

EMPLOYEE HANDBOOK

2021-2022

Meadows Union School District

2059 Bowker Road

El Centro, California 92243

(760) 352-7512

www.meadowsunion.org

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Employee Handbook Overview

This employee handbook is designed to be a resource for all employees. Please use it in conjunction with Board Policies, Collective Bargaining Agreements, and with additional information provided by your supervisor. We hope you will find this handbook a useful tool as a quick reference in seeking answers to employment questions you may have. Employees are encouraged to keep informed on matter of rules or policies by maintaining this handbook in up-to-date condition.

This handbook will continue to be a working document and it will be updated annually. This handbook can also be viewed on the district's website.

Please complete the Emergency Contact Information Form and sign the handbook acknowledgement form.

Mission Statement

The Meadows Union School District is a strong united team that works together for the success of all students.

Core Values

We, the Meadows Union School District, hold ourselves accountable to:

- Put students first.
- Have high academic expectations.
- Establish rules, guidelines, processes.

District Information

The Meadows Union School District (MUSD) is in El Centro, California, which is situated in Imperial County in Southern California. El Centro, with a population of approximately 44,000 is a rural community fifteen miles north of the Port of Entry into the United States from Mexicali, Mexico. Imperial Valley is ranked fourth in the nation in terms of agricultural production and 40% of our parents are employed in agricultural-related jobs. El Centro is a desert setting where the average winter temperature is in the mid-seventies and the average summer temperature is in the low hundreds. The district employs approximately 80 staff and provides a comprehensive educational program for students in grades TK-8. The district currently operates one elementary school, serving approximately 450 students. Meadows Union student population is currently 50% English learner (EL) and 78% are socioeconomically disadvantaged, our LCFF Unduplicated count is 79% and 100% of our EL students speak Spanish. Regarding ethnicity, 88% of our student population identify as Hispanic Latino, 10% as White. Less than 1% of our students identify as American Indian, Pacific Islander, or African American.

Additional District information may be viewed on the district's website – www.meadowsunion.org . For specific site information, please contact your supervisor.

Governing Board

Robert Garcia, President

Margo Lamoreaux, Vice President

Ernesto Pinedo, Clerk

Beatriz Rodriguez

Rochelle Rolfe

School Administration

Keila Rodriguez, Superintendent

Veronica Hernandez, Principal

Daniela Tabarez, Chief Business Officer

Staff Directory



2021-22

Last Name	First Name	Grade	Room	Email Address	Phone Ext.
Aguiar	Linda	Clerk/Instr Aide	Front Office	laguiar@musdls.net	1022
Aguiar	Martin	8th	4	maguilar@musdls.net	1004
Aubrey	Mary	1st	20	maubrey@musdls.net	1020
Beltran	Karen	K	K3	kbeltran@musdls.net	1033
Burns	Adriana	2nd	18	aburns@musdls.net	1018
Carbajal	Tanya	7th	1	tcarbajal@musdls.net	1001
Carmona	Samantha	Library Media Tech.	Library/Comp. La	scarmona@musdls.net	1035/1023
Carreno	Carlos	1st	19	ccarreno@musdls.net	1019
Cortez	Dorina	Office Asst.	Front Office	dcortez@musdls.net	1052
Cruz	Rosa	TK	K1	rcruz@musdls.net	1031
Figueroa	Ricardo	2nd	17	rfigueroa@musdls.net	1017
Griffith	Bethany	5th	9	bgriffith@musdls.net	1009
Hernandez	Veronica	Principal	District Office	vhernandez@musdls.net	1051
Hernandez Elizalde	Ivette	3rd	12	ielizalde@musdls.net	1012
Kelley	Jessica	SPED	11	jkelly@musdls.net	1011
Kerns	Macie	3rd	13	mkerns@musdls.net	1013
Lockas	Stephanie	Payroll	District Office	slockas@musdls.net	1054
Macias	Lucia	Counselor	Counseling Center	lmacias@musdls.net	1062
Martinez	Edith	ASES Coordinator	26	emartinez@musdls.net	1026
Mendoza	Milham	6th	5	mmendoza@musdls.net	1005
Montano	Nancy	5th	10	nmontano@musdls.net	1010
Ornelas	Karina	District Clerk	District Office	kornelas@musdls.net	1061
Parra	Maria	K	K2	mparra@musdls.net	1032
Piceno	Leylan	Counselor	Counseling Center	lpiceno@musdls.net	1024
Price	Cinda	6th	6	cprice@musdls.net	1006
Reyes	Raul	MOT Manager	MOT Office	rreyes@musdls.net	1043
Rodriguez	Cheryl	7th	2	crodriguez@musdls.net	1002
Rodriguez	Keila	Superintendent	District Office	krodriguez@musdls.net	1050
Romero	Alejandrina	Child Nutrition Manager	Kitchen	aromero@musdls.net	1040
Schaffner	Carly	1st	16	cschaffner@musdls.net	1016
Self	Suzy	4th	14	sself@musdls.net	1014
Strahm	Elisa	4th	15	estrahm@musdls.net	1015
Tabarez	Daniela	CBO	District Office	dtabarez@musdls.net	1055
Vaca	Sergio	Computer Specialist	Tech Office	svaca@musdls.net	1060
Valtierra	Belem	8th	3	bvaltierra@musdls.net	1003
Villanueva	Leslie	Admin. Assistant	District Office	lvillanueva@musdls.net	1053
Wetmore	Marina	SPED	7	mwetmore@musdls.net	1007
Room	Lounge	Lounge Room	8		1008
Student Phone	Office	Front Office		-	1036
Room	Health Office	Front Office		-	1070
Room 25	ASES	Portable Classrooms		-	1025
Room 27	ASES	Portable Classrooms		-	1027
Room 28	ASES	Portable Classrooms		-	1028
Room 29	ASES	Portable Classrooms		-	1029
Room 30	Band	Portable Classrooms		-	1030

Professional Standards

The Board of Trustees expects district employees to maintain the highest ethical standards, behave professionally, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. 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. 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.

Reference: BP 4119.21: Professional Standards

Code of Ethics of the Education Profession

Preamble

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurturing of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

Principle I. Commitment to the Student

The educator strives to help each student realize his/her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning
2. Shall not unreasonably deny the student access to varying points of view
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety
5. Shall not intentionally expose the student to embarrassment or disparagement
6. Shall not on the basis of race, color, creed, gender, national origin, marital status, political or religious beliefs, family, social, or cultural background, or sexual orientation, unfairly:
 - a. Exclude any student from participation in any program
 - b. Deny benefits to any student
 - c. Grant any advantage to any student
7. Shall not use professional relationships with students for private advantage
8. Shall not disclose information in the course of professional service unless disclosure serves a compelling professional purpose or is required by law

Principle II. Commitment to the Profession

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation of the profession, the educator:

1. Shall not in any application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications
2. Shall not misrepresent his/her professional qualifications
3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position
5. Shall not assist a noneducator in the unauthorized practice of teaching
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law
7. Shall not knowingly make false or malicious statements about a colleague
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action

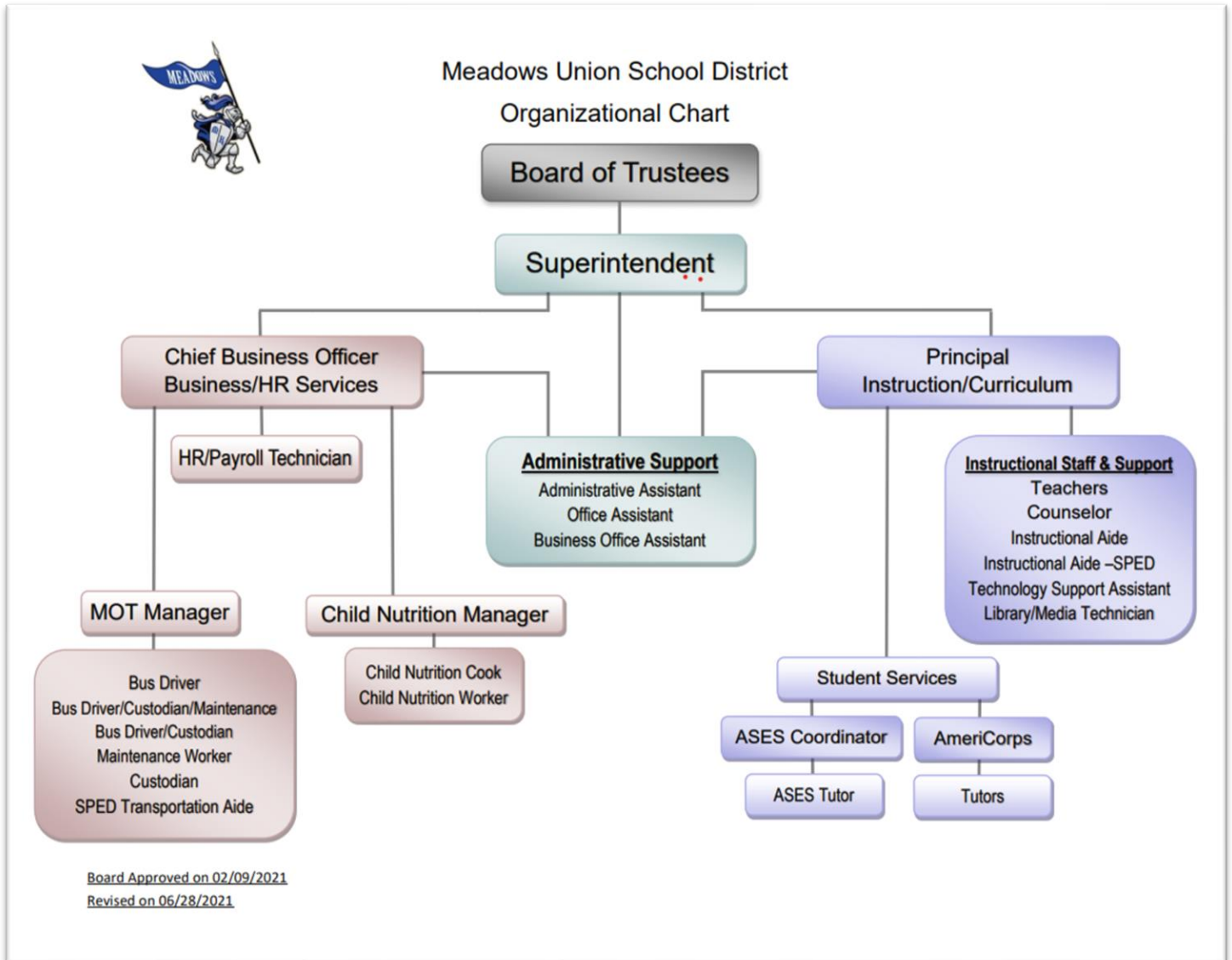
Source: National Education Association, 1975

Reference: BP 4119.21: Exhibit 4119.21-E(1): Professional Standards

Employee and Supervisor Relationship

Your supervisor will work with you to help you perform effectively on the job and to learn your job faster. They will familiarize you with policies, practices and District culture and procedures. Your supervisor will assign your work, introduce you to other employees, and orient you to the job responsibilities, explain the regulations concerning lunch breaks, rest periods, reporting absences, scheduling vacations, and explain other job-related information you will need to know. When you want advice on a problem or an answer to a question, your supervisor will be able to help you. If not, he or she will find the answer or direct you to another person who can assist you. Your supervisor will also be the one who will be completing your annual evaluation. Any questions you have about your employment can be answered by Human Resources.

Organizational Chart



Employee Responsibilities and Exceptions

- Have a current and updated emergency card on file at the site and in Human Resources.
- Report change of status through the employee portal. Names changes must be sent to Human Resources.
- Take responsibility for a healthy, safe, and clean work environment. Think safety—work smart! Contact your supervisor to report any unsafe working conditions. Slips, falls, back and neck injuries are the greatest frequency of injuries. Be cautious.
- Know the emergency procedures at your site and be familiar with the emergency exits.
- Review the Professional Standards: Employees will conduct themselves in a professional manner and respect all employees, students, parents, and all external customers.
- Respect and value ALL confidential and private information of both students and employees.
- Confidential conversation should not be held where it can be heard by others.
- Do not discuss school business matters outside of work. Even if items are public matters, such information is given out by designated personnel. Requests for personal information about students should be referred to an administrator.
- Maintain professional standards of dress and grooming that demonstrate your high regard for education, present an image consistent with your job responsibilities and assignment, and do not endanger the health or safety of employees or students during school hours and at school activities. The Board of Education believes that appropriate dress and grooming by district employees contributes to a productive learning environment and models positive behavior. All employees shall be held to the same standards unless their assignment provides for modified dress as approved by their supervisor. *(Reference: BP 4119.22)*
- Be proactive...take the initiative to communicate with your supervisor if you need assistance.
- Understand your supervisor's expectations...it is essential to have ongoing communication.
- Know the procedures for attendance reporting, know who to contact if you are out ill or for any reason and know how to access the substitute calling system if a substitute is required.... see Frontline information.
- Review assignment information in the hiring packet...if you have questions, please ask.
- Understand your job duties and responsibilities based on the job description.
- Understand your job performance as it relates to the District, division, site, and personal goals.
- Know your association representative's name and contact information. Each employee is provided with his/her respective collective bargaining agreement.
- Understand the evaluation process and the timelines. Know who will evaluate you and be familiar with the evaluation form. Review the contract related to evaluations.
- Know when your probationary period ends. Know the process to become eligible as a permanent employee.

Dress and Grooming

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

The district shall allow employees to appear and dress in a manner consistent with their gender identity or gender expression. *(Government Code 12949) (cf. 0410 - Nondiscrimination in District Programs and Activities) (cf. 4030 - Nondiscrimination in Employment) (cf. 4119.11/4219.11/4319.11 - Sexual Harassment)*

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

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

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

Reference: BP 4119.22: Dress and Grooming

Annual Employee Notification

The District is required by Education Code to notify employees annually on Communicable Disease Control Information, Injury and Illness Prevention Program (IIPP), Mandated Suspected Child Abuse Reporting, Tobacco, Drug and Alcohol policies, and Sexual Harassment Policy. Employees are expected to read, comply, and acknowledge receiving this Notification by signing the Annual Employee Notification Acknowledgement sheet and returning to their supervisor.

Absence Reporting

In the event the employee needs to be absent from work, the employee needs to do the following:

Same Day Absences:

1. Notify administration, by email at attendance@musdk8.net, staff below must also text their immediate supervisor:
 - a. Bus Drivers/Custodians: Please text Raul Reyes 760-482-8750
 - b. Instructional Aides: Please text Mrs. Hernandez 760-791-5598
 - c. Cafeteria Staff: Please text Mrs. Diaz 760-592-3455
 - d. ASES Tutors: Please text Mrs. Martinez 760-554-9920
2. Upon return from absence, fill out absence form and submit to Stephanie Lockas.

Early Leaves: NOTE: Last minute emergencies must be reported to Principal and HR/Payroll Technician immediately.

All other early leaves:

1. Inform immediate supervisor for approval, if approved notify administration by email at attendance@musdk8.net.
2. Upon return from absence, fill out absence form and submit to HR/Payroll Technician

Advance Absences:

1. Complete absence form and submit to HR/Payroll Technician for Administrator approval as soon as you are aware of your absence.
2. HR/Payroll Technician will notify you if your absence was approved.

Medical Leaves:

Extended absences due to medical reasons should have a doctor note attached to absence request stating:

- a. Date of medical procedure
- b. Expected return date
3. Complete absence form, attach doctor note and submit to HR/Payroll Technician.
4. Prior to returning to work, you must submit a doctor note releasing you back to full/modified duties, to HR/Payroll Technician **Please note if a release note is not submitted prior to your return, you will not be allowed to return to work until such note is provided.*
5. Jury Duty: If you are selected for jury screening or jury duty, please inform HR/Payroll Technician. Upon your return, please complete the absence form and attach verification of jury service form (this is no the summons form, verification of jury service form is provided by the juror's office upon request).
 - a. Payments received for jury days served should be paid back to the district.

- b. Mileage payments received do not have to be paid to the district.
6. Absences of three or more consecutive days require a valid doctor excuse.
6. Absences of three or more consecutive days require a valid doctor's excuse.

Proper Use of Keys

The District continues to enhance the facilities to provide an optimum learning environment and also to provide the best measure of safety for students and staff. District staff who have been authorized to receive keys to provide access to the campus and working area contingent upon the proper use of this privilege. District employees are responsible for securing entry/exit gates when used and to properly secure office or classrooms. Please see the following guidelines regarding the use of keys (:

1. All keys used in school shall be the responsibility of the principal or designee. Keys shall be issued only to authorized employees who regularly need a key in order to carry out their job responsibilities.
2. The principal or designee shall create a key control system with a record of each key assigned and room(s) or building(s) which the key opens.
3. Keys shall never be loaned to students, parents/guardians, or volunteers, nor shall the master key ever be loaned.
4. Any person issued a key shall be responsible for its safekeeping. The duplication of school keys is prohibited. If a key is lost, the person responsible shall immediately report the loss to the principal or designee and shall pay for a replacement key.

Reference: BP 3515: Campus Security

Child Prevention Reporting

All Meadows Union Elementary School District employees are mandated to report suspected child abuse. All employees will participate annually in Child Abuse Mandated Reporter Training. (*Reference: BP 5141.4*)

Definitions

Child abuse or neglect includes the following: (Penal Code 11165.5, 11165.6)

1. A physical injury or death inflicted by other than accidental means on a child by another person
2. Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code 11165.1
3. Neglect of a child as defined in Penal Code 11165.2
4. Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3
5. Unlawful corporal punishment or injury as defined in Penal Code 11165.4

Child abuse or neglect does not include:

1. A mutual affray between minors (Penal Code 11165.6)
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment (Penal Code 11165.6)
3. An injury resulting from the exercise by a teacher, vice principal, principal, or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning (Education Code 44807)
4. An injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of the student (Education Code 49001) (cf. 5144 - Discipline)
5. Physical pain or discomfort caused by athletic competition, or other such recreational activity voluntarily engaged in by the student (Education Code 49001)

Mandated reporters include, but are not limited to, teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; administrators and employees of a licensed day care facility; Head Start teachers; district police or security officers; licensed nurses or health care providers; and administrators, presenters, and counselors of a child abuse prevention program. (Penal Code 11165.7)

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/her training and experience, to suspect child abuse or neglect. (Penal Code 11166)

Reportable Offenses:

A mandated reporter shall make a report using the procedures provided below whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows, or reasonably suspects has been the victim of child abuse or neglect. (Penal Code 11166)

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency. (Penal Code 11166.05, 11167)

Any person shall notify a peace officer if he/she reasonably believes that he/she has observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury, where the victim is a child under age 14. (Penal Code 152.3, 288)

Responsibility for Reporting:

The reporting duties of mandated reporters are individual and cannot be delegated to another person. (Penal Code 11166)

When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, the 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. (Penal Code 11166)

No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code 11166)

Any person not identified as a mandated reporter who has knowledge of or observes a child whom he/she knows, or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the appropriate agency. (Penal Code 11166)

Reporting Procedures

1. Initial Telephone Report

Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department. (Penal Code 11166)

Child Protective Services

2995 South 4th Street, Suite 105

El Centro, CA 92243

760-337-7750 15

When the initial telephone 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. Written Report

Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall then prepare and either send, fax, or electronically submit to the appropriate agency a written follow-up report, which includes a completed Department of Justice form (SS 8572). (Penal Code 11166, 11168)

Mandated reporters may obtain copies of the Department of Justice form from either the district or the appropriate agency.

Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)

- a) The name, business address, and telephone number of the person making the report and the capacity that makes the person a mandated reporter
- b) The child's name and address, present location and, where applicable, school, grade, and class
- c) The names, addresses, and telephone numbers of the child's parents/guardians

- d) The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information
- e) The name, address, telephone number, and other relevant personal information about the person who might have abused or neglected the child

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her. (Penal Code 11167)

Information relevant to the incident of child abuse or neglect also may be given to an investigator from an agency that is investigating the case. (Penal Code 11167)

3. Internal Reporting

The principal so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board policy, and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing the necessary forms.

Reporting the information to an employer, supervisor, principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

Training:

Training of mandated reporters shall include identification and mandated reporting of child abuse and neglect. (Penal Code 11165.7)

Victim Interviews by Social Services:

Whenever a representative from the Department of Social Services investigating suspected child abuse or neglect deems it necessary, a suspected victim may be interviewed during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. 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. (Penal Code 11174.3)

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 of the following requirements: (Penal Code 11174.3)

1. The purpose 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 the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.

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 Child to Peace Officer:

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the parent/guardian, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. It is the responsibility of the peace officer or agent to notify the parent/guardian of the situation. (Education Code 48906)

Parent/Guardian Complaints:

Upon request, the Superintendent or designee shall provide parents/guardians with a copy of this administrative regulation which contain procedures for reporting suspected child abuse occurring at a school site to appropriate agencies. For parents/guardians whose primary language is other than English, such procedures shall be in their primary language and, when communicating orally regarding those procedures, an interpreter shall be provided.

To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person, or in writing with any appropriate agency identified above under "Reporting Procedures." If a parent/guardian makes a complaint about an employee to any other employee, the employee receiving the information shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency. The employee also is obligated pursuant to Penal Code 11166 to file a report himself/herself using the procedures described above for mandated reporters.

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 4650.

Notifications:

The Superintendent or designee shall provide to all new employees who are mandated reporters a statement that informs them of their status as mandated reporters, of their reporting obligations under Penal Code 11166, and of their confidentiality rights under Penal Code 11167. The district also shall provide these new employees with a copy of Penal Code 11165.7, 11166, and 11167. (Penal Code 11165.7, 11166.5)

Before beginning employment, employees shall sign a statement indicating that they have knowledge of the reporting obligations under Penal Code 11166 and that they will comply with those provisions. The signed statements shall be retained by the Superintendent or designee. (Penal Code 11166.5)

Employees who work with dependent adults shall be notified of legal responsibilities and reporting procedures pursuant to Welfare and Institutions Code 15630-15637.

The Superintendent or designee also shall notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of his/her professional capacity or outside the scope of his/her employment. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)
2. If a mandated reporter fails to report an incident of known or reasonably suspected child abuse or neglect, he/she may be guilty of a crime punishable by a fine and/or imprisonment. (Penal Code 11166)
3. No employee shall be subject to any sanction by the district for making a report. (Penal Code 11166)

(Reference: BP 5141.4/AR 5141.4: Child Abuse Reporting)

Communicable Disease Control Information

Universal Precautions:

In order to protect employees from contact with potentially infectious blood or other body fluids, the Governing Board requires that universal precautions be observed throughout the district.

Universal precautions are appropriate for preventing the spread of all infectious diseases and shall be used regardless of whether Bloodborne pathogens are known to be present.

General Information:

- The single most important practice is hand washing. Always wash hands with soap under running water for at least 30 seconds after taking temperatures, examining mouths or weeping eyes, when wiping a runny nose, or helping a student in the bathroom.
- Hands should always be washed before drinking, eating, and before and after going to the bathroom.
- If there are open cuts, abrasions or weeping lesions on hands, disposable plastic gloves should be worn and may be ordered through the District supply catalog.
- Use sanitary absorbent agents specifically intended for cleaning body fluid spills. The dry material is applied to the area, left for a few minutes to absorb the fluid, then vacuumed or swept up.
- If on a rug, a second step is to apply rug shampoo (germicidal detergent) with a brush and re-vacuum. The vacuum bag or sweepings should be disposed of in a plastic bag. Broom and dustpan should be rinsed in a disinfectant. No special handling is required for vacuuming equipment.

Clean-Up of Body Fluids (blood, vomit, urine, feces):

The procedure for cleaning up spills of anybody secretions is as follows:

- Wear plastic disposable gloves.
- Place tissues, paper towels, diapers, pads, gauze, bandages, etc., into a plastic bag, tie the bag, and dispose of these materials daily.
- Place plastic disposable gloves and bag inside second plastic bag.
- Tie the bag securely and place into the trash and dispose of daily.
- Clean any soiled surfaces with a disposable towel in a 1:10 solution of chlorine bleach (1-1/2 cups to one gallon of water.) Bleach may be ordered through the District supply catalog.
- Soak mop in chlorine solution and rinse thoroughly. Dispose of water used for cleaning in toilet or special drain.
- Remove gloves and wash hands with soap and water.

Laundry Instructions

The most important factor in laundering clothing contaminated in the school setting is to eliminate of potentially infectious agents by using soap and water. Addition of bleach will further reduce the number of potentially infectious agents. Clothing soaked with body fluids should be washed separately from other items. Presoaking may be required for heavily soiled clothing. Otherwise, wash and dry as usual. If the material is bleachable, add 1/2 cup household bleach to the wash cycle. If material is not colorfast, add 1/2 cup non-chlorine bleach (e.g. Clorox II, Bora teem) to the wash cycle.

What is AIDS/HIV Infection?

AIDS (Acquired Immune Deficiency Syndrome) is the advanced stage of HIV (Human Immunodeficiency Virus) infection.

The virus attacks the body's immune system, leaving it vulnerable to life-threatening opportunistic infections and malignancies. The virus also may directly attack the central nervous system. Persons infected with HIV frequently have no apparent symptoms and usually appear to be in good health.

How is HIV Infection Spread?

Everyone infected with HIV, even a person without apparent symptoms, is capable of transmitting the infection. HIV infection is transmitted by:

- Any sexual activity involving direct contact with semen, blood or vaginal secretion of someone who is infected.
- Sharing intravenous (IV) needles and/or syringes with someone who is infected.
- Penetrating the skin with needles that have been used to inject an infected person.
- Direct contact on broken skin or mucous membrane with infected blood.
- Receiving blood transfusions or blood products from someone who is infected (a screening test has been used since 1985 that has reduced this risk to 1 in 68,000 in California (AIDS update, December 1988).
- Being born to an infected mother.

What is Hepatitis B?

Hepatitis B is an infection of the liver caused by a virus present in the blood and other body fluids of infected persons. Not all persons infected with the Hepatitis B vaccine show symptoms of illness. Some persons will have symptoms such as fatigue, mild fever, muscle or joint aches, nausea, vomiting, loss of appetite, and abdominal pain. In some persons, the urine turns dark and the skin turns yellow. The onset of symptoms may take six weeks to six months to appear after transmission. Persons infected with Hepatitis B run a high risk of developing a chronic liver disease such as cirrhosis and/or cancer of the liver.

How is Hepatitis B Spread?

An infected person can transmit Hepatitis B as long as the virus remains in the blood. Transmission may occur as early as four weeks before any symptoms occur. A small number of people will carry the virus in their blood for years and are known as chronic carriers.

Hepatitis B is transmitted by:

- Sexual activity involving semen, blood, or vaginal secretions.
- Sharing with someone who is infected, unsterile instruments used to penetrate the skin such as those used for tattooing, ear piercing, and razors.
- Sharing intravenous (IV) needles and/or syringes with someone who is infected.
- Direct contact of infected blood with mucous membrane of the eye and mouth.
- Direct contact of infected blood with broken skin (e.g., cuts).
- Accidental needle sticks with needles containing blood from a virus carrier.
- Sharing toothbrushes.
- Being born to an infected mother.

How Can HIV and Hepatitis B Infections Be Prevented?

A vaccine for Hepatitis B is available from health care providers. The cost of the vaccine is often covered by the employee's individual health care plan. Workers determined to be at high risk by their employers may be eligible to receive the vaccine through their employer.

Since sexual intercourse and sharing of intravenous equipment are the major behaviors that transmit the viruses that cause Hepatitis B and HIV infections, abstinence from these activities eliminates the major risk of exposure for most people. Mutually monogamous sexual relationships between uninfected partners are safe. Properly used condoms

combined with water-based lubricants containing spermicides greatly reduce the risk of transmission during sexual intercourse with an infected person. Intravenous equipment and any equipment used to penetrate the skin should not be shared. For persons who continue to share intravenous equipment, cleaning with household bleach solution and rinsing with water can also reduce transmission by this route.

HIV infection, Hepatitis B, and several other viruses are transmitted through sexual intercourse, sharing of blood, and from infected women to their babies during pregnancy or at the time of birth. Essentially all risk of these infections is outside of the work and school environments. However, there is a very small risk of blood exposure at work and at school. Carriers of these viruses do not often show outward signs of infection and often are not aware of being infected themselves. Therefore, all blood or blood-containing body fluids must be considered potentially infectious.

With current immunization laws, all students are immunized against Hepatitis B, with the exception of students whose parents have signed waivers against immunizations. The only risk of Hepatitis B virus and HIV exposure in the school setting is with direct exposure of infected blood to broken skin or mucous membranes. Unbroken skin is an extremely good barrier to these viruses. Strict adherence to Universal Precautions is recommended to protect the worker from exposure to both Hepatitis B and HIV virus.

Injury and Illness Prevention Program (IIPP)

In order to maintain a safe and healthful work environment the Meadows Union Elementary School District has developed an Injury & Illness Prevention Program (IIPP) for all employees to follow. By making employee safety a high priority for every employee, injuries and illnesses can be reduced, productivity can be increased, and a safer and healthier environment can be promoted for all individuals at Meadows Union Elementary School District.

Responsibility:

The Injury and Illness Prevention Program (IIPP) administrator, Chief Business Officer (760) 352-7512 ext. 1055, has the authority and responsibility for implementing the provisions of this program for Meadows Union Elementary School District. All managers, supervisors and lead personnel are responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the Program. A copy of this IIPP is available at District Office.

Compliance:

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Supervisors and lead personnel are expected to enforce the rules fairly and uniformly.

All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment.

The following is our system of ensuring that all workers comply with the rules and maintain a safe work environment:

- Informing workers of the provisions of our IIPP
- Evaluating the safety performance of all workers
- Recognizing employees who perform safe and healthful work practices, this recognition is accomplished by informal recognition of safety practice
- Providing training to workers whose safety performance is deficient
- Disciplining workers, who have been previously trained, for failure to comply with safe and healthful work practices. The following outlines our disciplinary process:
 - verbal warning for minor offenses
 - written for more severe or repeated violations
- Other means that we use to ensure employee compliance with safe and healthful work practices include:
 - Informing workers of the provisions of our IIP Program

- Evaluating the safety performance of all workers
- Providing training to workers whose safety performance is deficient
- Disciplining workers for failure to comply with safe and healthful work practices

Communication:

The following is our system of communication, designed to facilitate a continuous flow of two - way (management, supervision and employees) safety and health information in a form that is readily understandable to and between all affected site personnel:

- New worker orientation, including a discussion of site - specific safety and health policies and procedures
- Follow - through by supervision to ensure effectiveness
- Workplace - specific safety and health training
- Safety meetings will be conducted every ten (10) working days in each department, by the department supervisor. These meetings will be short (5-10 minutes) and will cover 1 or 2 specific topics. Safety meetings are required by Cal/OSHA as a means to successfully communicate important information to employees, as well as promote safety awareness. These meetings will be documented using the attached form. Our district will also hold company-wide safety meetings with all employees once every three months to provide information concerning major issues in the field of safety as it pertains to education – more frequently as deemed necessary by the creation of hazards or occurrence of injuries and illnesses
- Effective written communication of safety and health concerns between workers and supervisors, including language translation where appropriate
- Posted and distributed safety information
- A system for workers to anonymously inform management about workplace hazards without fear of reprisal. This is accommodated by reporting to their supervisors anonymously. There will be a safety suggestion box at each location where notices can be deposited
- Other means we use to ensure communication with employees include:
 - Tailgate weekly meetings
 - Posting and / or distributing safety information
 - A suggestion box is available at every jobsite for workers to report hazards, anonymously.

Our organization elects to use a labor/management safety and health committee meeting all the requirements of T8CCR 3203 (7) (c) (1) – (7) to comply with the communication requirements of subsection (a) (3) of T8CCR 3203.

Hazard Assessment:

Periodic inspections to identify and evaluate workplace hazards shall be performed by Maintenance, Operations and Transportation Manager according to the following schedule:

- When our Injury and Illness Prevention Program was first established
- At least weekly prior to beginning of the shifts
- When new substances, processes, procedures or equipment that present potential new hazards are introduced into our workplace
- When new, previously unidentified hazards are recognized
- When occupational injuries and illnesses occur
- When we hire and/or reassign permanent or intermittent workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted
- Whenever workplace conditions warrant an inspection

Periodic inspections consist of identification and evaluation of workplace hazards utilizing applicable sections of the Hazard Assessment Checklist, and any other effective methods to identify and evaluate workplace hazards.

ACCIDENT/EXPOSURE INVESTIGATIONS

Investigation of workplace accidents, hazardous substance exposures and near-accidents will be performed by Human Resources Manager and will include:

- Visiting the scene as soon as possible
- Interviewing affected workers and witnesses
- Examining the workplace for factors associated with the accident/exposure/near – accident
- Determining the causes of the accident/exposure/near – accident
- Taking corrective action to prevent the accident/ exposure/near - accident from reoccurring
- Within 5 working days after you receive information that a recordable work-related injury or illness has occurred, you must fill out an Employers First Report of Injury form (5020 form) and it must be submitted to SISC Workers' Compensation
 - Completion of the 5020 form satisfies OSHA's requirement for completing the Injury and Illness Incident Report (OSHA 301 Form)

Hazard Correction

Unsafe or unhealthy work conditions, practices or procedures at our work facilities shall be corrected in a timely manner based on the severity of the hazards, and according to the following procedures:

- When observed or discovered
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection
- All such actions taken and dates they are completed shall be documented on the attached Identified Hazards and Correction Record

Training and Instruction

All workers, including management, supervisors, and lead personnel shall have training and instruction on general and job - specific safety and health practices. Training and instruction shall be provided as follows:

- When the IIPP is first established
- To all new workers
- To all workers given new job assignments for which training has not previously provided
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard
- Whenever we become aware of a new or previously unrecognized hazard
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed
- To all workers with respect to hazards specific to each employee's job assignment

This training will include (but is not limited to):

- Explanation of our IIPP, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is 24 needed
- Availability of toilet, hand - washing, and drinking water facilities
- Provisions for medical services and first aid, including emergency procedures

- Proper housekeeping, such as keeping stairways and isles clear, work areas neat and orderly, and promptly cleaning up spills
- Prohibiting horseplay, scuffling, or other acts that adversely influence safety
- Proper storage to prevent:
 - Stacking goods in an unstable manner
 - Storing materials and good against doors, exits, fire extinguishing equipment and electrical panels

Where applicable our training may also include:

- Prevention of musculoskeletal disorders, including proper lifting techniques
- Use of appropriate clothing, including gloves, footwear, and personal protective equipment
- Information about chemical hazards to which employees could be exposed and other hazard communication program information
- Proper food and beverage storage to prevent them from becoming contaminated

In addition, we provide specific instructions to all workers regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training.

Recordkeeping:

Per 8 CCR 3203 (a)(4), Local governmental entities (any county, city, city and county, or district, or any public or quasi-public corporation or public agency therein, including any public entity, other than a state agency, that is a member of, or created by, a joint powers agreement) are not required to keep records concerning the steps taken to implement and maintain the Program.

Work-Related Injuries

In order to provide medical benefits, temporary or permanent disability benefits, wage replacement, retraining or skill enhancement, and/or death benefits in the event that an employee becomes injured or ill in the course of employment, the district shall provide all employees with insurance and workers' compensation benefits in accordance with law. The Superintendent/Principal or designee shall develop an efficient claims handling process that reduces costs and facilitates employee recovery.

The Superintendent/Principal or designee shall notify every new employee, at the time of hire or by the end of the first pay period, of his/her right to receive workers' compensation benefits if injured at work. (Labor Code 3551; 8 CCR 15596)

In addition, a notice regarding workers' compensation benefits shall be posted in a conspicuous location frequented by employees, where the notice may be easily read during the workday. (Labor Code 3550)

In the event that an employee is injured or becomes ill in the course of employment, he/she shall report the work-related injury or illness to the Superintendent/Principal or designee as soon as practicable.

Within one working day of receiving notice or knowledge of any injury to an employee in the course of employment, the Superintendent/Principal or designee shall provide a claim form and notice of potential eligibility for workers' compensation benefits to the employee or, in the case of the employee's death, to his/her dependents. The claim form and notice shall be provided personally or by first class mail. (Labor Code 5401)

The Superintendent/Principal or designee shall additionally ensure that any employee who is a victim of a crime that occurred at the place of employment is given written notice personally or by first class mail within one working day of the crime, or when the district reasonably should have known of the crime, that the employee is eligible for workers' compensation benefits for injuries, including psychiatric injuries, that may have resulted from the crime. (Labor Code 3553)

The Superintendent/Principal or designee shall ensure that all employee notices described above are in the form prescribed by the Department of Industrial Relations (DIR), Division of Workers Compensation.

Upon learning of a work-related injury or illness, or injury or illness alleged to have arisen out of and in the course of employment, the Superintendent/Principal or designee shall report the incident to the DIR within five days after obtaining knowledge of the injury or illness. If a subsequent death arises as a result of the reported injury or illness, an amended report indicating the death must be filed with the DIR within five days after being notified of or learning about the death. (Labor Code 6409.1)

In addition, in every case involving death or serious injury or illness, the Superintendent/Principal or designee shall immediately make a report by telephone or email to the Division of Occupational Safety and Health. (Labor Code 6409.1)

Reference BP 4157.1: Work-Related Injuries

Tobacco

The Board of Trustees recognizes the serious health risks presented by tobacco use and desires to ensure that, through adoption of consistent policies, district students are made aware of those risks and, to the extent possible, protected from them. The Superintendent/Principal or designee shall establish a coordinated school health system which includes a comprehensive behavioral health education component that teaches students the knowledge, skills, and attitudes they need in order to lead healthy lives and avoid high-risk behaviors, such as tobacco use.

The Board prohibits smoking and/or the use of tobacco products at any time in district-owned or leased buildings, on district property, and in district vehicles. (Health and Safety Code 104420, 104559)

These prohibitions apply to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off district property. Any written joint use agreement governing community use of district facilities or grounds shall include notice of the district's tobacco-free school policy and consequences for violations of the policy.

Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking. (Business and Professions Code 22950.5; Education Code 48901)

Tobacco products include: (Business and Professions Code 22950.5; Education Code 48901)

1. Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff
2. An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah
3. Any component, part, or accessory of a tobacco product, whether or not sold separately

This policy does not prohibit the use or possession of prescription products and other cessation aids that have been approved by the U.S. Department of Health and Human Services, Food and Drug Administration, such as nicotine patch or gum.

Smoking or use of any tobacco-related product or disposal of any tobacco-related waste is prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. In addition, any form of intimidation, threat, or retaliation against a person for attempting to enforce this policy is prohibited. (Health and Safety Code 104495)

Reference BP 3131.62: Tobacco

Drug and Alcohol-Free Workplace

The Board of Trustees believes that the maintenance of a drug- and alcohol-free workplace is essential to staff and student safety and to help ensure a productive and safe work and learning environment.

An employee shall not unlawfully manufacture, distribute, dispense, possess, or use any controlled substance in the workplace. (Government Code 8355; 41 USC 8103)

Employees are prohibited from being under the influence of controlled substances or alcohol while on duty. For purposes of this policy, on duty means while an employee is on duty during both instructional and noninstructional time in the classroom or workplace, at extracurricular or cocurricular activities, or while transporting students or otherwise

supervising them. Under the influence means that the employee's capabilities are adversely or negatively affected, impaired, or diminished to an extent that impacts the employee's ability to safely and effectively perform his/her job.

The Superintendent/Principal or designee shall notify employees of the district's prohibition against drug use and the actions that will be taken for violation of such prohibition. (Government Code 8355; 41 USC 8103)

An employee shall abide by the terms of this policy and shall notify the district, within five days, of his/her conviction for violation in the workplace of any criminal drug statute. (Government Code 8355; 41 USC 8103)

The Superintendent/Principal or designee shall notify the appropriate federal granting or contracting agency within 10 days after receiving notification, from an employee or otherwise, of any conviction for a violation occurring in the workplace. (41 USC 8103)

In accordance with law and the district's collective bargaining agreements, the Superintendent/Principal or designee shall take appropriate disciplinary action, up to and including termination, against an employee for violating the terms of this policy and/or shall require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by a federal, state, or local public health or law enforcement agency or other appropriate agency.

Drug-Free Awareness Program

The Superintendent/Principal or designee shall establish a drug-free awareness program to inform employees about: (Government Code 8355; 41 USC 8103)

1. The dangers of drug abuse in the workplace
2. The district's policy of maintaining a drug-free workplace
3. Available drug counseling, rehabilitation, and employee assistance programs
4. The penalties that may be imposed on employees for drug abuse violations occurring in the workplace

Reference BP 4020: Drug and Alcohol-Free Workplace

Sexual Harassment

The Board of Trustees 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 Superintendent/Principal 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 to whom the policy may apply
3. Ensuring prompt, thorough, and fair investigation of complaints
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

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. A supervisor or administrator who receives a harassment complaint shall promptly notify the coordinator.

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 to take other subsequent necessary actions. (2 CCR 11023)

Reference BP 4119.11: Sexual Harassment

Employee Information

Benefit Information

Meadows Union Elementary School District offers Medical, Dental, Vision, Life, and an Employee Assistance Program for eligible employees. Contact the Fiscal Services Department for more information.

Payroll and Pay Stub Information

- First Paycheck is a paper warrant.
- Direct Deposit is encouraged; direct deposit forms will be provided by the fiscal services department.
- Time sheets: if completing a time sheet for additional assignments, the time sheets must be submitted with authorized signatures to district office for pay warrants to be issued.
- PERS Deduction: Classified employees can get more information at www.calpers.ca.gov
- STRS Deduction: Certificated employees can get more information at www.calstrs.com
- State and Federal tax withholdings are deducted based on your elections on the W-4 and DE4 forms.
- Additional payroll deductions are available, please contact Fiscal Services Department.

Employee Portal

Meadows Union Elementary School District now has an online employee portal where employees are able to view items such as contact information, tax statements, pay stubs, leave balances, and information on your health insurance. In addition, you will have the ability to request changes to your tax withholdings.

To access your account:

- Visit the portal at – www.ivedportal.org
 - The portal works on all sized devices.
- Register as a new user:
 - Click on “Register as New User” and enter all the requested information. make sure to use your work email and home or mobile number to complete this request.
- Enter your verification code:
 - After entering all your information, click Submit and you will be sent a verification code to your email to verify your identity. Please wait a minute for the code to arrive. Enter it on the verification screen.
- Log in: ○ Use your email and newly created password to log in.

Resignations and Retirements

Employee’s resigning from a position will provide a formal written resignation to the Human Resources Department. The resignation letter shall be submitted to the Human Resources Department for the Superintendent’s approval.

The employee is required to turn in all District property in his possession: telephones, keys to any facility or vehicle, computer equipment, identification badges and other school or office property before the final salary warrant will be released. Keys must be turned in to the appropriate District employee upon checkout.

Prior to retirement or resignation, retirement benefits, insurance coverage, and unemployment insurance benefits may be discussed with the Fiscal Services Department.

It is recommended that the employee meets with an STRS or PERS counselor for specific retirement information. The District does not provide STRS/PERS counseling information regarding retirement benefits.

Visitors/Outsiders

The Board of Trustees believes that it is important for parents/guardians and community members to take an active interest in the issues affecting the district school and students. Therefore, the Board encourages interested parents/guardians and community members to visit the schools and participate in the educational program.

To ensure the safety of students and staff and minimize interruption of the instructional program, the Superintendent/Principal or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be arranged with the Superintendent/Principal or designee. When a visit involves a conference with a teacher or the Superintendent, an appointment should be scheduled during noninstructional time.

Any person who is not a student or staff member shall register immediately upon entering any school building or grounds when school is in session.

The Superintendent/Principal or designee may provide a visible means of identification for all individuals who are not students or staff members while on school premises.

No electronic listening or recording device may be used by any person in a classroom without the teacher's and principal's permission. (Education Code 51512)

The Board encourages all individuals to assist in maintaining a safe and secure school environment by behaving in an orderly manner while on school grounds and by utilizing the district's complaint processes if they have concerns with any district program or employee. In accordance with Penal Code 626.7, the Superintendent/Principal or designee may request that any individual who is causing a disruption, including exhibiting volatile, hostile, aggressive, or offensive behavior, immediately leave school grounds.

Reference BP 1250: Visitors/Outsiders

Student Records

The Board of Trustees recognizes the importance of keeping accurate, comprehensive student records as required by law. The Superintendent/Principal or designee shall establish administrative regulations governing the identification, collection, retention, and security of student records. These regulations shall ensure the rights of authorized persons to have timely access to student records while maintaining the confidentiality of student records consistent with state and federal law. (cf. 3580 - District Records), (cf. 4040 - Employee Use of Technology), (cf. 5125.1 - Release of Directory Information), (cf. 5125.3 - Challenging Student Records)

The Superintendent/Principal or designee shall designate a certificated employee to serve as custodian of records with responsibility for student records at the district level. The custodian of records shall be responsible for implementing Board policy and administrative regulation regarding student records. (5 CCR 431)

All appropriate personnel shall receive training regarding district policies and procedures for gathering and handling sensitive student information. (cf. 4131 - Staff Development), (cf. 4231 - Staff Development), (cf. 4331 - Staff Development)

The district shall not collect or solicit social security numbers or the last four digits of social security numbers of students or their parents/guardians, unless otherwise required to do so by state or federal law. (Education Code 49076.7) No information or documents regarding the citizenship or immigration status of students or their family members shall be collected, except as required by state or federal law or as required to administer a state or federally supported educational program. The Superintendent/Principal or designee shall not disclose student records to a person, agency, or organization for immigration enforcement purposes without parental consent, a court order, or a judicial subpoena. If a district employee receives such a request, he/she shall immediately report the request to the Superintendent. The Superintendent shall report the request to the Board in a timely manner that ensures the confidentiality and privacy of any potentially identifying information. (Education Code 234.7), (cf. 5145.13 - Response to Immigration Enforcement)

The Superintendent/Principal or designee shall not compile a list, registry, or database based on students' national origin, ethnicity, or religious belief, practice, or affiliation, nor shall he/she disclose student information to federal government authorities for the purpose of compiling such a list, registry, or database for purposes of immigration enforcement. Such information may only be compiled or exchanged with other local, state, or federal agencies if the information is aggregated and is not personally identifiable. (Government Code 8310.3)

The Superintendent/Principal or designee may gather and maintain information from the social media of any district student, provided that the district first notifies students and parents/guardians about the proposed program, offers an opportunity for public comment at a regularly scheduled Board meeting, and gathers only information that directly pertains to school safety or student safety. (Education Code 49073.6), (cf. 0450 - Comprehensive Safety Plan), (cf. 5131.2 - Bullying), (cf. 5145.6 - Parental Notifications), (cf. 9322 - Agenda/Meeting Materials), (cf. 9323 - Meeting Conduct)

Contract for Digital Storage, Management, and Retrieval of Student Records

The Superintendent/Principal or designee may enter into a contract with a third party for the digital storage, management, and retrieval of student records and/or to authorize a third-party provider of digital software to access, store, and use student records, provided that the contract meets the requirements of Education Code 49073.1 and other applicable state and federal laws. (cf. 3312 - Contracts)

Reference BP 5125: Student Records

Due Process Protections and Complaints

Complaints Concerning District Employees:

The Board of Trustees recognizes its accountability to the public for the quality of the district's educational program and the performance of district employees. The district shall provide a process by which a complaint submitted by any person regarding an employee can be resolved impartially, expeditiously, and with minimal disruption to district operations and the educational program.

When a concern regarding an employee is presented during a Board meeting or to an individual Board member or employee outside of a Board meeting, the complainant shall be informed of the appropriate complaint procedure.

Any complaint regarding the Superintendent shall be initially filed in writing with the Board. The Board shall consult with legal counsel or appoint an appropriate agent to conduct the investigation.

The Superintendent/Principal or designee shall determine whether a complaint against any other employee should be considered a complaint against the district and/or an individual employee, and whether it should be resolved by the district's process for complaints concerning personnel and/or other district procedures. Any complaint of child abuse or neglect alleged against a district employee shall be reported to the appropriate local agencies in accordance with law and BP 5141.4 - Child Abuse Prevention and Reporting. Any complaint alleging that an employee engaged in unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) in district programs and activities shall be filed in accordance with BP/AR 1312.3 - Uniform Complaint Procedures. Any complaint by an employee, job applicant, volunteer, intern, or independent contractor alleging unlawful discrimination or harassment by an employee shall be filed in accordance with AR 4030 - Nondiscrimination in Employment.

Any complaint subject to this policy and the accompanying administrative regulation shall be investigated by the principal, the employee's immediate supervisor, the Superintendent/Principal or designee, legal counsel, agent of the Board, and/or other appropriate person who is not the subject of the complaint or subordinate to the employee charged in the complaint. The complainant and the employee shall have an opportunity to present information relevant to the complaint.

A complaint that is filed anonymously may be investigated by the Superintendent/Principal or designee depending on the specificity and reliability of the information.

If a complainant requests confidentiality, the Superintendent/Principal or designee shall inform the complainant that the request may limit the district's ability to investigate the employee's conduct or take other necessary action. However, the Superintendent/Principal or designee shall take all reasonable steps to investigate and resolve the complaint without divulging the complainant's identity.

The Board prohibits retaliation against complainants.

Appeals

If either the complainant or the employee submits an appeal of the Superintendent's decision to the Board, the Board shall determine whether to uphold the Superintendent's decision without hearing the complaint, appoint an appeals committee to advise the Board, or hear the appeal itself.

If the Board decides to hear the complaint, the matter shall be addressed in closed session in accordance with Government Code 54957 unless the employee requests that it be heard in open session. The Board shall review the original complaint and additional information provided by the Superintendent/Principal or designee regarding the steps taken to resolve the issue. The Board's decision shall be final.

Reference BP 1312.1: Complaints Concerning District Employees

Emergency and Disaster Preparedness Plan

The Board of Trustees recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster. The district shall take all reasonable steps to prevent and/or mitigate the impact of a disaster on the district's students, staff, and school.

The Superintendent/Principal or designee shall develop and maintain a disaster preparedness plan which contains routine and emergency disaster procedures, including, but not limited to, earthquake emergency procedures, and adaptations for individuals with disabilities in accordance with the Americans with Disabilities Act. Such procedures shall be incorporated into the comprehensive school safety plan. (Education Code 32282)

In developing the disaster preparedness plan, the Superintendent/Principal or designee shall involve district staff at all levels, including administrators, district police or security officers, facilities managers, transportation managers, food services personnel, school psychologists, counselors, school nurses, teachers, classified employees, and public information officers. As appropriate, he/she shall also collaborate with law enforcement, fire safety officials, emergency medical services, health and mental health professionals, parents/guardians, and students.

The plan shall comply with state-approved Standardized Emergency Management System (SEMS) guidelines established for multiple-jurisdiction or multiple-agency operations and with the National Incident Management System.

The Superintendent/Principal or designee shall provide training to employees regarding their responsibilities, including periodic drills and exercises to test and refine staff's responsiveness in the event of an emergency.

The Board shall grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services the district may deem necessary to meet the community's needs. (Education Code 32282)

District employees are considered disaster service workers and are subject to disaster service activities assigned to them. (Government Code 3100)

Reference BP 3516: Emergency and Disaster Preparedness Plan