

New Haven Unified School District

CERTIFICATED EMPLOYEE HANDBOOK



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PURPOSE

This handbook outlines the various policies, rules, and procedures governing classified personnel.

Not every policy, rule, or procedure relating to certificated personnel practices is included in this booklet, nor have those included been copied verbatim.

This handbook should not be construed as modifying, extending, or otherwise affecting the negotiated contract. The contract shall take precedence when it is in conflict with this handbook.

District Policy books are available at each work site and include Board adopted policies and Administrative Regulations which serve as a guideline for the implementation of adopted policies.

Copies of publications concerning classified employees are available from Personnel Services.

SUPERINTENDENT'S MESSAGE

Welcome to the New Haven Unified School District. You have been selected to provide an important service for our district as a member of a team that believes in Equity, Stability, and Quality.

We take pride in our organization and the people who staff our schools. Your appointment is the result of a carefully designed selection process.

The supervisors, fellow workers, principals, and teachers with whom you work are dedicated people. They are ready to assist you.

Again, welcome to our District.

Kari McVeigh, Superintendent

THE SCHOOL DISTRICT

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

Approximately 13,500 students attend the District's 12 schools. These schools are staffed by approximately, 1,350 employees, 750 of whom are certificated personnel.

THE BOARD OF EDUCATION

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

Regular meetings of the Board of Education are held the first and third Tuesdays of each month at the Educational Services Center, 34200 Alvarado-Niles Road. All meetings are open to the public and begin at 7:30 p.m.

EQUAL OPPORTUNITY EMPLOYMENT

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

CERTIFICATED EMPLOYEE HANDBOOK

BUSINESS-NON INSTRUCTIONAL

CONFERENCE/WORKSHOP

Requisitions need to include the title of the conference or workshop, date, site of event, and list of people attending. A copy of the approved "Request to Attend Conference/Meeting" (F69) must be attached to your requisition. Do not submit a requisition if you have prepaid your conference. On prepaids, use a reimbursement form.

DONATED EQUIPMENT

On occasion, staff members are approached by outside vendors or members of the community regarding possible donations to the New Haven Unified School District. While we are certainly interested in accepting appropriate donations, there are, as you would imagine, specific procedures which must be followed. Please use the procedures listed below as a guideline regarding donations at your school.

Contact the Principal and describe the situation.

If the donation is approved by the Principal, obtain a description of the item which would include brand, model, serial number, and approximate value.

List the name of the company or person wishing to donate the item, their address, phone number, and contact person.

Once these procedures are followed, a resolution is prepared by the district office to the New Haven Unified School District Board of Education for their acceptance of the donation. The actual receipt of the item cannot occur until the Board approves the donation.

When an individual or business wishes to make a donation of equipment or money to a school site, the attached "Request for Board Acceptance Gift or Donation" form must be filled out completely. The completed form should be sent to the attention of Ted Hood, Chief Business Officer, at the district office. You are not to accept the donation until the Board of Education approves it. You will be notified of that approval as soon as possible.

Please contact the Purchasing Department if you have any questions.

HOTEL/AIRLINE RESERVATIONS

These requisitions need to cite the same information as above. The audit trail needs to reference the reason for this type of reservation.

KEYS

Security and Key Control (Board Policy #B-3620) - It is a misdemeanor to make or have made a duplicate of any school district key. Notify the principal when keys are lost.

PAYROLL DEPARTMENT

All warrants are issued as of the last working day of the month. If the schools are closed then it is the last working day for the District Office. If you have chosen 12-pay your June, July Arrears and August Arrears checks are all issued at the end of June. You may pick up all three warrants at that time. If you want your June warrants or Automatic Deposit receipts sent to your home, you must provide the Payroll Department with a self-addressed stamped envelope before school closes. The December warrant is not issued until January 1 and will be ready for pick up on the first working day of the new calendar

year.

If you choose to have Automatic Deposit you must provide the Payroll Department with the proper form and a voided copy of your check or a copy of the top portion of your savings account statement with the account number printed on it.

The district provides an IRC 125 plan so that your medical and dental benefits may be pre-tax dollar deductions. There are other 125 deductions that may be taken. If you are interested, please contact the Payroll Department.

If at any time you work extra hours or extended work year projects you must fill out a white time card and have it to the Payroll Department by the 10th of each month. It must be signed by the management person that has requested you to work the extra time and an authorization must be on file in the Payroll Department in order to get paid for that time.

PERSONAL EQUIPMENT IN CLASSROOMS

If an instructor wishes to bring personal equipment into the classroom, he/she must first receive permission from the school site administrator and fill out the *"Request to Use Personal Equipment for Instructional Purposes"* form.

Certificated unit members will be reimbursed for reasonable claims for damage to personal property according to the provisions of *Article 9.7.2* of the Certificated Agreement. Reimbursement shall be limited to damages arising on school property during the unit member's workday, or during additional assigned duties, and arising out of and occurring in the course of his/her duties. A claim for damages is to be submitted to the Personnel Department on the appropriate form.

PREVIEW MATERIAL

In order to alleviate many of the problems relating to the handling of preview material, the following practices are in effect:

When preview material is requested, a Purchase Order number will be assigned. If you do not have advance knowledge (i.e., a demonstration at your school), contact the Purchasing Department by phone for a number and then follow-up with a completed requisition.

All material will be shipped to and returned through the Purchasing Department. This will enable us to track the material and follow the proper shipping practices.

The Purchase Order number must be used as a reference at all times.

Notify the Purchasing Department before the 30-day preview period has lapsed whether the material is to be kept or returned.

PURCHASING REQUISITIONS

Purchase Requisitions (F2) are not Purchase Orders. They are requests to the district office to purchase material from an outside vendor.

Purchases made without an authorized Purchase Order from the Business Department will not be honored by the district.

Walk-through requests will not be accepted unless the order is a real emergency. Please plan ahead.

Procedures for Ordering

Complete the Purchase Requisition (F2) with all pertinent data including budget accounts; an adequate description of material, including vendor catalog; edit date (if a book); and quantity. Estimate the unit price if current price is unknown. Call Purchasing if assistance is required. Include 8.75% sales tax and 10% for shipping and handling as a general rule.

Requisitions for purchase can only be requested by individuals authorized to commit funds for the individual programs. At most sites this will be the Principal. Should delegation be desired, the Principal should send the names of the designated person(s) to the Purchasing Department. A portion of our budget review will include validation of the requestor's authority.

Retain the goldenrod copy of the Purchase Requisition (F2) for future reference.

The district will prepare a numbered Purchase Order and send you a copy which should be matched to the goldenrod copy of your requisition. The Purchase Order number will be referenced on the budget report to indicate that the order has been encumbered against your budget.

All material is to be shipped to the warehouse or to Logan receiving. Some large bulk orders may be delivered directly to the school or department, but this decision will be made by Purchasing.

Returns are handled through Purchasing.

SAFETY REGULATIONS

Accidents (Board Policy #S-5141.1) - Each school is required to maintain a first aid cabinet located in a place accessible and known to school personnel. First aid instructions are to be attached. The principal or designated person shall be responsible for rendering

first aid to pupils in case of injury. In the event medical care appears necessary, a parent shall be informed immediately to ascertain his/her wishes regarding treatment. If a parent cannot be contacted, the pupil may be taken to the family physician as designated on the permanent file, or to the nearest source of medical aid. The Hayward or Union City Police ambulance will transport injured persons to an emergency hospital within the city limits. In all cases parents will be notified at the earliest possible moment. You are cautioned to provide only EMERGENCY first aid care. All accidents are to be promptly reported on appropriate forms through the principal to the Superintendent of Schools. In case of major injury, an immediate telephone message to the Superintendent, through the principal, is mandatory.

Accidents and Injury to Employees - If you are injured while on duty, you will be given immediate first aid treatment if necessary, taken to a physician for additional care. You or your immediate supervisor will file an accident report immediately with the Associate Superintendent of Personnel. Injuries sustained in the line of duty are covered under the Compensation Insurance Fund.

SECURITY SYSTEMS

Security and Key Control (Board Policy #B-3620) - It is a misdemeanor to make or have made a duplicate of any school district key. Notify the principal when keys are lost.

TEACHER AND EMPLOYEE PICK-UP ORDERS

Teacher and employee pick-up orders are to be used only for goods that are immediately needed or where the company does not deliver. Pick-up orders do not allow for back orders. If the item is not available, cancel and reorder when it is available. Pick-up orders have a limited open period that will be no longer than two weeks and will not be extended.

COMMUNITY AND PARENTS

COMMUNITY / STAFF COMMUNICATIONS

The district issues staff bulletins and summaries of Board meeting action for your information. We contact the media regularly with news items about our staff, program, and students. If you have newsworthy items, please submit them to the Superintendent's office. The Superintendent's Newsletter is published weekly.

Open House events are scheduled at all schools in the fall, and Public Schools Week is held in the spring of each year. Pupils are an important part of our public information program. They interpret the schools to their parents and in the community. Please encourage them to take home completed work to show their progress and activities in school. *(Board Policy #C-1100)*

COMPLAINTS CONCERNING SCHOOL PERSONNEL

Complaints or criticism concerning school personnel must be processed consistent with ***Board Policy #C-1360*** and any pertinent articles of the certificated contract. Please refer to these resources regarding complaint procedures.

PARENT VOLUNTEERS

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

SCHOOL/COMMUNITY GROUPS

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

SELLING TO PARENTS

It is inappropriate for you to sell, endorse, or encourage the purchase of books, supplies, or other materials to pupils or parents for private gain. (***Board Policies #P-4116 and 4122***)

INSTRUCTION

CLASSROOM VISITS

Parents may visit the classroom(s) of their children for the purpose of observing the instructional environment and to gain a basis for assessing the pupil's progress. Classroom visits by parents shall be by appointment arranged in advance through the office of the principal. Principals shall consult with the teacher before scheduling parent visits. During visits, the classroom teacher should not be interrupted or hindered from completing normal teaching activities. (***Board Policy #C-1140***)

FIELD TRIPS

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

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

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

HOME INSTRUCTION

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

MEDIA CENTERS

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

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

REPRODUCTION OF MATERIALS

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

STAFF DEVELOPMENT

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

PERSONNEL SECTION

ABANDONMENT OF PROFESSIONAL EMPLOYMENT

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

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

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

ABSENCE REPORTING

It is the employee's responsibility to report any absence or anticipated absence at the earliest possible time. (***Board Policy #P-4146***) If advance notice cannot be provided, the Code-a-phone should be called at the earliest possible time on the morning of the absence. The employee is responsible to complete an Absence Certificate and return it to his/her supervisor within 72 hours of return to work. See the "***Substitute Teacher's***" section of this handbook for additional information on arranging for a substitute.

ACCIDENT REPORTS

If an employee is injured while on duty, the employee or the immediate supervisor should file an accident report immediately and forward it to the Personnel Department. Immediate first aid will be provided if required and if necessary the employee will be sent or taken to a physician for additional care. Injured employees will be referred to the Washington Clinic in Newark unless an employee has a *Personal Physician Request* form on file with the Personnel Department. If the employee has a serious accident or a serious health emergency, information in the Personnel system provided by the employee will be used to make designated contacts and, therefore, this information should be kept up to date at all times. Accident report forms are available at all sites.

ADVANCEMENT ON THE SALARY SCHEDULE

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

APPLICATION FOR EMPLOYMENT

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

APPROVAL OF UNITS FOR SALARY PLACEMENT

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

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

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

ASSIGNMENTS

Assignments of certificated employees to sites and specific positions are made by the Personnel Department. Assignments at sites are the responsibility of the principal. All assignments of certificated staff are to be made within the limitations of the credentials which the staff member possesses.

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

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

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

Education Code Section 44258.9(2) reads as follows: "Commencing July 1, 1989, any certificated person who has been required by an administrative superior to accept an assignment for which he or she has no legal authorization shall, after exhausting any existing local remedies, notify the County Superintendent of Schools in writing of the illegal assignment. The County Superintendent of Schools shall, within 15 working days, advise the affected certificated person concerning the legality of his or her assignment. There shall be no adverse action taken against a certificated person who files a notification of misassignment with the County Superintendent of Schools. During the period of the misassignment, the certificated person who has filed a written notification with the County Superintendent of Schools shall be exempt from the provisions of Section 45034. If it is determined that a misassignment has taken place, any performance evaluation of the employee under Sections 44660 to 44664, inclusive, in any misassigned subject, shall be nullified."

CERTIFICATED CONTRACT

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

CHANGE OF ADDRESS OR NAME

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

CHANGE OF NAME - See *Change of Address or Name* above.

CHILD ABUSE REPORTING

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

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

Board Policy #S-5141 and ***Administrative Regulation S-5141.4*** requires that certificated employees report to their site administrators any suspected cases of child abuse.

CREDENTIALS

Certificated employees are required to have or obtain a California credential for the assignment for which they are hired. The Personnel Department will assist individuals in determining their eligibility for certification and in the process of applying for certification with the ***Commission on Teacher Credentialing***. It is the employee's responsibility to complete all necessary prerequisites and application procedures so as to obtain the appropriate credentials necessary for his/her assignments. As a condition of employment, certificated employees are required to maintain all credentials which they have at the time of employment even if they are not necessary for their current teaching assignment. Failure to maintain such credentials will be considered a resignation from employment. Employees should carefully review the initial contract that they sign

indicating that they will maintain all such credentials. For further information review ***Board Policy #P-4204***.

CREDENTIAL RENEWAL

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

ELECTRONIC INFORMATION RESOURCES

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

It is felt that access to local, national, and international sources of information and collaboration are vital to the intellectual inquiry of staff and students.

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

EMPLOYEE IDENTIFICATION CARDS

All employees of the New Haven Unified School District are required to wear a *picture identification card* issued by the district when they are on school sites within the district. ID cards are provided by the Personnel Department at the time of employment. Individuals who need replacement cards should call the Personnel Department to arrange for a new card.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy and practice of the district not to discriminate against any applicant or employee because of gender, race, color, creed, ancestry, ethnic group, citizenship, religion, age, national origin, physical or mental disability, medical condition, marital or parental status, sexual orientation or because he/she is a disabled veteran or veteran of the Vietnam era. This policy extends to every phase of the employment process including

recruiting, hiring, training, promotion, compensation, benefits, transfers, layoffs, recalls, and all sponsored educational, social, and recreational programs. All employment and promotional decisions are made on the basis of job related criteria and are administered without discrimination.

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

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

EVALUATIONS

Evaluations of certificated employees will be done in accordance with *Article 4, Evaluation Procedures* of the Certificated Contract. Employees should consult the *Guide To Performance Evaluation for Certificated Teacher* and/or *Guide To Performance Evaluation for Certificated Specialist* for further explanation of the evaluation process as well as all of the forms used in the evaluation process. Questions regarding evaluation should be addressed to site administrators or to the employee's assigned evaluator.

HARASSMENT

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

LEAVES

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

LETTER OF INTENT

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

MEDICAL/DENTAL BENEFITS

The school district does not provide medical or dental benefits to certificated employees. Employees may purchase such benefits from plans approved by the district and the New Haven Teachers Association through the IRS Section 125 Plan. Information describing the benefits of the various plans is available from the Personnel Department.

MENTOR TEACHERS

Mentor teachers are appointed by the New Haven Unified School District contingent upon funding of the program by the State of California. Mentors are nominated in accordance with *Article 14, Mentor Teacher Program* of the Certificated Contract.

NOTICE OF ASSIGNMENT

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

NOTIFICATION OF VACANCIES

Employees are notified of vacancies weekly in the *weekly Personnel Vacancies email* which is sent to all employees on Fridays. Positions are also posted on the *District's Home Page through a link to EdJoin*.

OATH OF ALLEGIANCE

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

PERMANENT STATUS

Tenure - Tenure is granted to teachers who have completed 2 consecutive school years at 75%-100% of full-time service. One of those years must be as a probationary teacher. Education Code 44882 states, "...the attainment of permanent status is automatic; no application need be made nor is any affirmative action on the part of the School Board necessary."

PERSONNEL RECORDS

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

Every employee has the right to inspect materials in his/her personnel file upon request. An appointment should be made with the Associate Superintendent of Personnel to review the file as the review is to be supervised by a Personnel Department staff member.

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

REEMPLOYMENT

Employees in permanent status who leave the district and who are reemployed within 39 months assume all rights and privilege that had been previously earned as a probationary employee of the New Haven Unified School District. Probationary employees who serve 75% of the school year, are automatically reemployed for the following school year unless the Board of Education takes action to elect not to reemploy such employee by March 15 of the school year.

RESIGNATIONS

Resignations should be addressed to the Board of Education and submitted to the Personnel Office prior to July 1 to be effective for the following school year. If there is a need to resign during the course of a school year, the employee should immediately

contact the Personnel Department to discuss their desire or need to resign. The district will attempt to accommodate individuals who wish to resign pending the employment of an adequate replacement.

SALARIES

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

SEXUAL HARASSMENT

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

Any supervisor who receives a harassment complaint shall notify the Associate Superintendent of Personnel or designee, who shall ensure that the complaint is appropriately investigated in a timely manner.

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

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

SITE HANDBOOKS

Each site in the New Haven District will have a site specific handbook describing operating procedures at that specific site. Questions related to specific site practices should be directed to the principal.

STAFF COMPLAINTS

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

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

The written procedures for the resolution of staff complaints are contained in ***Administrative Regulation P-4114***, copies of which are available to all employees of the school district.

STAFF MEETINGS

Staff meetings for certificated employees are scheduled by site administrators or administrators responsible for specific programs. Employees are expected to attend staff meetings unless they are specifically designated as being voluntary. Employees having a conflict with scheduled meetings should communicate directly with the administrator who has scheduled the meeting to determine how it should be resolved.

STRS (STATE TEACHERS RETIREMENT SYSTEM)

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

SUBSTITUTES

The district has a Code-A-Phone to facilitate the handling of requests for substitutes. All requests for substitutes are to be called in to 471-2950 between 2:30 p.m. and 6:00 a.m., and on weekends. Requests for substitutes must be made no later than 6:00 a.m. on the day of absence.

Staff must call the school secretary (not the Code-A-Phone) no later than 1:30 p.m. the day they are absent to notify her if the employee is or is not returning to work the next school day.

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

PLEASE NOTE: In the event that the employee neglects to notify the secretary that he/she is returning and the substitute teacher also reports for work, the employee will work and the substitute's salary will be deducted from HIS/HER SALARY.

TUBERCULIN TEST

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

TEACHER RESPONSIBILITIES

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

TRANSFERS

Certificated employees choosing to transfer from their assigned work site should complete a *Transfer Request Form* available at each site and submitted to their site principal. Transfer requests will be processed in accordance with **Article 8, Transfer and**

Reassignment of the Certificated Contract. The district may initiate transfers in accordance with the contractual provisions in Article 8.

WORK DAY

The employee work day is determined at each site by the site administrator in accordance with provisions of **Article 6, Hours/Calendar** of the Certificated Contract. The standard work day for all unit members is 7 hours per day except as provided for in Article 6. It is the employees responsibility to report all absences from work including partial day absences even though a substitute may not be required.

STUDENTS

DISCIPLINE

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

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

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

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

DISCIPLINE HANDBOOK

GRADES

Grades/Evaluation of Student Achievement - (Board Policies #S-5121 and 5124)
Reporting to parents is a very important part of the school's relationship to parents. Reporting is done in several ways.

- a. Parent conferences for students in grades K-8 parents are held in November.

- b. K-4 report cards are issued in November, March, and June.
- c. Report cards for 5-12 are issued in November, January, April, and June.
- d. Additional parent contacts are made on an individual basis as necessary.

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

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

STUDENT RECORDS

Student Records and Release of Directory Information - (Board Policies #S-5125 and 5125.1) Parents or legal guardians have the right to inspect and review any and all official records and data directly relating to their children and to challenge materials in the records. Copies will be made available at a nominal cost. The principal or designee shall assist parents or guardians upon request to review the records. The Director of Pupil Services serves as the district representative if parents or guardians want to challenge any portion of the records.

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

Notification to Teachers of Suspended or Expelled Students

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

VISION AND HEARING SCREENING

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

Hearing screening is provided for all kindergarten, second, fifth, eighth, and "at risk" high school students, in addition to all new students and pupils in special education self-contained classes.

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

MISCELLANEOUS

BOARD POLICIES

CALENDARS

CERTIFICATED CONTRACT

CODE OF ETHICS

Preamble

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

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

Principle I. - Commitment to the Student

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

- (a) Encourages the student to independent action in the pursuit of learning and provides access to varying points of view.
- (b) Prepares the subject carefully, presents it to the students without distortion, and--within the limits of time and curriculum--gives all points of view a fair hearing.
- (c) Protects the health and safety of students.
- (d) Honors the integrity of students and influences them through constructive criticism rather than by ridicule and harassment.
- (e) Provides for participation in educational programs without regard to race, color, creed, national origin, or sex--both in what is taught and how it is taught.
- (f) Neither solicits nor involves them or their parents in schemes for commercial gain thereby ensuring that professional relationships with students shall not be used for private advantage.
- (g) Shall keep in confidence information that has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

Principal II - Commitment to the Public

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

- (a) Has an obligation to support his profession and institution and not to misrepresent them in public discussion. When being critical in public, the educator has an obligation not to distort the facts. When speaking or writing about policies, the educator must take adequate precautions to distinguish the educator's private views from the official position of the institution.
- (b) Does not interfere with a colleague's exercise of political and citizenship rights and responsibilities.
- (c) Ensures that institutional privileges shall not be used for private gain. Does not exploit pupils, their parents, colleagues, nor the school system itself for private advantage. Does not accept gifts or favors that might impair or appear to impair professional judgment nor offer any favor, service, or thing of value to obtain special advantage.

Principal III - Commitment to the Profession

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

- (a) Accords just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities.
- (b) Does not use coercive means or promise special treatment in order to influence professional decisions of colleagues.
- (c) Does not misrepresent personal professional qualifications.
- (d) Does not misrepresent the professional qualifications of his colleagues and will discuss these qualifications fairly and accurately.
- (e) Applies for, accepts, offers, and assigns positions or responsibility on the basis of professional preparation and legal qualifications.
- (f) Uses honest and effective methods of administering educational responsibilities. Conducts professional business through proper channels. Does not assign un-authorized persons to educational tasks. Uses time granted for its intended purposes. Does not misrepresent conditions of employment. Lives up to the letter and spirit of contracts.

Unprofessional Conduct

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

5 California Administrative Code, Sections 80130 and 80131

EVALUATION HANDBOOK - CERTIFICATED TEACHER

EVALUATION HANDBOOK - CERTIFICATED SPECIALIST

GUIDELINES FOR CREDIT FOR ADVANCEMENT ON THE SALARY SCHEDULE

August 23, 2004