

**Mountain View School District  
Human Resources**

# **EMPLOYEE HANDBOOK**



**3320 Gilman Road  
El Monte, California 91732  
626-652-4000**

August 2023



# Mountain View School District

## Human Resources

Dear Employee,

Welcome to our Mountain View School District! We are excited that you are joining our outstanding team of employees. Your skills, dedication, and enthusiasm are critical in helping to deliver the best education to our students and building relationships with our families and community. With your commitment and hard work, we will continue to support the whole child in Mountain View School District.

This Employee Handbook contains valuable information to get you started and serves as your guide to Mountain View School District's employment procedures and information. It will also familiarize you with policies and practices for all employees.

On behalf of the administration, we hope you enjoy being a part of the Mountain View School District team and find your work experience to be both enriching and rewarding as we come together to bring educational excellence to our students. We will all commit together our mission of "Inspiring Each Student to Succeed Every Day".

Sincerely,

Roberto Lopez-Mena  
Assistant Superintendent

## TABLE OF CONTENTS

Absence Reporting	17
Administrative Staff	6
Associations/Agency Shop	25
Appearance	24
Attendance	17
Benefits	16
Bereavement Leave	19
Board of Education Members	5
California Family Rights Act (CFRA)	18
California Paid Family Leave	19
Career Ladder	12
Career Ladder Tuition Reimbursement	13
Carry-Over Vacation	22
Cell Phones	25
Change of Name or Address	8
COBRA	27
Complaints	27
Comp Time	44
Conduct	10
Copyrighted Materials	25
Counseling Services	26
Credit Unions	16
Direct Deposit	17
Disability Retirement	29
Disciplinary Action	26
District Information	3
Early Retirement	28
EASE	26
E-mail	24
Emergency Procedures	8
Employee's Children at Workplace	41
Employment Process	9
Evaluations	12
Extra Duty	15
Family Medical Leave Act	18
Fingerprints	9
Firearms	23
Five-Year Evaluation	12
Funeral Leave	19
Grievances	27
Holidays	22
Identification Badge	8
Industrial Accident	20
Infectious Disease	50
Insurance Benefits	15
Internet	24
Jury Duty	20
Lunch Periods	11
Map	4
Medical Leave	18
Military Leave	20

Oath or Affirmation	10
Overtime	15
Pay Schedule	14
Personal Appearance	23
Personal Conduct	10
Personal Leave Without Pay	19
Personal Necessity Leave	19
Personal Property at Work	25
Personnel Records	8
Probationary Period	11
Professional Growth	12
Reclassification	14
Resignation	27
Retirement	28
Rest Periods	11
Salary Schedule	14
School Directory	7
Shared Teaching Assignments	14
Smoking	23
Substitute Coverage - Classified Employees	18
Support Staff	6
Tax-sheltered Annuities	17
TB Skin Test	9
Time Sheets	17
Transfer Process	13
Unemployment Insurance	27
Uniforms	25
Units	15
Vacation	21
Visitors	23
Volunteers	29
Voting	26
Weapons	23
Website Resources	24
Workday	10

---

### POLICIES

Child Abuse and Neglect	30
Child Abuse Prevention Program	37
Employee's Children at the Workplace	41
Drug-Free Workplace	41
Overtime Pay/Comp Time Off	44
Sexual Harassment	45
Tobacco-Free Schools/Smoking	51
Uniform Complaint Procedure	53
Williams Uniform Complaint Procedure	60
Nondiscrimination in Employment	63
School-Sponsored Trips	65
Professional Standards	67
Maintaining Appropriate Adult-Student Interaction	71





## Mountain View School District

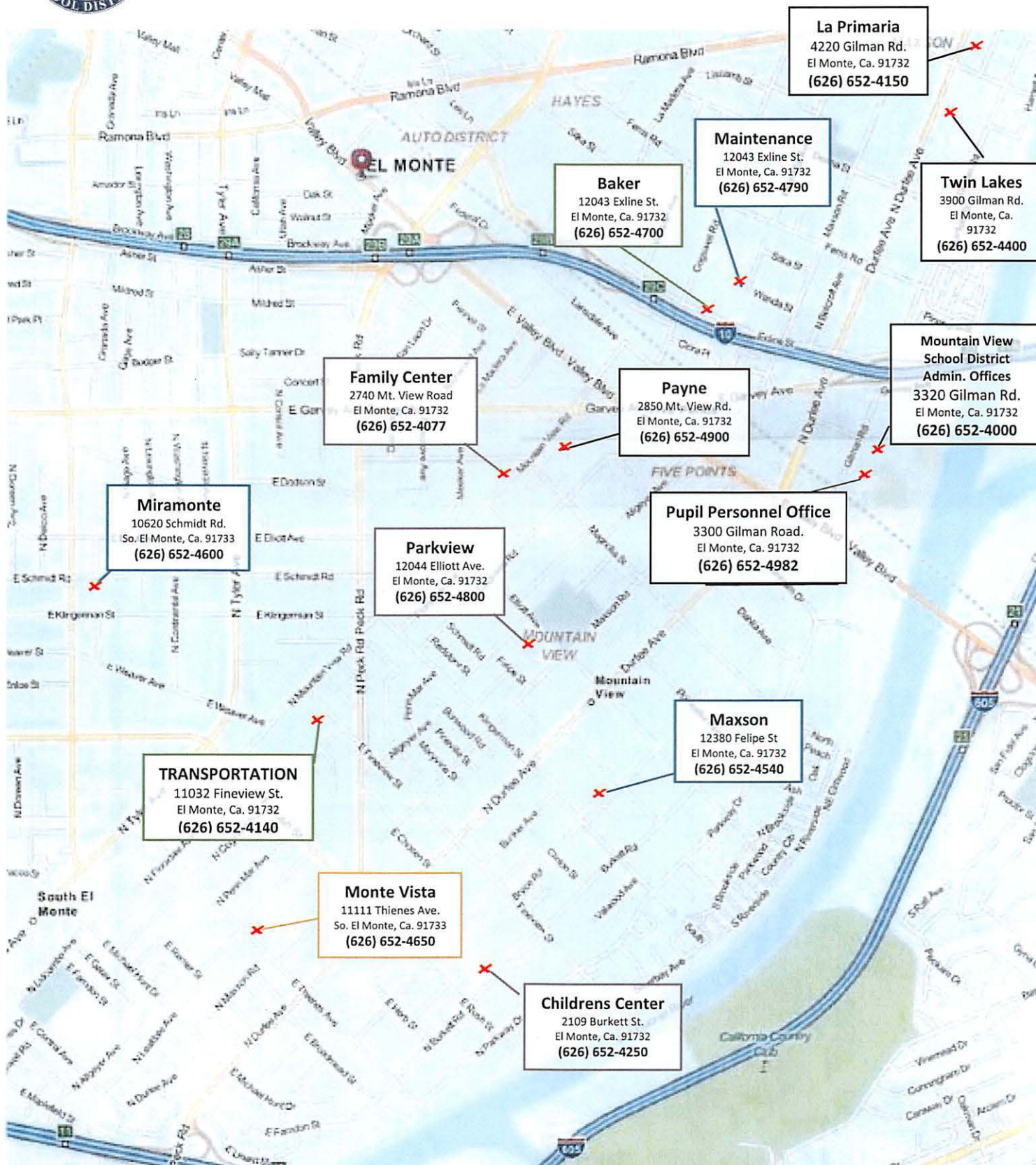
Mountain View School District, located in the heart of the San Gabriel Valley, is a TK-8 school district comprised of one TK-3<sup>rd</sup> school, one K-6<sup>th</sup> school, three TK-6<sup>th</sup> schools, two K-8<sup>th</sup> schools, one 2nd -8th school, and a Children's Center. The District, with an enrollment of approximately 5,000 students, is one of four districts serving the educational needs of students living in the cities of El Monte and South El Monte. The District employs close to 900 certificated and classified employees.

A five-member Board of Education is elected by voters for staggered, four-year terms. The Superintendent serves as the District's chief administrative officer and as secretary to the Board of Education.

Teamwork is the key at Mountain View where employees, parents, business, and community members actively participate in the educational development of our students. In an environment of mutual respect, our team approach enhances the District's efforts to prepare its students to become life-long learners, as well as self-directed and motivated members of society.



# MOUNTAIN VIEW SCHOOL DISTRICT SCHOOLS – 2023 - 2024





A five-member Board of Education  
is elected by voters for staggered, four-year terms.  
The Superintendent serves as the District's  
chief administrative officer and as  
secretary to the Board of Education.

### **Board of Education Members**

Veronica Sifuentes

Christian Diaz

Jacqueline Saldaña

Adam C. Carranza

Cindy Wu

### **Superintendent**

Raymond Andry, Ed.D.

## ADMINISTRATIVE & SUPPORT STAFF

### **Superintendent's Office 626-652-4952**

Raymond Andry, Ed.D., Superintendent  
Rocio Luna, Admin. Assistant/Secretary  
Walter Rojas, Secretary III  
Michele Earle, Public Information Officer

### **Educational Services 626-652-4961**

Jefferey Lagozzino Ph.D., Assistant Superintendent  
Laura Garcia, Executive Assistant  
Celina Garcia, Coordinator of ESSER Programs  
Lauren Nguyen, District Translator/Secretary II

### **Business Services 626-652-4055**

Darin De Knikker, Associate Supt. of Business Services & Strategic Planning  
Sonia Mejia, Executive Assistant  
Andres Antiles, Senior Network Administrator  
James DeAnda, District Computer Network Technician  
VACANCY - District Computer Network Technician  
Abigail Padilla, Secretary I

### **Human Resources 626-652-4045**

Roberto Lopez-Mena, Assistant Superintendent  
Martha Avila-Garcia, Executive Assistant  
Veronica Ochoa, Credential Analyst  
Ingrid Gonzalez, Classified Personnel Technician  
Alejandra Urias, Receptionist/Sub. Technician  
Ignacio Caballero, Receptionist/Sub. Technician  
Karina Aranda, Receptionist  
VACANCY, Risk Manager  
Diego Reyes, Secretary I

### **Student Support Services & Special Education 626-652-4981**

Stacey De Knikker., Director II  
Sylvia Topete, Secretary II  
Sonia Preciado-Corona, Program Specialist  
Kenia Ruedas, Program Specialist  
Jacquella Payne, School Nurse  
Jennifer Villanueva, School Nurse  
Elvia Flores, School Nurse

### **Family Engagement & Extended Learning**

Priscilla Figueroa, Director II 626-652-4970  
Eva Robles, Coordinator of Comm. Schools  
Cecilia Reyes, District Translator/Secretary II  
Josie Aguiniga, Migrant Community Aide  
Martha Cabrera, District Community Liaison  
Yan Huang, School Community Liaison

### **Pupil Personnel Services 626-652-4989**

George Schonborn, Director II  
Yessika Alvarez, Secretary II

VACANCY, Pupil Services Technician  
Maricela Contreras, Records Clerk

### **Curriculum, Instruction & Staff Development**

#### **(ELA, ELD, and Literacy Content Area) 626-652-4026**

Donelle Soto, Director II  
VACANCY, District Translator/Secretary II

### **Curriculum, Instruction & Staff Develop. (STEM & GATE)**

Rabia Minhas, Director II 626-652-4974  
Johnny Gonzalez, Information Specialist  
Danny Rodriguez, Information Specialist  
Isyair Ramirez, Information Specialist  
Lauren Nguyen, District Translator/Secretary II

### **Head Start/Children's Center 626-652-4250**

Alma Gonzales, Director II  
Glenda Giron, Principal Early Childhood Education  
Sonia Saenz, Secretary II  
Julia Reyes, Budget Analyst

### **Fiscal Services 626-652-4057**

Desiree Reyes, Senior Director  
Leticia Alfaro, Secretary II  
Joy Ramirez, Principal Accountant  
Vanessa Tran, Budget Analyst  
Almarose Barragan, Budget Analyst  
Luz Zavalza, Buyer  
Patricia Gonzalez, Certificated Payroll  
Evelyn Castaneda, Classified Payroll  
Geri Payne, Health Benefits  
Rosie Hamilton, Accounts Payable  
Jerica Saengaram, Accounts Payable  
Rose Reyes, Attendance Account Clerk  
VACANCY, Reprographics Printer

### **Nutrition Services 626-652-4086**

Christina Chang, Director  
Bonnie Sandoval, Secretary I  
Dina Moreno, Budget Analyst  
Jayson Sabino, Account Clerk  
Geraldine Lorenzana, Nutrition Specialist

### **Maintenance, Operations, & Transportation**

626-652-4790 (maintenance)  
626-652-4140 (transportation)  
Jeff Truschel, Director  
Javier Rodriguez, Assistant Supervisor, M & O, Custodial  
Erik Meza, Assistant Supervisor, M & O, Transportation  
Angelica Juarez, Secretary I  
Kimberly Blakeley, Bus Driver Trainer

### **Warehouse 626-652-4146**

David Cuevas, and Joe Reyes

## SCHOOLS DIRECTORY

### **Baker School (TK-5)**

Leticia McCorkle, Principal  
Sarah Baek, Dean of Instruction  
VACANCY, Office Manager  
626-652-4704

### **La Primaria School (TK-5)**

Larry Elwell, Principal  
Isela Ponce De Leon, Office Manager  
626-652-4154

### **Maxson School (K-6)**

David Herrera, Principal  
Liz Ramos, Office Manager  
626-652-4504

### **Miramonte School (TK-6)**

Shane Muetzel, Principal  
Gisella Garcia, Office Manager  
626-652-4604

### **Monte Vista (TK-8)**

Michelle Torres, Principal  
Melissa Brown, Assistant Principal  
Melisa Jordan, Dean of Instruction  
Estela Sanchez, Office Manager  
626-652-4654

### **Parkview School (TK-8)**

Angelica De La Rosa, Ed.D., Principal  
Ryan Smith, Assistant Principal  
Michelle Hamilton, Dean of Instruction  
VACANCY, Office Manager  
626-652-4804

### **Payne School (TK-6)**

Aileen LaCorte, Ph.D., Principal  
Norma Berumen, Office Manager  
626-652-4904

### **Twin Lakes School (2-8)**

Alberto Alvarez, Ed.D., Principal  
Ricardo Ortega, Assistant Principal  
Sonia Del Pino, Dean of Instruction  
Myrna Urias, Office Manager  
626-652-4404

### **Head Start/Children's Center**

Alma Gonzales, Director II  
Glenda Giron, Principal of Pre-School Program  
Sonia Saenz – Secretary II  
626-652-4254



## **PERSONNEL RECORDS**

All permanent personnel files are located at the District Office in the Office of Human Resources. All information (except ratings, reports or records obtained prior to employment or obtained in connection with a promotional examination) may be reviewed by employees. To do so, an appointment must be scheduled in advance with the Assistant Superintendent of Human Resources or designee who must be present during the review of materials. Information in the file may be copied at a cost of 10¢ per page. A copy of any derogatory material will be provided to the employee before being placed in the personnel file and the employee will be given a reasonable amount of time to prepare a written response.

## **CHANGE OF NAME OR ADDRESS**

Employees must inform Human Resources immediately of any change of name, address, or telephone number, so that employee records are current and accurate. Failure to do so may cause pay warrants and income tax statements to be delayed. Forms are available at Human Resources (Appendix A).

Prior to turning in a name change, you must obtain a new Social Security Card showing the new name. You should also keep your emergency contact information up-to-date.

Certificated: It is important that the name on your credential is also changed. Name changes are now done online at the Commission on Teacher Credentialing (CTC) at no charge.

## **IDENTIFICATION BADGE**

All District substitutes, classified and certificated, are issued photo ID badges as part of the hiring process. Badges are to be worn whenever on campus sites in order to provide a consistent method of identification for District personnel. They also help in establishing a safe work place for employees.

## **EMERGENCY PROCEDURES**

All District employees must be prepared to respond quickly and responsibly to emergencies, disasters, and events that threaten to result in disaster. A disaster preparedness plan has been developed which details provisions for handling all foreseeable emergencies and disasters. This plan is reviewed and updated annually.

## **EMPLOYMENT PROCESS AND PROCEDURE**

All potential candidates for positions are subject to an application and an interview process. Openings are posted in the District Office, at each school and department, on EDJOIN, and on our District webpage ([www.mtviewschools.com](http://www.mtviewschools.com)). District employees are encouraged to apply for advanced level jobs within the District as positions become available.

Classified: All applicants must submit an application, resume, and two letters of recommendation. They must also take and pass a written test. After testing has been completed, an eligibility list of candidates is created. The ranking is based on the final score of the examination. The top 7 ranked on the eligibility list, who are available and interested, will be interviewed for the vacant position. The entire eligibility list will be valid for 5 months. If a position becomes available in the same classification, it will be posted for 6 days for transfers only. Then after that the selection will be made from the existing eligibility list which includes transfers. Employees from the same classification will serve on the interview panel.

Certificated: Current District employees meeting the posted qualifications and applying for a transfer within the timeline will be scheduled for an interview. If no District employee is selected, outside applicants will be interviewed.

## **FINGERPRINTS**

Individuals accepted for employment are required to be fingerprinted and have the Department of Justice fingerprint clearance on file before beginning their assignment. This is done in accordance with state law and applies to all persons in California who work with or around children. For consultants, contracted employees, and classified personnel who work alone with students in a school-sponsored activity, additional fingerprinting is required by the Federal Bureau of Investigation (FBI).

## **TUBERCULOSIS SKIN TEST**

California State Law has changed regarding TB tests. An assessment form is now completed and, depending on the answers, many employees do not need the skin test. Those employees who have had positive results in the past and had an x-ray do not need to do anything as long as the positive clearance is in their personnel file.

As a condition of continued employment, employees are required to undergo an examination for active tuberculosis at least every four years pursuant to Education Code Section 49406(b). Once a year the District offers a clinic (at District expense) for employees who need a skin test. If you do not take advantage of this free clinic, you are responsible for arranging your own test (at your expense) and providing the results to Human Resources.

## **PERSONAL CONDUCT**

Employees of the Mountain View School District are one of our most valuable assets. Employees should always be courteous and helpful to the public and fellow employees. Certain rules and regulations are necessary to help us continue the goal of educating students in a safe, orderly, and efficient manner.

Employees who fail to abide by these established rules and regulations will be subject to progressive discipline. Progressive discipline may range from a verbal warning to suspension from work without pay or termination (see page 26). Disciplinary action may result for violations of rules, regulations, and policies in effect at your individual work site or District wide.

The Mountain View School District is a public employer and its employees must maintain the highest standards of ethics in the conduct of their activities. Certain practices are prohibited by employees and include, but are not limited to:

- Using tobacco or tobacco products in District owned or leased buildings, facilities, or vehicles.
- Drinking alcoholic beverages or using illegal narcotics during working hours or reporting to work while under the influence of a controlled substance.
- Possession of alcohol and/or illegal narcotics during working hours.
- Gambling on school property.
- Soliciting or collecting money for non-approved purposes during working hours.
- Selling personal items (such as cosmetics or housewares) during work hours or instructional time. Brochures, pamphlets, or candy may be left in the staff room.
- Borrowing and/or selling school property without written authorization.
- Leaving your work site without proper authorization.
- Transporting unauthorized passengers in District vehicles.
- Using District property vehicles or equipment for personal use.

## **OATH OR AFFIRMATION**

All District employees are declared by law to be disaster service workers and thus shall take the oath or affirmation required for disaster service workers before beginning employment with the District. In the event of natural, manmade, or war-caused emergencies which result in conditions of disaster or extreme peril to life, property, and resources, all District employees are subject to disaster service activities as assigned to them by their supervisors or by law. (AR4112.3, 4212.3, 4312.3) (Appendix B)

## **WORKDAY**

Classified: The workday consists of a 24-hour period beginning with the start of an employee's regularly scheduled work shift. The normal workday for a full-time employee is 8 hours of work, exclusive of not less than 30 or more than 60 minutes for lunch. The District has the right to extend the normal workday and/or normal workweek at the appropriate rate of pay when necessary to carry out District business.



## **WORKDAY (continued)**

Certificated: All teachers, including Speech and Language Pathologists and Adaptive P.E. teachers, are to arrive in a timely manner so classes will begin as scheduled and remain at school or in the District until their professional duties (planning sessions, preparation of learning material, staff development sessions, District and building administrative sessions) are completed. All certificated support personnel, not otherwise identified, are required to work an 8-hour day excluding a 30-minute duty-free lunch period except on Fridays when they may leave when classroom teachers leave.

## **LUNCH PERIODS**

Classified: The normal workday for a full-time employee is 8 hours of work, exclusive of not less than 30 minutes for lunch. Employees who work at least 6 hours per workday receive a duty-free, non-compensated lunch period of not less than 30 minutes at a time designated by the site administrator.

Certificated: Employees have at least a 45-minute consecutive, duty-free lunch period except on rainy days.

## **REST PERIODS**

Classified: Each employee receives one 15-minute rest period for each 4 hours of work performed, taken at the time designated by the site administrator. Employees who work less than 4 hours will be provided a short time for restroom breaks. Employees working 3-3¾ hours per day, upon request, are entitled to an unpaid, uninterrupted 15-minute rest period determined by the site administrator. If practical, this break will be assigned at or near the midpoint of the hours worked.

Certificated: Each employee receives a morning break as scheduled by the school site.

## **PROBATIONARY PERIOD**

Classified: A six-month probationary period is provided as the final part of the employment process. The probationary period gives you a clear picture of the work that is expected of you and it affords you the opportunity to demonstrate that you can perform the job adequately. You will be judged on such factors as the quality and quantity of work produced, knowledge of work methods and procedures, attendance, dependability, initiative, appearance, ability to work harmoniously with others, etc. Department supervisors reserve the right to recommend termination any time they feel your work does not meet accepted standards. For most employees the probationary period is the first six months of employment, but can be extended an additional 6 months. During that period you will be evaluated by your supervisor at the end of the second and fifth month. If you are promoted or transferred to a different classification, you will serve a probationary period of 90 calendar days. During the probationary period, you may be returned to your prior classification at the discretion of the District who may employ a substitute to hold the position for you.

Certificated: For a fully credentialed teacher, the probationary period is two years.

## **PERFORMANCE PROCEDURE AND EVALUATION**

**Classified:** Upon satisfactory completion of the probationary period, permanent status with the District will be granted. Permanent employees are subject to an evaluation once a year. Evaluations are completed annually by the last work day in May.

**Certificated:** The primary purpose of the evaluation is to recognize good practices and to assist the teacher in the improvement of instruction and effective management of students through the careful, objective, and systematic assessment of teacher competence and effectiveness in relation to the California Standards for the Teaching Profession and adherence to the District's recorded curriculum. Every temporary and probationary teacher shall be evaluated in writing by the District no less than once each school year. Every permanent member shall be evaluated in writing no less than once every other year. Those to be evaluated are notified before October 1. These evaluations shall be completed no later than 30 days before the end of the school year in which the evaluation takes place.

**Five-Year Evaluation:** In 2006 contract language was negotiated and approved for implementation of the Five-Year Evaluation. This option is available for classroom teachers, RSP, SDC, Speech and Language Pathologist, and Head Start/Children Center teachers. A teacher is eligible if he/she is a full-time certificated employee of the MVSD with 10 years of permanent status, meets highly qualified requirements for *Every Student Succeeds Act (ESSA)*, and received a proficient or higher rating on the most recent evaluation in all elements of the Teacher Performance Evaluation form. The certificated employee or the evaluator may withdraw consent at any time and such withdrawal of consent shall not be subject to the grievance procedure.

## **CLASSIFIED EMPLOYEE PERFORMANCE APPRAISAL**

Appendix C

## **TEACHER PERFORMANCE EVALUATION**

Appendix D

## **PROFESSIONAL GROWTH/CAREER LADDER**

**Classified:** The Professional Growth Program is designed to encourage non-instructional personnel to upgrade and/or expand the skills and knowledge of their present classification. All coursework must be pre-approved by the immediate supervisor and the Assistant Superintendent of Human Resources and must lead to a certificate of specialization in the employee's present classification from any of the following institutions of learning: colleges and universities, adult education, occupational centers, and/or private institutes of learning.

## **PROFESSIONAL GROWTH/CAREER LADDER (continued)**

Completion of a minimum of 10 semester units or 150 hours of coursework, with a grade of “C” or better, is required. Units may be submitted at any time once the course of study has been completed. After verification by Human Resources, you will receive a 5% increase in salary within 30 calendar days. (Appendix E)

The Career Ladder Program is designed to encourage instructional personnel to pursue a teaching credential. (Appendix F) Qualifying classifications include: Instructional Assistants (Special Education, Head Start/Children’s Center, PIN, Speech Language Pathologist Assistant, Computer Lab Technicians, and Library Technicians). Instructional personnel will be placed on Class 18 upon completion of an A.A. degree or junior status at a university.

A maximum reimbursement of \$1500 per year, not to exceed \$500 per semester/quarter, is available for upper division undergraduate classes leading to a teaching credential. See below for more information.

Permanent employees on the Career Ladder actively performing student teaching shall maintain their current health and welfare benefits and receive less sub pay during the period of student teaching.

Transcripts reflecting college units earned must be submitted to Human Resources no later than September 1. Report cards and/or a letter from the professor or college, on letterhead, will be accepted pending verification of official transcripts.

## **CAREER LADDER TUITION REIMBURSEMENT**

Classified: Reimbursement for each semester will be made with the submission of a Career Ladder Reimbursement Form (Appendix K) and official grade reports or transcripts. Requests for reimbursement must be submitted within 60 calendar days of semester completion, and must also include original receipts for tuition, fees and books, and a course syllabus declaring which books were required for the class. Payments will not exceed \$500 per semester/quarter for a maximum of \$1500 per year. This only applies for coursework beyond an A.A. degree.

## **TRANSFER PROCESS**

Classified: A transfer, moving an employee from the position he/she holds to another position within the same job classification but at a different school or work site, may be initiated by the employee or the District. There is no change in salary, anniversary date, accumulated sick leave, or vacation. Transfers of permanent employees may be initiated by the District at any time such transfer is in the best interest of the District. (Appendix G)

Certificated: A transfer is either a change of an assigned work location from one school site to another or a change in the position classification. For K-6 grade teachers, a transfer is a change of more than 2 grade levels above or below their previous assignment, and for 7-8 grade teachers a change of teaching assignment of 2 or more periods to a different subject not taught the prior year. (Appendix G)



## **RECLASSIFICATION**

Classified: A Reclassification Request Form may be filed when an employee believes there has been a significant change in his/her regular duties and responsibilities. There are 2 window periods for filing: December 1 and March 31. The Request Form must be completed by the employee and the immediate supervisor must have met and signed the Request prior to submitting the Request to the Panel. A Reclassification Review Panel consisting of 3 bargaining unit members and 3 administrators will review requests and inform the employee of their decision within 30 days of the Governing Board's action. The Reclassification Request Form is available in Human Resources or on the District website.

## **SHARED TEACHING ASSIGNMENTS**

Certificated: Shared teaching assignments are renewable one-year assignments only available to permanent teachers who possess clear credentials and who have mutually agreed to work together. All assignments must be approved by the principal and District administration.

## **PAY SCHEDULE**

Classified: The pay period for classified employees ends on the final day of each calendar month and checks are available on the 10<sup>th</sup> and 25<sup>th</sup> days of the month. Should those days fall on a weekend or holiday, checks will be issued on the last work day prior to the scheduled date. Checks not delivered to the work sites may be picked up in the District Office after 9:00 a.m. on the day of issuance. Checks not picked up by 3:00 p.m. will automatically be mailed to the employee. Employees hired after the 1<sup>st</sup> of the month will receive their first check on the 10<sup>th</sup> of the following month.

Certificated: Teachers are paid once a month on the last working day of the month beginning in August and ending in June. Paychecks are delivered to the school sites and are available through the office manager. Paychecks for December and June are handled differently because of holidays and vacation: you can arrange to have your check mailed or picked up at the District Office.

Classified and Certificated Substitutes: Checks for all substitutes are to be picked up at the District Office.

## **SALARY SCHEDULE**

Classified: New employees begin on Step I of the Salary Schedule and will advance to Step II beginning with the 7<sup>th</sup> full month of satisfactory employment. Advancement to Steps III, IV, and V occurs annually with satisfactory performance. Longevity is available with the 6<sup>th</sup>, 11<sup>th</sup>, 16<sup>th</sup>, 21<sup>st</sup>, 26<sup>th</sup>, and 31<sup>st</sup> years of service. Instructional aides and library technicians may receive salary class advancements after successfully completing specific amounts of college credit. Advancement can be made to Salary Class 15 after 45 units and to Salary Class 18 after obtaining an A.A. degree or junior status at a university.

## **SALARY SCHEDULE (continued)**

Certificated: Placement on the Salary Schedule depends upon previous, full-time contractual public school experience. Credit will be allowed on a year-for-year basis. Column placement will be determined based on the number of units beyond the B.A. degree.

## **MOVEMENT ON THE SALARY SCHEDULE**

Classified: If you are participating in the Career Ladder Program, transcripts reflecting college units earned must be submitted to Human Resources no later than September 1. Report cards and/or a letter from the professor or college, on letterhead, will be accepted pending verification of official transcripts. If you are working in the Professional Growth Program, units may be submitted at any time once the course of study has been completed. After verification by Personnel Services, you will receive a 5% increase in salary within 30 calendar days.

Certificated: Adjustments for class placement on the Salary Schedule can be made throughout the year. Credit will be effective on the first day of the month following the month that transcripts are received in Human Resources. Requests for adjustments must be followed by official transcripts. A grade of "C" or better is required.

## **OVERTIME/EXTRA DUTY**

Classified: Overtime is defined as work performed beyond an 8-hour day or a 40-hour week and is compensated at time-and-one-half. Overtime must be approved in advance by your supervisor and you must complete a daily record of time worked. Employees have the option of receiving overtime compensation in the form of monetary wages or comp time off. Comp time may be accrued up to a maximum of 120 hours (80 hours of overtime work). Please see page 44 in this Handbook for the complete Board Policy. Extra Duty assignments are those that occur outside of the regular workday and work year. Timesheets are due on the 25<sup>th</sup> day of the month worked. A separate timesheet must be completed for each job and funding source. (Appendix H)

Certificated: Certificated employees receive an hourly rate for the following: yard duty/detention, substitute teaching during prep period, after school tutoring, Saturday school, attendance at staff development and in-services during non-meeting days, curriculum development, summer school teacher, home teacher, and diagnostic team specialist. Timesheets are due on the 25<sup>th</sup> day of the month worked. A separate timesheet must be completed for each job and funding source. (Appendix I)

## **INSURANCE BENEFITS**

The District has several group insurance plans available to employees. Insurance plans include medical, dental, vision, and life. For more comprehensive information, please consult the Insurance Enrollment Information online at <http://www.mtviewschools.com>.

## **INSURANCE BENEFITS (continued)**

Classified: For 2023-2024, the cap is \$840.01/month (7-8 hour employees), \$630.00/month (5-6 hour employees), \$420.00/month (4 hour employees).

Regular, permanent classified employees who work less than 3¾ hours: Vision insurance and a \$10,000 life insurance policy are provided by the District for the employee only.

Certificated/Administration/Confidential: For 2023-2024, the cap is \$750.20/mo.

- **Medical**  
Mountain View School District offers medical plans to eligible employees.
- **Dental**  
Mountain View School District offers dental plans to eligible employees.
- **Vision**  
Mountain View School District offers vision plans under Vision Service Plan (VSP) to eligible employees. It is provided at no cost to regular, permanent classified employees who work under 4 hours.
- **Life Insurance**  
Mountain View School District offers a \$50,000 life insurance policy to eligible employees at the cost of \$4.20/month and provides a \$10,000 policy to regular, permanent classified employees who work under 4 hours.
- **Long-Term Care Insurance**  
Long-term care insurance is a voluntary program paid for by the employee to provide long-term care should they suffer an injury or illness and need home care or nursing home care. Contact Health Benefits for more information.

## **ELIGIBILITY FOR BENEFITS**

Substitute, short-term, and limited-term employees are not eligible for leaves, vacation, holidays, or other types of benefits. Other part-time regular employees are eligible, but on a prorated basis.

## **CREDIT UNIONS**

As an employee of the Mountain View School District, you may become a member of the following credit unions:

- SchoolsFirst Federal Credit Union, 332 S. California, West Covina  
Telephone: 714-258-4000 or 800-462-8328. Website: [www.info@SchoolsFirstfcu.org](http://www.info@SchoolsFirstfcu.org)
- Credit Union of Southern California, 11024 Concert St., El Monte  
Telephone: 562-698-8326 or 866-287-6225. Website: [www.cusocal.org](http://www.cusocal.org)
- Foothill Credit Union, 645 S. Lone Hill Ave, Glendora  
Telephone: 626-574-6240. Website: [www.foothillcu.org](http://www.foothillcu.org)
- First Financial Federal Credit Union, 1600 W. Cameron Ave., West Covina  
Telephone: 626-814-4611. Website: [www.fffcu.org](http://www.fffcu.org)

Additional information is available in the Payroll Office.



## **TAX-SHELTERED ANNUITIES**

The Tax-Sheltered Annuity (TSA) Program is a supplemental retirement savings program authorized by section 403(b) of the Internal Revenue Code. All permanent, salaried employees are eligible to participate and can enroll at any time. Through this program you can invest a portion of your income for retirement on a pre-tax basis. Participation in the plan is voluntary. The employee makes the entire contribution; there is no employer match.

## **ATTENDANCE**

The District stresses regular attendance and requests that employees miss work only on those days when it is absolutely necessary. Absences in excess of 10 days for 10 month employees or 12 days for 12 month employees are considered excessive unless due to a long-term illness or injury. Upon request by the Human Resources Department, an employee may be required to provide a medical note verifying the presence of a personal illness or injury and/or a medical release authorization to return to work after an employee is absent five consecutive days or more. Depending upon the circumstances, employees with a yearly absence total that exceeds the number of months employed may be subject to disciplinary action.

## **REPORTING OF ABSENCE**

Certificated staff members must report absences via our automated service called AESOP (Frontline Education). You may interact with the system either on the internet at <http://www.aesoponline.com> or by phone at 1-800-942-3767.

Classified and Administrative staff members are to track their absences via Current Solutions at [www.currentsolutions.net](http://www.currentsolutions.net). The Absence Card displays a running balance of employee hours, completed absence requests, and any modifications. It is important that your reporter (Appendix L) be aware of your absence as well. Failure to provide adequate notification to the District shall be grounds for denial of leave and forfeiture of pay.

## **TIME SHEETS**

Classified and Confidential – Appendix H  
Certificated – Appendix I

## **DIRECT DEPOSIT**

Employees may utilize Electronic Payroll Deposit by contacting Certificated Payroll at 626-652-4061 or Classified Payroll at 626-652-4062 for the appropriate form. (Appendix J)

## **SUBSTITUTE COVERAGE FOR CLASSIFIED EMPLOYEES**

If your position is in Column A below, you may be covered by a substitute on a daily basis. If two office employees (clerk, office manager, health aide) are absent, a sub may be secured on day one. If your position is listed in Column B, you should notify your immediate supervisor of your absence, but do not call the sub line until your 4<sup>th</sup> consecutive day out of work.

<b>COLUMN A (covered daily)</b>	<b>COLUMN B (covered after 3 days)</b>
Library Technician	Office Manager
Special Ed. Instructional Assistant	School Clerk
Custodian	Health Clerk
Bus Driver	Department Secretary or Clerk
Receptionist	Instructional Assistant
Campus Security	Other positions deemed necessary by administration
Crossing Guards	
Bus Monitors	
Preschool Instructional Assistant	

## **MEDICAL LEAVE**

Any employee becoming aware of the need for an absence due to surgery, maternity, or other predictable or previously scheduled cause, shall submit a statement from his/her attending physician as far in advance of the initial disability date as possible. The physician's statement shall include the beginning date of disability, the cause of the disability, and the anticipated date of return to active service. Please submit your medical note to Human Resources.

## **FAMILY MEDICAL LEAVE ACT (FMLA)**

### **CALIFORNIA FAMILY RIGHTS ACT (CFRA)**

FMLA/CFRA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons. During the FMLA/CFRA leave, the District must maintain the eligible employee's health coverage. Eligible employees must have worked at least one fiscal year during the previous 12 months.

The leave may be for the following reasons: the birth of employee's child; placement of a child with the employee for foster care or for the employee's adoption of the child; to care for an employee's child, parent or spouse with a serious health condition; or the employee's own serious health condition. (Board Policy 4161.8) (Appendix M).

## **CALIFORNIA PAID FAMILY LEAVE**

Classified Only: Paid Family Leave is a component of State Disability Insurance and partially covers employee wage loss based on past quarterly earnings. To qualify, an employee must meet the following requirements: be covered by California State Disability Insurance and have earned at least \$300 from which deductions were withheld; complete claim forms accurately, completely, truthfully, and timely; supply medical information that supports claim; provide documentation to support claim for bonding with a new child and serve a 7 day unpaid waiting period before benefits begin. Benefits are available for a maximum of 8 weeks in a 12-month period. Paid Family Leave does not provide job protection or return rights. To request a claim form: go to [www.edd.ca.gov](http://www.edd.ca.gov). (Appendix M)

## **PERSONAL NECESSITY LEAVE**

These days are deducted from the employee's sick leave; however, an employee may not use more than the accrued leave for illness or injury. Personal necessity leave may not be used for political activities or demonstrations, to extend vacation or holiday periods, for recreational or social activities, for civic or organizational activities, for employee association activities, for routine personal activities, for occupational investigation, or for matters that can be taken care of outside work hours. Employees must give advance notice prior to taking Personal Necessity time off.

Classified: May use up to 7 days of leave for personal necessity.

Certificated: May use up to 10 days of leave for personal necessity.

## **BEREAVEMENT/FUNERAL LEAVE**

Employees may take up three (3) days of paid, and two (2) days of unpaid bereavement leave for the death of a family member, if 200 miles or less of travel is required. Five (5) days of paid bereavement if out of state or one-way travel exceeds 200 miles – for absence due to a death in the immediate family. Immediate family includes: mother, father, grandmother, grandfather, or a grandchild of the employee or the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister or sister-in-law, stepmother, stepfather, or stepchildren of the employee, or any person living as part of the immediate household of the employee (excluding boarders and renters).

## **PERSONAL LEAVE WITHOUT PAY**

Personal leave without compensation, increment, step advancement, seniority or employee benefit accrual may be granted for a period of up to one year with the recommendation of the Assistant Superintendent of Human Resources and approval of the Board of Education. Requests must be made in writing and may be granted for the purpose of Peace Corps, care of a member of the immediate family who is ill, long-term illness of the employee, service in an elected public office, or professional study or research.



## **MILITARY LEAVE**

In accordance with federal and state law, it is the District's policy that no employee will be subjected to any form of discrimination on the basis of that person's obligation to perform service for any of the Uniformed Services of the United States. The employee shall provide his or her immediate supervisor with notice (copy of orders) that the employee will be engaging in military service.

Employees directed to participate in extended military duties that exceed 10 working days will be placed on an unpaid military leave of absence status for a period of as long as 5 years and will be entitled to the rights and benefits described under the "Uniformed Services Employment and Reemployment Rights Act."

## **INDUSTRIAL ACCIDENT**

Employees are eligible for injury and illness leave under the provisions of the California Compensation Insurance Fund. If you receive a job-related injury or illness you must notify your immediate supervisor by the end of the work day.

In order to qualify for injury leave, you must be examined and treated, if necessary, by a physician designated by the District or by the District's insurance carrier. Injury or illness leave cannot exceed 60 work comp days per injury during a fiscal year and may be granted only during the period in which you would be performing regular duties for the District. When leave overlaps into the next fiscal year you are entitled only to the amount of unused leave for the same injury or illness.

If you exhaust your available injury leave you may then use available sick leave, vacation, or other paid leave. The payment of the leave, when added to wage-loss benefits received from the state, may not exceed your normal wages.

During the period you receive injury benefits, you must remain within the state unless the District authorizes travel outside of California. You may return to your job following injury leave upon presentation of release from an authorized physician. Your medical release must state that (1) you can return to work without restrictions or (2) that you can return to work with restrictions via a duty modification detailing the nature of the restriction. The District must agree accommodation is possible.

## **JURY DUTY**

If called upon to serve jury duty, you must notify your immediate supervisor and submit a copy of the jury summons to Human Resources. To receive full pay, the court per diem must be signed over to the District, but you are entitled to travel allowance and parking fees. On the days that you are released from jury duty early you are required to return to your regular position in the District.

## **JURY DUTY (continued)**

Classified: Eligible for unlimited days of service. 10-month employees who are called to serve jury duty during their contracted work year shall receive the substitute rate of pay (less the amount received from jury service) if they defer such services to non-contracted time during the summer months.

Certificated: Eligible for 10 days of service. Jury duty deferred to non-contract summer time shall receive the substitute teacher rate of pay (less any amount received for jury duty) up to ten days. In order to process payment for jury duty postponed to summer, you need to bring in a copy of the original jury summons showing the dates (It is the employees responsibility to keep a copy of the original summons indicating the date within the school year), a copy of the postponement showing the new dates, and a certificate of completion of jury services. A Certificated Personnel Extra Duty Time Sheet reflecting hours served must be completed and signed by the Assistant Superintendent of Human Resources. Request for payment cannot be processed until all documentation is provided.

Administrative: Eligible for 10 days of service.

## **VACATION**

Classified: Employees accrue one day of vacation per month. Vacation for part-time employees is granted on a proportional basis according to the number of hours worked per week. Longevity vacation is granted as follows:

- After 5 years.....2 additional days
- After 10 years.....2 additional days
- After 15 years .....2 additional days
- After 20 years.....2 additional days

Vacation time will be granted at a time which will least interfere with the District's operations. Insofar as practicable, the employee's vacation time will be arranged to meet the employee's request. However, the final determination with respect to vacation shall be made by the District.

Vacation accrued by 12-month employees must be used within the 6 calendar months following the close of the fiscal year in which the vacation was earned.

Vacation previously accrued by employees who work fewer than 12 months during the fiscal year must be taken during winter and spring breaks when the employees are not scheduled for work unless requested by supervisors to work during said periods.

Administrators: All 12-month administrators, except Assistant Superintendents, are on a positive work year of 215 days from July 1 through June 30. The Assistant Superintendents' work year is 224 days. A maximum of 30 vacation days may be carried over in accordance with administrative regulation. (BP 2310)

## **CARRY-OVER VACATION**

In August 2007, carry-over vacation was no longer allowed to accumulate year to year. Unused vacation days from a prior year must now be scheduled and used by December 31. This provision applies to all 12-month classified, confidential, and classified management employees. Per Board Policy 2310, Administrative Personnel may carry forward a maximum of 30 days of vacation into the new fiscal year.

## **HOLIDAYS**

Classified: You will be paid for all federal, state, and local holidays granted by the Board of Education provided that you worked, or were on an authorized paid leave, during the regularly scheduled work days before or after the holidays.

The following paid holidays shall be granted to all classified employees in paid status (the day before or after the holiday); the following holidays are days off for all personnel:

- Independence Day
- Labor Day
- Admissions Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Day before Christmas
- Christmas Day
- New Year's Day
- Martin Luther King Day
- Washington's Day
- Lincoln's Day
- Memorial Day
- Juneteenth

When the holiday falls on a Saturday, the previous Friday shall be deemed to be a holiday. When the holiday falls on a Sunday, the following Monday shall be deemed the holiday.

Regular employees not assigned to work during the winter recess shall be compensated for December 25 (Christmas Day) and January 1 (New Year's Day) provided the employee is in paid status on the day immediately preceding or following the recess period during which a holiday falls. (CSEA Contract, Article XXIII)

## **PERSONAL APPEARANCE**

The appearance and conduct of our employees are of supreme importance in establishing a positive image for education in the community and for presenting a good example for students. Therefore, we affirm our expectations that all personnel shall be professionally, neatly, and appropriately attired for the work to be done. An employee's dress must not distract from the educational process and must be in accordance with health and safety standards. Dress should be appropriate for the job, taking into consideration the following factors:

- The nature of the work
- Whether the apparel is consistent with a professional environment
- Health and safety factors
- The nature of the employee's public contact and the normal expectations of outside parties with whom the employee will work
- The employee's interaction with students
- The prevailing practices of other workers in similar jobs

Reasonable accommodations may be made by principals to accommodate employees involved in special activities, duties, or other approved projects (i.e. spirit week, dress down day, etc.).

Administrators and administrative support employees are expected to project a professional image and should dress and be groomed appropriately for an office/business environment.

Teachers and teacher support personnel are also expected to project a professional image that sets a positive dress and grooming example for students. Physical education teachers must wear appropriate athletic attire to meet the requirements of their job responsibilities.

## **SMOKING/TOBACCO-FREE SCHOOLS**

The use of tobacco and tobacco products, including smokeless tobacco, on District property owned or leased and in District vehicles is prohibited anywhere, anytime. Employees who use tobacco on school campuses, at facilities of the District, or at school-related activities, are subject to disciplinary action.

## **POSSESSION OF FIREARMS AND WEAPONS**

Employees, visitors, and students are prohibited from bringing firearms, knives, or other weapons onto school premises or any grounds or building where school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect anyone carrying a weapon should report it to their supervisor immediately.

## **VISITORS IN THE WORKPLACE**

All visitors are expected to enter any District facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the premises should immediately direct him or her to the building office or contact the administrator in charge.



## **USE OF INTERNET AND E-MAIL**

The District's Electronic Information Resources (EIR's), including its network access to the Internet, is primarily for administrative and instructional purposes. Electronic mail transmission and other use of electronic communication systems are not confidential and can be monitored at any time to ensure appropriate use.

Every year employees and students who are authorized to use the systems will be required to sign and abide by the provisions of the District's EIR's Rules and Regulations (Appendix O). Failure to do so can result in disciplinary action, the revoking of privileges for use of the District EIR's, and appropriate legal action as warranted. Employees with questions about computer use and data management can contact the Technology Department.

## **DISTRICT WEBSITE RESOURCES – [www.mtviewschools.com](http://www.mtviewschools.com)**

On the District website, you can find the School Calendar, School Locator, Kindergarten Registration, Budget Updates, Negotiation Updates, and the following departmental information:

### **BUSINESS SERVICES**

- ♦ Fiscal Services: Financial Reports, Mileage Claim Form, Out of Pocket Reimbursement Form, ASB Petty Cash Recon Form, ASB Request to Establish Petty Cash Box, ASB Receipts to Cash Reconciliation Sheet, EIA and EPA Postings, Health Benefits, Kinder Retention Form
- ♦ Food Services: Nutrition Curriculum
- ♦ Maintenance: Work Order Program, Integrated Pesticide Management Plan
- ♦ Transportation: Bus Routes, School Bus Rules, Traffic Safety Reminders

### **EDUCATIONAL SERVICES**

- ♦ Assessment and Evaluation: CAASPP, PFT, Technology, E-Rate
- ♦ Preschool Programs: Sites and Hours, Newsletters, Photo Gallery
- ♦ Curriculum and Instruction: Curriculum Resources, Common Core State Standards
- ♦ English Learner and Parent Programs: Migrant Education, English Learner and Parent Program Resources
- ♦ Pupil Personnel Services: Health Information, Intra District Permit Application, Request for Transfer of Attendance Permit
- ♦ Student Support Services and Special Education: Parent Information, Program Transfer, Psychologists, Important Documents

### **HUMAN RESOURCES**

Job Descriptions, Salary Schedules, Certificated Evaluation Handbook, Employment Opportunities, School Calendar, Employee Handbook, Bargaining Update, EASE information, CSEA Agreement, MVTA Agreement, Change of Address Form, Resignation/Retirement Forms, Transfer Form, Insurance Benefits

## **COPYRIGHTED MATERIALS**

Employees are expected to comply with the provisions of copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Videotapes are to be used for educational purposes only. Duplicating or backups of computer programs and data must be made within the provision of the purchase agreement.

## **CELL PHONES**

Due to the enormous use of cell phones in our society today, guidelines for their use in the workplace must be addressed. Please remember the following:

- The primary purpose of using a personal cell phone during the workday is school safety.
- Personal cell phones should be used for emergencies only when a working telephone isn't available.
- Staff should not make or receive cell calls during work hours (unless there is an emergency).
- Calls should not interfere with classroom instruction or regular work responsibilities.
- Personal cell phones may be used at break time.

## **PERSONAL PROPERTY AT WORK**

Mountain View School District does not insure personal property for the loss or damage that may occur. A Personal Equipment Request Form (Appendix Q) is available to explain the necessity of bringing equipment to your work site.

## **UNIFORMS**

Uniform dress is required for cafeteria, maintenance, custodial, security, and transportation personnel.

## **ASSOCIATIONS/AGENCY SHOP**

A copy of the latest contract from the CSEA and MVTA is available online. The appropriate Association will be given to new employees when employment paperwork is processed. The CSEA and MVTA Contract can also be found on the District website in the Personnel section.

Classified: California School Employees' Association, Charles Kranz Chapter #430, includes all regular probationary and permanent classified employees.

Certificated: The Mountain View Teachers' Association of El Monte includes all teachers, nurses, psychologists, counselors, speech and language therapists, librarians, and consulting teachers.

## **DISCIPLINARY ACTION**

Progressive discipline consists of a series of disciplinary steps, each step calling for more serious disciplinary action. The process generally includes the following sequence: Oral Warning/Conference, Written Warning, Letter of Reprimand, Unsatisfactory Evaluation, Suspension Without Pay, Dismissal. The basic goal of progressive discipline is to correct unsatisfactory employee performance. In most cases, effective use of this process will correct employee deficiencies prior to dismissal. However, where the employee's performance is not corrected, documentation based on progressive discipline is important to substantiate management's burden of proof in disciplinary proceedings.

## **COUNSELING SERVICES/EASE**

The Mountain View School District has an agreement with the Employee Assistance Service for Education (EASE), sponsored by the Los Angeles County Office of Education, to provide counseling service to our employees and their families.

EASE is a professional and highly confidential counseling service free to employees and their families. Counseling is provided in many areas, including personal and family problems, emotional distress, drug and alcohol abuse, on-the-job anxieties, and stress. The EASE offices are separate from school district sites and counseling sessions are kept confidential; no one is ever told of your contact with EASE, not even the District. If you wish information to be released to anyone, a consent form, signed by you, must be on file.

Employees/family members in need of special help must contact the EASE office directly, at 1-800-882-1341; they, in turn, will refer you to a professional counselor in your area. This service is paid for by the District and is free to employees and their families.

## **VOTING**

If a voter does not have sufficient time outside of working hours to vote at a statewide election, the voter may, without loss of pay, take off enough working time which when added to the voting time available outside of working hours will enable the voter to vote. No more than two hours of the time taken off for voting shall be without loss of pay. (California Elections Code Section 14000)

The time off for voting shall be only at the beginning or end of the regular working shift, whichever allows for the most free time for voting and the least time off from the regular working shift, unless otherwise mutually agreed. If the employee on the third working day prior to the day of elections knows or has reason to believe that time off will be necessary to be able to vote on election day, the employee shall give the employer at least two working days' notice that time off for voting is desired, in accordance with the provisions of this section. Polls are open from 7:00 a.m. to 8:00 p.m.

## **COMPLAINTS**

A complaint is different from a grievance in that it is designed to address a concern with a procedure, policy, practice, or professional interaction. It does not have anything to do with the contract. Parents, as well as staff, may file a complaint. The complaint procedures are available from Personnel Services. The regulations clearly state the steps that are followed upon the receipt of the complaint. (Appendix O)

## **GRIEVANCES**

A grievance is an alleged violation of the contract. If an employee feels he/she has a legitimate grievance, an attempt to address the concern should start at an informal level with the individual who could effectively resolve the issue. If there is no resolution at the informal level, the employee may delineate the concern on a grievance form. For additional information, please contact your building representative.

## **RESIGNATION**

Employees are asked to give at least a two-week written notice before resigning their positions. A personal letter, including the date and reason for the resignation, may be sent to Personnel Services or you may use a form (Appendix P – which is also available online). In addition to paying employees up to and including their last working day, any vacation pay earned will be paid provided the employee has been working with the District at least six months. An exit interview with the immediate supervisor or Assistant Superintendent of Human Resources may also occur.

## **UNEMPLOYMENT INSURANCE**

All regular school employees in the state are covered by unemployment insurance. Eligibility is determined by the California Employment Development Department.

## **COBRA (Consolidated Omnibus Budget Reconciliation Act)**

The District is required to make continued health plan coverage available for certain employees and dependents under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Covered employees who terminate employment after October 1, 1986, and their enrolled dependents have the right to pay for continued membership in the health, dental, and vision programs. You must notify Health Benefits as soon as possible if you plan to continue health coverage or for further information on rates, types of coverage, and other information.



## RETIREMENT

Annual retirement workshops are held for both certificated and classified employees. Watch your site bulletin board for announcements.

To make your retirement official, you must submit a letter or form (Appendix R) – which is also available online) to Human Resources

Classified: If you are regularly employed for 4 or more hours per day, you automatically become a member of the Public Employees' Retirement System (PERS) on your first day. Under PERS a portion of your salary is deducted each month. The District also makes a contribution. The accumulated sum is held by the state to pay your retirement benefits. For most classified employees the earliest you can retire is age 50. You must have at least 5 years of CalPERS service credit. In addition to being a member of PERS, you will be covered under the federal Social Security System. All new classified employees qualifying for PERS must be enrolled concurrently in Social Security.

If you terminate your services with the District before becoming eligible for retirement and you have at least 5 years of PERS service, your contributions may be left in the retirement fund or you may choose to have them returned to you with the accumulated interest. In the event of your death while still employed by the District and still a member of PERS, your legal heirs receive the amount of your contributions plus interest and a sum equal to one month's salary for each year of service up to 6 years.

Certificated/Administrators: Although you may retire before age 60, the "normal retirement" age factor of 2% will be reduced by CalSTRS for each month you are younger than age 60. The earliest age at which you can retire for service in the CalSTRS Defined Benefit Program with a monthly benefit is age 50 under the "30 and Out" alternative.

## EARLY RETIREMENT

Classified: An employee who has reached the age of 55, has 15 years of credited service with the District, and 8 years of CalPERS service credit is eligible for early retirement. The District will continue to pay the approved insurance plans at the same support level received as an active member until the employee is eligible for Medicare coverage. Not more than 7% of the bargaining unit shall be allowed to receive early retirement benefits at any one time. Slots are filled by job seniority and letters requesting early retirement must be submitted to Personnel Services before May 1. More information is available on-line at [www.calpers.ca.gov](http://www.calpers.ca.gov).

## **EARLY RETIREMENT (continued)**

Certificated: An employee with 15 years with the District, between the ages of 55-61 years, will continue to receive coverage in the approved insurance plans at the same support level received as an active member until the retiree becomes eligible for Medicare or reaches age 65 years. Not more than 7% of the bargaining unit may be receiving early retirement benefits at one time. Slots are filled by the date the letter of intent is received, not by seniority. Letters requesting early retirement should be submitted to Human Resources. For more information, contact [www.calstrs.com](http://www.calstrs.com)

Administrators: Administrative employees must be between the ages of 55-64 years and contribute into STRS or PERS. Employees hired prior to January 1, 1996 shall have served at least 10 years in an administrative position with the District; those hired on January 1, 1996 or later shall have served at least 15 years in an administrative position with the District. Letters requesting early retirement should be submitted to Personnel Services. For more information, contact [www.calstrs.com](http://www.calstrs.com).

## **DISABILITY RETIREMENT**

Classified: You must be “substantially incapacitated” from performing your job duties based upon a condition expected to be permanent or last indefinitely as substantiated by medical opinion. There is no minimum age requirement, but you must have at least 5 years of CalPERS-credited service. You must work closely with CalPERS in applying for disability retirement.

Certificated/Administrators: You must provide medical documentation substantiating the impairment. There are no age restrictions to apply, but you must have 5 or more years of credited service with CalSTRS. You must work closely with CalSTRS in applying for disability retirement.

## **VOLUNTEERS**

Parents and other members of the Mountain View community are encouraged to share their time, knowledge, and abilities with our students. Volunteers enrich our educational program and strengthen our schools' relationships with homes, businesses, public agencies, and private institutions. Volunteers must act in accordance with District policies, regulations, and school rules. They must be interviewed by the school community liaison, complete a live scan clearance (fingerprinting), TB testing, hold harmless waiver, and other volunteer related forms. Volunteers must be under the direct supervision of a school employee.

## **CHILD ABUSE and NEGLECT: PREVENTION AND REPORTING PROCEDURES – BP 5141.4**

### Child Abuse and Neglect: Reporting Procedures

The Board of Education will protect and safeguard the immediate health and safety of all students within the Mountain View School District which includes students enrolled in the Head Start program as defined by the Department of Social Services, Community Care Licensing (CCL). Suspected acts of child abuse or unusual incidents against a child must be reported to the required local agencies. Suspected acts of child abuse or unusual incidents against a child enrolled in the Head Start program must also be reported to the Los Angeles office of Education Grantee Office.

The Board of Education recognizes the District's responsibility to educate students about the dangers of child abuse so that they will acquire the skills and techniques needed to identify unsafe situations and to react appropriately and promptly.

The District's instructional program shall include age-appropriate and culturally sensitive child abuse prevention curriculum. This curriculum shall explain students' right to live free of abuse, inform them of available support resources, and teach them how to obtain help and disclose incidents of abuse.

The Superintendent or designee shall seek to incorporate community resources into the District's child abuse prevention programs. To the extent feasible, the Superintendent or designee shall use these community resources to provide parents/guardians with instruction in parenting skills and child abuse prevention.

With concern for the total well-being of each student, the Board of Education directs the employees of the District to report known or suspected incidences of child abuse in accordance with state law and District regulations. District employees shall cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse.

Employees, who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for investigating and prosecuting cases of child abuse and neglect.

This policy and regulation apply to all certificated employees of the District and any other employees designated by law as a "child care custodian" or "health practitioner" as defined by state law. (Penal Code 11165.7 and 11165.8)

In the event that training is not provided to mandated reporters, the Superintendent or designee shall report to the California Department of Education the reasons that such training is not provided. (Penal Code 11165.7)

The Superintendent or designee shall develop and implement regulations for identifying and reporting child abuse.

The Superintendent or designee shall provide training in child abuse identification and reporting for all certificated personnel.

The Superintendent or designee shall also provide training in the duties of child abuse identification and reporting to instructional and teacher aides, teacher assistant and other classified employees.

All employees trained in child abuse identification and reporting shall be given, as a part of that training, written notice of the child abuse reporting requirements and the employee's confidentiality rights. (Penal Code 11165.7)

In order to reduce or eliminate unfounded child abuse accusations directed at school employees, child abuse in-service training shall include guidelines for maintaining ethical relationships with students and for disciplining students.

Policy Adopted: 10-03-91

Revised: 6-3-11

## **CHILD ABUSE and NEGLECT: REPORTING PROCEDURES – AR 5141.4**

### **Duty to Report**

Certificated employees and classified employees trained in child abuse identification and reporting shall report known or suspected child abuse to a child protective agency by telephone immediately or as soon as practically possible and in writing with thirty-six (36) hours. The reporting responsibility is individual and cannot be delegated to another individual.

### **Definitions**

1. “Child Abuse,” as defined by law, pursuant to Penal Code 273 and 11165, and for purposes of this regulation, includes the following:
  - a. Physical abuse resulting in a nonaccidental and physical injury.
  - b. Physical neglect, including both severe and general neglect, resulting in negligent treatment or maltreatment of a child.
  - c. Sexual abuse including both sexual assault and sexual exploitation.
  - d. Emotional abuse and emotional deprivation including willful cruelty or unjustifiable punishment.
  - e. Severe corporal punishment.
2. “Mandated Reporters” are those people defined by law as “child care custodians,” “medical practitioners” and “non-medical practitioners” and include virtually all school employees. The following school personnel are required to report: Teachers, administrators, supervisors of child welfare and attendance, certificated pupil personnel employees, employees of a child care institution, Head Start teachers, school psychologists, licensed nurses, counselors, presenters of child abuse prevention program and those instructional aides or other classified employees trained in child abuse reporting.
3. “Child Protective Agencies” are those law enforcement and child protective services responsible for investigating child abuse reports, including the local police or sheriff department, county welfare or juvenile probation department and child protective services.
4. “Reasonable Suspicion” means that it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse. (Penal Code 11166)

### **Reporting Procedures**

1. To report known or suspected child abuse, any employee (as defined above) shall report by telephone to the local child protective agency.

The telephone report must be made immediately, or as soon as practically possible, upon suspicion. The verbal report will include:

- a. The name of the person making the report



- b. The name of the child.
- c. The present location of the child.
- d. The nature and extent of any injury.
- e. Any other information requested by the child protective agency, including the information that led the mandated reporter to suspect child abuse.

At the time the verbal report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

2. Within thirty-six (36) hours of making the telephone report, the mandated reporter will complete and mail a written report to the local child protective agency. *You may also be required to submit an on-line report.*

The written report shall include completion of the required standard Department of Justice form (DOJ SS 8572).

The mandated reporter may request and receive copies of the appropriate form either from the school District or directly from the local child protective agency.

Detailed instructions for completion of the form are on the back sheet of the form. Reporters may request assistance from the site administrator in completing and mailing the form; however, the mandated reporter is still responsible for ensuring that the written report is correctly filed.

3. Employees reporting child abuse to a child protective agency are encouraged, but not required, to notify the site administrator or designee as soon as possible after the initial verbal report by telephone.

Administrators so notified shall provide the mandated reporter with any assistance necessary to ensure that the verbal or written reporting procedures are carried out according to state law and District regulations. If requested by the mandated reporter, the principal may assist in the completion and filing of these forms.

If the mandated reporter does not disclose his/her identity to a District administrator, he/she shall at least provide or mail a copy of the written report to the District without his/her signature or name.

#### Legal Responsibility and Liability

1. Mandated reporters have absolute immunity. School employees required to report are not civilly or criminally liable for filing a required or authorized report of known or suspected child abuse.
2. A mandated reporter who fails to report an instance of child abuse, which he/she knows to exist or reasonably should know to exist, is guilty of a misdemeanor punishable by confinement in jail for a term not to exceed six (6) months or by a fine of not more than one thousand dollars (\$1,000) or both. The mandated reporter may also be held civilly liable for damages for any injury to the child after a failure to report.

3. When two (2) or more persons who are required to report jointly have knowledge of suspected instance of child abuse, and when there is agreement among them, the telephone report may be made by any one of them who is selected by mutual agreement, and a single report may be made and signed by the person selected. However, if any person who knows or should know that the person designated to report failed to do so, that person then has a duty to make the report.
4. The duty to report child abuse is an individual duty and no supervisor or administrator may impede or inhibit such reporting duties. Furthermore, no person making such a report shall be subject to any sanction.

#### Victim Interviews

Upon request, a child protective agency representative may interview a suspected victim of child abuse during school hours, on school premises, concerning a report of suspected child abuse that occurred within the child's home. If the school visit appears to be to the child's detriment, the principal or designee will make the Children's Service Worker aware of the difficulties so that other arrangements can be made. The child shall be given the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child. A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him/her, before the interview takes place, of the following legal requirements:

1. The support of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of Article 2.5 (Child Abuse Reporting, Penal Code 11165 et seq.), a violation of which is punishable as specific by Penal Code 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

#### Release of a Child to a Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse, the Superintendent and/or principal shall not notify the parent or guardian as required in other instance of removal of a child from school, but rather shall provide the peace officer with the address and telephone number of the child's parent or guardian.

It is the responsibility of the peace officer to notify the parent or guardian of the situation. Peace officers will be asked to sign an appropriate release or acceptance of responsibility form.

### When School Employees are Accused of Child Abuse

Regardless of who child abusers may be, the major responsibilities of mandated reporters are to (1) identify incidents of suspected child abuse, and (2) comply with laws requiring reporting of suspected abuse to the proper authorities. Determining whether or not the suspected abuse actually occurred is not the responsibility of the school employee. Such determination and follow-up investigation will be made by a child protective agency.

Note: Complaints from parents or the public alleging child abuse by a school employee may be determined to be unfounded upon investigation by a child protective agency. Such complaints may be found to be either false or improbable, or the complained-of actions may be found to be accidental or not within the definition of child abuse. (Penal Code 11165.12) When any person who is not a mandated reporter makes a report of child abuse known to be false or with reckless disregard for truth or falsity, that person is liable for any damages cause. (Penal Code 11172)

Parent/guardians or members of the public accusing school employees of child abuse should be made aware of the ramifications of making false reports and should be provided with information regarding child abuse and child abuse reporting.

Pending the outcome of an investigation by a child protective agency and prior to the filing of formal charges, the employee may be subject to reassignment or a paid leave of absence.

Disciplinary action resulting from the filing of formal charges or upon conviction shall be in accordance with District policies, regulations and/or collective bargaining agreements. The Superintendent or designee should consult with legal counsel in implementing either suspension or dismissal.

Regulation Approved: 10-03-91

Print

**SUSPECTED CHILD ABUSE REPORT**

Reset Form

To Be Completed by Mandated Child Abuse Reporters

Pursuant to Penal Code Section 11166

CASE NAME: \_\_\_\_\_

PLEASE PRINT OR TYPE

CASE NUMBER: \_\_\_\_\_

<b>A. REPORTING PARTY</b>	NAME OF MANDATED REPORTER		TITLE		MANDATED REPORTER CATEGORY	
	REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS		Street	City	Zip	DID MANDATED REPORTER WITNESS THE INCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO
	REPORTER'S TELEPHONE (DAYTIME) ( )	SIGNATURE		TODAY'S DATE		
<b>B. REPORT NOTIFICATION</b>	<input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> COUNTY PROBATION		AGENCY			
	<input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)					
	ADDRESS		Street	City	Zip	DATE/TIME OF PHONE CALL
<b>C. VICTIM</b> One report per victim	NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE	SEX
	ADDRESS				Street	City
	PRESENT LOCATION OF VICTIM				SCHOOL	CLASS
	PHYSICALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO				DEVELOPMENTALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	
	OTHER DISABILITY (SPECIFY)				PRIMARY LANGUAGE SPOKEN IN HOME	
	IN FOSTER CARE? <input type="checkbox"/> YES <input type="checkbox"/> NO				IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE: <input type="checkbox"/> DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> FAMILY FRIEND <input type="checkbox"/> GROUP HOME OR INSTITUTION <input type="checkbox"/> RELATIVE'S HOME	
	RELATIONSHIP TO SUSPECT				PHOTOS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>D. INVOLVED PARTIES</b>	VICTIM'S SIBLINGS					
	NAME		BIRTHDATE	SEX	ETHNICITY	
	1. _____					
	2. _____					
	3. _____					
	4. _____					
	VICTIM'S PARENTS/GUARDIANS					
	NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY	
	ADDRESS		Street	City	Zip	HOME PHONE ( )
	BUSINESS PHONE ( )					
<b>E. INCIDENT INFORMATION</b>	SUSPECT					
	NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY	
	ADDRESS		Street	City	Zip	TELEPHONE ( )
	OTHER RELEVANT INFORMATION					
	IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX <input type="checkbox"/> IF MULTIPLE VICTIMS, INDICATE NUMBER: _____					
DATE / TIME OF INCIDENT		PLACE OF INCIDENT				
NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incidents involving the victim(s) or suspect)						

SS 8572 (Rev. 12/02)

**DEFINITIONS AND INSTRUCTIONS ON REVERSE**

**DO NOT** submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code Section 11169 to submit to DOJ a Child Abuse Investigation Report Form SS 8583 if (1) an active investigation was conducted and (2) the incident was determined not to be unfounded.

WHITE COPY-Police or Sheriff's Department; BLUE COPY-County Welfare or Probation Department; GREEN COPY-District Attorney's Office; YELLOW COPY-Reporting Party

## **CHILD ABUSE PREVENTION PROGRAM – BP 5141.41**

The Board of Education recognizes the importance of child abuse prevention education and supports a comprehensive instructional program as required by state law.

The Board directs the administration to provide child abuse prevention instruction at certain grade levels. Instruction shall be age appropriate and comply with state law. Content shall include activities to promote awareness and prevention of child abuse.

Policy Adopted: 10-03-91



## **CHILD ABUSE PREVENTION PROGRAM – AR 5141.41**

Child Abuse Prevention education shall be introduced at Kindergarten, second, fifth and seventh grade levels and material shall be age appropriate.

Development of program goals, objectives sequence and learning activities shall be the responsibility of the Instructional Division. Appropriate personnel including support staff, teachers and parents shall be given the opportunity to contribute to the development of the curriculum.

The Child Abuse Prevention Program shall include all of the following:

1. Parent, teacher and children's workshops/lessons which provide all of the following:
  - a. Information, provided in a clear, age-appropriate, non-threatening manner, delineating the problem and the range of possible solutions.
  - b. Workshops/lessons which are culturally and linguistically appropriate to the population served and which are staffed by people with cultural and linguistic backgrounds representing the diversity of the population in the service area.
  - c. Workshops/lessons which are appropriate to the geographic area served.
  - d. Workshops/lessons which are designed to help counteract common stereotypes about victims and offenders.
2. Parent and school staff workshops presented prior to the presentation of children's lessons, which include information and training concerning all of the following:
  - a. Physical and behavioral indicators of abuse.
  - b. Crisis counseling techniques.
  - c. Community resources.
  - d. Rights and responsibilities regarding reporting.
  - e. School District procedures to facilitate reporting and apprise supervisors and administrators of reports.
  - f. Caring for a child's needs after a report is made.
3. Children's lessons shall contain information and training concerning all of the following:
  - a. The right of every child to live free of abuse.
  - b. How to disclose incidents of abuse?
  - c. The availability of support resources and how to obtain help.
  - d. Child safety training and age-appropriate self-defense techniques.
  - e. A period for crisis counseling and reporting immediately following the completion of each children's workshop in a school setting which maximizes the child's privacy and sense of safety.

Regulation Approved: 10-03-91



## MOUNTAIN VIEW SCHOOL DISTRICT

### Child Abuse Mandated Reporter Acknowledgement Form

Effective January 1, 1985, all Mountain View School District employees must acknowledge that they are aware of the provisions of section 11166 of the California Penal Code and that they are mandated child abuse reporters under California Penal Code section 11165.7. California Penal Code section 11166 requires that:

§ 11166. Report; duty; time

(a) Except as provided in subdivision (c), a mandated reporter shall make a report to an agency specified in Section 11165.9 whenever the mandated reporter, in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. The mandated reporter shall make a report to the agency immediately or as soon as is practicably possible by telephone, and the mandated reporter shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

(1) For the purposes of this article, "reasonable suspicion" means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on his or her training and experience, to suspect child abuse or neglect. For the purpose of this article, the pregnancy of a minor does not, in and of itself, constitute a basis for a reasonable suspicion of sexual abuse.

(2) The agency shall be notified and a report shall be prepared and sent even if the child has expired, regardless of whether or not the possible abuse was a factor contributing to the death, and even if suspected child abuse was discovered during an autopsy.

(3) A report made by a mandated reporter pursuant to this section shall be known as a mandated report.

(b) Any mandated reporter who fails to report an incident of known or reasonably suspected child abuse or neglect as required by this section is guilty of a misdemeanor punishable by up to six months confinement in a county jail or by a fine of one thousand dollars (\$1,000) or by both that fine and punishment.

\* \* \*

(f) When two or more persons, who are required to report, jointly have knowledge of a known or suspected instance of child abuse or neglect, and when there is agreement among them, the telephone report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report.

(g) (1) The reporting duties under this section are individual, and no supervisor or administrator may impede or inhibit the reporting duties, and no person making a report shall be subject to any sanction for making the report. However, internal procedures to facilitate reporting and apprise supervisors and administrators of reports may be established provided that they are not inconsistent with this article.

(2) The internal procedures shall not require any employee required to make reports pursuant to this article to disclose his or her identity to the employer.

(3) Reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to an agency specified in Section 11165.9.

\* \* \*

California Penal Code section 11165.7 defines a mandated reporter as:

§ 11165.7. Mandated reporter

(a) As used in this article, “mandated reporter” is defined as any of the following:

- (1) A teacher.
- (2) An instructional assistant.
- (3) A teacher’s aide or teacher’s assistant employed by any public or private school.
- (4) A classified employee of any public school.
- (5) An administrative officer or supervisor of child welfare and attendance, or a certificated pupil personnel employee of any public or private school.
- (6) An administrator of a public or private day camp.
- (7) An administrator or employee of a public or private youth center, youth recreation program, or youth organization.
- (8) An administrator or employee of a public or private organization whose duties require direct contact and supervision of children.
- (9) Any employee of a county office of education or the California Department of Education, whose duties bring the employee into contact with children on a regular basis.
- (10) A licensee, an administrator, or an employee of a licensed community care or child day care facility.
- (11) A Head Start teacher.
- (12) A licensing worker or licensing evaluator employed by a licensing agency as defined in Section 11165.11.
- (13) A public assistance worker.
- (14) An employee of a child care institution, including, but not limited to, foster parents, group home personnel, and personnel of residential care facilities.
- (15) A social worker, probation officer, or parole officer.
- (16) An employee of a school district police or security department.
- (17) Any person who is an administrator or presenter of, or a counselor in, a child abuse prevention program in any public or private school.
- (18) Volunteers of public or private organizations whose duties require direct contact and supervision of children are encouraged to obtain training in the identification and reporting of child abuse.

Training in the duties imposed by this article shall include training in child abuse identification and training in child abuse reporting. As part of that training, school districts shall provide to all employees being trained a written copy of the reporting requirements and a written disclosure of the employees’ confidentiality rights.

School Districts that do not train the employees specified in subdivision (a) in the duties of child care custodians under the child abuse reporting laws shall report to the State Department of Education the reasons why this training is not provided.

The absence of training shall not excuse a mandated reporter from the duties imposed by this article.

## **EMPLOYEE'S CHILDREN AT THE WORKPLACE**

The MVSD values family and work/life balance. Our employment policies and benefits are indicative of our beliefs. The MVSD believes in an environment that is conducive to the business of providing services to the students of the MVSD; therefore, the workplace should not be used in lieu of child care.

It is inappropriate for minor children and other minor relatives of any MVSD employees to be in the workplace at any time when the employee provides direct services (e.g. teaching, student supervision, custodial services, clerical services) for the MVSD. This policy has been implemented to minimize risk of harm to children, potential liability to the MVSD and decreased employee productivity due to distractions and disruptions.

This policy is not intended to prohibit children or other minors and family members from being in the workplace during MVSD-sponsored special events. Exceptions to this policy are permitted under extenuating circumstances and with approval from the employee's immediate supervisor. When exceptions occur, the minor children must be supervised by the employee at all times. The MVSD is sensitive to our employees' child-related circumstances; however, the MVSD cannot permit children to remain in the workplace. As necessary, managers and supervisors may grant leave at their discretion in emergency or unforeseen circumstances.

Upon approval of the principal, an employee's child, age ten through thirteen only, may attend a field trip. In this event, the employee's child must be supervised by another non-employee adult, eighteen years or older. This adult does not count toward the adult/student ratio for supervision of MVSD students.

## **DRUG FREE WORKPLACE – BP 4020**

The Governing Board believes that the maintenance of drug and alcohol-free workplaces is essential to school and District operations.

No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance as defined in 21 USC 81 at any school district workplace. These prohibitions apply before, during and after school hours. A school district workplace is any place where school district work is performed, any school-owned or school-approved vehicle used to transport students to and from school or school activities; any off-school sites when accommodating a school-sponsored or school-approved activity or function where students are under District jurisdiction; or during any period of time when an employee is supervising students on behalf of the District or otherwise engaged in District business.

The Superintendent or designee shall notify employees of these prohibitions. (Government Code 8355; 41 USC 702)

An employee shall abide by the terms of this policy and notify the District, within five days, of any criminal drug or alcohol statute conviction which he/she receives for a violation occurring in the workplace. (41 USC 702)

The Superintendent or designee shall notify the appropriate federal granting or contracting agencies within ten days after receiving notification, from an employee or otherwise, of any conviction for a violation occurring in the workplace. (41 USC 701)

The Board may not employ or retain in employment persons convicted of a controlled substance offense as defined in Education Code 44011. If any such conviction is reversed and the person acquitted in a new trial or the charges dismissed, his/her employment is no longer prohibited. A plea or verdict of guilty, a finding of guilt by a court in a trial without a jury, or a conviction following a plea of nolo contendere shall be deemed to be a conviction. (Education Code 44836, 45123)

A classified employee may be reemployed after conviction of such an offense if the Board determines, from the evidence presented, that the person has been rehabilitated for at least five years. (Education Code 45123)

The Board may take appropriate disciplinary action, up to and including termination, or require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by a federal, state or local health, law enforcement or other appropriate agency.

The Superintendent or designee shall establish a drug and alcohol-free awareness program to inform employees about: (Government Code 8355)

- a. The dangers of drug and alcohol abuse in the workplace
- b. The District policy of maintaining drug and alcohol-free workplaces
- c. Any available drug and alcohol counseling, rehabilitation, and employee assistance programs
- d. The penalties that may be imposed on employees for drug and alcohol abuse violations

Policy Adopted: 10-03-91

Revised: 4-6-06

# Mountain View School District

---

## Drug and Alcohol Free Workplace Employee Notice

YOU ARE HEREBY NOTIFIED that it is a violation of the policy of the Mountain View School District for any employee at a school district workplace to unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance as defined in the Controlled Substances Act and Code of Federal Regulations.

“School district workplace” is defined as any place where school district work is performed, including a school building or other school premises; any school-owned or school-approved vehicle used to transport students to and from school or school activities; any off-school sites when accommodating a school-sponsored or school-approved activity or function, such as a field trip or athletic event, where students are under district jurisdiction; or during any period of time when an employee is supervising students on behalf of the district or otherwise engaged in district business.

As a condition of your continued employment with the district, you will comply with the district’s policy on Drug and Alcohol Free Workplace and will, any time you are convicted of any criminal drug or alcohol statute violation occurring in the workplace, notify your supervisor of the conviction no later than five days after such conviction.

Pursuant to California Education Code 44836 and 45123, the Board may not employ or retain in employment persons convicted of a controlled substance offense as defined in Education Code 44011. If any such conviction is reversed and the person acquitted in a new trial or the charges dismissed, his/her employment is no longer prohibited.

Pursuant to Education Code 45123, the district may employ for classified service a person who has been convicted of a controlled substance offense only if it determines, from evidence presented, that the person has been rehabilitated for at least five years. The Board shall determine the type and manner of presentation of the evidence, and the Board’s determination as to whether or not the person has been rehabilitated is final.

Pursuant to Education Code 44425, whenever the holder of any credential issued by the State Board of Education or the Commission for Teacher Preparation and Licensing has been convicted of a controlled substance offense as defined in Education Code 44011, the commission shall forthwith suspend the credential. Pursuant to Education Code 44065, the district may not employ non certificated persons in positions requiring a certificate. When the conviction becomes final or when imposition of sentence is suspended, the commission shall revoke the credential. (Education Code 44425)

Pursuant to Education Code 44940 and 45304, the district must immediately place on compulsory leave of absence any employee charged with involvement in the sale, use or exchange to minors of certain controlled substances.

Pursuant to Education Code 44940 and 45304, the district may immediately place on compulsory leave of absence any employee charged with certain controlled substance offenses.

The following employee assistance program is available:

**EASE**  
8060 East Florence Avenue, Suite 310  
Downey, California 90240  
(562) 922-6683 or 1-800-882-1341

---

Name

---

Site

---

Signature

---

Date

## **OVERTIME PAY/COMPENSATORY TIME OFF – BP 4253**

The District shall provide compensatory time off or cash payment for overtime work in accordance with law and any applicable negotiated employee agreement. Overtime is not paid to salaried employees who serve in exempt positions.

Overtime shall be considered any time worked over an 8-hour day or a forty-hour week and shall be compensated at time-and-one-half. If for all or certain classes of classified positions the established workday is less than eight hours but seven hours or more and the established work week is less than 40 hours but 35 hours or more, all time worked in excess of the established workday and work week shall be considered overtime. (Education Code 45128)

The District shall carefully keep records related to the accrual of overtime. Employees subject to overtime payment shall complete a daily record of time worked. Falsification of time records will result in disciplinary action against the employee and may subject him/her to civil and criminal penalties.

Employees have the option of receiving overtime compensation in the form of monetary wages or compensatory time off (CTO). CTO may be accrued up to a maximum of 120 hours (80 hours of overtime work). An employee who wishes to receive CTO must receive approval from their immediate supervisor before the work is performed. (Education Code 45128-45129; Labor Code 204.3)

Employees may use CTO within a reasonable period of the employee's request to do so, provided that this does not unduly disrupt District operations. The District shall make cash payments for CTO which has not been taken by the end of the current fiscal year in which the CTO was accrued (June 30).

No overtime shall be allowed except as authorized by an employee's immediate supervisor.

Policy Adopted: 10-03-91

Revised: 6-7-07



## **SEXUAL HARASSMENT – BP 4119.11, 4219.11, 4319.11**

The Sexual Harassment Board Policy promotes and nurtures a safe, positive work environment for all employees. Therefore, sexual harassment of any form will not be tolerated. Board Policy 4119.11 Sexual Harassment and the Administrative Regulations, which outline the complaint procedure, are listed below. A copy of the policy and complaint procedure may also be obtained from your supervisor, principal or Human Resources. An employee may, at any time, seek assistance with complaint procedures from the Assistant Superintendent of Human Resources.

The Board of Education is committed to providing a safe work environment that is free of harassment and intimidation. The Board prohibits sexual harassment against district employees and retaliatory behavior or action against any person who complains, testifies, or otherwise participates in the complaint process established for the purpose of this policy.

Sexual harassment includes, but is not limited to, harassment that is based on the gender, gender identity, gender expression, or sexual orientation of the victim. This policy shall apply to all district employees and to other persons on district property or with some employment relationship with the district, such as interns, volunteers, contractors, and job applicants.

Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment in violation of this policy is subject to disciplinary action, up to and including dismissal.

The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this Policy and the Administration Regulation. Pursuant to Education Code section 212.5, an unwelcome sexual advance, a request for sexual favors, and other verbal, visual, or physical conduct of a sexual nature constitutes sexual harassment when:

1. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decisions affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Forms of sexual harassment include but are not limited to the following:

1. Verbal Harassment: Derogatory comments, jokes, or slurs of a sexual nature, deprecating sexual remarks, inappropriate slang references to women or men, or unwelcome sexual advances.
2. Physical Harassment: Unnecessary or offensive touching, or impeding or blocking another's movement.

3. Visual Harassment: Derogatory or offensive posters, cards, cartoons, graffiti, drawings, or gestures of a sexual nature.
4. Sexual Favors: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

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

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation.
2. Publicizing and disseminating the District's sexual harassment policy to employees and others whom the policy may apply.
3. Ensuring prompt, thorough and fair investigation of complaints.
4. Taking timely and appropriate corrective/remedial actions. This may require interim separation of the complainant and the alleged harasser, and subsequent monitoring of developments.

The Superintendent or designee shall periodically evaluate the effectiveness of the district's strategies to prevent and address harassment. Such evaluation may involve conducting regular anonymous employee surveys to assess whether harassment is occurring or is perceived to be tolerated, partnering with researchers or other agencies with the needed expertise to evaluate the district's prevention strategies, and using any other effective tool for receiving feedback on systems and/or processes. As necessary, changes shall be made to the harassment policy, complaint procedures, or training.

### **Sexual Harassment Reports and Complaints**

Any district employee who feels that he/she has been sexually harassed in the performance of his/her district responsibilities or who has knowledge of any incident of sexual harassment by or against another employee shall immediately report the incident to his/her direct supervisor, another supervisor, the district's coordinator for nondiscrimination, the Superintendent, or, if available, a complaint hotline or an ombudsman.

Complaints of sexual harassment shall be filed and investigated in accordance with the complaint procedure specified in AR 4030-Nondiscrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or take other subsequent necessary action. (2 CCR 11023)

Employees are hereby placed on notice that if they engage in acts which the District determines to be acts of sexual harassment, such acts are outside the scope and course of their employment. Such conduct may result in the employee having to obtain his or her own legal counsel, and may result in a money judgment against the employee personally.

Any District employee who engages or participates in sexual harassment, or who aids, abets, incites, compels or coerces another to commit sexual harassment against a District employee, job applicant or student, is in violation of this Policy and is subject to disciplinary action, up to and including dismissal.

#### Notifications

A copy of the Board Policy and Administrative Regulation shall: (Education Code 231.5)

1. Be displayed in a prominent location in the main administrative building or other area of the school where notices of District rules, regulations, procedures and standards of conduct are posted
2. Be provided to each faculty member, all members of the administrative staff, and all members of the support staff at the beginning of the first quarter or semester of the school year, or whenever a new employee is hired
3. Appear in any school or District publication that sets forth the school's or District's comprehensive rules, regulations, procedures and standards of conduct

An employee or job applicant who believes that he/she is being, or has been, harassed, or who has knowledge of any incident of sexual harassment by or against another employee, a job applicant or a student, shall immediately report such harassment to their immediate supervisor and the Assistant Superintendent of Human Resources. An employee may at any time seek assistance with complaint procedures from the Assistant Superintendent of Human Resources.

#### Complaint Procedure

To address the unique nature of sexual harassment complaints, the following procedure is provided to resolve complaints by employees at the earliest practicable date. The Assistant Superintendent of Human Resources is the designated complaint advisor and will assist the complainant in the complaint resolution process.

#### Informal Resolution

1. The complaint (verbal or written) should first be presented informally in a meeting with the complainant's supervisor, or with the Assistant Superintendent of Personnel Services if the complainant's supervisor is the party against whom the complaint is being made. The Assistant Superintendent of Personnel Services, or his/her designee, will, upon request, assist any complainant by providing information regarding the complaint procedure and the filing of a complaint.

2. The complainant should request a meeting as soon as possible after an alleged violation. Complaints must be submitted within six months of the date the event(s) occurred or the date the complainant first learned of the violation.
3. The complainant's supervisor, or the Assistant Superintendent of Human Resources or his/her designee, will investigate and interview all witnesses and the accused. The supervisor, or Assistant Superintendent of Human Resources, shall provide a written response to the complainant, usually within ten (10) working days of the meeting.

#### Formal Resolution - Level I

1. If the problem cannot be satisfactorily resolved at the informal level, the complainant shall have the right to meet with the Assistant Superintendent of Human Resources, or his/her designee.
2. The request for this meeting must be made within five (5) working days of when the complainant receives a response to the informal-level complaint.
3. The complaint must be submitted in writing to the Assistant Superintendent of Human Resources at the time the meeting is requested.
4. The Assistant Superintendent of Human Resources, or his/her designee, shall meet with the complainant, usually within ten (10) working days of the request for a meeting. The Assistant Superintendent of Human Resources, or his/her designee, shall render a written response to the complainant.

#### Formal Resolution - Level II

1. If the problem cannot be satisfactorily resolved at Level I, the complainant shall have the right to meet with the Superintendent or his/her designee.
2. The request for this meeting must be made within five (5) working days of when the complainant receives a response to the formal complaint.
3. The complaint must be submitted in writing to the Superintendent at the time the meeting is requested.
4. The Superintendent, or his/her designee, shall meet with the complainant, usually within ten (10) working days of the request for a meeting. The Superintendent, or his/her designee, shall render a written response to the complainant.

#### Formal Resolution - Level III

1. If the matter is not resolved at Formal Resolution Level II, the complainant may file a written appeal to the Governing Board within five (5) working days after receiving the Level II response. The Superintendent, or his/her designee, shall provide the Board with all information presented at Formal Resolution Level II.
2. The Board shall review the appeal and render a written decision to the complainant.
3. The decision of the Board shall be final. The Assistant Superintendent of Human Resources, or his/her designee, shall ensure that the complainant is informed that injunctions, restraining orders, and other civil law remedies may also be available.

### Training

By January 1, 2006, and every two years thereafter, the Superintendent or designee shall ensure that supervisory employees receive at least two hours of classroom or other effective interactive training and education regarding sexual harassment. All newly hired or promoted supervisory employees shall receive training within six months of their assumption of the supervisory position. (Government Code 12950.1)

The District's training and education program for supervisory employees shall include information and practical guidance regarding the federal and state statutory law on the prohibition against and the prevention and correction of sexual harassment and the remedies available to the victims of sexual harassment in employment. The training shall also include practical examples aimed at instructing supervisors in the prevention of harassment, discrimination and retaliation. (Government Code 12950.1)

### Confidentiality

The District shall undertake efforts to protect the privacy of parties involved in a complaint. Information pertaining to complaints handled under this procedure shall not be made available to the general public unless required by court order or applicable law. Copies of this Policy shall be made available to the general public.

### Retaliation

No retaliation shall be permitted in any form for the filing of a complaint, the reporting of instances of discrimination or harassment, or for participation in the complaint process. Such participation shall not in any way affect the status of work assignment of the complainant.

### Referral of Complaint to the Department of Fair Employment and Housing

The District shall notify the complainant that the complaint may be filed with the Department of Fair Employment and Housing when the complaint alleges discrimination or harassment in employment. This does not prevent the District from investigating and attempting to resolve allegations, as appropriate.

Any employee alleging discrimination or harassment in employment may, at any time, contact the DFEH directly regarding the allegations.

### Violation of Policy by District Employee

Violation of this policy shall constitute just and reasonable cause for disciplinary action, including suspension and/or termination of employment.

Policy Adopted: 10-3-91      Revised: 4-17-97; 10-4-01; 8-2-05; 1-16-19

### **Contact Information for the Title IX Coordinator:**

Roberto Lopez-Mena  
Assistant Superintendent of Human Resources  
3320 Gilman Road – El Monte, CA 91732  
(626) 652-4046 email: rlopez-mena@mtviewschools.net

## **PREVENTION OF THE SPREAD OF INFECTIOUS DISEASE**

In the school setting, knowing who carries an infectious disease and what germs may be present is not possible. Persons with infections do not always have outward signs and often are not aware of being infected. However, you can take precautions at school and in other situations that will help protect you from infectious diseases. Those precautions include the following:

1. Wash your hands with soap and running water at regular times during your workday. Common infectious diseases may be contracted from dirt and waste encountered in the workplace (excluding human immuno-deficiency virus [HIV] infection, acquired immune deficiency disorder syndrome [AIDS] and hepatitis B).
2. Avoid punctures with objects that may contain blood of others.
3. Handle discharges from another person's body (particularly body fluids containing blood) with gloves and wash hands thoroughly with soap and running water when you are finished.
4. Carefully dispose of trash that contains body wastes and sharp objects. Use special containers with plastic liners for disposal of refuse that contains blood or for any body spills that may contain blood. For disposal of sharp objects, use containers that cannot be broken or penetrated. Do not bend, break or recap needles.
5. Promptly remove another person's blood and body wastes from your skin by washing with soap and running water.
6. Clean surfaces that have blood or body wastes containing blood on them with an Environmental Protection Agency (EPA) approved disinfectant or a 1:10 solution of household bleach and water. (The solution should be fresh daily to endure proper strength.)
7. Have a vaccination for protection from hepatitis B if you are an employee identified as having occupational exposure according to the Exposure Control Plan.
8. If you are responsible for administering first-aid to others or may be placed in a position where you may give first-aid, obtain a current instruction in first-aid and cardiopulmonary resuscitation (CPR). Current instruction will include modification of first-aid needed to protect the rescuer from infection.

These precautions will protect you from HIV infection, hepatitis B and many other infectious diseases. These ordinary hygienic practices will result in fewer illnesses for you and others around you. You do not need to know which people around you are infected with HIV or any other diseases because you use precautions routinely.

**MAINTAIN CONFIDENTIALITY** of all medical information concerning students and co-workers, especially if the individual has either HIV infection or AIDS. With few exceptions, sharing information about someone who has either HIV infection or AIDS without permission is prohibited by law and punishable by a fine in California.

HIV infection and hepatitis B are most commonly spread through sexual contact and by sharing needles with others to inject drugs. By abstaining from these activities, the major risk of exposure to these viruses is eliminated.

## **TOBACCO-FREE SCHOOLS/SMOKING – BP 4020.2**

The Board of Education recognizes that the United States Surgeon General has found that second-hand smoke is a cause of disease, including lung cancer, in healthy non-smokers. The California Legislature has found that nonsmokers have no adequate means to protect themselves from damage inflicted upon them by involuntary inhalation of tobacco smoke, and that regulation of smoking in public places is necessary to promote the health, safety, welfare and comfort of nonsmokers. Moreover, the Legislature has prohibited smoking by all employees, students and visitors at school, or at school-sponsored activities and has directed governing boards to take all steps deemed practical to discourage students from smoking.

Therefore, the Board of Education declares that effective May 8, 1998:

1. The use of tobacco products, including smokeless tobacco, on District property owned or leased and in District vehicles is prohibited anywhere, anytime. Signs, appropriate for the facility, shall be posted indicating a tobacco-free area.
2. Signs stating the prohibition of tobacco use will be displayed at all entrances to school property.
3. The District shall provide, (make available), a list of clinics and community resources which offer assistance to those students and staff who wish to stop using tobacco products.
4. Employees who use tobacco on school campuses, at facilities of the District, or at school-related activities, shall be subject to disciplinary action, as follows:
  - one written warning will be issued to the staff member with a copy place in his or her District personnel file
  - further violations shall be considered insubordination and shall be dealt with accordingly, based on established policies and procedures for suspension.

Management shall have the responsibility of enforcing these provisions.

5. There shall be no exempt groups such as community organizations using school facilities.

Smoking or use of any tobacco-related products and disposal of any tobacco-related waste are prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground.

6. The following enforcement procedures for visitors will be in place:
  - Superintendent or designee responsible for the area or event will inform the visitor of the District's tobacco-free schools policy and ask them to refrain from smoking or using tobacco products.
  - The superintendent or designee may direct the person to leave school property.



- The Superintendent or designee may request local law enforcement assistance in removing the person from school premises, if necessary.
- If the person repeatedly violates the tobacco-free schools' policy, the Superintendent or designee may prohibit him/her from entering District property for a specified period of time.

Policy Adopted: 9/4/91

Amended: 5/7/98

Revised: 5/5/05

## **SMOKING – BP 3513.3**



The use of tobacco products is prohibited at any time in District-owned or leased buildings, on District property and in District vehicles.

Policy Adopted: 10-3-91

Amended: 6-22-95

## **UNIFORM COMPLAINT PROCEDURE – BP 1313**

The Mountain View School District Board of Education recognizes that the District has primary responsibility for ensuring that it complies with State and federal laws and regulations governing educational programs, laws and regulations. Accordingly, the District shall follow uniform complaint procedures pursuant to State regulations when addressing complaints alleging failure to comply with State and/or federal laws in consolidated categorical aid programs, migrant education, vocational education, child care and development program, child nutrition programs, career and technical education, special education programs and the development and adoption of the school safety plan. The District shall follow uniform complaint procedures when addressing alleged unlawful discrimination against any protected group as identified under Education Code 200 and 220 and Government Code 11135 including actual or perceived sex, sexual orientation, ethnic group identification, religion, age, sexual orientation, gender, gender identity or expression, or genetic information; race, ancestry, national origin, color, or physical or mental disability, or on the basis of a person's association with a person or group with one or more actual or perceived characteristics in any District program or activity that receives or benefits from any State financial assistance. (5 CCR4610)

The District shall investigate and seek to resolve complaints at the local level as early and informally as possible. All formal uniform complaints shall be filed with the Assistant Superintendent of Educational Services or designee:

Jefferey S. Lagozinno, Ph.D.  
Assistant Superintendent, Educational Services

The Superintendent or designee shall establish administrative regulations governing the uniform complaint procedures.

The District shall provide an opportunity for complainants and/or representatives to present evidence or information.

The refusal of a complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegations. (5CCR 4631)

The refusal of the District to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail to refuse or cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant. (5CCR4631)

The District will investigate and respond in writing to the complainant within 60 calendar days from the date of the receipt of the complaint, unless the complainant agrees in writing to an extension of the time. (5CCR4631)

The written report will contain the following elements:

- The findings of fact based on the evidence gathered
- Conclusion of the law
- Disposition of the complaint
- The rationale for such a disposition
- Corrective actions, if any are warranted
- Notice of the complainant's right to appeal the District's decision to the California Department of Education within 15 days of receiving the District's decision
- Procedures to be followed for initiating an appeal to the California Department of Education.

Complaints related to sufficiency of textbooks or instructional materials, emergency or urgent facility conditions that pose a threat to the health or safety of students, staff, and teacher vacancies and misassignments shall be investigated pursuant to the District's Williams uniform complaint procedure (BP 1313.1).

The Board acknowledges and respects every individual's right to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process. This may include keeping the identity of the complainant confidential, as appropriate and except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee, on a case-by-case basis.

The Board prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades, or work assignments of the complainant.

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate the process. The Superintendent or designee shall ensure that the results are consistent with State and federal laws and regulations.

The California Department of Education may directly intervene in a complaint without waiting for District action under certain circumstances, including when a district has failed to cooperate with the investigation or when the complainant has requested anonymity because he/she would be in danger of retaliation and would suffer immediate harm if a complaint was filed at the District.

Unlawful discrimination complaints shall be filed no later than six months from the date the alleged discrimination occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination. Complainants have the right to pursue civil law remedies under State and federal discrimination laws. (SCCR 4630, 4622)

Each year the District will disseminate the written uniform complaint procedures to students, employees, parents and guardians of its students, school and district advisory committees, appropriate private school officials or representatives, and other interested parties. Copies of the complaint procedures shall be free of charge.

#### Complaints Concerning Special Education/Due Process

Due Process hearing procedures shall include all of the following:

- The right to a mediation conference. (Education Code 56502 and 56503)
- The right of parents to examine all school records of the students and receive copies of them within five (5) days after an oral or written request is made. (Education Codes 56501, 56504)
- The right to a fair and impartial administrative hearing at the State level.

Note: The law specifically requires that the hearing officer be knowledgeable in the laws governing special education as well as administrative hearing procedures.

Any student or the parents of any student desiring to initiate a due process hearing shall receive a copy of the regulation and procedures for the initiation and conduct of a due process hearing.

Complaints concerning special education programs shall be addressed in accordance with the regulations and procedures of the Special Education Local Planning Area.

The Superintendent is directed to make certain that the appropriate local special education authority notifies individuals, agencies, and organizations of their right to file a complaint concerning special education programs in accordance with Title 5 of the California Code of Regulations.

#### Complaints Not Subject to the Uniform Complaint Procedure

Complaints in the following categories shall be referred to the specific agencies for appropriate resolution and are subject to the specific agencies for appropriate resolution and are not subject to local complaint procedures:

- A. Allegations of child abuse.
- B. Health and safety complaints.
- C. Discrimination issues involving Title IX.
- D. Employment discrimination.
- E. Allegations of Fraud.

The Board of Education acknowledges and respects student and employee rights to privacy. Complaints shall be investigated in a manner that protects these rights. The identity of any complainant alleging discrimination shall be kept confidential as appropriate.

The Superintendent or designee shall ensure that employees designated to receive and investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee.

Employees using this procedure must understand that a "complaint" is not a "grievance" and the filing of a complaint does not suspend the timeliness specified in the grievance procedure of the various collective bargaining agreements.

### Civil Law Remedies

A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

Note: Pursuant to Education Code 262.3, a complainant alleging discrimination based on state law must wait until 60 days after filing an appeal with the CDE before filing a civil suit, except when he/she is only seeking injunctive relief from the court such as an injunction or restraining order. The 60-day waiting period does not apply when the discrimination complaint is based on federal law.

For discrimination complaints based on state law, a complainant shall wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies, provided the district has appropriately and in a timely manner apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622. The moratorium does not apply to injunctive relief and to discrimination complaints based on federal law.

Policy Adopted: 11-05-92

Revised: 3-6-08, 11-5-09, 5-31-12

## **UNIFORM COMPLAINT PROCEDURE – AR 1313**

### **Definitions:**

- A. "Complaint" means a written and signed statement alleging a violation of a federal or state law or regulation, which may include an allegation of unlawful discrimination.
- B. "Complainant" means any individual (student, parent, citizen, employee), including a person's duly authorized representative or an interested third party, public agency, or organization who files a written complaint alleging violation of federal or state laws or regulation, including allegations of unlawful discrimination in programs and activities funded directly by the state or receiving any financial assistance from the state.
- C. "Appeal" means a request made in writing to a level higher than the original reviewing level by a complaining party requesting reconsideration or a reinvestigation of the lower adjudicating body's decision.
- D. "Complaint Investigation" means an administrative process used by the district for the purpose of gathering data regarding the complaint.
- E. "Complaint Procedure" means an internal process used by the district to process and resolve complaints.
- F. "Day" means calendar days.

The Governing Board designates the following compliance officer to receive and investigate complaints to ensure district compliance with law:

Jefferey S. Lagozzino, Ph.D. (back-up contact)  
Assistant Superintendent, Educational Services

### **Notifications**

The Superintendent or designee shall meet the notification requirements of the Code of Regulations Title 5, Section 4622, including the annual dissemination of district complaint procedures and information about available appeals, civil law remedies, and conditions under which a complaint may be taken directly to the California Department of Education.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

### **Filing a Complaint**

Any individual, public agency or organization may file a written complaint of alleged noncompliance with the law in programs (listed in section 4610b of the Title 5 California Code of Regulations) that receive state or federal funding according to the outlined complaint procedure.

If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other handicaps, district staff shall help him/her to file the complaint.

Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subject to unlawful discrimination. The complaint must be initiated no later than six

months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination.

The Board of Education acknowledges and respects student and employee rights to privacy. Complaints shall be investigated in a manner that protects these rights. The identity of any complainant who alleges discrimination shall be kept confidential.

#### Complaint Procedure

The following procedures shall be used to address all complaints which allege that the district has violated federal or state laws or regulations governing educational programs. A record of each complaint shall be maintained and subsequent related actions, including all information required for compliance with the Code of Regulations, Title 5, Section 4632.

Within 60 days of receiving the complaint, the Superintendent or designee shall complete the investigation of the complaint and prepare a written report of the findings, the disposition of the complaint, including corrective actions, if any, and the rationale for such disposition. The report shall be made in English and, when necessary, in the language or mode of communication best understood by the complainant. The report shall include notice of the complainant's right to appeal the decision to the State Department of Education and a copy of the procedures for such an appeal. The entire process at the District level shall occur within 60 days of the District's initially receiving the complaint or within an extended time period that has been specified in a written agreement with the complainant. (5CCR 4631)

Every effort shall be made to resolve complaints at the earliest level.

Within three days of receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

Copies of the complaint procedures shall be free of charge.

#### Level One:

Complaints shall be initially filed with the principal/appropriate program coordinator about which the complaint arises. The principal/appropriate program coordinator shall convene with the complainant to discuss the complaint within five (5) days of receiving it.

#### Level Two:

If a complaint is not resolved informally with the principal/appropriate program coordinator, the complainant may, within three (3) days, file a formal complaint in writing with the principal/

appropriate program coordinator of the site where the complaint arose. A meeting with the principal/appropriate program coordinator shall be scheduled within five (5) days. The complainant and/or his/her representative may present relevant evidence. The principal or designee and the complainant and/or his/her representative may ask designated personnel to attend the meeting to provide information and ensure that all pertinent facts are made available. The principal/appropriate program coordinator shall prepare, within ten (10) working days, a written summary of his/her meeting with the complainant and keep it on file. The summary shall be available, whenever requested by the Superintendent or designee.

#### Level Three:

If a complaint is not resolved at level two, the complainant may, within three (3) days, file the complaint in writing with the Superintendent or designee. A meeting with the Superintendent or designee shall be scheduled within ten (10) days and offer the same opportunities for investigation as provided by level two. The Superintendent or designee shall prepare, within ten (10) working days, a written summary of his/her complaint, and keep it on file. The summary shall be made available whenever requested by the Board of Education.

#### Level Four:

If a complaint is not resolved at level three, the complainant may, within three (3) days, file the complaint in writing with the Board of Education. The Board may consider the matter at the next regular Board meeting or at a special Board meeting convened in order to meet the timelines of which the complaint must be answered.

The Board may decide not to hear the complaint, in which case the decision of the Superintendent or designee shall be the District's final written decision. If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 days of the District's initially receiving the complaint or within an extended time period that has been specified in a written agreement with the complainant.

#### Appeals:

If a complainant is dissatisfied with the District's resolution of the complaint, he/she may appeal to the State Department of Education within fifteen (15) days of receiving the District's final written report.

When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the District's decision and must include a copy of the locally filed complaint and the District's decision.

If dissatisfied with the State Department of Education's resolution of a complaint regarding a Chapter I program, the complainant may request its' review by the U.S. Secretary of Education. (34 Code of Federal Regulations, 200.74) (cf. Chapter I Programs)

Regulation Approved: 11-5-09

Revised: 5-31-12



# **WILLIAMS UNIFORM COMPLAINT PROCEDURES – BP 1313.1**

## **Types of Complaints**

The District shall use the following procedures to investigate and resolve complaints when the complainant alleges that any of the following has occurred: (Education Code 35186; 5 CCR 4681, 4682, 4683)

1. Textbooks and instructional materials
  - a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or State- or District-adopted textbooks or other required instructional materials to use in class.
  - b. A student does not have access to textbooks or instructional materials to use at home or after school in order to complete required homework assignments.
  - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
2. Teacher vacancy or misassignment
  - a. A semester begins and a teacher vacancy exists. Vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester. Beginning of the year or semester means the first day classes necessary to serve all the students enrolled are established with a single designated certificated employee assigned for the duration of the class, but not later than 20 working days after the first day students attend classes for that semester. (Education Code 35186; 5 CCR 4600)
  - b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner students in the class.
  - c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

*Misassignment* means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186; 5 CCR 4600)

3. Facilities
  - a. A condition poses an emergency or urgent threat to the health or safety of students or staff.

*Emergency or urgent threat* means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously

undiscovered that pose an immediate threat to students or staff; or structural damage creating a hazardous or uninhabitable condition. (Education Code 17592.72)

- b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers. (Education Code 35292.5)

Open restroom means, except as necessary for student safety or to make repairs, the school has kept all restrooms open during school-hours when students are not in classes and has kept a sufficient number of restrooms open during school hours when students are in classes. (Education Code 35292.5)

### **Filing of Complaint**

A complaint alleging any condition(s) specified above shall be filed with the principal or designee at the school in which the complaint arises. Complaint forms will be available at the school sites and district office. The complaint form shall identify the location for filing the complaint. The form will have space available to indicate whether a response is requested. A complainant does not need to use a Williams complaint form to file a complaint. Complaints may be filed anonymously. The principal or designee shall forward a complaint about problems beyond his/her authority to the Superintendent or designee within 10 working days. (Education Code 35186; 5 CCR 4680)

### **Investigation and Response**

The principal or designee shall make all reasonable efforts to investigate any problem within his/her authority. He/she shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 35186; 5 CCR 4685)

Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she would like a response to the complaint, the principal or designee shall report the resolution of the complaint to him/her within 45 working days of the initial filing of the complaint. If a response is requested, the response shall be made to the mailing address of the complainant as indicated on the complaint form. At the same time, the principal or designee shall report the same information to the Superintendent or designee. (Education Code 35186; 5 CCR 4680, 4685)

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code 35186)

If a complainant is not satisfied with the resolution of a complaint, he/she has the right to describe the complaint to the Governing Board at a regularly scheduled meeting. (Education Code 35186; 5 CCR 4686)

For any complaint concerning a facility condition that poses an emergency or urgent threat to the health or safety of students or staff as described in item #3a above, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the District's response. The complainant shall comply with the appeal requirements specified in 5CCR 4632. (Education Code 35186; 5 CCR 4687)

All complaints and written responses shall be public records. (Education Code 35186; 5 CCR 4686)

### **Reports**

The Superintendent or designee shall report summarized data on the nature and resolution of all complaints to the Board and the County Superintendent of Schools on a quarterly basis. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. These summaries shall be publicly reported on a quarterly basis at a regularly scheduled Board meeting. (Education Code 35186; 5 CCR 4686)

### **Forms and Notices**

The Superintendent or designee shall ensure that the District's complaint form contains a space to indicate whether the complainant desires a response to his/her complaint and specifies the location for filing a complaint. A complainant may add as much text to explain the complaint as he/she wishes.

However, complainants need not use the District's Williams complaint form in order to file a complaint (Education Code 35186)

The Superintendent or designee shall ensure that a notice is posted in each classroom in each school containing the components specified in Education Code 35186 including sufficient textbooks or instructional materials for each student, clean, safe, and well-repaired facilities, and no teacher vacancies or misassignments. The notice must also contain where to file a complaint in case of a shortage (Education Code 35186)

Regulation Approved: 5-05-05

Revised: 3-06-08

## **NONDISCRIMINATION IN EMPLOYMENT – BP 4030**

The Mountain View School District prohibits discrimination against and/or harassment of District employees and job applicants at any District site or activity on the basis of actual or perceived race, color, religion, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation. The Board also prohibits retaliation against any District employee or job applicant who complains, testifies or in any way participates in the District's complaint procedures instituted pursuant to this policy.

Prohibited discrimination or harassment consists of unwelcome conduct; whether verbal, physical, or visual, based on any of the prohibited categories of discrimination listed above that it is so severe and pervasive that it adversely affects an individual's employment opportunities or has the purpose or effect of unreasonably interfering with his/her work performance or creating an intimidating, hostile, or offensive work environment.

The Board also prohibits retaliation against any District employee or job applicant who complains, testifies, assists, or in any way participates in the District's complaint procedures instituted pursuant to this policy.

Any District employee who engages or participates in prohibited discrimination or harassment, or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior, shall be in violation of this policy and shall be subject to disciplinary action, up to and including dismissal.

The Board designates the following position as Coordinator for Nondiscrimination in Employment:

Assistant Superintendent of Human Resources  
3320 Gilman Road  
El Monte, CA 91732  
(626) 652-4000

Any employee or job applicant who believes that he/she has been or is being discriminated against or harassed in violation of District policy or regulation should immediately contact his/her supervisor, the Coordinator, or the Superintendent who shall advise the employee or applicant about the District's procedures for filing, investigating, and resolving any such complaints.

Complaints regarding employment discrimination or harassment shall immediately be investigated in accordance with AR 4031 – Complaints Concerning Discrimination in Employment.

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment shall report the incident to his/her supervisor, the Coordinator, or Superintendent as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately.

#### Training and Notifications

The Superintendent or designee shall provide training to employees about how to recognize harassment and discrimination, how to respond appropriately, and components of the District's policies and regulations regarding discrimination.

The Superintendent or designee shall regularly publicize, within the District and in the community, the District's nondiscrimination policy and the availability of complaint procedures. Such publication shall be included in each announcement, bulletin, or application form that is used in employee recruitment. (34 CFR 100.6, 106.9)

The District's policy shall be posted in all school and offices including staff lounges and student government meeting rooms. (5 CCR 4960)

#### *Legal Reference:*

##### Civil Code

*51.7 Freedom from violence or intimidation*

*200-262.4 Prohibition of discrimination*

##### Government Code

*12900-12996 Fair Employment and Housing Act*

*11135 Unlawful discrimination*

##### PENAL CODE

*422.56 Definitions, hate crimes*

*CODE OF REGULATIONS, TITLE 2*

*7287.6 Terms, conditions and privileges of employment*

*CODE OF REGULATIONS, TITLE 5*

*4900-4965 Nondiscrimination in elementary and secondary education*

*UNITED STATES CODE, TITLE 20*

*1681-1688 Title IX of the Education Amendments of 1972*

Policy Adopted: 10-3-91

Revised: 8-16-10

## **SCHOOL-SPONSORED TRIPS – AR 6153**

### **Supervision**

Students on school-sponsored trips are under the jurisdiction of the District and shall be subject to District and school rules and regulations.

*(cf. 5131 – Conduct)*

*(cf. 5131.1 – Bus Conduct)*

*(cf. 5144 – Discipline)*

*(cf. 5144.1 – Suspension and Expulsion/Due Process)*

The Superintendent or designee shall ensure that adequate supervision is provided on all school-sponsored trips and that there is an appropriate ratio of adults to students present on the trip. If the trip involves water activities, this ratio shall be revised as necessary.

### **Parent/Guardian Permission**

Before a student can participate in a school-sponsored trip, the teacher shall obtain parent/guardian permission for the trip. Whenever a trip involves water activities, the parent/guardian shall provide specific permission for his/her child to participate in the water activities. The District shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip.

All persons making the field trip or excursion shall be deemed to have waived all claims against the District or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents/guardians of students taking out-of-state field trips or excursions shall sign a statement waiving such claims. (Education Code 35330)

### **Safety Issues**

1. While conducting a trip, the teacher, employee, or agent of the school shall have the school's first aid kit in his/her possession or immediately available. (Education Code 32041)

Whenever trips are conducted in areas known to be infested with poisonous snakes, the first aid kit taken on the trip shall contain medically accepted snakebite remedies. In addition, a teacher, employee, or agent of the school who has completed a first aid course which is certified by the American Red Cross and which emphasizes the treatment of snakebites shall participate in the trip. (Education Code 32043)

2. The District shall provide or make available medical and/or hospital insurance for students injured while participating in any excursion or field trip. (Education Code 35331)

*(cf. 3541.1 – Transportation for School-Related Trips)*

*(cf. 5143 – Insurance)*

3. If the Superintendent or designee receives threat level warnings from the Homeland Security Advisory System pertaining to the destination of a school-sponsored trip, he/she shall implement precautions necessary to protect the safety of students and staff.

*(cf. 0450 – Comprehensive Safety Plan)*

*(cf. 3516 – Emergencies and Disaster Preparedness Plan)*

4. Lifeguards are required for all swimming activities. If the activity is at a private pool, the owner of the pool shall provide a certificate of insurance, designating the District as an additional insured, for not less than \$500,000 in liability coverage. Staff shall determine supervisory responsibilities for all chaperones

*(cf. 3530 – Risk Management /Insurance)*

*(cf. 5141.7 – Sun Safety)*

5. Before trips of more than one day, the principal or designee may hold a meeting for staff, chaperones, parents/guardians, and students to discuss safety and the importance of safety-related rules for the trip.

*(cf. 5142 – Safety)*

Regulations Adopted: 10-3-91

Revised: 11-6-08

## PROFESSIONAL STANDARDS – BP 4119.21, 4219.21, 4319.21

The Board of Education expects district employees to maintain the highest ethical standard, behave professionally, follow district policies and regulations, abide by state and federal laws, and exercise good judgement when interacting with students and other members of the school community. Employees shall engage in conduct that enhances the integrity of the District, advances the goals of the District's educational programs, and contributes to a positive school climate.

*(cf. 0200 – Goals for the District)*

*(cf. 4119.1/4219.1/4319.1 – Civil and Legal Rights)*

*(cf. 5131 – Conduct)*

*(cf. 5137 – Positive School Climate)*

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

*(cf. 2111 – Superintendent Governance Standards)*

*(cf. 9005 – Governance Standards)*

Each employee is expected to acquire the knowledge and skills necessary to fulfill his/her responsibilities and to contribute to the learning and achievement of district students.

*(cf. 4112.2 – Certification)*

*(cf. 4131 – Staff Development)*

*(cf. 4231 – Staff Development)*

*(cf. 4331 – Staff Development)*

### **Inappropriate Conduct**

Inappropriate employee conduct includes, but is not limited to:

1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon.

*(cf. 0450 – Comprehensive Safety Plan)*

*(cf. 3515.7 – Firearms on School Grounds)*

*(cf. 4158/4258/4358 – Employee Security)*

2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed.



*(cf. 0410 – Nondiscrimination in District Programs and Activities)*  
*(cf. 4119.11/4219.11/4319.11 – Sexual Harassment)*  
*(cf. 5131.2 – Bullying)*  
*(cf. 5145.3 – Nondiscrimination/Harassment)*  
*(cf. 5145.7 – Sexual Harassment)*

3. Physical abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child.
4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student.
5. Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time.
6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members.
7. Willfully disrupting district or school operations by loud or unreasonable noise or other action.

*(cf. 3515.2 – Disruptions)*

8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace, on district property, or at a school-sponsored activity.

*(cf. 3513.3 – Tobacco-Free Schools)*  
*(cf. 3513.4 – Drug and Alcohol – Free Workplace)*  
*(cf. 4020 – Drug and Alcohol-Free Workplace)*  
*(cf. 4112.41/4212.41/4312.41 – Employee Drug Testing)*  
*(cf. 4112.42/4212.42/4312.42 – Drug and Alcohol Testing for School Bus Drivers)*

9. Being dishonest with students, parents/guardians, staff, or members of the public, including, but not limited to, falsifying information in employment records or other school records.
10. Divulging confidential information about students, fully disrupting district or school operations by loud or unreasonable noise or other action.

*(cf. 3580 – District Records)*  
*(cf. 4119.23/4219.23/4319.23 – Unauthorized Release of Confidential/Privileged Information)*  
*(cf. 5125 – Student Records)*  
*(cf. 5125.1 – Release of Directory Information)*

11. Using district equipment or other district resources for the employee's own commercial purposes or for political activities.

*(cf. 4119.25/4219.25/4319.25 – Political Activities of Employees)*

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

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

*(cf. 4040 – Employee Use of Technology)*

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

14. Wearing inappropriate attire.

*(cf. 4119.22/4219.22/4319.22 – Dress and Grooming)*

## **Reports of Misconduct**

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

*(cf. 1312.1 – Complaints Concerning District Employees)*

*(cf. 5141.4 – Child Abuse Prevention and Reporting)*

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

*(cf. 4117.7/4317.7 – Employment Status Reports)*

*(cf. 4118 – Dismissal/Suspension/Disciplinary Action)*

*(cf. 4218 – Dismissal/Suspension/Disciplinary Action)*

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

The District prohibits retaliation against anyone who files a complaint against an employee or reports an employee's inappropriate conduct. Any employee who retaliates against any such complainant, reporter, or other participant in the District's complaint process shall be subject to discipline.

## Notifications

The section(s) of the District's employee code of conduct addressing interactions with students shall be provided to parents/guardians at the beginning of each school year and shall be posted on school and/or district web sites. (Education Code 44050)

(cf. 1113 – District and School Web Sites)

(cf. 5145.6 – Parental Notifications)

### Legal References:

#### EDUCATION CODE

200-262.4 Prohibition of discrimination

44050 Employee code of conduct; interaction with students

44242.5 Reports and review of alleged misconduct

48980 Parental notifications

#### PENAL CODE

11164-11174.4 Child Abuse and Neglect Reporting Act

#### CODE OF REGULATIONS, TITLE 5

80303 Reports of dismissal, resignation and other terminations for alleged misconduct

80331-80338 Rules of conduct for professional educators

### Management Resources:

#### COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

California Professional Standards for Educational Leaders, February 2014

California Standards for the Teaching Profession, 2009

#### COUNCIL OF CHIEF STATE SCHOOL OFFICERS PUBLICATIONS

Professional Standards for Educational Leaders, 2015

#### NATIONAL EDUCATION ASSOCIATION PUBLICATIONS

Code of Ethics of the Education Profession, 1975

#### WESTED PUBLICATIONS

Moving Leadership Standards into Everyday Work: Descriptions of Practice, 2003

#### WEB SITES

CSBA: <http://www.csba.org>

Association of California School Administrators: <http://www.acsa.org>

California Department of Education: <http://www.cde.ca.gov>

California Federation of Teachers: <http://www.cft.org>

California School Employees Association: <http://www.csea.com>

California Teachers Association: <http://www.cta.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Council of Chief State School Officers: <http://www.ccsso.org>

WestEd: <http://www.wested.org>

### Policy

Adopted: 10-3-91 Revised: 10-1-09 Revised: 1-16-19

## **MAINTAINING APPROPRIATE ADULT-STUDENT INTERACTIONS BP 4119.24, 4219.24, 4319.24**

The Board of Education desires to provide a positive school environment that protects the safety and well-being of district students. The Board expects all adults with whom students may interact at school or in school-related activities, including employees, independent contractors, and volunteers, to maintain the highest professional and ethical standards in their interactions with students both within and outside the educational setting. Such adults shall not engage in unlawful or inappropriate interactions with students and shall avoid boundary-blurring behaviors that undermine trust in the adult-student relationship and lead to the appearance of impropriety.

*(cf. 4119.21/4219.21/4319.21 - Professional Standards)*

Employees are prohibited from entering into or attempting to form a romantic or sexual relationship with any student or engaging in sexual harassment of a student, including sexual advances, flirtations, requests for sexual favors, inappropriate comments about a student's body or appearance, or other verbal, visual, or physical conduct of a sexual nature.

*(cf. 5145.7 - Sexual Harassment)*

Adults shall not intrude on a student's physical or emotional boundaries unless necessary in an emergency or to serve a legitimate purpose related to instruction, counseling, student health, or student or staff safety.

Any employee who observes or has knowledge of another employee's violation of this policy shall report the information to the Superintendent or designee or appropriate agency for investigation pursuant to the applicable complaint procedures. Other adults with knowledge of any violation of this policy are encouraged to report the violation to the Superintendent or designee. The Superintendent or designee shall protect anyone who reports a violation from retaliation. Immediate intervention shall be implemented when necessary to protect student safety or the integrity of the investigation.

*(cf. 1312.1 - Complaints Concerning District Employees)*

*(cf. 1312.3 - Uniform Complaint Procedures)*

*(cf. 5141.4 - Child Abuse Prevention and Reporting)*

Employees who engage in any conduct in violation of this policy, including retaliation against a person who reports the violation or participates in the complaint process, shall be subject to discipline, up to and including dismissal. Any other adult who violates this policy may be barred from school grounds and activities in accordance with law. The Superintendent or designee may also notify law enforcement as appropriate.

*(cf. 4117.7/4317.7 - Employment Status Reports)*

*(cf. 4118 - Dismissal/Suspension/Disciplinary Action)*

*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*

The District's employee code of conduct addressing interactions with students shall be provided to parents/guardians at the beginning of each school year and shall be posted on school and/or district web sites. (Education Code 44050)

*(cf. 1113 - District and School Web Sites)*

*(cf. 5145.6 - Parental Notifications)*

### **Inappropriate Conduct**

Employees shall remain vigilant of their position of authority and not abuse it when relating with students. Examples of employee conduct that can undermine professional adult-student interactions or create the appearance of impropriety include, but are not limited to:

1. Initiating inappropriate physical contact
2. Being alone with a student outside of the view of others
3. Visiting a student's home or inviting a student to visit the employee's home without parent/guardian consent
4. Maintaining personal contact with a student that has no legitimate educational purpose, by phone, letter, electronic communications, or other means, without including the student's parent/guardian or the principal

When communicating electronically with students, employees shall use district equipment or technological resources when available. Employees shall not communicate with students through any medium that is designed to eliminate records of the communications. The Superintendent or designee may monitor employee usage of district technology at any time without advance notice or consent.

*(cf. 4040 - Employee Use of Technology)*

5. Creating or participating in social networking sites for communication with students, other than those created by the District, without the prior written approval of the principal or designee
6. Inviting or accepting requests from students, or former students who are minors, to connect on personal social networking sites (e.g., "friending" or "following" on social media), unless the site is dedicated to school business
7. Singling out a particular student for personal attention and friendship, including giving gifts and/or nicknames to individual students
8. Addressing a student in an overly familiar manner, such as by using a term of endearment

9. Socializing or spending time with students outside of school-sponsored events, except as participants in community activities
10. Sending or accompanying students on personal errands unrelated to any legitimate educational purpose
11. Transporting a student in a personal vehicle without prior authorization
12. Encouraging students to confide their personal or family problems and/or relationships
13. Disclosing personal, family, or other private matters to students or sharing personal secrets with students

*Legal Reference:*

EDUCATION CODE

*44030.5 Employment status reports*

*44050 Employee code of conduct; employee interactions with students*

*44242.5 Reports and review of alleged misconduct*

*44940 Sex offenses and narcotic offenses; compulsory leave of absence*

*48980 Parental notifications*

PENAL CODE

*11164-11174.3 Child Abuse and Neglect Reporting Act*

CODE OF REGULATIONS, TITLE 5

*80303 Reports of change in employment status, alleged misconduct*

*80304 Notice of sexual misconduct*

## **APPENDICES**

- A - Change of Name/Address Form
- B - Oath of Allegiance
- C - Classified Employee Performance Appraisal
- D - Teacher Performance Evaluation
- E - Classified Employees' Course of Study Approval Request
- F - Upper Division Career Ladder Program – Course of Study Approval Request
- G - Application for New Position/Request for Transfer
- H - Classified/Confidential Personnel Extra Duty Time Sheet
- I - Certificated Personnel Extra Duty Time Sheet
- J - Direct Deposit Authorization
- K - Career Ladder Tuition Reimbursement Form – Classified
- L - Attendance Reporters
- M - Family/Medical Leave of Absence Request
- N - Electronic Information Resources Rules and Regulations
- O - Complaint Form
- P - Resignation Form
- Q - Personal Equipment Request
- R - Retirement Form



# MOUNTAIN VIEW SCHOOL DISTRICT

## Change of Name/Address Form

*Please Print Clearly*

Last 4 digits of Social Security Number: \_ \_ \_ \_

NAME \_\_\_\_\_

☐ Check box if new name

☐ (Former last name \_\_\_\_\_)

*A social security card with your new name must be included with all name changes.*

☐ **NEW ADDRESS:**

Number/Street \_\_\_\_\_ Apt. # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

☐ **NEW TELEPHONE:**

Area Code \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

Area Code \_\_\_\_\_ Home Phone Number \_\_\_\_\_

☐ **NEW EMERGENCY CONTACT:**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Area Code \_\_\_\_\_ Phone Number \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Site/Work Location

*Please complete and submit to Human Resources*

*White: Human Resources*

*Canary: Payroll*





## **MOUNTAIN VIEW SCHOOL DISTRICT**

### **Human Resources**

#### **OATH OF ALLEGIANCE FOR PERSONS EMPLOYED BY A SCHOOL DISTRICT OF THE STATE OF CALIFORNIA**

(REQUIRED BY GOVERNMENT CODE CHAPTER 8, DIVISION 4, TITLE1)

**State of California**  
**LOS ANGELES COUNTY**

I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

---

*Employee Signature*

## APPENDIX C



### Mountain View School District Classified Employee Performance Appraisal

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Job Title: \_\_\_\_\_

Dept./Site: \_\_\_\_\_

☐ Probationary                      ☐ Annual                      ☐ Other \_\_\_\_\_ (period covered)

Commendable

Satisfactory

\*Needs Improvement

\*Unsatisfactory

#### Quality of Work: \_\_\_\_\_

☐ Work usually superior and consistently accurate and precise shows initiative and works maximum Effectiveness.

☐ Work usually acceptable, thorough, little needs to be redone. Shows initiative.

☐ Work occasionally less than satisfactory and/or lacks accuracy, neatness and/or thoroughness.

☐ Work frequently unsatisfactory. Inclined to be careless. moderate amount of work needs to be redone.

#### Quantity of Work: \_\_\_\_\_

☐ Work consistently exceeds expectations. Meets deadlines and uses time effectively.

☐ Acceptable volume of work. Keeps on schedule and makes efficient use of time during the entire work schedule.

☐ Output is irregular. Occasionally turns out less than normal amount of work.

☐ Frequently produces less Than average amount of work. Works slowly and does not use time well.

#### Attendance/ Total Days Absent: (    ) \_\_\_\_\_

☐ Exceptionally conscious about Attendance on the job.

☐ Attends work regularly and absent only when necessary.

☐ Occasionally absent. Work is occasionally hindered by non attendance at work.

☐ Frequently absent. Work is hindered by non attendance at work.

#### Punctuality: \_\_\_\_\_

☐ Consistently arrives to work and from breaks on time. Exceptionally punctual.

☐ Arrives to work and from breaks on time. Good punctuality.

☐ Occasionally arrives to work and/or from breaks late.

☐ Frequently arrives to work And/or from breaks late.

#### Positive Attitude: \_\_\_\_\_

☐ Consistently works courteously and tactfully. Promotes a positive work environment.

☐ Works courteously and tactfully. Understands and complies with all rules of work etiquette.

☐ Occasionally must be reminded of the need for proper work etiquette. Usually courteous and cooperative.

☐ Reluctant to work in a cooperative manner. Tends to complain and occasionally defiant and/or argumentative.

#### Dependability: \_\_\_\_\_

☐ Consistently reliable in carrying out independent assignments. Needs minimal supervision.

☐ Reliable and dependable. Adapts easily to work assignments and meets deadlines.

☐ Occasionally misses deadlines and requires follow up. Moderate supervision required.

☐ Frequently misses deadlines. Needs constant supervision and Reminders.

#### Judgment: \_\_\_\_\_

☐ Consistently thinks soundly and logically, and follows all instructions and policies. Advice sought by fellow workers.

☐ Clear thinker-usually makes thoughtful decisions and follows all instructions and policies. Follows a logical course of action.

☐ Poor judgment occasionally may have repercussions. Does not always plan carefully and/or follow instructions and/or policies.

☐ Frequently makes hasty decisions and handles situations improperly and/or does not follow instructions and/or policies. Poor judgment frequently has repercussions.

#### Knowledge: \_\_\_\_\_

☐ Exceptional understanding of job functions. Keeps current? Capable of training others.

☐ Thorough understanding of job requirements. Capable of accomplishing most work with little supervision.

☐ Knows minimal job requirements. Occasionally needs direction to complete job tasks.

☐ Insufficient knowledge of job. Lacks required skills to perform essential duties. Resists instructions.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Commendable**

**Satisfactory**

**\*Needs Improvement**

**\*Unsatisfactory**

**Cooperation/Teamwork:** \_\_\_\_\_

☐ Consistently works well with others: cooperative, helpful, actively participate in team sit-

☐ Courteous and cooperative with others: participates well in team situations.

☐ Occasionally uncooperative and unfriendly. Occasionally resists participation in team situations.

☐ Frequently uncooperative and unfriendly, resists working in a team setting.

**Safety:** \_\_\_\_\_

☐ Consistently exceptionally conscientious in areas of safety and care of materials and Equipment.

☐ A careful worker. Follows district standards in regards to safety and care of materials and Equipment.

☐ Occasionally indifferent in regards to safety and care of equipment and materials.

☐ Frequently careless and indifferent in regards to safety, care of equipment and materials.

**Leadership Qualities:** \_\_\_\_\_

☐ Consistently able to effectively teach and increase skills of others, motivate and lead, organize and assign Work, communicate ideas and Instructions.

☐ Usually able to effectively teach and increase skills of others, motivate and lead, organize and assign work, communicate ideas and instructions.

☐ Occasionally able to effectively teach and increase skills of others, motivate and lead, organize and assign work, communicate ideas and instructions.

☐ Rarely able to effectively teach and increase skills of others, motivate, and lead, organize and assign work, communicate ideas and instructions.

**OVERALL Evaluation:** \_\_\_\_\_

☐ **Commendable**

Overall work performance is well above the standard of performance for the position.

☐ **Satisfactory**

Completes and performs the full scope of job responsibility Competently.

☐ **Needs Improvement**

Overall work performance is below the standard required immediate improvement is necessary.

☐ **\*\*Unsatisfactory**

Overall work performance is considered unacceptable for continued employment in the District and immediate improvement is necessary.

**Recommendation:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Commendation:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note:**    \*Requires a supporting comment and/or justification.  
             \*\*Requires development of assistance plan.  
             Additional comments may be attached.

*I have read and received a copy of this evaluation. I understand my signature does not necessarily indicate agreement.*  
In case of disagreement with this evaluation, the above employee has the right to submit a written rebuttal within ten days.

Employee \_\_\_\_\_ Date \_\_\_\_\_ Supervising Administrator \_\_\_\_\_ Date \_\_\_\_\_ Immediate Supervisor \_\_\_\_\_ Date \_\_\_\_\_

White: Employee

Canary: Site/Dept.

Pink: District Office

# APPENDIX D

## MOUNTAIN VIEW SCHOOL DISTRICT TEACHER PERFORMANCE EVALUATION

EMPLOYEE \_\_\_\_\_ ASSIGNMENT(S) \_\_\_\_\_

SCHOOL/DEPT \_\_\_\_\_ DATE \_\_\_\_\_

<b>4 – Commendable</b>	<b>3 – Proficient</b>	<b>2* – Below Standards (Needs to Improve)</b>	<b>1* – Unsatisfactory</b> *comments required
------------------------	-----------------------	--	--

- |                          |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|--------------------------|---|
| <b>4</b>                 | <b>3</b>                 | <b>2</b>                 | <b>1</b>                 | <b>1.0 ENGAGES AND SUPPORTS ALL STUDENTS IN LEARNING</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1.1 Connects students' prior knowledge, life experiences, and interests with learning goals.                          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1.2 Uses a variety of instructional strategies and resources to respond to students' diverse needs.                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1.3 Facilitates learning experiences that promote autonomy, interaction, and choice.                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1.4 Engages students in problem solving, critical thinking, and other activities that make subject matter meaningful. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1.5 Promotes self-directed, reflective learning for all students.   |

Comments \_\_\_\_\_

- |                          |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|--------------------------|---|
| <b>4</b>                 | <b>3</b>                 | <b>2</b>                 | <b>1</b>                 | <b>2.0 CREATES AND MAINTAINS EFFECTIVE ENVIRONMENTS FOR STUDENT LEARNING</b>              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2.1 Creates a physical environment that engages all students.                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2.2 Establishes a climate that promotes fairness and respect.                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2.3 Promotes social development and group responsibility.                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2.4 Establishes and maintains standards for student behavior.                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2.5 Plans and implements classroom procedures and routines that support student learning. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2.6 Uses instructional time effectively.  |

Comments \_\_\_\_\_

- |                          |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|--------------------------|---|
| <b>4</b>                 | <b>3</b>                 | <b>2</b>                 | <b>1</b>                 | <b>3.0 UNDERSTANDS AND ORGANIZES SUBJECT MATTER FOR STUDENT LEARNING</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3.1 Demonstrates knowledge of subject matter content and student development.                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3.2 Organizes curriculum to support student understanding of the subject matter.                                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3.3 Interrelates ideas and information within and across subject matter areas.                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3.4 Develops student understanding through instructional strategies that are appropriate to the subject matter. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3.5 Uses materials, resources, and technologies to make subject matter accessible to students.                  |

Comments \_\_\_\_\_

- |                          |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|--------------------------|---|
| <b>4</b>                 | <b>3</b>                 | <b>2</b>                 | <b>1</b>                 | <b>4.0 PLANS INSTRUCTION AND DESIGNS LEARNING EXPERIENCES FOR ALL STUDENTS</b>              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4.1 Draws on and values students' backgrounds, interests, and developmental learning needs. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4.2 Establishes and articulates goals for student learning.                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4.3 Develops and sequences instructional activities and materials for student learning.     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4.4 Designs short-term and long-term plans to foster student learning.                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4.5 Modifies instructional plans to adjust for student needs.                               |

Comments \_\_\_\_\_

4 3 2 1

☐ ☐ ☐ ☐

☐ ☐ ☐ ☐

☐ ☐ ☐ ☐

☐ ☐ ☐ ☐

☐ ☐ ☐ ☐

☐ ☐ ☐ ☐

## 5.0 ASSESSES STUDENT LEARNING

5.1 Establishes and communicates learning goals for all students.

5.2 Collects and uses multiple sources of information to assess student learning.

5.3 Involves and guides all students in assessing their own learning.

5.4 Uses the results of assessment to guide instruction.

5.5 Communicates with students, families, and other audiences about student progress.

5.6 Provides evidence of student achievement toward meeting grade level standards.

Comments \_\_\_\_\_

4 3 2 1

☐ ☐ ☐ ☐

☐ ☐ ☐ ☐

☐ ☐ ☐ ☐

☐ ☐ ☐ ☐

☐ ☐ ☐ ☐

☐ ☐ ☐ ☐

## 6.0 DEVELOPS AS A PROFESSIONAL EDUCATOR

6.1 Reflects, plans, and establishes professional goals; pursues opportunities to grow professionally.

6.2 Works with colleagues to improve professional practice.

6.3 Conducts timely and effective conferences with students, parents, and support personnel concerning individual student needs.

6.4 Adheres to District/school policies, rules, curriculum, and content standards.

6.5 Accepts and fulfills instructional duties and responsibilities in a timely and effective manner.

6.6 Accepts and fulfills non-instructional duties and responsibilities (i.e. attendance, punctuality, supervision, meetings, committees, etc.) in a timely and effective manner.

Comments \_\_\_\_\_

## \*RECOMMENDATIONS AND/OR COMMENDATIONS

Additional pages attached: Yes \_\_\_\_\_ No \_\_\_\_\_

☐ Recommended for continued service

☐ Recommended, but improvement needed

☐ Not recommended

PAR Referral: \_\_\_\_\_ 2 or more *Unsatisfactory* ratings in any one standard (Standards 1-5)

\_\_\_\_\_ 3 or more *Needs to Improve* ratings in any one standard (Standards 1-5)

\_\_\_\_\_ 2 *Needs to Improve* ratings and 1 *Unsatisfactory* rating in any one standard (Standards 1-5)

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Evaluator \_\_\_\_\_ Date \_\_\_\_\_

This evaluation has been discussed with the employee. The teacher's signature acknowledges receipt of this document and does not necessarily indicate agreement with the report (5.3.2.).

**MOUNTAIN VIEW SCHOOL DISTRICT**  
**Human Resources**

***Classified Employees' Course of Study Approval Request***

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Date: \_\_\_\_\_

1. Class Title: \_\_\_\_\_  
Description: \_\_\_\_\_  
\_\_\_\_\_  
Location: \_\_\_\_\_ Units/Hours: \_\_\_\_\_

2. Class Title: \_\_\_\_\_  
Description: \_\_\_\_\_  
\_\_\_\_\_  
Location: \_\_\_\_\_ Units/Hours: \_\_\_\_\_

3. Class Title: \_\_\_\_\_  
Description: \_\_\_\_\_  
\_\_\_\_\_  
Location: \_\_\_\_\_ Units/Hours: \_\_\_\_\_

4. Class Title: \_\_\_\_\_  
Description: \_\_\_\_\_  
\_\_\_\_\_  
Location: \_\_\_\_\_ Units/Hours: \_\_\_\_\_

DEGREE OR CERTIFICATE EARNED: \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Reason: \_\_\_\_\_  
\_\_\_\_\_

-----

\_\_\_\_\_  
Assistant Superintendent of Personnel Services Supervisor

**MOUNTAIN VIEW SCHOOL DISTRICT**  
**Human Resources**

*Upper Division Career Ladder Program – Course of Study Approval Request*

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Date: \_\_\_\_\_ Current Number of Units: \_\_\_\_\_

Reimbursement for each semester will be made with the submission of a career ladder reimbursement form and official grade reports or transcripts. Requests for reimbursements must be submitted within 60 calendar days of semester completion, and must include original receipts for tuition, fees, and books, and a course syllabus declaring which books were required for the class. Payments will be made within 60 calendar days of presentation of all required documents, not to exceed \$500 per semester/quarter for a maximum of \$1500 per year.

1. Class Title: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

Location: \_\_\_\_\_ Units: \_\_\_\_\_

2. Class Title: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

Location: \_\_\_\_\_ Units: \_\_\_\_\_

3. Class Title: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

Location: \_\_\_\_\_ Units: \_\_\_\_\_

A minimum of 9 semester or 12 quarter units must be taken each semester/quarter.

\_\_\_\_\_  
Assistant Superintendent, Human Resources

\_\_\_\_\_  
Supervisor



**MOUNTAIN VIEW SCHOOL DISTRICT**  
**Human Resources**  
**Certificated Request for Transfer or New Position**

Name: \_\_\_\_\_ School/Dept. \_\_\_\_\_

Address: \_\_\_\_\_ Home or Cell # \_\_\_\_\_

(Request for Transfer must be submitted by the last workday of the school year.)

Years in District \_\_\_\_\_ Status: \_\_\_\_\_ (Temp., Probationary, Permanent) Bilingual: \_\_\_\_ Yes \_\_\_\_ No

Grade Levels and/or positions held \_\_\_\_\_

*I, the undersigned, request a transfer to/apply for:*

Position: \_\_\_\_\_ School/Dept. \_\_\_\_\_

1. Past experience \_\_\_\_\_

2. Special qualifications and interest \_\_\_\_\_

2<sup>nd</sup> Choice (if appropriate) Position \_\_\_\_\_ School \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's Signature (Optional)

\_\_\_\_\_  
Date

(Human Resources Use Only)

Transfer:

☐ Granted Effective \_\_\_\_\_ Board Date \_\_\_\_\_ ☐ Denied \_\_\_\_\_



☐ **Comp time**  
(Office Manager Keeps in File)

☐ **Paid Time**  
(Office Manager Sends to Payroll Office)

**Check one: APPENDIX H**

☐ Regular Employee

☐ Substitute/Hourly Employee

\_\_\_\_\_  
Last 4 digits  
of Soc Sec #

**MOUNTAIN VIEW SCHOOL DISTRICT**  
**Classified/Confidential Personnel Extra Duty Time Sheet**

A separate time sheet must be completed for each job and funding source.  
The time sheets must be submitted to the Payroll office by the 25<sup>th</sup> day of each month.

Current Month: \_\_\_\_\_, 20\_\_\_\_ School/Work Location: \_\_\_\_\_

	Day	Substituted For or Work Performed	Job Classification/ Pay Class*	Hours	Day	Substituted For or Work Performed	Job Classification/ Pay Class*	Hours
Days 26 - 31 from Last Month	26				11			
	27				12			
	28				13			
	29				14			
	30				15			
	31				16			
Enter Days 1 - 25 for Current Month	1				17			
	2				18			
	3				19			
	4				20			
	5				21			
	6				22			
	7				23			
	8				24			
	9				25	Submit your timesheet today		
	10				TOTAL HOURS			

\*For Pay Class, see back of page and select the Pay Class of position in which you are working.

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Date Signed by Employee

\_\_\_\_\_  
Categorical Director Approval  
(If Needed)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Approval/Date

\_\_\_\_\_  
Assistant Superintendent  
(If Needed)

\_\_\_\_\_  
Personnel Approval

\_\_\_\_\_  
Regular Position

\_\_\_\_\_  
Reg Pay Class # (see back)

**Resource:** ☐ Formula ☐ LCAP (select Goal below) ☐ Title I ☐ Food Services ☐ HS/SP ☐ Other \_\_\_\_\_

**Goals for LCAP Only:** ☐ 1 (Acad Ach-All) ☐ 2 (Acad Ach-EL) ☐ 3 (21<sup>st</sup> Century) ☐ 4 (Fam Engagement)

**Function:** ☐ Instruction ☐ Parent Participation ☐ School Admin ☐ Custodial ☐ Other \_\_\_\_\_

SACS Account Code: \_\_\_\_\_  
Fund    Resource    Goal    Function    Object    Location

# MOUNTAIN VIEW SCHOOL DISTRICT

## Certificated Personnel Extra Duty Time Sheet

**APPENDIX I**

A separate time sheet must be completed for each job and funding source.  
The time sheets must be submitted to the Payroll office by the 25<sup>th</sup> day of each month.

Last 4 digits  
of Soc Sec #

Current Month: \_\_\_\_\_, 20\_\_ School/Work Location: \_\_\_\_\_

Day	Work Performed	Hours	Day	Work Performed	Hours
1			17		
2			18		
3			19		
4			20		
5			21		
6			22		
7			23		
8			24		
9			25	TIME SHEET DUE – INCLUDE ENTIRE MONTH	
10			26		
11			27		
12			28		
13			29		
14			30		
15			31		
16			TOTAL HOURS		

**THE DISTRICT IS ASSESSED LATE PENALTIES BY STRS – PLEASE TURN IN YOUR TIME SHEETS ON TIME EACH MONTH**

Employee Name (please print) \_\_\_\_\_

Date Signed by Employee \_\_\_\_\_

Categorical Director Approval  
(If Needed) \_\_\_\_\_

Employee Signature \_\_\_\_\_

Supervisor Approval & Date \_\_\_\_\_

Asst Supt of Ed Svc Approval  
(If Needed) \_\_\_\_\_

Resource: ☐ Title I ☐ Formula ☐ HS/SPS ☐ Other \_\_\_\_\_

Goals for LCAP Only: ☐ 1 (Acad Ach-All) ☐ 2 (Acad Ach-EL) ☐ 3 (21<sup>st</sup> Century) ☐ 4 (Fam Engagement)

Function: ☐ Instruction ☐ Parent Participation ☐ Staff Dev ☐ School Admin ☐ Other \_\_\_\_\_

SACS Account Code: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Fund      Resource      Goal      Function      Object      Location

# APPENDIX J

## SUBJECT: DIRECT DEPOSIT AUTHORIZATION

☐ NEW OR CHANGE

☐ CANCEL

Name	Social Security No.
District <b>Mountain View School District</b>	Work Telephone <b>(626) 652-4000</b>
Name of Bank/Credit Union/Savings & Loan	Branch No./Location
Address of Bank/Credit Union/Savings & Loan	Telephone No. at Branch
Account Number	<input type="checkbox"/> Checking <input type="checkbox"/> Savings

I hereby authorize the above named District and the Los Angeles County Office of Education, (LACOE), and/or their agents, to initiate electronic deposits and, as necessary, debit corrections to previous deposits, to the above account.

I understand:

- Direct Deposit is not activated until 10 days following a \$0 test transaction for NEW or CHANGE authorization.
- I must submit a new authorization form if I change my account (name, institution, branch, type of account, etc.)
- Direct Deposit status will be temporarily suspended if wages are garnished.
- Direct Deposit status may be suspended or rescinded by the District or LACOE, and payment made by county warrant, if necessary to meet payroll deadlines or under other extreme conditions.

I agree to hold harmless and indemnify the District and LACOE, and their officers, employees and agents from any claim or demand of whatever nature, including those based upon negligence of the District and LACOE and their offices, employees and agents for failure or delay in making deposits and/or corrections to deposits as herein authorized.

This authorization replaces any previous made by me and is to remain in effect until changed or cancelled by submission of a new Direct Deposit Authorization form.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please attach a voided check showing the institution routing number and account number.

### ATTACH VOIDED CHECK HERE

Area Below for District Use Only  
(Refer to Direct Deposit Reference Guide)

FINANCIAL INSTITUTION ROUTING NO.							

EMPLOYEE DEPOSIT ACCOUNT NUMBER															

Input by: \_\_\_\_\_ Date: \_\_\_\_\_



## MOUNTAIN VIEW SCHOOL DISTRICT

## Human Resources

**Career Ladder  
Tuition Reimbursement Form  
CLASSIFIED**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ School Site: \_\_\_\_\_

Institution's Name	Course(s)	Tuition Fees	Book Costs	Dates of Attendance

Total Amount \_\_\_\_\_

Reimbursement for each semester will be made with the submission of a career ladder reimbursement form and official grade report or transcripts. Requests for reimbursement must be submitted within 60 calendar days of semester completion and must also include **original receipts** for tuition fees, books, and course syllabus declaring which books were required for the class. Payment will be made within 60 calendar days of presentation of all required documents, not to exceed \$500 per semester/quarter for a maximum of \$1500 per year.

\_\_\_\_\_  
Employee's Signature\_\_\_\_\_  
Asst. Superintendent, Human Resources

**APPENDIX L****ATTENDANCE REPORTERS**

<b>CLASSIFICATION</b>	<b>REPORTER</b>
Teachers	AESOP <a href="http://www.aesoponline.com">www.aesoponline.com</a> 626.652.4049
Principals	Martha Avila-Garcia 626.652.4045
Assistant Principals/Deans	Martha Avila-Garcia 626.652.4045
Coordinators	Martha Avila-Garcia 626.652.4045
Speech Language Pathologists	AESOP <a href="http://www.aesoponline.com">www.aesoponline.com</a> Call your school site principal
Special Ed. Instructional Assistants	Alejandra Urias 626.652.4049
Adaptive P.E.	Alejandra Urias 626.652.4049
Head Start Director	Martha Avila-Garcia 626.652.4045
Head Start/Children's Center Teachers	AESOP <a href="http://www.aesoponline.com">www.aesoponline.com</a> 626.652.4049
Head Start/Children's Center Nurse	AESOP <a href="http://www.aesoponline.com">www.aesoponline.com</a> 626.652.4049
District Office Employees (Business Services, Educational Services, Human Resources, Superintendent's Office)	Martha Avila-Garcia 626.652.4045
Psychologists	Martha Avila-Garcia 626.652.4045
Speech Language Pathologist Assistants	Martha Avila-Garcia 626.652.4045
Nurses	Martha Avila-Garcia 626.652.4045
Classified Managers	Martha Avila-Garcia 626.652.4045
Food Services Personnel	Bonnie Sandoval 626.652.4080
School Site Classified Employees (office managers, clerks, health clerks, library techs, campus security, computer techs, instructional assistants, media resource clerks, assessment assistants)	Office Managers Less sub status – Alejandra Urias 626.652.4049
Head Start/Children's Center Classified Staff	Alejandra Urias 626.652.4049 Sonia Saenz 626.652.4254 Ignacio Caballero 626.652.4093
Custodians	Ignacio Caballero 626.652.4093
Maintenance Workers	Absence Line 626.652.4793
Transportation Employees	Eric Meza 626.652.4140



# MOUNTAIN VIEW SCHOOL DISTRICT APPENDIX M

## Human Resources

TO: \_\_\_\_\_ School/Department \_\_\_\_\_

FROM: Roberto Lopez-Mena, Assistant Superintendent

DATE: \_\_\_\_\_

RE: **Medical Leave of Absence**

- I. The Family Medical Leave Act (FMLA) requires employers to provide up to 12 weeks of unpaid, job protected leave to eligible employees for certain family and medical reasons. During the period of family care leave, the employee shall continue to be entitled to participate in the District's medical, dental, and vision plans.

The California Family Rights Act (CFRA) is California's version of the Federal Act. Leave taken pursuant to the CFRA shall run concurrent with the leave taken pursuant to the FMLA, except for any leave taken under the FMLA for disability on account of pregnancy or childbirth.

### MEDICAL and FAMILY MEDICAL LEAVE

This is to inform you that FMLA will run concurrent with your leave of absence, effective \_\_\_\_\_.  
Per Board Policy, FMLA runs concurrent with paid and/or unpaid leave for up to 12 weeks. This means your benefits monthly cap will continue to be paid by the District during the unpaid portion of your twelve week leave.

**EXPECTED DATE OF RETURN TO WORK** \_\_\_\_\_

### PREGNANCY DISABILITY LEAVE

#### Disability Pre-Birth of Child

This is to inform you that FMLA will run concurrent with your leave of absence, effective \_\_\_\_\_.  
Per Board Policy, FMLA runs concurrent with paid and/or unpaid leave for up to 12 weeks. This means your benefits monthly cap will continue to be paid by the District during the unpaid portion of your twelve week leave.

Disability Post-Birth of Child (approximately 6 weeks of recovery) effective date \_\_\_\_\_

CFRA (Bonding Leave) will begin after pregnancy disability leave ends for up to 12 weeks of paid or unpaid leave. It must be taken within the first 12 months of the child's birth. Submit written request to Human Resources.

When the baby is born, be sure to report the birthdate to Martha Avila-Garcia in Human Resources or Patty Gonzalez (certificated payroll) at 626-652-4061 or Evelyn Castaneda (classified payroll) at 626-652-4062. If you have any questions regarding your benefits, contact Geri Payne at 626-652-4066.

CFRA LEAVE: \_\_\_\_\_ To \_\_\_\_\_

**EXPECTED DATE OF RETURN TO WORK** \_\_\_\_\_

- II. Paid Family Leave (PFL runs concurrent with FMLA and/or CFRA) is a component of State Disability Insurance (**classified employees only**) and partially covers employee wage loss for individuals who need to care for a seriously ill family member (child, spouse, parent, parent-in-law, grandparent, grandchild, sibling, or registered domestic partner), bond with a new child, or bond with a newly placed foster adopted child. Benefits are available for a maximum of 8 weeks in a 12-month period. To request a claim form, go to: [www.edd.ca.gov](http://www.edd.ca.gov)

Type of Leave: ☐ To care for a seriously ill family member; ☐ To bond with a new child; ☐ To bond with a newly placed foster or adopted child.

Effective dates: \_\_\_\_\_ To \_\_\_\_\_

**EXPECTED DATE OF RETURN TO WORK** \_\_\_\_\_

Be aware that, per Section 4.2(b-1) Termination of Coverage of the Family and Medical Leave Act, if an employee fails to return to his/her assignment after the twelve week leave, the District may recover the premiums paid for the employee during the period of the unpaid leave.

*If you have any questions regarding your Medical Leave of Absence, please call Human Resources at 626-652-4045.*



## **MOUNTAIN VIEW SCHOOL DISTRICT**

## **APPENDIX N**

### **ANNUAL EMPLOYEE ELECTRONIC INFORMATION RESOURCES RULES AND REGULATIONS**

Electronic Information Resources (EIR's) are available to some employees in the Mountain View School District. The District strongly believes in the educational value of EIR's and recognizes the potential of the resource to support curriculum, and augment the educational and administrative process. Our goal is to provide these services to promote educational excellence by facilitating resource sharing, innovation and communication.

To allow an employee to participate in the use of the District EIR's, these rules and regulations must be read carefully and signed by employee and the employee's supervisor. The signed rules and regulations must be returned to the employee's supervisor. By signing and returning the rules and regulations, the employee is authorized by their supervisor to use the District EIR's.

The employee of the Mountain View School District is prohibited from any misuse or abuse which may occur as a result of their use of the District EIR's. Listed below are the Mountain View School District EIR Rules and Regulations. If any employee violates these provisions, that employee's access to District EIR's will be restricted or denied and the employee may be subject to disciplinary or legal action, (see provision #5).

#### **1. PERSONAL RESPONSIBILITY**

I understand that I am a representative of the Mountain View School District. I accept personal responsibility for using the District EIR's in an ethical and responsible manner. I also understand I am responsible for reporting any misuse of the District EIR's to my immediate supervisor. Misuse can come in many forms, but is commonly viewed as any message(s), information, or pictures sent or received that constitute pornography, include unethical or illegal solicitation, ethnic, religious, racial or sexual harassment, inappropriate language and other issues some of which are described below. All the rules of conduct described in this document apply at all times when I am using the District EIR's.

#### **2. ACCEPTABLE USE**

The use of an assigned account must be in support of the educational/administrative process and aligned with the educational/administrative goals and objectives of the Mountain View School District. As a user of the District EIR's, I am personally responsible for following the Employee EIR Rules and Regulations at all times. This includes, but is not limited to, the following:

- a. I will abide by the rules applicable to any organization's network or computing resource I am using.
- b. I will use the District EIR's properly as directed by my supervisor for assignments, research, or other projects.

#### **3. UNACCEPTABLE USE**

Transmission of any material in violation of federal, state or local laws or regulations is prohibited. This includes, but is not limited to:

- a. Copyrighted material, threatening or obscene material, or material protected as trade secrets.
- b. Participation in product advertisement or political lobbying.
- c. Use of the District EIR's for commercial activities by profit making institutions or other unauthorized individuals or associations.
- d. Unauthorized access. Do not gain unauthorized access to other users' files, data, or seek to gain unauthorized access to resources or entities. Access is limited to those sources needed to carry out educational endeavors.
- e. Personal gain. The network cannot be used for personal, financial or commercial gain.
- f. Transmission of material that is threatening, obscene, disruptive, sexually explicit, protected by trade secret, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs is prohibited.
- g. Use of the system to encourage the use of drugs, alcohol, or tobacco, or promotion of unethical practices or any activity prohibited by law or District policy is prohibited.
- h. Fraudulent and/or personal use of the District's system is strictly prohibited.
- i. Damaging computers, computer systems, or computer networks is prohibited. Any software having the purpose of damaging the District's or other user's system is prohibited.
- j. Use of another person's password or trespassing in another's work or files is prohibited.
- k. Computer equipment (hardware or software) may not be taken home or off school or District property without written permission.

- l. In order to reduce unnecessary system traffic, system users may use real-time conference features such as talk/chat/Internet relay only as approved by the employee's supervisor.
- m. Use of electronic information services for plagiarism is prohibited. "Plagiarism" is taking of ideas or writings from another person and offering them as your own. Credit should always be given to the person who created the article or ideas.

#### **4. PRIVILEGE**

I understand that the use of the District EIR's is a privilege, not a right, and inappropriate use of my account may result in a restriction or cancellation of my privileges.

#### **5. DISCIPLINARY ACTION**

The site system administrators operating under the MVSD Board Policy and Administrative Regulations have the authority to decide what is appropriate use or behavior on the District EIR's. The supervisor or site system administrators may close an account at any time deemed necessary. The administration may deny, revoke, or suspend user accounts.

#### **6. NETWORK ETIQUETTE AND PRIVACY**

I will abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:

- a. **Be Polite.** Never send, or encourage others to send abusive messages.
- b. **Appropriate Language.** I am a representative of my school/department and the District EIR's on a public network. I may be alone with the computer, but what I say and do can be viewed globally. I will never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden, and are subject to disciplinary action, including suspension and/or dismissal.
- c. **Confidentiality.** I will not reveal my home address or personal phone number or the address and phone numbers of other employees or colleagues. I will not reveal other personal information, such as my age, marital status, financial information.
- d. **Electronic Mail.** Electronic mail (e-mail) is not guaranteed to be private. If I know of any messages relating to or in support of illegal activities, I will report it to my supervisor or site system administrator.
- e. **Disruptions.** I will not use the network in any way that would disrupt use of the network by others. I will not read other users' mail or files or attempt to interfere with other users' ability to send or receive electronic mail. I will not attempt to read, delete, copy, modify, or forge other users' mail.
- f. I will not respond to messages or bulletin board items that are suggestive, obscene, belligerent, threatening, or make you feel uncomfortable.

#### **7. SERVICES**

Mountain View School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages, including loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. The District specifically disclaims any responsibility for the accuracy of information obtained through its services.

#### **8. SECURITY**

Security on any computer system is a high priority because there are so many users. If I identify a security problem, I will notify my supervisor or site administrator at once. I will never demonstrate the problem to other users. I will never use another individual's account without written permission from that person. All use of the system must be under my own account. I understand that any user identified as a security risk will be denied access to the information system.

#### **9. VANDALISM**

Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses or any harm to the District equipment, materials, or data. Any vandalism will result in the loss of computer services, disciplinary action, including suspension and/or dismissal, legal referral, and the immediate loss of access to the system.



## **10. OTHER CONSIDERATIONS**

I understand and will:

- Be brief in my communications. Unnecessarily long messages are undesirable.
- Try to minimize spelling errors and make sure my messages are easy to understand and read.
- Use accurate and descriptive titles for my articles. I will tell people what it is about before they read it.
- Select the most appropriate audience for my messages, rather than the largest audience.
- Remember when posting messages to multiple groups to specify all of those groups in a single message.
- Cite references for anything I present as fact.
- Forgive the spelling and grammar errors of others.
- Remember that some things I may take for granted may be misunderstood by someone else, just as I can misunderstand what they are saying to me. I will remember that humor and satire are often misinterpreted and will be careful in my use of language.
- Remember that not everything presented to me is verified fact and it may indeed be incorrect or misleading. I will try to substantiate information I receive before I use it.



# MOUNTAIN VIEW SCHOOL DISTRICT

## ANNUAL EMPLOYEE ELECTRONIC INFORMATION RESOURCES RULES AND REGULATIONS

EMPLOYEE LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

School/Department: \_\_\_\_\_ School Year: \_\_\_\_\_ Supervisor: \_\_\_\_\_

I have read and understand the rules and regulations set forth by the MOUNTAIN VIEW SCHOOL DISTRICT for the use of Employee Electronic Information Resources (EIR's) and show that I have understood each section by initialing the stated section headings. All employees who use the District EIR's must have written approval from their supervisor in order to access electronic information.

- |                                  |               |
|----------------------------------|---------------|
| 1. Personal Responsibility       | initial _____ |
| 2. Acceptable Use                | initial _____ |
| 3. Unacceptable Use              | initial _____ |
| 4. Privilege                     | initial _____ |
| 5. Disciplinary Action           | initial _____ |
| 6. Network Etiquette and Privacy | initial _____ |
| 7. Services                      | initial _____ |
| 8. Security                      | initial _____ |
| 9. Vandalism                     | initial _____ |

I understand that the consequences of violations of the above rules include, but are not limited to:

- |                                  |                                  |
|----------------------------------|----------------------------------|
| 1. Suspension of Internet access | 4. Revocation of computer access |
| 2. Revocation of Internet access | 5. Legal action                  |
| 3. Suspension of computer access |                                  |

I understand and agree to abide by the Mountain View School District Rules and Regulations for acceptable use of Electronic Information Services. I understand that any violations of these rules may result in disciplinary action, the revoking of my privileges for use of the District EIR's and appropriate legal action as warranted. I also agree to report any misuse of the District's EIR's to my supervisor or system administrator or other designated person-in-charge.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Mountain View School District

APPENDIX O

### COMPLAINT FORM

It is expected that employees and supervisors make every effort to resolve employee complaints and disagreements informally before resorting to formal complaint procedures. Please submit this form to the Assistant Superintendent of Human Resources at 3320 Gilman Road, El Monte, CA 91732.

#### COMPLAINANT INFORMATION (Person filing complaint)

\_\_\_\_\_  
Last Name First Name Middle Initial Telephone Number

\_\_\_\_\_  
School/Site Other Contact Number

Person filing the complaint is: ☐ Parent ☐ Employee ☐ Other \_\_\_\_\_

#### INFORMAL RESOLUTION

1. List the names of people with whom you have met and the results of those meetings.

Name \_\_\_\_\_ Position \_\_\_\_\_

Date of Meeting \_\_\_\_\_ Results \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

Date of Meeting \_\_\_\_\_ Results \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. Please describe your complaint in as much detail as possible. (*Attach additional pages as needed.*)

Incident \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



**MOUNTAIN VIEW SCHOOL DISTRICT**  
**3320 Gilman Road, El Monte, CA 91732**

**EMPLOYEE RESIGNATION FORM**

☐

Classified

☐

Certificated

☐

Confidential / Management

Employee Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Forwarding Address \_\_\_\_\_

Personal Email Address (optional) \_\_\_\_\_

Position/Title \_\_\_\_\_ Department/School \_\_\_\_\_

I am hereby submitting my resignation of employment from Mountain View School District.

Last day of service: \_\_\_\_\_

Reason for leaving District employment: \_\_\_\_\_

Do you wish to be placed on the substitute list? \_\_\_\_\_ Yes \_\_\_\_\_ No

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Resignation accepted \_\_\_\_\_ Date \_\_\_\_\_

**SUPERINTENDENT SIGNATURE**

***Please complete and submit to Personnel Services.***

*White: Human Resources*

*Canary: Employee*

**MOUNTAIN VIEW SCHOOL DISTRICT**

**PERSONAL EQUIPMENT REQUEST**

SCHOOL NAME \_\_\_\_\_

ROOM NUMBER \_\_\_\_\_

EMPLOYEE NAME \_\_\_\_\_

DATE OF REQUEST \_\_\_\_\_

I request to bring the following item to \_\_\_\_\_ school for the period of

\_\_\_\_\_ to \_\_\_\_\_.  
(Date) (Date)

ITEM \_\_\_\_\_

MAKE \_\_\_\_\_

MODEL \_\_\_\_\_

SERIAL # \_\_\_\_\_

DATE OF PURCHASE \_\_\_\_\_

COST \_\_\_\_\_

Briefly explain the necessity to have this equipment at your school site.

---



---



---

It is understood that this item is to be kept locked when it is not in use. This item shall be removed from School or District property by \_\_\_\_\_.  
(Date)

Mountain View School District does not insure personal property for the loss or damage that may occur.

\_\_\_\_\_ agrees to hold harmless the Mountain View School District of all liabilities arising from the loss or damage of this personal property.

\_\_\_\_ Approved

\_\_\_\_ Disapproved

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Principal Signature Date



# MOUNTAIN VIEW SCHOOL DISTRICT

3320 Gilman Road, El Monte, CA 91732

## EMPLOYEE RETIREMENT FORM

☐ Classified ☐ Certificated ☐ Confidential / Management

Employee Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Forwarding Address \_\_\_\_\_

Personal Email Address (optional) \_\_\_\_\_

Position/Title \_\_\_\_\_ Department/School \_\_\_\_\_

I am hereby submitting my request for retirement. My last day of work: \_\_\_\_\_

I have contacted ☐ PERS ☐ STRS

☐ **Check if Early Retirement** - to find out if you qualify please refer to MVTA Contract Article 23.1 or CSEA Contract Article 25.1 (employee must be 55 years old, and 15 years of service at MVSD)

☐ I have met with Geri Payne regarding my health benefits (626) 652-4066 [gpayne@mtviewschools.net](mailto:gpayne@mtviewschools.net)

Would you like to attend the Retirement Social scheduled in the month of June? ☐ Yes ☐ No

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Resignation accepted \_\_\_\_\_ Date \_\_\_\_\_

SUPERINTENDENT'S SIGNATURE

*Please complete and submit to Personnel Services.*

White: Human Resources

Canary: Employee