

EMPLOYEE HANDBOOK

Bass Lake Joint Union
Elementary School District



"Every Child ... A Promise"

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District Mission Statement (*adopted March, 2015*)

Every Child A Promise

We will provide an education that emphasizes reading, mathematics, science, technology, communication skills and a broad based exposure to cultural, fine arts and other academic disciplines.

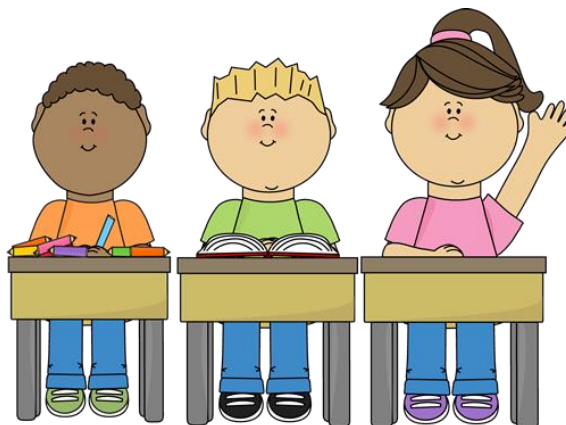
This education will be achieved in an environment which enhances integrity, respect, responsibility, and compassion for others. We recognize that these values are best learned when modeled by all adults and children.

Bass Lake Joint Union Elementary School District

LCAP Goals (*adopted June, 2014*)

Bass Lake Joint Union Elementary School District's Local Control Achievement Plan goals are:

- All students will be provided high quality instruction and learning opportunities that will prepare them for success in college and the workplace.
- All students will be taught by highly qualified professionals in a clean, caring and secure environment.
- All students will have access to quality intervention programs and enrichment activities with an emphasis on individualizing academic challenges for all.
- All stakeholders will be engaged in the learning process by promoting opportunities that strengthen the skills, competencies and abilities of students, parents, staff and community.



Board of Trustees

Julie Greenwood, President
Ronda Clarke, Vice President
Ryan Madaus, Board Clerk
Stella Pizelo, Member
B.J. Stewart, Member

Superintendent

Randall Seals

Director of Business Services

Tara Campanella

Director of Maintenance, Operations and Transportation

Robert Dias

Principals

Brad Barcus
Oak Creek Intermediate School

Heather Archer
Wasuma Elementary School

Kathy Murphy
Oakhurst Elementary School

Randall Seals
Fresno Flats Community Day School

Important Phone Numbers



District Office

40096 Indian Springs Rd.

Oakhurst, CA 93644

Phone: 559.642.1555

Fax: 559.296.2515

Name	Phone	Title
Archer, Heather	642-1585	Principal, Wasuma
Barcus, Brad	642-1570	Principal, OCI
Barnes, Kris	760-9171	Technology Coach
Bartsch, Sheila	642-1580 x4010	School Psychologist
Campanella, Tara	642-1555 x1002	Director of Business Services
Dias, Robert	642-1555 x 1006	MOT Director
Fouch, Sue	642-1555 x1007	MOT Secretary
Hagood, Diane	642-1555 x2502	Director of Special Education
John, Steffan	642-1555 x2555	Network Systems Specialist
LaMarsna, Debbie	642-1555 x2701	Head Cook, Cafeteria
Meeker, Nicole	642-1555 x1004	Accounts Payable
Mersman, Dawn	642-1555 x2501	Network Application Specialist
Murphy, Kathy	642-1580	Principal, OES
Ratchford, Jeanne	642-1555 x1000	Exec Assist to Superintendent
Saldana, Lydia	642-1555 x1003	Payroll, Benefits
Seals, Randall	642-1555	Superintendent Principal, Fresno Flats
Sub Line – Absence Management (AESOP)	(800) 942-3767	Sub request for teachers



District Schools

School	Phone	FAX	Administration	Office Staff
Fresno Flats Community Day School 43109 Hwy 49 Ahwahnee, CA 93601	642-1585	296-2515	Principal Randall Seals	
Oakhurst Elementary School 49495 Road 427 Oakhurst, CA 93644	642-1580	296-2515	Principal Kathy Murphy	Secretary Yvonne Horton Clerk Sherry Peck
Oak Creek Intermediate School 40094 Indian Springs Rd. Oakhurst, CA 93644	642-1570	296-2515	Principal Brad Barcus	Secretary Marie Astorga-Smith Clerk Colleen Lehigh
Wasuma Elementary School 43109 Hwy 49 Ahwahnee, CA 93601	642-1585	296-2515	Principal Heather Archer	Secretary Bridget Barnett Clerks Liane Garza Sarah Johnson

SECTION 1: POLICIES AND PROCEDURES FOR EMPLOYEES

BOARD POLICIES

These are policies that govern the district. Board Policies are often accompanied by Administrative Procedures, which describe how the district will implement the Board Policy. Board Policies are based on Education Code and other California laws and are reviewed periodically. A copy of the Bass Lake Joint Union Elementary School District Board Policy and Administrative Procedures can be found on the District Website:

www.basslakeschooldistrict.com

They are located under the “Board of Trustees” tab. The website is updated as new policies are adopted or revisions are made to current policies.

Important Board Policies include, but are not limited to:

4030 - Non-Discrimination/Affirmative Action - This board policy prohibits the district and its employees from discriminating against employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, sexual orientation, at any district site and/or activity. 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.

4119.11- Sexual Harassment - The Governing Board and administrators expect every employee to be able to work in an appropriate, business-like environment. It is against the policies of the Governing Board and the law for an employee to “sexually harass” another person. What is sexual harassment? Sexual harassment is defined by governmental guidelines as unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature when:

1. Submission to such conduct is made (either implied or obvious) as a condition of employment.
2. Submission to, or rejection of, such conduct is used as the basis for employment decisions affecting the person, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.

If you feel you are being sexually harassed, your first course of action should be to tell the perpetrator that such conduct is unwelcome and that it must stop. If the offensive behavior does not cease, you should file a formal complaint through your site administrator or Assistant Superintendent of Human Resources.

4112.4 - Health Examinations - Among other requirements, this board policy requires all employees to have a current tuberculosis (TB) certificate on file. TB certificates are good for four (4) years. The district will provide TB exams/certificates to continuing employees at no charge, or will reimburse an existing employee the cost of the TB exam. This board policy also requires Child Nutrition Service Workers to obtain a health certificate before being assigned to work in any school cafeteria or kitchen in the district.

4119.42 - Blood Borne Pathogens - This administrative procedure is an exposure control plan for blood borne pathogens (skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious materials) that may result from the performance of an employee's duties.

3513.3 - Tobacco-Free District - In response to Education Code 48901, the Governing Board adopted a policy that requires all district facilities and vehicles owned, leased or operated by the district to be tobacco-free. Tobacco-free means prohibition of the use of tobacco or tobacco products on or in any school district property by any staff, students, parents or other individuals.



4020 - Drug and Alcohol Free Workplace - On March 18, 1989, the Federal DrugFree Workplace Act of 1988 became effective. This statute requires that the district certify that it will provide a drug-free workplace as a pre-condition to receiving federal funds or grants. Board policy prohibits employees from unlawfully manufacturing, distributing, dispensing, possessing, using or being under the influence of any alcoholic beverage, drug or controlled substance as defined in the Controlled Substances Act and Code of Federal Regulations before, during or after school hours at school or in any other district workplace.



Attendance and Employee Absences

Attendance is very important for students and all personnel. Employees who miss work are required to notify specific people (supervisor, secretary, etc.) in advance of their absence so a sub can be arranged. Follow the instructions of your campus supervisor. Absences also must be entered into the appropriate electronic absence notification system.

Classified employees will use DMS (<https://maderadms.fcoe.org/DMSLogin.aspx>). The DMS system does not arrange for subs. It reports to the payroll system so leave time is accurately accounted for. Be sure to accurately complete your timesheet to reflect your leave time.

Certificated employees will use Absence Management formerly known as AESOP (www.frontlineK12.com/aesop). Enter your leave requests into Absence Management as soon as you know you must be away from your assigned classroom. This will start the process for approval of absences and arranging for a sub for you while you are away. Only sick leave and Jury Duty do not require approval. Last minute illnesses do not need approval, Absence Management will immediately begin the search for a sub.

Guides and tutorials are available for both DMS and Absence Management (AESOP) on the website (www.basslakeschooldistrict.com). Call Kris Rich if you need assistance or have a question, 642-1555 x1000 or email krich@basslakesd.org.

Requirements for an Extended Illness

An employee becoming aware of the need for absence due to surgery or other predictable or previously scheduled cause, shall submit a statement from their attending physician as far in advance of the initial disability date as possible to the District Office. The physician's statement should include the nature of illness, how long the employee will be absent, and when he/she will be released to return to work.

Technology Use

The Board of Trustees recognizes that technological resources can enhance employee performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, students, and the community, supporting district and school operations, and improving access to and exchange of information. Board Policy 4040 details rules and regulations governing employee use of technology.

Social Media can be a very powerful communication and educational tool for today's society. Employees in the Bass Lake Joint Union Elementary School District (BLJUESD) are encouraged to embark in the social media world and leverage these tools. However, the following guidelines and best practices have been established to provide all employees direction on the appropriate use of various forms of social media.

Email

The school district requires that all electronic or any other communications by employees to students or parents at any time, from any email system shall be expected to be professional, acceptable in content to any reasonable person, and limited to information that is school-related or is acceptable to both student and parent. Email between employees and students and parents shall be done through the school provided email application. Email must conform to school email policies.



Personal Use of Social Media

BLJUESD employees are encouraged to keep their personal lives personal even in the digital world where personal and professional lines can become blurred. District procedure prohibits employees from engaging in communication with students via social media. Procedures also discourage communicating with parents of students via social media. If you have personal social media accounts, the following response is recommended when denying such requests. Sentence for staff to respond to requests on their personal social networks: If you are a student or parent requesting to be my "friend," please do not be surprised or offended if I ignore your request. As an employee of the BLJUESD, our policy discourages me from communicating with students or parents on social media.

Best Practices:

- Be Transparent
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity or misrepresenting your identity.
- Be honest about who you are, where you work and what you do.
- Always a School Employee

The lines between public and private, personal and professional are blurred in the digital world. Even when you have a disclaimer or use a different user name, you will always be considered to be a district employee. Whether it is clearly communicated or not, you will be identified as working for and sometimes representing the school in what you do and say online. Always write in the first person and make it clear that you are speaking for yourself and not on behalf of the district.

Build Community/Positively Represent Your School and District

Represent the district and the students and parents you serve in the best light. Respect the privacy and the feelings of others. Under no circumstance should offensive comments be made about students or colleagues (including administrators) nor the district in general. Negative comments about people may amount to cyber-bullying and could be deemed a disciplinary offence. Your posts and comments should help build and support the school community. Do not comment on or forward unsupported information, e.g. rumors. You are responsible for what you post, be certain it is accurate and supports your organization. If you are about to publish something that makes you hesitate, wait a day, review the guidelines and talk to a colleague or supervisor. Once posted you can't take it back.

Be Respectful and Responsible

Employees, parents, and students reflect a diverse set of customs, values and points of view. Be respectful of the opinions of others in your posts or comments. You are responsible for the content you post. Do your tags, descriptions, and your image portray you in a professional manner?

School Logos and Posting of Movies and Pictures

Do not use any school logo or image without permission. *Do not post photos or movies of students or staff without permission from parents/guardians or from employees.*

Copyright and Fair Use Employees who make copies and/or use copyrighted materials in their jobs are expected to be familiar with published provisions regarding fair use and public display. Respect copyright and fair use guidelines. Share what others have said by linking to the source and using embedded content. Be sure to cite your source when quoting. When using a hyperlink confirm that link goes where it should and that the content is appropriate.

Acceptable Use Policy

An in-depth description of the District's Acceptable Use Policy for employees is located on the District Shared Drive under the Personnel tab.

Conference and Travel

Mileage Reimbursement Claim

Mileage reimbursement is available in some instances. Please check with your site administrator. If there is more than one employee attending the same conference, the employees are asked to travel together to avoid costly travel fees for the District.



Travel Requests

Conferences MUST be requested a minimum of three (3) weeks in advance of conference date. If an “early bird” registration is possible, please be sure to submit your requisition and back up materials at least four (4) weeks in advance so we can take advantage of the least expensive fee. If a check is needed (i.e., the conference does not accept Purchase Orders), please allow additional days for processing. One rental car per conference will be available for staff members to attend a conference. If staff members choose to drive their own vehicle, mileage reimbursement will not be available. District paid rental car is in lieu of mileage reimbursement.

NOTE: Bass Lake Joint Union Elementary School District checks are processed by the Madera County Superintendent of Schools. This means extra time must be allowed for checks to be processed. When a conference request comes in late, it is EXTREMELY DIFFICULT to process. Please plan ahead as much as possible.

Employee Accident/Injury Report

If you are injured on the job, please do the following:

1. Injured worker notifies supervisor.
2. Supervisor/Injured worker immediately calls injury contact center. (877) 854-6877
3. Company Nurse gathers information over the phone and helps injured worker access appropriate medical treatment.

Field Trips

The Governing Board recognizes that field trips are important components to the instructional program of the schools. All field trips must demonstrate a strong curricular connection to the academic standards required for that particular grade level. The decision about whether a particular field trip is adequately connected to the standards will be the site principal's. AR 6153 reviews field trip procedures and practices.

Jury Duty

A regular employee who is summoned for Jury Duty shall receive full pay for the period of the jury service. The employee must turn in the verification form after reporting for Jury Duty to the District Office. Certificated employees will not request a sub until they have verified their jury service for the following day.



Keys

Keys to all facilities will be issued by the office. Keys are not to be copied or transferred without administrative approval. Guard your keys! In unauthorized hands, keys can cause tremendous losses and other problems for the District.



Name Badges

To ensure the safety of our staff and students all BLJUESD employees are required to wear their district name badge at all times while on duty.

Mailboxes/Email

Each staff member has a mailbox in the office for mail, bulletins, special notices, and other pertinent information. Mailboxes should be checked daily. Likewise an email account has been set up for each employee. Like your physical mailbox, please check your email daily.

Maintenance Requests

Our MOT department strives to keep our campuses looking good and working well. The MOT department will respond to the requests that are made for maintenance and repair through **School Dude**, our maintenance request management system. Employees will find directions to set **School Dude** up on your computer and directions for submitting a maintenance request on our website on the "Staff Tab" under the "Department" tab, on the district website. You will receive notices as work progresses and is completed on the requests you have submitted.

Substitute Teachers

If a substitute teacher is to take over your class with a minimum of confusion, immediately available to the substitute should be attendance sheets or instructions, seating charts and lesson plans. It is very difficult for a substitute if he/she must step into a strange classroom and rely upon the students for help. Be explicit and clear in your directions.

Technology Requests

Please use the Technology Request application for any Technology or Application requests. This helps us to track the needs of the district, monitor our time and identify things we can streamline in the future. The Technology Request application is bookmarked on your Google Chrome toolbar.

Visitors on Campus

All visitors on campus must wear a visitors badge or pass. A visitor to campus badge/pass is issued in the school office. All visitors are required to check in first in the school office. Visitors must not be permitted in class or on campus without a badge/pass.

Volunteers

Volunteers are a valuable asset to the teachers and students of BLJUESD. Volunteer Application Forms are available on the District Shared drive for interested people to complete and return to the school office at the school where they would like to volunteer. The Principal will review and approve applications. Volunteers must wear a volunteer badge when they work on campus.

SECTION II: SAFETY POLICIES AND PROCEDURES



Safety Policies and Procedures

A complete list of our safety policies and procedures is found in the Comprehensive School Safety Plan which is posted on our website under the “Legal Postings” tab.

Student and Employee Accident/Injury Report

If a student is injured in your classroom or on the playground when you are on duty, it must be reported immediately to the site secretary so that appropriate medical attention can be given and a

Student Incident Report can be made.

If an employee is injured at work, the injury should be promptly reported to the employee’s supervisor so that appropriate medical action can be taken.

Use of Alcohol and Drugs

California Education Code specifically forbids the possession or use of alcohol or other drugs on school grounds. All employees should remember that these rules apply to all school activities, whether on campus or on another campus, field trip, etc. The use or possession of alcohol or dangerous drugs in any form at any district site, school or at school activities is not tolerated.

Use of Tobacco

By State law and district policy, smoking, chewing or vaping by anyone on a school campus or District property is prohibited.

Child Abuse Reporting Summary

Every child has the right to live free of physical and emotional abuse, including neglect and sexual assault. Such abuse has severe consequences for the child, sometimes resulting in the child's own violent behavior or in drug addiction. Schools are in a position to promote the prevention of child abuse and its reoccurrence, and to reduce the general vulnerability of children.

Pursuant to Penal Code 11164 and District policy, school staff shall report known or suspected child abuse to a child protective agency by telephone immediately or when practically possible and in writing within 36 hours. The reporting duties are individual and cannot be delegated to another individual except under circumstances set forth in Penal Code 11166.

Child abuse includes physical injury inflicted by other than accidental means, sexual abuse, cruelty or unjustifiable punishment of a child, unlawful corporal punishment, and neglect. Failure to safeguard a child from unjustifiable physical pain or mental suffering is also child abuse.

Mandated reporters are those people defined by law as "child care custodians," "health practitioners," "child visitation monitors," and "employees of a child protective agency." Mandated reporters include virtually all school employees.

To report known or suspected child abuse, any employee shall report by phone to the local child protective agency (Phone 800.801.3993, 559.675.7829, 559.675.7851.) The report must be made immediately and include:

- The name of the person making the report
- The name of the child
- The location of the child
- The nature and extent of the injury

Include the information that led the mandated reporter to suspect child abuse and any other information requested by the child prevention agency. When the verbal report is made, the reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

Within 36 hours of making the verbal report, the mandated reporter shall complete and mail to the local child protective agency a written report which includes a completed Department of Justice form (DOJ DD 8572). Instructions are included on the form, and reporters may ask the assistance of the site administrator for help in completing and mailing it; however, the mandated reporter is personally responsible for ensuring that the written report is correctly filed.

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

Administrators so notified shall provide the mandated reporter with any assistance necessary to ensure that the reporting procedures are carried out in accordance with law and district regulations. At the mandated reporter's request, the principal may assist in completing and filing these forms.

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. If a mandated reporter fails to report an instance of child abuse that he/she knows to exist or reasonably should have known to exist, he/she is guilty of a misdemeanor punishable by confinement in jail for up to six months, a fine of up to \$1,000 or both.

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.

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 in the child's home. 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 the child may decline to be present at the interview. If the selected person accepts, the principal shall inform him/her, before the interview takes place, of the following legal requirements.

- 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.
- The selected person shall not participate in the interview.
- The person shall not discuss the facts of the case with the child.
- The selected person is subject to the confidentiality of the Child Abuse and Reporting Act. (Penal Code 1167.5)

When a child is released to a peace officer or child protective services agent and taken into custody as a victim of suspected child abuse, the principal shall not notify the parent/guardian as required in other instances of removal of a child from school. Rather, the principal shall provide the peace officer or agent 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. (Ed Code 48096)

Annual Mandated Reporter Training

AB 1432 requires that all mandated reporters do a yearly on-line training on child abuse reporting. This training can be accessed at: publicschoolworks.com (user names and passwords available in the District Office.)

This training is self-paced. Those individuals well acquainted with child abuse reporting laws will move through the training quickly. Most people can complete the training in between 1 – 3 hours. At the end of the training you will be asked to take a final exam that will test what you have learned. If you score 80% or higher, you will be emailed a certificate which is proof of your completion of this training. A copy of the certificate needs to be sent to the district office for your personnel file. This annual child abuse training must be completed by the end of the first month of the school year.

SECTION III: PURCHASING, MONEY AND FUNDRAISING



Fundraising

All fundraising projects by any club, organization, or class must have the approval of site administration before being implemented. A request giving the essential information about the project must be submitted for approval to the site principal. Money raising activities are not to be conducted during regular class hours and must be financially sound. The District Student Wellness Policies require that organizations sell nutritional food items only or items other than food. No candy or other types of junk food will be allowed.

Money and Safety of Funds

No money for field trips or anything else is to be kept in classrooms. All monies for school projects must be deposited with the School Secretary and kept in the site office.

Purchasing Procedures

An electronic requisition form needs to be completed by the site secretary or site principal for any ***purchase*** you wish to make or ***conference*** you wish to attend. Provide the secretary or site principal an order form or detailed list of items, descriptions and quantity along with company name and contact information. All requisitions must include the budget code number to be charged, and there must be available funds in the budget line item to cover the expenditures. Never fax a requisition directly to the vendor. All orders come from the Business Office.

Unauthorized purchases will be the responsibility of the employee, not the district.

Packing Slips

Packing slips serve as the District's Proof of Delivery for an item that was purchased. If you take receipt on any items, please sign, date and submit the packing slip to the site secretary who will forward it to the Business Office.

Donations/Grants

All monetary and non-monetary donations must be approved by the School Board. An agenda item form is to be submitted to the Business Office for each donation. Any employee who submits an application for a grant requires prior approval to do so from their immediate supervisor.

SECTION IV: PERSONNEL POLICIES

Change of Address, Dependents and Phone Number

Please notify the District Office and your site office promptly of any change in your telephone number, dependents, emergency numbers or address.



Employee Timesheet

Classified employees complete a monthly time sheet. Be sure to note days absent and overtime hours on your timesheet along with the hours you work each day. Sign and date the timesheet on the last day of work in the pay period.

Section 125

As a district benefit to eligible employees, you may be entitled to participate in Section 125, which is provided by American Fidelity Assurance Company. A Section 125 Flexible Benefit Plan allows you, the employee, to select from a list of available benefits that will meet your needs. The benefits that you choose are then paid for by you on a before tax basis. Salary reduction means that you are able to use “pre-tax” dollars to pay for certain benefits that you may have previously paid for with “after-tax” dollars. Implementing this plan helps you reduce your taxes and increase your spendable income. Enrollment opportunities are limited to the plan year dates for BLJUESD. We will notify employees when the American Fidelity representative is scheduling appointments with our staff on one of our campuses. Please call the Business Office for specific enrollment information.

TB Skin Tests

TB skin tests are required of all new employees and are good for 4 years. Any employee who will have a TB test expire before the last day of school will have an opportunity to fill out a TB Screening Survey yearly at staff inservice. The district nurse will review them and when approved will provide a one-year extension for the TB test. The screening will be offered yearly to all employees who have had an original TB test when hired. Contact the District Office if you have questions.