents/guardians by phone and in writing several days in advance if their student fails to meet the required criteria for the trip such as behavior, attendance, homework completion, teacher recommendation etc. Days and Times of contact should be recorded.
- Cafeteria needs to be notified by the Teacher who will notify and request all food and snacks needed.
- Several days before the field trip, the teacher shall give the following information to the Attendance Clerk:
 - Number and names of pupils participating
 - Names of adults going on the trip
 - Date and Time of return
 - Copies of student permission slips with signatures and emergency contacts.
 - Upon return to school, teacher will notify office as to the return of pupils who went on trip and whether any injuries occurred.

Additional Requirements:

Teachers are required to comply with the above guidelines to ensure a successful outing. The following requirements are necessary for safety, economy and avoidance of confusion:

- All contact with the transportation companies will be made through the Business Office and should include information listed in the order given on the Field Trip Order/Report, as well as the telephone number of the school representative making the request.
- No changes in arrangements are to be made after the field trip has begun.

- Failure to notify carrier of a cancellation at least three days prior to the trip will result in a penalty charge against the school.
- If changes are made, the school will be charged.

Field Trip Supervision:

A certificated person must be present on each bus. The certificated person is responsible for enforcing all school rules and regulations during the trip. The certificated teacher planning the field trip/extra or co-curricular activity must attend the activity from the start time until the ending time. This includes trips/activities on weekends and after school hours. If students are returning to school after the school day ends, the teacher must remain with the students until all of them have been picked up by the appropriate parent or guardian.

HTVCS employees or volunteers shall not consume alcohol or use controlled substances (except for medications taken under a physician’s orders) while accompanying and supervising students on a field trip or excursion.

Any injuries or unusual incidents occurring during the field trip or excursion shall be documented in writing by the sponsoring teacher or other HTVCS employee accompanying the field trip or excursion.

Student Conduct:

To ensure the safety of students, the following guidelines have been developed:

- All school rules apply on field trips. Students should be reminded that they represent our school on field trips.
- Teachers/Staff must discuss appropriate behavior and attire prior to the day of the trip.
- Students must wear school uniforms on all school field trips.
- Horseplay, practical jokes, harassment, taunting, rough play, aggressive or violent behavior, profanity, viewing of pornographic material and use of alcohol or controlled substances during the field trip or excursion are strictly prohibited.
- All students must go and return by approved transportation, unless permission has been granted for the student to ride with his/her own parents. This permission must be obtained from the principal before leaving.
- The bus driver is in charge while students are on the bus; students must obey the driver.
- Teachers should ensure that students know exactly where and when the bus will pick them up and should check the roll when the students board the bus for the return trip. **Be sure every student is aboard before you allow the driver to leave.**

FUNDRAISING/DONATIONS

Any donations must be approved by the Principal. All school fundraisers must be approved by the Principal and must be in accordance with Board Policy and Procedures. Once approved, Refer to ASB Cash Handling Procedures.

GRADING

Elementary Standards-Based Report Cards:

Elementary report cards are submitted three times per year and are based on proficiency of grade-level standards. Students receive 4 (Exceeds Standard), 3 (Meets Standard), 2 (Approaching Standard), 1 (Does Not Meet Standard), or NA (not assessed) individual standards. Please refer to the CA Grade-Level Standards for cluster and standard information. Additionally, students will receive marks for citizenship and effort in class.

Middle School Grading Guidelines:

Grades will be given on academics and citizenship each trimester. The following guidelines will be followed campus-wide:

1. Grades will be based on California Common Core State Standards.
2. Teachers will communicate grading policies to students and parents in writing as part of the class orientation at the beginning of each year or semester.
3. Students will be given **multiple opportunities to be graded** and will be given a **variety of ways** to indicate knowledge, mastery standards and/or performance of skills. Assessments may be based on portfolios, group interaction, problem solving, oral presentations, written exams, and essays. Class attendance and participation may be included as part of the minimum academic standards a student must meet.
4. The grades of a **student transferring into HTVCS mid-grading period** will be determined by proportionately averaging in the transfer grade with the grade earned at HTVCS during the time the student was here.
5. No student class changes will be made except with the approval of the administration.
6. The following is recommended regarding **make-up work for a student returning from suspension**. Teachers must arrange for the student to take a major test or complete a major project that was interrupted by the suspension. Teachers also are encouraged to allow the student to make up other work for credit.
7. **Grades are cumulative**. Thus, the grade entered on the student's official transcript must reflect the cumulative efforts of the grading period. Students are to be graded on their cumulative efforts throughout the semester, not on their efforts in discrete six-week grading periods.

Incompletes: Incompletes are *not* to be given for fines, money owed, or equipment not returned. They are to be given only in cases of medical or other legitimate absences that make it impossible to give a grade at the end of the grading period.

Use of grades other than A, B, C, D and F: On the grade sheets which you will receive at the end of each grading period are several options other than the letter grades of A, B, D, C, and F. These other grades are to be used as follows:

(NM) No Mark

For use only with new students who arrived within two weeks of the end of the grading period without transfer grades. If a transfer grade is received, that grade should be used.

(I) Incomplete

To be used only in cases of absence for medical reasons or other extenuating circumstances which make it impossible to give a grade, but which leave room for the student to earn a grade within the 3-week deadline.

(W/F) Withdrawal/Failing

Not for teacher use, handled through the Front Office. Students who have been withdrawn while failing should not appear in your PowerSchool. If their names do appear, you should see the registrar in the Front Office for directions.

(D) Drop

Not for teacher use. The registrar and the Attendance Office are legally responsible for this area. Students who have been dropped should not appear in your PowerSchool. If their names do appear, you should see the registrar in the Front Office for directions.

HEALTH AND SAFETY POLICY

HTVCS is committed to providing and maintaining a healthy and safe work environment for all employees.

You are required to know and comply with the School's General Safety Rules (located in the teacher work area) and to follow safe and healthy work practices at all times. You are required to report immediately to the Principal any potential health or safety hazards, and all injuries or accidents.

In compliance with Proposition 65, the School will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

HEALTH TECHNICIAN OFFICE

If students are in need of medical attention, please send them to the Health Technician's office. Please adhere to the following protocols:

- Please complete a pass to send the student to the office.
- If the need is life threatening, call 911 first, then notify the office. Provide first aid at the level of which you are capable, and always notify the office if they need to direct any medical vehicle.
- Each classroom should have a first aid kit. Please use this for minor first aid as outlined in the School Safety Plan.
- The Health Tech can give students medications with a doctor's authorization. This includes acetaminophen, ibuprofen, and Benadryl. Please do not allow students to carry these or any other medications. Confiscate and report immediately if a student is giving medication to another student.
- The Health Tech tracks the number of students' visits: type of complaints, duration of the visits, time, teacher, etc. Statistics are available for review upon request.
- Please do not give the student a medical diagnosis. Disease germs have mutated quite a bit in the last few years. Red eyes on this campus are mostly allergies, a sty or a cold, not bacterial conjunctivitis. If you see any of the following signs and symptoms: bloodshot, oozing, non-focusing eyes, early morning stomach and headaches; inability to stand straight, lack of coordination, PLEASE send them to the Health Tech immediately!
- If you suspect drug use because of student behavior without seeing actual drugs or paraphernalia, please refer the student to the Principal or Counselor.
- All medications, whether prescription or over the counter, must be locked in the Health Office.
- Students who receive daily medications will be issued a medication pass.

HOLIDAYS, VACATIONS, AND LEAVES

For all certificated employees represented by SDEA, rights related to holidays, vacation and leaves shall be as specified in the collective bargaining agreement.

For all other employees, the following applies:

Holidays

HTVCS calendar reflects any and all holidays observed by the School. The following holidays are generally observed by public entities, including public schools:

- New Year' Eve
- New Year's Day
- Martin Luther King Jr. Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving
- Friday after Thanksgiving
- Day before Christmas
- Christmas Day

Religious Holidays

Recognized religious holidays may be taken off by an employee whose religion requires observance of the particular day. Employees must request the day off in advance by written notice to the Principal. The employee will be paid if the religious holiday is taken as an earned vacation or personal necessity day as applicable. Employees on any leave of absence do not earn holiday pay.

Vacation

While the School recognizes the importance of vacation time as a period of rest and rejuvenation away from the job, vacations must be scheduled with due consideration for "peak traffic periods" in the school. With this in mind, it is expected that vacation time will be taken when school is not in session.

Exempt full-time employees are not entitled to vacation terms. Non-exempt full time employees are entitled to vacation based upon date of hire, length of service and status with the School. Vacation is accrued on a monthly basis at a rate of 8 hours per month. Paid vacation time for administrators will be established in the administrator's employment contract as applicable.

Any vacation time taken during the school year or otherwise should be coordinated and cleared by the Principal subject to scheduling and seniority. No vacation time may be taken by clerical and office staff during the month of August, unless specifically authorized by the Principal. For clerical and office staff, vacation days must be taken when school is not in session, between the end of the school year and the start of the new school year and during school breaks (Thanksgiving, Winter, Spring, etc.). For 11-month employees, vacation time is figured on a school year beginning with the opening of school rather than on a fiscal year.

Vacation time may not be utilized before it is earned. An employee whose employment terminates will be paid for accrued unused vacation days. Vacation can accrue up to a maximum of fifteen (15) days of pay or the maximum hours listed in their contract. Once this cap is reached, no further vacation will accrue until some vacation is used. When some vacation is used, vacation compensation will begin to accrue again. There is no retroactive grant of vacation compensation for the period of time the accrued vacation compensation was at the cap.

Unpaid Leave of Absence

HTVCS recognizes that special situations may arise where an employee must leave his or her job temporarily. At its discretion, the School may grant employees leaves of absence. Any unpaid leave of absence must be approved in advance by the School.

The granting of a leave of absence always presumes the employee will return to active work by a designated date or within a specific period.

If you are currently covered, medical, and dental coverage will remain in force during a medical or worker's compensation leave of absence, provided you pay the appropriate premiums. Whether you are required to pay your own premiums will depend upon the length of your leave of absence. During a family/medical leave, your medical and dental benefits will remain in force provided you pay the appropriate premiums. Benefits are terminated the day any other type of leave begins. If an employee fails to return from a leave and is subsequently terminated, the employee is entitled to all earned but unused vacation pay, provided that the vacation pay was earned prior to the commencement of leave.

No vacation time is accrued during any type of unpaid leave of absence.

Sick Leave

Sick leave is a form of insurance that full-time employees accumulate in order to provide a cushion for incapacitation due to illness or injury. It is intended to be used only when actually required to recover from illness or injury. Time off for medical and dental appointments will be treated as sick leave. HTVCS will not tolerate abuse or misuse of your sick leave privilege.

HTVCS provides paid sick leave to full-time employees for periods of temporary absences due to illness, injury, or disability. Eligible employees may use up to two (2) days per school year of accumulated sick leave for personal business. Normally, forty-eight hours advance notice shall be required and such leave may not be used the day prior to or after a holiday or school recess period. Such leave shall not be used to participate in any concerted activities.

Full-time employees will accrue paid sick leave at the rate of one (8 hours) per month worked. Accrued sick leave does carry over from year to year and the School does not pay employees in lieu of unused sick leave. If you are absent longer than three (3) days due to illness, medical evidence of your illness and/or medical certification of your fitness to return to work satisfactory to the School will be required before the School honors any sick pay requests. HTVCS may withhold sick pay if it suspects that sick leave has been misused.

Once an employee has exhausted sick leave, the employee may continue on an unpaid medical leave depending upon the facts and circumstances of the employee's basis for leave beyond accrued sick leave. Employee requests for unpaid medical leave must be approved in advance by the School.

Family Care and Medical Leave

This policy explains how the School complies with the federal Family and Medical Leave Act ("FMLA") and the California Family Rights Act ("CFRA"), both of which require the School to permit each eligible employee to take up to 12 workweeks (or 26 workweeks when indicated) of FMLA leave in any 12-month period for the purposes enumerated below. For purposes of this policy, all leave taken under FMLA or CFRA will be referred to as "FMLA leave."

- **Employee Eligibility Criteria**

To be eligible for FMLA leave, the employee must have been employed by the School for the last 12 months and must have worked at least 1,250 hours during the 12-month period immediately preceding commencement of the FMLA leave.

- **Events That May Entitle an Employee to FMLA Leave**

The 12-week (or 26-week where indicated) FMLA allowance includes any time taken (with or without pay) for any of the following reasons:

1. To care for the employee's newborn child or a child placed with the employee for adoption or foster care. Leaves for this purpose must conclude 12 months after the birth, adoption, or placement. If both parents are employed by the School, they will be entitled to a combined total of 12 weeks of leave for this purpose.
2. Because of the employee's own serious health condition (including a serious health condition resulting from an on-the-job illness or injury) that makes the employee unable to perform any one or more of the essential functions of his or her job (other than a disability caused by pregnancy, childbirth, or related medical conditions, which is covered by the School's separate pregnancy disability policy).
3. To care for a spouse, domestic partner, child, or parent with a serious health condition or military service-related injury.
4. For any "qualifying exigency" because the employee is the spouse, son, daughter, or parent of an individual on active military duty, or an individual notified of an impending call or order to active duty in the Armed Forces.
5. To provide care to a covered service member (U.S. Armed Services) with a serious injury or illness who is the spouse, son, daughter, parent, or next of kin of the employee. The employee may take a maximum of twenty six (26) weeks of FMLA leave in a single twelve (12) month period to provide said care.

6. A “serious health condition” is an illness, injury, impairment, or physical or mental condition that involves: (1) inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care; or (2) continuing treatment by a health care provider.
- Amount of FMLA Leave Which May Be Taken
 1. FMLA leave can be taken in one or more periods, but may not exceed twelve (12) workweeks total for any purpose in any 12-month period, as described below, for any one, or combination of the above-described situations. “Twelve workweeks” means the equivalent of twelve of the employee’s normally scheduled workweeks. For a full-time employee who works five (5) eight-hour days per week, “twelve workweeks” means sixty (60) working and/or paid eight (8) hour days.
 2. An employee who is the spouse, son, daughter, parent, or next of kin of a covered Armed Forces member shall be entitled to a total of twenty-six (26) workweeks of FMLA leave during a twelve (12) month period to care for the Armed Forced member.
 3. The “12 month period” in which twelve (12) weeks of FMLA leave may be taken is the twelve (12) month period immediately preceding the commencement of any FMLA leave.
 4. If a holiday falls within a week taken as FMLA leave, the week is nevertheless counted as a week of FMLA leave. If, however, the School’s business activity has temporarily ceased for some reason and employees are generally not expected to report for work for one or more weeks, such as the Winter Break, Spring Break, or Summer Vacation, the days the School’s activities have ceased do not count against the employee’s FMLA leave entitlement.
 - Pay during FMLA Leave
 1. An employee on FMLA leave because of his or her own serious health condition must use all accrued paid sick leave and may use any or all accrued paid vacation time at the beginning of any otherwise unpaid FMLA leave period.
 2. An employee on FMLA leave for child care or to care for a spouse, domestic partner, parent, or child with a serious health condition may use any or all accrued paid leave at the beginning of any otherwise unpaid FMLA leave.
 3. If an employee has exhausted all their sick leave, leave taken under FMLA shall be unpaid.
 4. The receipt of vacation pay, sick leave pay or State Disability Insurance benefits will not extend the length of the FMLA leave. Vacation pay and sick pay accrues during any period of unpaid FMLA leave only until the end of the month in which unpaid leave began.
 - Health Benefits

The provisions of the School’s various employee benefit plans govern continuing eligibility during FMLA leave, and these provisions may change from time to time. The health benefits of employees on FMLA leave will be paid by the School during the leave at the same level and under the same conditions as

coverage would have been provided if the employee had been continuously employed during the leave

period. When a request for FMLA leave is granted, the School will give the employee written confirmation of the arrangements made for the payment of insurance premiums during the leave period.

HTVCS may recover the health benefit costs paid on behalf of an employee during his/her FMLA leave

if:

1. The employee fails to return from leave after the period of leave to which the employee is entitled has expired. An employee is deemed to have “failed to return from leave” if he/she works less than thirty (30) days after returning from FMLA leave; and
 2. The employee’s failure to return from leave is for a reason other than the continuation, recurrence, or onset of a serious health condition that entitles the employee to FMLA leave, or other circumstances beyond the control of the employee.
- Seniority
 1. An employee on FMLA leave remains an employee and the leave will not constitute a break in service. An employee who returns from FMLA leave will return with the same seniority he/she had when the leave commenced.
 - Medical Certifications
 1. An employee requesting FMLA leave because of his/her own or a relative’s serious health condition must provide medical certification from the appropriate health care provider on a form supplied by the School. Failure to provide the required certification in a timely manner (within fifteen (15) days of the leave request) may result in denial of the leave request until such certification is provided.
 2. The School may contact the employee’s health care provider to authenticate or clarify information in a deficient certification if the employee is unable to cure the deficiency.
 3. If the School has reason to doubt the medical certification supporting a leave because of the employee’s own serious health condition, the School may request a second opinion by a health care provider of its choice (paid for by the School). If the second opinion differs from the first one, the School will pay for a third, mutually agreeable, health care provider to provide a final and binding opinion.
 4. Re-certifications are required if leave is sought after expiration of the time estimated by the health care provider. Failure to submit required re-certifications can result in termination of the leave.
 - Procedures for Requesting and Scheduling FMLA Leave
 1. An employee should request FMLA leave by completing a Request for Leave form and submitting it to the Principal/ Board. An employee asking for a Request for Leave form will be given a copy of the School’s then-current FMLA leave policy.
 2. Employees should provide not less than thirty (30) days notice for foreseeable childbirth, placement, or any planned medical treatment for the employee or his/her spouse, domestic partner, child, or parent. Failure to provide such notice is grounds for denial of a leave request, except if the need for FMLA leave was an emergency or was otherwise unforeseeable.

3. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the School's operations.
 4. If FMLA leave is taken because of the employee's own serious health condition or the serious health condition of the employee's spouse, domestic partner, parent or child, the leave may be taken intermittently or on a reduced leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition.
 5. If FMLA leave is taken because of the birth of the employee's child or the placement of a child with the employee for adoption or foster care, the minimum duration of leave is two (2) weeks, except that the School will grant a request for FMLA leave for this purpose of at least one day but less than two (2) weeks' duration on any two (2) occasions.
 6. If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment for the employee or a family member, the employee may be transferred temporarily to an available alternative position for which he or she is qualified, which has equivalent pay and benefits and better accommodates recurring periods of leave than the employee's regular position.
 7. In most cases, the School will respond to an FMLA leave request within two (2) days of acquiring knowledge that the leave is being taken for an FMLA-qualifying reason and, in any event, within five (5) business days of receiving the request, absent extenuating circumstances. If an FMLA leave request is granted, the School will notify the employee in writing that the leave will be counted against the employee's FMLA leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.
- Return to Work
 1. Upon timely return at the expiration of the FMLA leave period, an employee (other than a "key" employee whose reinstatement would cause serious and grievous injury to the School's operations) is entitled to the same or a comparable position with the same or similar duties and virtually identical pay, benefits, and other terms and conditions of employment unless the same position and any comparable position(s) have ceased to exist because of legitimate business reasons unrelated to the employee's FMLA leave.
 2. When a request for FMLA leave is granted to an employee (other than a "key" employee), the School will give the employee a written guarantee of reinstatement at the termination of the leave (with the limitations explained above).
 3. Before an employee will be permitted to return from FMLA leave taken because of his or her own serious health condition, the employee must obtain a certification from his or her health care provider that he or she is able to resume work.
 4. If an employee can return to work with limitations, the School will evaluate those limitations and, if possible, will accommodate the employee as required by law. If accommodation cannot be made, the employee will be medically separated from the School.
 - Limitations on Reinstatement
 1. HTVCS may refuse to reinstate a "key" employee if the refusal is necessary to prevent substantial and grievous injury to the School's operations. A "key" employee is an

exempt salaried employee who is among the highest paid 10% of the School's employees within seventy-five (75) miles of the employee's worksite.

2. A "key" employee will be advised in writing at the time of a request for, or if earlier, at the time of commencement of, FMLA leave, that he/she qualifies as a "key" employee and the potential consequences with respect to reinstatement and maintenance of health benefits if the School determines that substantial and grievous injury to the School's operations will result if the employee is reinstated from FMLA leave. At the time it determines that refusal is necessary, the School will notify the "key" employee in writing (by certified mail) of its intent to refuse reinstatement and will explain the basis for finding that the employee's reinstatement would cause the School to suffer substantial and grievous injury. If the School realizes after the leave has commenced that refusal of reinstatement is necessary, it will give the employee at least ten (10) days to return to work following the notice of its intent to refuse reinstatement.
- Employment during Leave
 1. An employee on FMLA leave may not accept employment with any other employer without the School's written permission. An employee who accepts such employment will be deemed to have resigned from employment at the School.

Pregnancy Disability Leave

This policy explains how the School complies with the California Pregnancy Disability Act, which requires the School to give each female employee an unpaid leave of absence of up to four (4) months, as needed, for the period(s) of time a woman is actually disabled by pregnancy, childbirth, or related medical conditions.

- Employee Eligibility Criteria:
 1. To be eligible for pregnancy disability leave, the employee must be disabled by pregnancy, childbirth, or a related medical condition and must provide appropriate medical certification concerning the disability.
 2. Events That May Entitle an Employee to Pregnancy Disability Leave:

The four-month pregnancy disability leave allowance includes any time taken (with or without pay) for

any of the following reasons:

1. The employee is unable to work at all or is unable to perform any one or more of the essential functions of her job without undue risk to herself, the successful completion of her pregnancy, or to other persons because of pregnancy or childbirth, or because of any medically recognized physical or mental condition that is related to pregnancy or childbirth (including severe morning sickness); or
 2. The employee needs to take time off for prenatal care.
- Duration of Pregnancy Disability Leave:

Pregnancy disability leave may be taken in one or more periods, but not to exceed four months total.

"Four months" means the number of days the employee would normally work within four months. For a full-time employee who works five eight hour days per week, four months means 693 hours of leave (40

hours per week times 17 1/3 weeks). Pregnancy disability leave does not count against the leave which may be available as Family Care and Medical Leave.

- Pay during Pregnancy Disability Leave

1. An employee on pregnancy disability leave must use all accrued paid sick leave and may use any or all accrued vacation time at the beginning of any otherwise unpaid leave period.
2. The receipt of vacation pay, sick leave pay, or state disability insurance benefits will not extend the length of pregnancy disability leave.
3. Vacation pay and sick pay accrues during any period of unpaid pregnancy disability leave only until the end of the month in which the unpaid leave began.

- Health Benefits

HTVCS shall provide continued health insurance coverage while an employee is on a PDL leave consistent with applicable law. The continuation of health benefits is for a maximum of four (4) months in

a 12-month period. HTVCS can recover premiums that it already paid on behalf of an employee if both of

the following conditions are met:

1. The employee fails to return from leave after the designated leave period expires.
2. The employee's failure to return from leave is for a reason other than the following:
 - The employee is taking CFRA leave.
 - The continuation, recurrence or onset of a health condition entitles the employee to CFRA leave or other circumstances beyond the employee's control.

- Seniority

1. An employee on pregnancy disability leave remains an employee of the School and a leave will not constitute a break in service.
2. When an employee returns from pregnancy disability leave, he or she will return with the same seniority he or she had when the leave commenced.

- Medical Certifications

1. An employee requesting a pregnancy disability leave must provide medical certification from her healthcare provider on a form supplied by the School. Failure to provide the required certification in a timely manner (within fifteen (15) days of the leave request) may result in a denial of the leave request until such certification is provided.
2. Re-certifications are required if leave is sought after expiration of the time estimated by the healthcare provider. Failure to submit required recertification can result in termination of the leave.

- Requesting and Scheduling Pregnancy Disability Leave

1. An employee should request pregnancy disability leave by completing a Request for Leave form and submitting it to the Principal. An employee asking for a Request for Leave form will be referred to the School's then current pregnancy disability leave policy.
2. Employee should provide not less than thirty (30) days or as short of notice as is practicable, if the need for the leave is foreseeable. Failure to provide such notice is

grounds for denial of the leave request, except if the need for pregnancy disability leave was an emergency and was otherwise unforeseeable.

3. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the School's operations.
 4. Pregnancy disability leave may be taken intermittently or on a reduced leave schedule when medically advisable, as determined by the employee's healthcare provider.
 5. If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment, the employee may be transferred temporarily to an available alternative position for which he or she is qualified that has equivalent pay and benefits that better accommodates recurring periods of leave than the employee's regular position.
 6. In most cases, the School will respond to a pregnancy disability leave request within two (2) days of acquiring knowledge that the leave qualifies as pregnancy disability and, in any event, within ten (10) days of receiving the request. If a pregnancy disability leave request is granted, the School will notify the employee in writing and leave will be counted against the employee's pregnancy disability leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.
- Return to Work
 1. Upon timely return at the expiration of the pregnancy disability leave period, an employee is entitled to the same position unless the employee would not otherwise have been employed in the same position (at the time reinstatement is requested). If the employee is not reinstated to the same position, she must be reinstated to a comparable position unless there is no comparable position available, but filling that position with the returning employee would substantially undermine the School's ability to operate the business safely and efficiently. A "comparable" position is a position that involves the same or similar duties and responsibilities and is virtually identical to the employee's original position in terms of pay, benefits, and working conditions.
 2. When a request for pregnancy disability leave is granted to an employee, the School will give the employee a written guarantee of reinstatement at the end of the leave (with the limitations explained above).
 3. Before an employee will be permitted to return from pregnancy disability leave of three days or more, the employee must obtain a certification from her healthcare provider that she is able to resume work.
 4. If the employee can return to work with limitations, the School will evaluate those limitations and, if possible, will accommodate the employee as required by law. If accommodation cannot be made, the employee will be medically separated from the School.
 - Employment during Leave
 1. An employee on pregnancy disability leave may not accept employment with any other employer without the School's written permission. An employee who accepts such employment will be deemed to have resigned from employment.

Industrial Injury Leave (Workers' Compensation)

HTVCS, in accordance with State law, provides insurance coverage for employees in case of work-related injuries. The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits, tax-free to replace lost wages; and
- Vocational rehabilitation to help qualified injured employees return to suitable employment.

To ensure you receive any worker's compensation benefits to which you may be entitled, you will need to:

- Immediately report any work-related injury to the Principal;
- Seek medical treatment and follow-up care if required;
- Complete a written Employee's Claim Form (DWC Form 1) and return it to the Principal; and
- Provide the School with a certification from your health care provider regarding the need for workers' compensation disability leave as well as your eventual ability to return to work from the leave.

It is the School's policy that when there is a job-related injury, the first priority is to insure that the injured employee receives appropriate medical attention. HTVCS, with the help of its insurance carrier has selected medical centers to meet this need. Each medical center was selected for its ability to meet anticipated needs with high quality medical service and a location that is convenient to the School's operation.

- If an employee is injured on the job, he/she is to go or be taken to the approved medical center for treatment. If injuries are such that they require the use of emergency medical systems (EMS) such as an ambulance, the choice by the EMS personnel for the most appropriate medical center or hospital for treatment will be recognized as an approved center.
- All accidents and injuries must be reported to the Principal and to the individual responsible for reporting to the School's insurance carrier. Failure by an employee to report a work-related injury by the end of his/her shift could result in loss of insurance coverage for the employee. An employee may choose to be treated by his/her personal physician at his/her own expense, but he/she is still required to go to the School's approved medical center for evaluation. All job-related injuries must be reported to the appropriate State Workers' Compensation Bureau and the insurance carrier.
- When there is a job-related injury that results in lost time, the employee must have a medical release from the School's approved medical facility before returning to work.
 - Any time there is a job-related injury, the School's policy requires drug/alcohol testing along with any medical treatment provided to the employee.

Military and Military Spousal Leave of Absence

HTVCS shall grant a military leave of absence to any employee who must be absent from work due to service in the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 ("USERRA"). All employees requesting military leave must provide advance written notice of the need for such leave, unless prevented from doing so by military necessity or if providing notice would be impossible or unreasonable.

If military leave is for thirty (30) or fewer days, the School shall continue the employee's health benefits. For service of more than thirty (30) days, the employee shall be permitted to continue their health benefits at their option through COBRA. Employees are entitled to use accrued vacation or paid time off as wage replacement during time served, provided such vacation/paid time off accrued prior to the leave.

HTVCS will reinstate those employees returning from military leave to their same position or one of comparable seniority, status, and pay if they have a certificate of satisfactory completion of service and apply within ninety (90) days after release from active duty or within such extended period, if any, as required by law. Exceptions to this policy will occur wherever necessary to comply with applicable laws.

HTVCS shall grant up to ten (10) days of unpaid leave to employees who work more than twenty (20) hours per week and who are spouses of deployed military servicemen and servicewomen. The leave may be taken when the military spouse is on leave from deployment during a time of military conflict. To be eligible for leave, an employee must provide the School with (1) notice of intention to take military spousal leave within two (2) business days of receiving official notice that the employee's military spouse will be on leave from deployment, and (2) documentation certifying that the employee's military spouse will be on leave from deployment during the time that the employee requests leave.

Bereavement Leave

Full-time employees who have worked for more than thirty (30) days are entitled to a leave of up to five (5) workdays per school year without loss of pay due to a death in the immediate family. Paid bereavement leave is available only to a full-time employee who has been working at HTVCS for twelve (12) consecutive months or one full academic school year. For purposes of this policy, an immediate family member shall be limited to the following: mother; mother in law; father; father in law; husband; wife; son; son in law; daughter; daughter in law; sister; sister in law; brother; brother in law; grandmother; grandfather or grandchildren of the employee or spouse or any relative living in the immediate household of the employee, or anyone who, over a period of time, has held the place of an immediate family member to the employee or spouse.

Bereavement pay will not be used in computing overtime pay. Any scheduled days off (including weekends, holidays and vacations) falling during the absence will be counted as both bereavement leave and scheduled days off. If an employee requires more than three (3) workdays off for bereavement leave, the employee may request additional unpaid leave or may request the opportunity to use any accrued sick leave.

Jury Duty or Witness Leave

For all exempt employees, the School will pay for time off if you are called to serve on a jury. For all non-exempt employees, the School will pay for up to three (3) days if you are called to serve on a jury.

Voting Time Off

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two

(2) hours combined. Under these circumstances, an employee will be allowed a maximum of two (2) hours of time off during an election day without loss of pay. When possible, an employee requesting time off to vote shall give the Principal notice in advance.

Bone Marrow/Organ Donor Leave

As required by law, eligible employees who require time off to donate bone marrow to another person may receive up to five workdays off in a 12-month period. Eligible employees who require time off to donate an organ to another person may receive up to thirty (30) workdays off in a 12- month period.

- **Employee Eligibility Criteria**

To be eligible for bone marrow or organ donation leave (“Donor Leave”), the employee must have been employed by the School for at least ninety (90) days immediately preceding the bone marrow or organ donation leave.

- **Procedures and Conditions for Requesting and Scheduling Bone Marrow or Organ Donation Leave**

1. An employee requesting Donor Leave must provide written verification to the School that he or she is an organ or bone marrow donor and that there is a medical necessity for the donation of the organ or bone marrow.
2. An employee must first use his or her earned but unused sick or vacation leave for bone marrow donation and two (2) weeks’ worth of earned but unused sick or vacation leave for organ donation. If the employee has an insufficient number of sick or vacation days available, the leave will be considered paid time off.
3. Employees returning from Donor Leave will be reinstated to the position held before the leave began, or to a position with equivalent seniority status, benefits, pay and other terms and conditions of employment. The School may refuse to reinstate an employee if the reason is unrelated to taking a Donor Leave.
4. A Donor Leave is not permitted to be taken concurrently with an FMLA Leave.

School Appearance and Activities Leave

As required by law, the School will permit an employee who is a parent or guardian of school children, from kindergarten through grade twelve (12), or a child in a licensed day-care facility, up to forty (40) hours of unpaid time off per child per school year (up to eight (8) hours in any calendar month of the school year) to participate in activities of a child's school. If more than one parent or guardian is an employee of HTVCS, the employee that first provides the leave request will be given the requested time off. Where necessary, additional time off will also be permitted where the school requires the employee(s) appearance.

The employee requesting school leave must provide reasonable advanced notice of the planned absence. The employee must use accrued but unused sick or vacation time to be paid during the absence.

When requesting time off for school activities, the employee must provide verification of participation in an activity as soon as practicable. When requesting time off for a required appearance, the employee(s) must provide a copy of the notice from the child’s school requesting the presence of the employee

Returning From Leave of Absence

Employees cannot return from a medical leave of absence without first providing a sufficient doctor's return to work authorization.

When business considerations require, the job of an employee on leave may be filled by a temporary or regular replacement. An employee should give the Principal thirty (30) days notice before returning from leave. Whenever the School is notified of an employee's intent to return from a leave, the School will attempt to place the employee in his former position or in a comparable position with regard to salary and other terms and conditions for which the employee is qualified. However, re-employment cannot always be guaranteed.

If an employee fails to return from a leave of absence on the date agreed and does not provide medical information to justify the continued absence, it will be assumed that the employee has voluntarily resigned.

If you need further information regarding Leaves of Absence, be sure to consult the Principal.

With regard to represented employees, employment rights regarding leaves shall be governed by any applicable collective bargaining agreement.

HOMEWORK POLICY

Homework represents a tangible tie between the home and the school. For most parents, their only knowledge of the teacher's professional competency is the quality of homework brought home by their children. Homework assignments should be reasonable, specific, reinforce classroom learning, and relate to each student's needs and abilities. Meaningless drill and blanket assignments of "read the chapter and answer the questions at the end of it" provide the poorest example of a teacher's performance. On the other hand, assignments that are extensions of the ongoing program truly optimize a teacher's ability to plan an educational program that transcends the classroom period. Each teacher's homework policy should be on file in the Principal's Office. The homework policy should be posted on the teacher's web page, and must be sent home during the first week of school. Homework is assigned four (4) days per week, Monday through Thursday.

INTERNAL COMPLAINT REVIEW

Specific complaints of unlawful harassment are addressed under the School's "Policy Against Unlawful Harassment" (found under Discipline and Termination of Employment section).

Internal Complaints:

(Complaints by Employees Against Employees)

This section of the policy is for use when a School employee raises a complaint or concern about a coworker.

If reasonably possible, internal complaints should be resolved at the lowest possible level, including attempts to discuss/resolve concerns with the immediate supervisor. However, in the event an informal resolution may not be achieved or is not appropriate, the following steps will be followed by the Principal or designee:

1. The complainant will bring the matter to the attention of the Principal as soon as possible after attempts to resolve the complaint with the immediate supervisor have failed or if not appropriate; and
2. The complainant will reduce his or her complaint to writing, indicating all known and relevant facts. The Principal or designee will then investigate the facts and provide a solution or explanation;
3. If the complaint is about the Principal, the complainant may file his or her complaint in a signed writing to the President of the Board of Directors of the School, who will then confer with the Board and may conduct a fact-finding or authorize a third party investigator on behalf of the Board. The Board President or investigator will report his or her findings to the Board for review and action, if necessary.

This policy cannot guarantee that every problem will be resolved to the employee's satisfaction. However, the School values each employee's ability to express concerns and the need for resolution without fear of adverse consequence to employment.

Please see Appendix B for Internal Complaint Form.

Policy for Complaints Against Employees:

(Complaints by Third Parties Against Employees)

This section of the policy is for use when a non-employee raises a complaint or concern about a School employee.

If complaints cannot be resolved informally, complainants may file a written complaint with the office of the Principal or Board President (if the complaint concerns the Principal) as soon as possible after the events that give rise to the complainant's concerns. The written complaint should set forth in detail the factual basis for the complaint.

In processing the complaint, Principal (or designee) shall abide by the following process:

1. The Principal or designee shall use his or her best efforts to talk with the parties identified in the complaint and to ascertain the facts relating to the complaint.
2. In the event that the Principal (or designee) finds that a complaint against an employee is valid, the Principal (or designee) may take appropriate disciplinary action against the employee. As appropriate, the Principal (or designee) may also simply counsel/reprimand employees as to their conduct without initiating formal disciplinary measures.
3. The Principal's (or designee's) decision relating to the complaint shall be final unless it is appealed to the Board of Directors of the School. The decision of the Board of Directors shall be final.

General Requirements:

1. Confidentiality: All complainants will be notified that information obtained from the complainants and thereafter gathered will be maintained in a manner as confidential as possible, but in some circumstances absolute confidentiality cannot be assured.
2. Non-Retaliation: All complainants will be advised that they will be protected against retaliation as a result of the filing of any complaints or participation in any complaint process.
3. Resolution: The Board (if a complaint is about the Principal) or the Principal or designee will investigate complaints appropriately under the circumstances and pursuant to the applicable procedures, and if necessary, take appropriate remedial measures to ensure effective resolution of any complaint.

KEYS

Staff must take every precaution to see that keys do not get lost, stolen, or misplaced. They are not to be left in your mailbox or desk. Teachers are not allowed to give keys to students at any time. In some cases, rooms will be opened by the custodian or Front Office Staff for substitutes. Report any lost key(s) to the Front Office immediately.

Keep your classrooms and/or offices locked during all times when you are out, including lunch time and prep period. Students are never permitted to remain in the classroom unsupervised. Be absolutely certain that you lock your room/office upon leaving it at the end of the school day. **Reminder: TURN OFF YOUR LIGHTS, CLOSE THE WINDOWS, AND IF YOU HAVE AIR-CONDITIONING, TURN IT OFF!**

LEADER IN ME (LiM)

HTVCS is a Leader in Me (LiM) School. The purpose of LiM is to create a culture of leadership and accountability among staff, students, and our Tubman community. Staff are required to participate in LiM events, training, and goal setting.

Staff will select an Accountability Partner and report that partner to the Lighthouse Coordinator. They will choose two professional and two personal goals. They will communicate weekly using their method of choice with their Accountability Partner their progress towards achieving their goals.

All staff are expected to model the seven habits in their actions and interactions with peers and students. Teachers are expected to teach The First Eight Days with fidelity during the first eight days of school. Teachers will then teach a LiM lesson at least one time per week.

LEAVING CAMPUS TEMPORARILY

All staff are expected to be on campus for the entire workday (excluding a 30 minute, duty-free lunch) including prep period. Those wishing to leave campus for any reason need to notify the Front Office or Administrative Assistant. The beginning and end of the regular workday is the same for all full time teachers, regardless of prep period. In case of emergency, the administration must know the location of staff members at all times.

LIBRARY SERVICES

The library will be open from 7:45am – 3:00pm daily. Promoting literacy and the love of reading is a priority at Tubman. Therefore, teachers must bring their classes to the library, at a minimum, once per week. Teachers are given a library schedule, which will also be posted on Google Calendar. Students will be able to check out a **maximum** of two books and fines will be charged for overdue materials at a rate of five cents per day.

LOST AND FOUND

Items of great value and large sums of money should never be brought to school. Valuables (such as a wallet, cell phone, watch, purse, jewelry, etc.) will be kept in the Front Office if they are turned in. Lost clothing is kept in the on the round rack near the Auditorium. The school will not be held responsible for items lost, stolen, or left at school.

MAIL

Each staff member has a mailbox in the school office. It is important that you check your mailbox before school, prior to leaving school each day, and at other times at your convenience.

Correspondence with any other school in the district, or with the District Office, may be handled through SDUSD school mail. Office bulletin boards and staff mailboxes must not be tampered with. They are to be used for district, state, federal and school information only.

MASTER CALENDAR

A master calendar of all school activities is kept on Google Calendar under “HTVCS Staff Calendar.” All activities must be approved by Principal or Admin Designee. All scheduled activities must be recorded on the calendar during the month preceding the date of the activity. Activity Request Forms are available in the Front Office for this purpose. School forms relating to activities should be given to the Administrative Assistant in a timely manner. Only the school administrators are authorized to update the master calendar. Each week, upcoming calendar events are published in the weekly staff bulletin.

MIDDLE SCHOOL ITEMS

Bell Schedule:

<u>Monday/Tuesday</u>	
Advisory	8:15am - 8:47am
Period 1	8:50am - 9:44am
Period 2	9:47am - 10:41am
Period 3	10:44am - 11:38am
Period 4	11:41am - 12:35pm
Lunch	12:38pm - 1:08pm
Period 5	1:11pm - 2:05pm
Period 6	2:08pm - 3:00pm

<u>Thursday/Friday</u>	
Advisory	8:15am - 8:47am
Period 1/2	8:50am - 10:40am
Period 3/4	10:43am - 12:33pm
Lunch	12:36pm - 1:06pm
Period 5/6	1:09pm - 3:00pm

<u>Wednesday (Minimum Day)</u>	
Period 1	8:15am - 8:57am
Period 2	9:00am - 9:42am
Period 3	9:45am - 10:27am
Period 4	10:30am - 11:12am
Period 5	11:15am - 11:57am
Lunch	12:00pm - 12:30pm

Elective Classes:

In an effort to provide students a balanced Middle School experience, Tubman relies on Middle School teachers' talents, hobbies, and passion. Each Middle School teacher must teach an elective and/or intervention class each grading period. Middle School teachers are responsible for surveying students to find out their interests, completing elective class selection forms, and assisting with the scheduling of elective classes. With Administrative approval, teachers may also need to participate in fundraising to assist with running high quality elective classes.

Supervision during Passing Period

In order to help maintain a safe environment for middle school students, Middle School teachers must stand outside their classroom door during each passing period to help prevent behavior issues. This will help prevent bullying, fighting, and other unwanted behaviors; as well as maximize instructional time that would otherwise be wasted on trying to resolve behavior issues.

MORNING ROUTINE

Each class must recite each of the following at the beginning of the school day once BIC has been completed:

- **Pledge of Allegiance** (Students who do not salute the flag will be required to sit or stand quietly and respectfully.)
- **ROAR Pledge**

PARAPROFESSIONALS

As a result of the No Child Left Behind Act of 2001 (NCLB), the Board of Directors has approved the following policies for employment of paraprofessionals at HTVCS.

Paraprofessionals:

For the purposes of Title I, a paraprofessional is an employee who provides instructional support in a program supported with Title I, Part A funds. This includes paraprofessionals who:

1. Provide one-on-one tutoring if such tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher;
2. Assist with classroom management, such as organizing instructional and other materials;
3. Provide instructional assistance in a computer laboratory;
4. Conduct parental involvement activities;
5. Provide support in a library or media center;
6. Act as a translator;
7. Provide instructional support services under the direct supervision of a teacher.

This definition of paraprofessionals does not include classified office staff, security staff, cafeteria workers, or copy room staff.

Paraprofessionals, as defined by Title I, must meet the requirements in one of the following ways:

1. Completed two years of full-time study (48 units) at an institution of higher education.
2. Obtained an associate's (or higher) degree.

Policy on hiring new paraprofessionals to fill vacancies:

All new candidates for paraprofessional positions as identified by Title 1 must document meeting one or more of the criteria prior to being considered for employment.

PARENTS AS PARTNERS

Parents and teachers complement each other's efforts in the education of young people. Open communication is basic to our success, and it is vital that parents be contacted as soon as problem areas become apparent. Teachers must notify parents by phone as soon as any of the following occur:

- 1) Excessive absences/tardies via Class Dojo
- 2) Serious academic problems, i.e. failure to turn in work or low test scores.
- 3) Persistently disruptive behavior.
- 4) Discipline referrals.

Phone calls and emails from parents should be returned within 24 hours, but preferably on the same day of the contact. Teachers need to check messages and e-mails daily.

One of the most positive steps a teacher can make is to contact a parent when a student does extremely well or works hard at a challenging task. Parents hear too little of the "good stuff." Teachers are required to make two "Good Calls" per week to highlight student successes.

Parent Conferences:

Building community and partnering with Tubman families are a top priority. Therefore, all teachers are required to hold parent conferences with 100% of their students' guardians during each conference period, November and March. In any case where a teacher's case load exceeds 40, then the Principal will make special arrangements with each teacher in order to provide release time. Middle school teachers will conference their families together. Telephone conferences are discouraged and must be pre-approved by Principal. We owe it to our families to have a formal sit down meeting and thoroughly discuss their child's education.

Each teacher must turn in a parent sign in sheet to the Front Office staff with parents' original signature. Office Staff is responsible for keeping copies of sign in sheets in the Parent Involvement Binder, as well as ensuring that each teacher turns in their sign in sheet within a week of parent conference dates.

Tips for Parent Conferences/Phone Calls:

Contacting parents when a son or daughter is not doing well academically or behaviorally can be difficult. The longer a problem persists before making contact, the more difficult the session is likely to be. Therefore, it is important to contact parents in a timely fashion.

Parent conferences should *not* be held in the Front Office lobby or faculty lounge. The lack of privacy makes both of those settings uncomfortable for parents. Instead, conferences should be held in the classroom. If available, a counselor's or education specialist office may be used, if one of those Staff members is involved. A conference room, if available, or other location that affords privacy may also be used.

Once you have made contact, you can help make the meeting or phone call productive in a number of ways, including the following:

- Stay calm. Chances are the parents may already be upset with the student. They need to see that they're dealing with an adult who's in control of him/herself. If you're upset, don't let them see it.
- LISTEN. This is a fairly sure, safe way to calm the parent down. Let them vent until they run down. Don't debate. Don't make accusations. Don't point out anything they might perceive as flaws in their child-rearing practices.
- Ask appropriate questions. ("What do you expect from Joe in school?" "How can we help you with that?" "What does Joe say the problem is?" "What has worked when Joe has had problems like this in the past?")
- Be specific and factual in describing the problems the student is experiencing and/or presenting in your class. ("Yesterday, during a lecture on the causes of World War II, Joe interrupted me with remarks which were inappropriate twice, got out of his seat to sharpen his pencil once, and threw a piece of paper at his friend," *instead of* "Joe is always disrupting my fascinating lectures.")
- Be specific in your expectations. ("I require students to take notes during class. I will examine their notebooks at specified times throughout the semester.")
- Make it clear that you want what is best for the student while at the same time fulfilling your responsibility to the entire class. ("I would like to see Joe stay in the class and earn at least a C. Do you have any ideas about how we can help him do this without interfering with the other students?")
- If you've erred, say so. ("Wow, you're right. I *did* forget to include the points Joe earned on that 100-point project in his grade. I'll re-figure that right now.")
- Encourage the parent to stay in touch with you. If the problem is an academic one, suggest that the student be required to take a progress report home every week or two.
- Teachers are recommended to give their school phone number and email address on all policy and grading procedures that go home to parents.

If the parent is angry or dissatisfied at the end of your meeting or conversation, be sure to let the Principal know immediately; provide background on the problem, the steps you have taken to correct it, and your contacts with the parent so that administrator may be prepared to respond appropriately.

Communicating with Spanish-Speaking and Somali-Speaking Parents:

Many of our students' parents speak limited English. The office staff will provide assistance in making contact with these parents. You should complete the Request Forms to request this service.

PARKING

There is staff parking located on all side streets surrounding the school. There is no school parking lot. There are two (2) handicapped parking places located near the Southeast corner of the campus. Please leave those spaces for disabled student drop off and for disabled visitors. Anyone using this place will need to have a proper handicapped placard issued by the Department of Motor Vehicles.

PARTIES

Parties are discouraged, limited to special occasions, and should occur only if they are directly related to classroom instructional content. **Permission for classroom celebrations MUST be secured from the Principal.**

Birthday parties are to be held outside of the school day. A brief classroom celebration is allowed during the last 15 minutes of the school day or during the students' lunch time. All parties, without exception, are to be conducted in the cafeteria or lunch tables, again with prior permission.

PARENT TEACHER COMMITTEE (PTC)

Parent involvement and participation in our school program are vital ingredients for a comprehensive educational program. PTC organizes many events throughout the school year and your participation is encouraged.

PERSONAL BUSINESS

HTVCS's facilities for handling mail and telephone calls are designed to accommodate School business. Please have your personal mail directed to your home address and limit personal telephone calls to an absolute minimum. Personal calls should not be made outside your immediate dialing area. Do not use School material (including social media), time, or equipment for personal projects. All personal business should be handled outside of the work day.

PERSONNEL EVALUATION AND RECORD KEEPING

For all certificated employees represented by SDEA, rights related to evaluation and recordkeeping are as specified in the collective bargaining agreement.

For all other employees, the following applies:

Employee Reviews and Evaluations:

Each employee will receive periodic performance reviews conducted by the Principal. Performance evaluations will be conducted annually, on or about the anniversary date of your employment with the School. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems.

Your performance evaluations may review factors such as the quality and quantity of the work you perform, your knowledge of the job, your initiative, your work attitude, and your attitude toward others. The performance evaluations are intended to make you aware of your progress, areas for improvement, and objectives or goals for future work performance. After the review, you will be required to sign the evaluation report simply to acknowledge that it has been presented to you, that you have discussed it with the Principal, and that you are aware of its contents.

On a periodic basis, the Principal will review your job performance with you in order to establish goals for future performance and to discuss your current performance. Newly hired employees may have their performance goals reviewed by the Principal within the first ninety (90) days of employment.

Personnel Files and Record Keeping Protocols:

At the time of your employment, a personnel file is established for you. Please keep the Principal advised of changes that should be reflected in your personnel file. Such changes include: change in address,

telephone number, marital status, number of dependents and person(s) to notify in case of emergency. Prompt notification of these changes is essential and will enable the School to contact you should the change affect your other records.

You have the right to inspect certain documents in your personnel file, as provided by law, in the presence of a School representative, at a mutually convenient time. You also have the right to obtain a copy of your personnel file as provided by law. You may add your comments to any disputed item in the file. HTVCS will restrict disclosure of your personnel file to authorized individuals within the School. A request for information contained in the personnel file must be directed to the Principal. Only the Principal or designee is authorized to release information about current or former employees. Disclosure of information to outside sources will be limited. However, the School will cooperate with requests from authorized law enforcement or local, state or federal agencies conducting official investigations or as otherwise legally required.

PLANNERS

Students must write in their planners on a daily basis for every subject. Teachers are responsible for checking planners on a weekly basis. All students in grades 3rd-8th receive a school planner.

PROFESSIONAL ATTIRE

At HTVCS, we pride ourselves on setting high standards for our students. The Board of Directors believes that teachers serve as role models. They should therefore maintain professional standards of dress and grooming. Just as overall attitude and instructional competency contribute to a productive learning environment, so do appropriate dress and grooming.

The Board encourages staff, during school hours, to wear clothing that will add dignity to the educational profession, will present an image consistent with their job responsibilities, and will not interfere with the learning process. Accordingly, all staff shall adhere to the following standards of dress:

- 1) Clothing and jewelry must be safe and appropriate to the educational environment. All clothing must be clean and in good repair. Slits or tears in pants or other articles of clothing are not permitted. Dresses or skirts should be no higher than three inches above the knee.
- 2) Slacks and shorts are to be worn on the waist with no portion of an undergarment showing. Jeans are not permitted on school days, with exceptions noted below. Shorts should be modest in length and should be no higher than three inches above the knee.
- 3) All tops must be appropriate to the work environment, and should be clean, neat, and provide proper coverage. Straps should be wider than two inches for tank tops, including active attire.
- 4) For safety purposes, jewelry must be appropriate and safe for the position.
- 5) Clothing or jewelry with logos that depict and/or promote gangs (as defined in Cal. Ed.Code § 35183), drugs, alcohol, tobacco, sex, violence, illegal activities, profanity, or obscenity are not permitted.
- 6) Appropriate shoes must be worn at all times. Shoes or sandals have to be safe and appropriate for the position. No flip flop sandals can be worn.
- 7) P.E. staff are permitted to wear appropriate athletic attire daily, unless directed by HTVCS.

- 8) On Teacher Work Days, staff are permitted to dress appropriately to the activity (including athletic attire), unless directed by HTVCS.

Fridays are casual days. All staff are encouraged to wear Tubman shirts on Fridays. Staff is encouraged to wear college, staff shirts, club, or special Tubman shirts for special events and Student of the Month Assemblies. Staff is encouraged to participate in Spirit Days.

PROFESSIONAL CONDUCT

All staff will conduct themselves in a professional manner at all times. This includes appropriate dress, language, manner of speaking to students, and topics of discussion.

PURCHASING MATERIALS

Principal approval must be obtained prior to any purchases. Purchase request forms can be found in the mail room. Once the purchase request has been approved, a staff member is able to go out and purchase the items or he/she can place a catalog order with the Administrative Assistant. No teacher or student may purchase or charge any item to be paid for by the school without prior permission. Teachers will be given money for classroom funding to be used for classroom supplies. Teachers are encouraged to reserve some money for printer ink purchases throughout the year.

RECYCLING

Tubman has a recycling program. Each classroom has a blue recycling bin that should not be used as a trash can. Every Friday we have a school-wide collection day. Proceeds from recycling program benefit the Go Green Team. The Go Green Team are responsible for collecting recyclables from classrooms, sorting, and storing items.

REIMBURSEMENT REQUESTS

Reimbursement forms are located in the mail room. Please attach all original receipts and purchase request. All purchases must be approved by Principal prior to purchase. Reimbursement must be processed within 30 days of purchase. Any reimbursement turned in after the 30 days from purchase will not be processed.

RELATIONS WITH STUDENTS

It is generally *not* appropriate to discuss one's personal life with students; instructional time should be reserved for instruction. Teaching is often difficult when one is experiencing personal problems. Staff are encouraged to speak with a counselor, administrator, or other colleagues, or to seek professional help if personal issues are causing problems.

Profanity on campus is never acceptable, nor are any put-downs, overly sarcastic remarks, derogatory statements directed at students, or disclosure of confidential student information to other students. Staff should, whenever possible, manage student misconduct in private, not in front of a class or their peers.

SAFETY

HTVCS is committed to the safety of its employees, vendors, contractors and the public and to providing a clear safety goal for management.

The prevention of accidents is the responsibility of every school supervisor. It is also the duty of all employees to accept and promote the established safety regulations and procedures. Every effort will be made to provide adequate safety training. If an employee is ever in doubt how to perform a job or task safely, assistance should be requested. Unsafe conditions must be reported immediately.

It is the policy of the School that accident prevention shall be considered of primary importance in all phases of operation and administration. HTVCS’s management is required to provide safe and healthy working conditions for all employees and to establish and require the use of safe practices at all times.

Failure to comply with or enforce the School Safety Plan, health rules, practices and procedures could result in disciplinary action up to and including possible termination.

Accident/Incident Reporting:

It is the duty of every employee to immediately or as soon as is practical report any accident or injury occurring during work or on School premises so that arrangements can be made for medical or first aid treatment, as well as for investigation and follow-up purposes.

Reporting Fires and Emergencies:

It is the duty of every employee to know how to report fires and other emergencies quickly and accurately. Employees should report any such emergency by calling management. In addition, all employees should know the local emergency numbers such as 911 (please refer to the School Safety Plan for additional information).

SCHOOL WIDE EXPECTATIONS

1. All TK-8 students must be Leaders, using the Leader in Me curriculum.
2. Students may not wear hoodies over their head inside the classroom. Hats are not allowed to be worn indoors.
3. Students must have a pass to leave class during instructional time. Only one student at a time may be allowed to use restroom. This includes PE.
4. All classrooms will promote “SLANT Your Way to Better Grades!”

S = Sit in Front	If given the choice, sit in the front of the classroom. You will be more apt to pay attention. You can interact more easily in discussions, and focus on the teacher.
L = Lean forward	You will appear more interested and ready to learn. Remember to sit up straight-no slouching!
A = Ask Questions	Ask meaningful , higher level questions about class activities, discussions, lectures, and the class work. Often, one student’s question can help many others understand the lesson. Students’ questions help teachers know how well the lesson is going.

N =Nod your Head	When the teacher looks at you he/she will know that you understand, you are paying attention, and you are actively listening.
T = Think and Talk to the Teacher	Think about what is being said. Advocate for yourself by taking time to talk to your teacher. Greet the teacher, give the teacher feedback, and/or ask questions.

5. Student numbers – assign each student the same number for accountability purposes, such as textbooks, netbooks, computers, fire drills, etc.
6. Class DOJO for discipline and parent communication
7. “Talking to the Test” and “Marking the Text”
8. Integrate WRITING into all core content areas, including math
9. “Productive Group Work” – focus on academic talk
10. Morning Routines: flag salute, ROAR Chant, school-wide announcements
11. Student Data Portfolios kept by the teacher
12. Student Led Conferences may be used in some classrooms

SECURING YOUR ROOM/OFFICE

Any time a staff member leaves their classroom or office, you must be sure to secure all doors and windows in your room. Valuable equipment, such as netbooks, calculators, computers, printers, iPads, etc. must always be in a secure area. Any *theft or suspicion of theft* must be reported immediately.

If you have trouble with locks on doors or windows, report your concerns to the Administrative Assistant or the head custodian immediately.

SECURITY PROTOCOLS

HTVCS has developed guidelines to help maintain a secure workplace. Be aware of unknown persons loitering in parking areas, walkways, entrances and exits and service areas. Report any suspicious persons or activities to the Principal. Secure your desk or office at the end of the day. When called away from your work area for an extended length of time, do not leave valuable or personal articles around your work station that may be accessible. The security of facilities as well as the welfare of our employees depends upon the alertness and sensitivity of every individual to potential security risks. You should immediately notify the Principal when keys are missing or if security access codes or passes have been breached.

SPECIAL CLASS ACTIVITIES

Teachers are encouraged to bring the community to students via appropriate use of outside speakers, Internet technology, and field trips. While each of these may open new vistas to students, they also require careful planning and scrutiny in order to ensure high quality, suitability for our students, and a direct relationship to the course curriculum.

The use of outside speakers is encouraged. However, **the Principal must approve speakers and their topics in advance**. Provisions of the Education code (9451-8455) concerning prohibited instruction must be strictly enforced.

Because of this, teachers are to use the following guidelines in integrating these kinds of activities into instruction.

Visitors/Guest Speakers:

If you are expecting a guest on campus (speaker, former student, attendees at a meeting you are conducting, etc.) you must inform office, so that they can direct the guest to the proper location. All visitors must check in through the main office, must sign in, and must wear an identification badge while on campus.

Videos:

Class time is very limited. Instead, teachers are encouraged to show small clips from educationally sound videos, in order to illustrate or clarify important themes. Any **videos used in the classroom must be approved by the principal prior to being viewed in the classroom**. A request for "Film Presentation" must be submitted to the principal five (5) days in advance to allow an informed decision to be made.

- Students will not be exposed to "NC-17" or "X-rated" films or videotapes. Materials designated with "R" may be used under the following conditions:
 - The materials must be relevant to the curriculum and appropriate for the students being taught.
 - The materials must be thoroughly reviewed by the instructor, with approval Administrator, prior to their use.
 - Parents/guardians will be notified in writing of the intended use of these materials and given the opportunity to exclude their child from the presentation (Education Code 51240). Attention will not be called to students whose parents/guardians have excluded them from a presentation. These students will receive an alternate assignment to be completed in a place outside the setting where these materials are being shown.

Violation of this policy may result in disciplinary action.

Instruction in Human Reproduction:

Parents must be given the opportunity to review any printed material, videos, or other instructional aides which may be used in teaching about human reproduction and sexuality. Generally, these materials are made available in the Counseling or Health Clerk's office. Before beginning any instruction in the area of human reproduction, teachers must give parents the opportunity to request that their child be excused from that instruction.

If a parent does not wish the student to participate, the student must be sent to the library (or another class) with alternate assignments to be completed during that time. Credit for the alternate assignments must be equal to that which the student would have earned by completing the human reproduction work.

Religious Beliefs, Customs, and Holiday Observances:

Students should have opportunities to discuss controversial issues which have political, social, or economic significance and which the student is mature enough to investigate and address. The study of a controversial issue should help students learn how to gather and organize pertinent facts, discriminate between fact and fiction, draw intelligent conclusions, and respect the opinions of others.

The Board expects teachers to exercise caution and discretion when deciding whether or not a particular issue is suitable for study or discussion in any particular class. Teachers should not spend class time on any topic that they feel is not suitable for the class or related to the established course of study. The Principal shall have the authority to approve controversial issues and determine whether proper administrative procedures are being followed.

The Board also expects teachers to ensure that all sides of a controversial issue are impartially presented with adequate and appropriate factual information. Without promoting any partisan point of view, the teacher should help students' separate fact from opinion and warn students against drawing conclusions from insufficient data. The teacher shall not suppress any student's view on the issue as long as its expression is not malicious or abusive toward others.

Teachers sponsoring guest speakers shall either ask them not to use their position or influence on students to forward their own religious, political, economic, or social views, or shall take active steps to neutralize whatever bias has been presented.

STAFF BULLETIN

One effective method of communication is the Weekly Staff Bulletin, which is sent out by Sunday evenings via email. All staff members are responsible for reading the bulletin at the beginning of each week and following all directives posted. The bulletin will include many "housekeeping" and operational matters, in lieu of extensive staff meetings. Wednesday Collaboration time (PLCs) and staff meetings are used for professional development purposes.

Any staff member that wishes to post notices on bulletin, must provide information to Principal and/or Director of Curriculum and Instruction by Thursday at 2 pm, prior to the week the information is to appear in the bulletin.

STAFF MEETINGS AND COLLABORATION TIME

SYNERGIZE: Tubman is committed to all staff working together and synergizing. Each teacher is expected to actively participate in Wednesday Professional Learning Communities (PLCs) or staff meetings as scheduled, as well as other meetings as needed. Since Tubman is a small charter school, ALL teachers must take the initiative to wear multiple hats: serve on committees, organize events inside and outside the school day, reach out to support each other, and advocate for Tubman in a positive way.

STUDENT PERFORMANCE EXPECTATIONS

It is important that students and their parents know exactly what you expect in the areas of academic performance and behavior. Your grading policy and grading scale should be clearly explained. Your expectations should be spelled out in writing and should be distributed to parents and students. One copy should be given to the Director of Curriculum and Instruction.

Teachers, counselors, administrators, and classified staff work together to ensure that every student is treated in a fair and consistent manner. The ultimate goal of our student behavior policy is to bring about positive changes in student behavior needed to ensure student success, both academically and personally. All teachers will follow the School-wide Discipline Plan.

Well-organized lesson plans, which are related to clear learning targets and high levels of student engagement, are basic to effective discipline in the classroom. Staff should address discipline problems as they arise. Ignoring problems in the hope they will resolve themselves is invariably a mistake.

Tips on Behavior Management:

- Always require students to be respectful to you and to other students. Treat them with respect in return. Generally, you will receive from your students what you give to them.
- Deserve your students' respect.
- Greet them at the door every day by name.
- Gain the attention of the class.
- Make the connection clear between learning targets and work assigned to the class.
- Vary activities frequently, but be sure students understand the connection between activities within a period and the connection between activities and the learning targets.
- Circulate about the room during the entire class period. Make personal contact with every student. Be engaged in what they are doing. Refrain from sitting at your desk or computer station.
- Address inappropriate behavior immediately in a calm and non-confrontational manner.
- **Follow the School-wide Discipline Plan.**

STUDENT SAFETY

You must understand you are responsible for ensuring the safety of any student under your supervision at all times. Familiarize yourself with the procedures, evacuation routes, and your responsibilities outlined in School Safety Plan. All visitors must sign in and get a visitor's badge. **All staff must wear their site badges.**

In addition, because of the danger of exposure to hazardous materials, it is prohibited to bring chemicals of any kind from home. Contraband materials include cleaning supplies, polishes, waxes, solvents, etc. must be approved by administration before cleaning supplies are used in your classroom. Chemicals that are to be used in classrooms must be maintained according to state laws and a Material Safety Data sheet must be maintained for each chemical.

All chemicals in your classroom must be in containers which are *accurately labeled*.

If there's a medical emergency in your classroom and the student is unable to walk to the nurse's office, you should phone the Front Office (ext. 2050 or 2051) or the Health Clerk (ext. 2054) immediately for assistance.

If the ill/injured student is able to walk to the Health Clerk's office, **always** send another student with him/her. **Do not allow the ill/injured student to leave your classroom without an escort.**

STUDENT SUPPORT SERVICES

Counselors provide a number of services to support you and your students. Often one of the most effective tools for problem solving is a teacher/student or teacher/student/parent conference with the counselor. In addition, counselors are available to confer with you regarding ways to solve problems in your classroom.

Counselors provide one-on-one counseling for students when needed. For students who are visibly upset when they come to class and who need to be out of the classroom, please contact the counselors by phone or radio (channel 1) to apprise them of the situation. The counselor will give you directions on what to do with the student. Please do not send students to the Counseling Office without contacting the counselor first. If he/she is unavailable, Principal will see the student or the Principal will send the student to the appropriate staff. As a reminder, students need a pass anytime they leave the classroom without an adult escort.

Support Team may meet weekly to assist students with a variety of issues. The Support Team may include the Principal, Counselor, Dean of Students, and the EL Coordinator as needed. Social skills groups are facilitated by counselor and/or Principal who have been trained in-group techniques. Some of the groups are “general issue” groups while others have a more specific focus (grief, anger management, sexual identity, women’s issues, for example). However, even those groups with a specific focus almost inevitably deal with issues common to all adolescents.

The Counseling Staff consists of one full-time counselor. The counselor performs a wide variety of functions, ranging from behavioral support to academic counseling and referrals.

Routine Functions:

The Counselor, assisted by other staff, are responsible for aiding students in a number of ways. Among the routine functions performed in the counseling office are the following:

- Scheduling of all students, new and continuing, to ensure correct placement in all classes and programs.
- Schedule changes as necessary.
- Monitoring student progress to ensure appropriate progress.
- Dissemination of information and material in classes and in meetings/ orientations during after-school hours, parent & student orientation, etc.
- Planning and presentation of awards assemblies for all students.
- Collaboration on the master schedule with administrators.
- Participating as a member of the Support Team.
- Monitoring attendance including sending out truancy letters, making phone calls and scheduling parent conferences.
- Yearly 504 reviews.
- Acting as administrative designees as needed in the Special Education program.

How You Can Help:

If you discover a student in your class whom you believe is misplaced for whatever reason (is struggling, is too advanced for your class, seems to have a specific learning problem, etc.), contact counselor immediately. The sooner the problem is identified and dealt with, the more chance for success the student will have.

Identifying Serious Problems:

Many of our students have been traumatized by a variety of factors in their young lives. Among the problems with which they may be dealing are:

- Alcohol or other substance abuse by a parent or sibling
- Divorce
- Physical, sexual, or verbal abuse or neglect
- Other family violence
- Death or separation from a loved one
- Incarceration of a parent or sibling
- Homelessness
- Lack of parental direction or consistency
- Adoption or foster care
- Cultural or ethnic issues; feelings of “rootlessness” in a foreign culture
- Emotional deprivation
- Medical or emotional problems
- Sexuality concerns
- AIDS or other serious illness of a parent or sibling
- Living in an environment which produces anxiety either physically or emotionally
- Poverty
- Gang pressures
- Low self-esteem

Any of the above will impact not only the student’s home life, but also his/her readiness to learn, achievement, and attitude at school. Often, what appears to be (and, in fact, *is*) disruptive behavior in the classroom has its roots in the student’s life outside of school. In addition to what you observe directly, parents may sometimes tell you of behaviors they see at home or in the neighborhood that cause them concern. If a student exhibits such behaviors, you should consult the Counselor or Principal.

SUBSTITUTE REQUESTS

Please adhere to the following protocols when requesting a substitute.

If out ill or Personal Business:

- Each **teacher** is to call in a substitute for **themselves**.
- Call or email Ms. Martha with your substitute’s full name and phone number.
- E-mail Principal and Administrative Assistant information re: absence and substitute.
- Please refer to SDEA contract for information on requesting your TWO Personal Business days.

If out for Professional Development:

- Must get prior approval to attend from Principal
- Lisa LaGrone will procure the substitute.

All-day Substitutes:

Contact the substitutes on Tubman’s sub list via either email or phone (please see the Administrative Assistant for help with finding this list). If no approved sub is available, please use Teachers on Reserve:

- Call 800-457-1899 or go online to Teachersonreserve.com
- If calling in the absence, you need to give the school name, your name, date and time when the sub will be needed, grade level and subject, and your phone number.
- To order a sub online, you will need to fill out a request form which can be accessed from the “Place Order” tab on the Schools drop down list.
- Please note that Teacher on Reserve requires a minimum four-hour reservation.
- E-mail Principal and Administrative Assistant information re: absence and substitute.

Single Period Subs:

Teachers are required to arrange their own single period substitute teacher coverage, with prior administrative notification and permission.

Be Kind to Your Sub!

Teachers and staff are responsible for seeing that appropriate plans are made for your classes to carry on in your absence. The following checklist should help you plan so that your classes and your substitutes will function productively in your absence.

- Always have appropriate emergency plans prepared for at least two days. In the event of a true emergency in which no time is available to develop adequate plans that provide for continuity of the regular assignment, these plans can be invaluable. *Update* these plans regularly. Emergency plans must be submitted to Ms. Martha in the office at the beginning of the school year.
- Leave lesson plans that will enable the substitute to carry on with mastery of standards and assignments. Substitutes will generally look for these plans *in your mailbox* or *on top of your desk*. If you are going to leave them anywhere else, send them in with another teacher, or call the substitute with plans and be sure to let Ms. Martha know so that she can inform the sub.
- Leave up-to-date seating charts and roll book. It also helps the sub if you leave names of especially reliable students who can be counted on for accurate information regarding class activities and, conversely, names of students who might require special instructions because of academic or behavioral problems.
- Place teacher’s editions and answer sheets where they can be easily found. Include any notations that will help the sub.
- Leave enough supplementary work to keep students engaged during the entire period/day.

SUPERVISION

Pupils are to be under the direct supervision of a member of the staff at all times while in school or while attending a school directed activity. For this reason, staff members are assigned to supervise in various

areas around the school throughout the day. A campus supervision schedule has been given to all teachers indicating areas which they are to supervise either before or after school. Staff members are required to be prompt in reporting to their supervision posts and to remain there until times designated on the assignment form. It is important that supervision assignments be covered each day assigned and for the entire period of the assignment.

During supervision, please be alert for:

- Inappropriate behavior
- Bullying
- Fighting or potential confrontation

A FEW IDEAS:

- Provide positive reinforcement for good behavior. “Nothing improves my hearing like praise.”
- Be attentive to students and circulate while supervising.
- Speak firmly, yet kindly to students.
- Remove a student from a group to discuss a problem.
- Assist frustrated students.
- Observe and report signs of developing problems.
- If a problem persists, refer student to counselor.
- Do not hit or grab a student for any reason other than to prevent him/her from physical harm or causing physical harm.
- Use student names when possible – otherwise use general terms. (Be careful of words like “boy” and do not use derogatory comments like “jerk” or “idiot.”)

Morning Duty:

Duty starts at 7:45 a.m. and ends at 8:05 am, in order to allow teachers sufficient time to set up for BIC. Staff must report to assigned duty designated area on time and have a radio with them (tuned to channel 1). Staff should not have a cell phone, papers to grade, etc. with you. **This is a time for you to circulate and supervise students.** It is crucial that everyone does their part in securing student safety at all times.

Dismissal:

Dismiss students enrolled in the ASES After-School Program to the lunch area for check-in. Walk remaining students to the upper field dismissal area in a single-file line. Be sure to have your radio tuned to channel 1 with you. Remain with your students in line until all of your students are picked up or until 3:15pm. Escort any remaining students to the supervisors at the dismissal gate. **TK-8th grade students will stay in line until their parents pick them up or they are dismissed to walk home.** Remind students to watch for parents and listen on the radio for calls to send them to cars. Please refer to the Dismissal Map for locations of where to line up.

TELEPHONES

School telephones are to be used for school-related business! Any calls of a personal nature should be limited. It is absolutely imperative that you report all long-distance and/toll calls to the office. Indicate if

these calls are for school business. If so, you will not have to pay for the calls, but we do need to know for statement reconciliation purposes.

Students should use school phones only in an emergency, and their calls should be monitored by a staff member.

TUBERCULOSIS TESTING

All employees of the School must submit written proof from a physician of an examination for tuberculosis (TB) within the last sixty (60) days showing that they are free of active TB. The examination for tuberculosis consists of an approved TB test, which, if positive, will be followed by an x-ray of the lungs, or in the absence of skin testing, an x-ray of the lungs. All employees will be required to undergo TB examination at least once every four (4) years. Volunteers may be required to undergo a TB examination as necessary. TB examination is a condition of initial employment with the School and the cost of the exam will be borne by the applicant.

Food handlers will be required to have annual TB exams. Documentation of employee and volunteer compliance with TB exams will be kept on file in the office. This requirement also includes contract food handlers, substitute teachers, and student teachers serving under the supervision of an educator. Any entity providing student services to the School will be contractually required to ensure that all contract workers have had TB testing that shows them to be free of active TB prior to conducting work with School students.

UNIFORMS

All students must follow the school dress code. Students should not miss out on learning for minor infractions. Please contact Ms. Sherri to remind them of the dress code when there is a violation of minor infractions. Send students to the office to call home for the following: jeans, open toe shoes, inappropriate writing/logos on clothing, t-shirts without a collar (except special Tiger pride shirts), etc. We will monitor shoes to ensure they meet the dress code and are not unsafe such as flip flop sandals, etc. Students' hijabs (hair covers) must be solid colors that match uniform, i.e. black, gray, burgundy, or white.

WEBSITE

The Tubman website can be accessed at www.tubmancharter.org. Staff members may submit announcements, articles, photos, etc. to the Administrative Assistant who will contact the webmaster. For safety of our students we adhere to the following guidelines:

- Students' last names are never put on the website. Students are referred to by a first name only.
- A student's name is never put on the page with his/her photo.
- Student work is published with students/parent permission only.

WHISTLEBLOWER POLICY

HTVCS requires its directors, officers, employees, and volunteers to observe high standards of ethics in the conduct of their duties and responsibilities within the School. As representatives of the School, such individuals must practice honesty and integrity in fulfilling all responsibilities and must comply with all

applicable laws and regulations. The purpose of this policy is to create an ethical and open work environment, to ensure that the School has a governance and accountability structure that supports its mission, and to encourage and enable directors, officers, employees, and volunteers of the School to raise serious concerns about the occurrence of illegal or unethical actions within the School before turning to outside parties for resolution.

All directors, officers, employees, and volunteers of the School have a responsibility to report any action or suspected action taken within the School that is illegal, unethical or violates any adopted policy of the School. Anyone reporting a violation must act in good faith, without malice to the School or any individual at the School and have reasonable grounds for believing that the information shared in the report indicates that a violation has occurred. A person who makes a report does not have to prove that a violation has occurred. However, any report which the reporter has made maliciously or any report which the reporter has good reason to believe is false will be viewed as a serious disciplinary offense. No one who in good faith reports a violation, or who, in good faith, cooperates in the investigation of a violation shall suffer harassment, retaliation, or adverse employment action.

WORK SCHEDULE

Office hours are normally 7:00am – 3:30pm Monday through Friday. The regular workday schedule for full-time, non-exempt employees is 8 hours; the regular workweek schedule is forty (40) hours. Exempt employees are also generally expected to be present during business hours and to commit whatever additional time is necessary to satisfactorily complete all job requirements. Teacher hours are aligned with their Collective Bargaining Agreement and are usually 7:40am – 3:15pm.

Meal Periods:

Non-exempt employees are provided with at least a thirty (30) minute meal period, to be taken approximately in the middle of the workday. The Principal should be aware of and approve your scheduled meal and rest periods.

You are expected to observe your assigned working hours and the time allowed for meal and rest periods. Do not leave the premises during your rest period and do not take more than ten (10) minutes for each rest period. You may leave the premises during the meal period.

Any employees working less than six (6) hours are not required to take a meal period, subject to a mutual agreement of the supervisor and the employee. Any such agreement must be in writing and signed by the employee and supervisor.

Attendance and Tardiness:

All employees, whether exempt or non-exempt, are expected to arrive at work consistently and on time. Absenteeism and tardiness negatively affects the School's ability to implement its educational program and disrupts consistency in students' learning.

If you find it necessary to be absent or late, you are expected to telephone the front office or the Principal as soon as possible but no later than one-half hour before the start of the workday. If you are absent from work longer than one day, you are expected to keep the Principal sufficiently informed of your situation.

As noted in the section of this Handbook concerning prohibited conduct, excessive or unexcused absences or tardiness may result in disciplinary action up to and including release from at-will employment with the School. Absence for more than three (3) consecutive days without notifying the Principal will be considered a voluntary resignation from employment.

Time Cards/Records:

By law, the School is obligated to keep accurate records of the time worked by non-exempt employees. Such employees shall keep and be required to utilize the School's time card system.

Non-exempt employees must accurately clock in and out of their shifts as this is the only way the payroll department knows how many hours each employee has worked and how much each employee is owed. The time card indicates when the employee arrived and when the employee departed. All non-exempt employees must clock in and out for arrival and departure, along with lunch and for absences like doctor or dentist appointments. All employees are required to keep the office advised of their departures from and returns to the school premises during the workday.

Non-exempt employees are solely responsible for ensuring accurate information on their time cards and remembering to record time worked. If an employee forgets to mark their time card or makes an error on the time card, the employee must contact the Principal to make the correction and such correction must be initialed by both the employee and the Principal.

No one may record hours worked on another's worksheet. Any employee who tampers with his/her own time card, or another employee's time card, may be subjected to disciplinary action, up to and including release from at-will employment with the School. Administration must give prior approval for any overtime or extended hours.

AMENDMENT TO SCHOOL OPERATIONS AND EMPLOYEE HANDBOOK

For all certificated employees represented by SDEA, employment rights shall be as specified in the collective bargaining agreement.

For all other employees, the following applies:

This School Operations and Employee Handbook contains the employment policies and practices of the School in effect at the time of publication.

HTVCS reserves the right to amend, delete or otherwise modify this Handbook at any time provided that such modifications are in writing and duly approved by the employer.

Any written changes to the Handbook will be distributed to all employees. No oral statements can in any way alter the provisions of this Handbook.

APPENDIX A

HARASSMENT COMPLAINT FORM

It is the policy of the School that all of its employees be free from harassment. This form is provided for you to report what you believe to be harassment, so that the School may investigate and take appropriate disciplinary or other action when the facts show that there has been harassment.

If you are an employee of the School, you may file this form with the Principal/CEO.

Please review the School's policies concerning harassment for a definition of harassment and a description of the types of conduct that are considered to be harassment.

HTVCS will undertake every effort to handle the investigation of your complaint in a confidential manner. In that regard, the School will disclose the contents of your complaint only to those persons having a need to know. For example, to conduct its investigation, the School will need to disclose portions of your factual allegations to potential witnesses, including anyone you have identified as having knowledge of the facts on which you are basing your complaint, as well as the alleged harasser.

In signing this form, you authorize the School to disclose to others the information you have provided herein, and information you may provide in the future. Please note that the more detailed information you provide, the more likely it is that the School will be able to address your complaint to your satisfaction.

Charges of harassment are taken very seriously by the School both because of the harm caused to the person harassed, and because of the potential sanctions that may be taken against the harasser. It is therefore very important that you report the facts as accurately and completely as possible and that you cooperate fully with the person or persons designated to investigate your complaint.

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you believe sexually harassed you or someone else: _____

List any witnesses that were present: _____

Where did the incident(s) occur? _____

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I acknowledge that I have read and that I understand the above statements. I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation.

I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief.

Signature of Complainant

Date

Print Name

Received by: _____ Date: _____

APPENDIX B

COMPLAINT FORM

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you have a complaint against: _____

List any witnesses that were present: _____

Where did the incident(s) occur? _____

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.

Signature of Complainant

Date

Print Name

Received by: _____ Date: _____

ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

PLEASE READ THE EMPLOYEE HANDBOOK AND SUBMIT A SIGNED COPY OF THIS STATEMENT TO THE PRINCIPAL.

EMPLOYEE NAME: _____

I ACKNOWLEDGE that I have received a copy of the Employee Handbook. I have read and understood the contents of the Handbook, and I agree to abide by its directions and procedures. I understand the procedures in this Handbook are general procedures. My employment is based on my individual Contract and/or the SDEA Contract (certificated employees represented by SDEA). I have been given the opportunity to ask any questions I might have about the policies in the Handbook. I understand that it is my responsibility to read and familiarize myself with the policies and procedures contained in the Handbook.

For teaching certificated employees, such employees are represented by SDEA. As such, all essential terms and conditions of employment are noted in the applicable collective bargaining agreement. Reference will be made throughout this document, if necessary, to that Agreement.

I understand that other than the Board of the School, no person has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the Board has the authority to make any such agreement and then only in writing signed by the Board President.

Employee's Signature: _____ Date: _____

Please sign/date, tear out, and return to Lisa LaGrone