

Indian Diggings School
EMPLOYEE HANDBOOK



Revised 2015

Indian Diggings School

WELCOME AND INTRODUCTION

The Indian Diggings School welcomes you as a valued employee. We look forward to this coming year as we work together to provide our students with the best learning environment and educational opportunities possible.

The purpose and intent of this handbook is to serve as a reference to assist you in becoming familiar with the Indian Diggings School - its philosophy, practices, and procedures. It is a brief summary of the most readily needed and important policies and regulations that guide your work as an Indian Diggings employee. Full text of any policy and regulation noted is available in the school office and online at www.indiandiggingschool.com. Site administrators are a ready resource for direction and support, as well.

We hope this handbook, coupled with Board Policies and Administrative Regulations, will provide you with answers to many of the questions you may have about district operations, and that you will feel free to contact the school office at any time regarding your employment with Indian Diggings School.

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MISSION:

“Through love, support, and encouragement, we are stewarding the history of Omo Ranch. We are developing and teaching life-long learners who will constructively contribute to the world around them, and will positively affect the lives of others.”

VISION:

Indian Diggings School District seeks to preserve the rich cultural, social, and educational history that has emerged in Omo Ranch since the mid-1850's. We envision a school that blends the tools of our emerging technological society with the proven educational tools of the past two centuries. We see students who are able to use educational skills and concepts in the real world.

Students will be provided with CCSS based curriculum in ELA that supports their needs and prepares them to communicate in a global economy and Mathematics curriculum that provides them with mastery of the skills needed to be competitive in the work force or college.

Students will be provided with social/emotional and enrichment activities that support their needs and prepare them to be a caring and productive citizen in our community.

Our families will be deeply involved in our District by participating in multiple activities including (but not limited to) working in the classroom, helping with activities, family enrichment events, parent classes, and off campus experiences. Communication between home and school will be frequent and conducted in multiple ways so as to keep all stakeholders informed and working as a team.

Our facility will be maintained in a way that promotes a safe and enriching environment for students, staff, and community.

Our administration will attract a balanced number of students each year to support the ongoing operation of the school.

LEGAL PROVISIONS

The Indian Diggings School is committed to complying with all applicable employment laws and regulations. This commitment applies to all persons involved in the operations of Indian Diggings School, including managers and co-workers. The basis for our employment practices, policies, and regulations are contained in such documents as Federal statutes, California Education Code and Board Policy, together with sound personnel practices.

Federal Statutes

Federal civil rights statutes of particular importance include Title VII of the Civil Rights Act of 1964, and the Americans with Disabilities Act of 1990. The Indian Diggings School is an equal opportunity employer. Our policies and practices prohibit discrimination based on race, color, creed, sex, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition, sexual orientation, or any other consideration made unlawful by federal, state, or local laws.

The district is committed to providing equal employment opportunities and prohibits unlawful discrimination and/or harassment by any employee, including supervisors and co-workers, is prohibited. Please refer to Board Policy and Administrative Regulation 4144 that outlines the district's grievance/complaint procedure.

An employee with a need for an accommodation in order to perform the essential functions of his/her job should immediately notify the school site principal and request such an accommodation. The employee must specify, in writing, what accommodation is needed to perform the job. The district will conduct an investigation to identify the barriers that make it difficult for the employee to have an equal opportunity to perform his/her job. Possible accommodations will be identified, and if the accommodation is reasonable and will not impose an undue hardship, the Indian Diggings School will make the accommodation in accordance with the Americans with Disabilities Act of 1990.

The Governing Board recognizes the district's responsibility to comply with applicable state and federal laws and regulations governing educational programs. The district shall investigate any complaints alleging failure to comply with such laws and/or alleging unlawful discrimination, and shall seek to resolve those complaints in accordance with the district's uniform complaint procedures as noted in Board Policy and Administrative Regulation 1312.3.

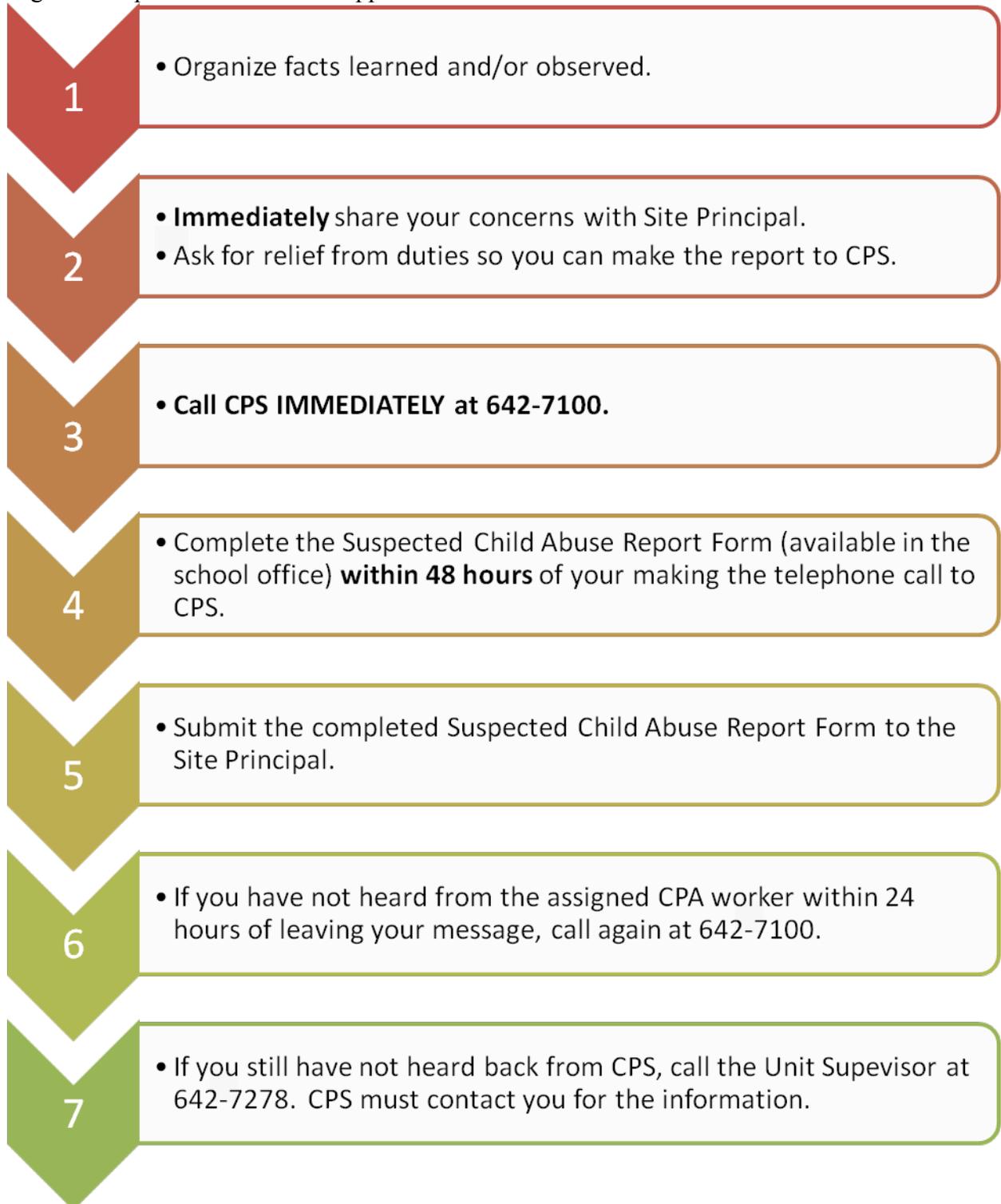
Policies and Regulations

Our responsibility is to provide the highest quality services to our students, parents, community, and employees. Because of this, many changes occur due to need, modifications in laws, and/or operational focus. Therefore, we reserve the right to change any of our policies, including those covered here, at any time. We will make every effort to notify you of the changes by posting them or distributing them to the appropriate schools or departments. In addition, all policies, regulations and bylaws may be accessed at www.indiandiggingschool.org.

GENERAL PERSONNEL

Suspect child abuse or neglect?

All school employees are mandated reporters. It is imperative you report suspected abuse or neglect. Requisite form is in the appendix and available in the school office.



Confidentiality

Confidentiality is an ethical, legal, and professional responsibility of every school employee. The Education Code specifically prohibits an employee from giving out personal information concerning any pupil, except under judicial process, to any person other than a teacher or administrator of the school which the pupil attends. Further, the Family Rights and Privacy Act of 1974 embodies strict confidentiality safeguards and enforcement procedures. The practice of having students grade papers and/or entering grades is a breach of confidentiality.

Professional Standards

The Board of Trustees expects district employees to maintain the highest ethical standards, exhibit professional behavior, follow district policies and regulations, and abide by state and federal laws. Employee conduct should enhance the integrity of the district and advance the goals of the district's educational programs. Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill his/her responsibilities and should focus on his/her contribution to the learning and achievement of district students.

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

The Board expects all employees to exercise good judgment and maintain professional standards and boundaries when interacting with students both on and off school property. Inappropriate employee conduct shall include, but not be limited to, engaging in harassing or discriminatory behavior; engaging in inappropriate socialization or fraternization with a student; soliciting, encouraging, or establishing an inappropriate written, verbal, or physical relationship with a student; furnishing tobacco, alcohol, or other illegal or unauthorized substances to a student; or engaging in child abuse.

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

Any employee who is found to have engaged in inappropriate conduct with a student violating law or this policy shall be subject to disciplinary action.

Public Relations

In order to publicize the accomplishments and events occurring in the district, employees are encouraged to submit articles and pictures to the school office for publication and reporting to the media and the Board of Trustees. Should student pictures be submitted, please check to make sure the school site does not have a signed restraint on file.

District Image

Each and every one of us represents the district; both at school and in the community. Our dress, words and actions reflect upon us all, including the students. Especially when at school, let us make sure we dress professionally and appropriately, and relate to the students and families as we would like to be treated. Modeling a professional demeanor will be to the employee's advantage in working with both the parents and students.

Communications

Communication with families district-wide takes place using the school/district website, telephone auto caller, email, the Eagle News, and paper flyers. Any staff member wishing to have an announcement in the Eagle News or on the school website should contact the school office or the administration.

Telephone Protocols

It is understood and expected that all telephone calls will be returned within 24 hours whenever possible.

District/School Website

The district maintains a comprehensive website that is located at www.indiandiggingsschool.com. Mr. Coffin is the webmaster and can help with suggestions and training for staff. Please become familiar with the layout and resources available on the site.

When posting any student photographs on the website, always check with the School Office to see if there are any restrictions on file for the student. Never print a student's name on the site.

E-mail

Do not mention a student's name in an e-mail if you are not sending the e-mail to the child's parent or legal guardian. This is the same discretion you would use when talking to a parent. You would be careful not to make comments about a child that did not belong to him or her.

Danger Alert: E-mail can be subpoenaed or end up in the wrong hands. It is common for someone to *Forward* or *Reply All* an e-mail with your note attached...something you didn't want anyone else to see. Follow the rule, *if you don't feel comfortable about putting the information on a postcard it should not be in an e-mail*. Be very cautious when using the bcc: feature. **Reply All** will reply to **all**, unmasking the fact that you were a blind carbon copy.

Personnel Records

A confidential history of your employment is maintained in the district office. You may examine and/or obtain copies of any material from your personnel file through pre-arrangement with the district office.

A copy of any written material of a derogatory nature is provided to the employee with a notice that such material will be included in his/her personnel file. The employee will have five (5) work days from receipt of the document to make any signed, written comments to be attached and made a part of the permanent record at the time of filing.

Political Activities of Employees

The Governing Board respects the right of school employees to engage in political discussions and activities on their own time. However, employees shall not use district funds or services, school time, supplies or equipment to urge the passage or defeat of any ballot measure or candidate. Employees may discuss politics and solicit or receive funds or contributions for political purposes outside the employee's working hours, including the lunch period or other scheduled work intermissions during the school day. *(See BP/AR 4119.25)*

Resolving Differences

Employees are encouraged to discuss their differences or concerns with the individuals involved, the site principal, and finally with the superintendent. Problems that fester compound the negative effect on the productive, positive work environment needed in a healthy educational setting.

Complaints that have not been remedied after review by the superintendent can be submitted, in writing, to the Board of Trustees, as outlined in the district's complaint procedure. The Board may choose to schedule to review the complaint in Closed Session.

Sexual Harassment

The district prohibits sexual harassment in the work environment. Employees who permit or engage in such harassment are subject to disciplinary action. *(See BP/AR 4119.11)*

Drug Free Workplace

The unlawful manufacture, distribution, possession, or use of any controlled substance is prohibited in the workplace. Disciplinary action shall be taken against employees who violate this prohibition. Employees are required to abide by the terms of this policy as a condition of employment. *(See BP 4020)*

Employee Dependents on Campus

Employees whose dependents are on campus must adhere to the following practices:

1. When staff children are on campus before, during and after hours, they must be under the direct supervision of an adult.
2. Staff children are responsible for following all district/school rules at all times.
3. Staff children shall not interfere with the daily classroom instruction.

School Equipment and Supplies

Please remember that equipment and supplies purchased with district or grant funds are district property and remain at the school sites.

Animals on Campus

Students, parents or community members may, with pre-approval by the site administrator, bring dogs and cats to school for educational purposes, subject to rules and precautions specified in administrative regulations related to health, safety and sanitation. Seeing-eye dogs and service dogs may accompany students and staff at school as needed. Animals other than dogs and cats may be brought to school for educational purposes, subject to rules and precautions specified in administrative regulations related to health, safety and sanitation. Teachers shall ensure that these rules and precautions are observed so as to protect both the students and animals. Educational purpose means use in the teaching of a defined educational program, unit, or show and tell.

Before any student or employee brings an animal to school for an instructional purpose, he/she shall receive verbal/written permission from the principal or designee. The principal or designee shall give such permission only after he/she has provided verbal/written notification to all parents/guardians of students, asking them to verify whether their child has any known allergies, asthma, or other health condition that may be aggravated by the animal's presence. When a parent/guardian has provided notification that his/her child has an allergy, asthma, or other health condition that may be aggravated by the animal, the principal shall take appropriate measures to protect the student from exposure to the animal.

Employee Sick Leave

Sick leave balance is printed on the regular monthly pay warrant. The superintendent or designee may, at any time, require additional written verification for the absence by the employee's physician or practitioner. Such verification shall be required whenever an employee's absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays or whenever clear evidence indicates that an absence is not related to illness or injury. (AR 4161.1/4261.1)

Employee Absences

The Board of Trustees provides for paid and unpaid leaves for employees in accordance with law, policy and regulations.

Infectious Diseases, Bloodborne Pathogens, Universal Precautions

Universal precautions shall be observed to prevent the spread of all infectious diseases and shall be used regardless of whether bloodborne pathogens are known to be present. (See Appendix: BP/AR 4119.42 - Exposure Control Plan for Bloodborne Pathogens and BP/AR 4119.43 - Universal Precautions.)

Workers' Compensation Medical Appointments and Leave Determinations Industrial Accidents

In the event you are injured on the job, whether or not you feel you need immediate medical assistance, it is essential that you report the event to your Supervisor immediately. You will be given a Claim Form (DWC-1) and advised to call our

Workers' Compensation carrier, Schools Insurance Authority. Once a claim has been filed, it is the employee's responsibility to advise his/her Supervisor and the district office in advance of all medical appointments through completion of a Certificated or Classified Absence Report. It is also the employee's responsibilities to keep the district office apprised of any change in your condition and provide the district office with a copy of all Work Status Reports immediately upon receipt.

Employee Right to Know Law/Job Hazards

As required by the General Industry Safety Orders, Section 5194 in Title 8 of the California Administrative Code, all California employers, both private and public, are required to establish a hazard communication program. The purpose of this law is to make employers and their employees aware of the hazards associated with job performance. A Job Hazard Analysis and a listing of toxic or carcinogenic arts and crafts substances which are prohibited for use in grades K-6 and 7-8 are available in the district office and at the school sites.

Tuberculosis Testing

Employees who, upon employment, test negative by either the tuberculin skin test or any other test for tuberculosis infection recommended by the CDC and licensed by the FDA shall be required to undergo the foregoing examination at least once each four years or more often if directed by the governing board upon recommendation of the local health officer for so long as the employee's test remains negative. Once an employee has a documented positive test for tuberculosis infection conducted pursuant to this subdivision which has been followed by an X-ray, the foregoing examination is no longer required, and a referral shall be made within 30 days of completion of the examination to the local health officer to determine the need for follow-up care.

Employee Safety

No district employee is expected to perform any work related function that is hazardous to his or her health or safety. If you feel you are being asked to perform a job that puts your safety at risk, do not hesitate to inform your supervisor. If your supervisor disagrees with your concerns, please notify the superintendent before doing the task. For example, if your back has been sore and you are asked to unload a delivery from the back of a truck and you feel this will aggravate your back, make your concerns known to your supervisor. If you are asked to do some repairs using a rickety ladder that you feel is unsafe, do not use the ladder. We can buy a new, safer ladder. Again, you have the right and duty to protect your health. A direct order from a supervisor should be questioned and/or not followed if you feel your safety is in danger.

Leaving Campus

Employees are not allowed to leave campus without prior permission from the site administrator. Certificated employees, as designated in Education Code, *have a duty day of seven and a half hours per day, including a thirty minute duty-free lunch period.* Classified employees are "on the clock" their entire assignment, unless on personal lunch breaks. Ten minute rest periods are counted as hours worked for which there shall be no deduction from wages.

Students/Children in Staff Areas

Students, dependents and volunteers under the age of 18 are not allowed in staff areas unattended (e.g., copy rooms/office, maintenance shed, kitchens, etc.) Students/children are never to be left unattended in the classroom, MPR, or playground. If you are alone in the building and need to use the restroom students should be taken to the MPR and set at one of the tables.

Under no circumstances will students enter grades on a teacher computer or access a teacher's workstation or laptop.

Smoking Policy

The use of tobacco products is prohibited at all times on district property and in district vehicles and at district activities and events. This prohibition applies to all employees, students, visitors, and other persons at any school or school-sponsored activity or athletic event. It applies to any meeting on any property owned, leased, or rented by or from the district. All individuals on district premises share in the responsibility of adhering to this policy and informing appropriate school officials of any violations. *(See BP/AR 3513.3) Please see the appendix for tobacco cessation and education programs in our area.*

Employee Use of Telephone, Cellular Phone or Mobile Communications Device

An employee shall not use a telephone, cellular phone or other mobile communications device for personal business while on duty, except in emergency situations and/or during scheduled work breaks. The only exception will be that the employee's supervisor and the employee may agree on procedures that do not interfere with the employee's performance of his/her duties. These agreements will be written and shared with the school and district office, and are subject to the approval of the superintendent or designee.

Student Use of Telephone, Cellular Phone or Mobile Communications Device

All electronic devices must be placed in student's personal "cubby" when arriving on school premises. Students may use electronic devices for educational purposes only with explicit approval by and under direct supervision of a district staff member or designee. On Fridays students may bring and use, during recess, non-educational electronic devices.

Employee Laptop Agreement

Upon receipt of a district laptop to be used for school related business, the employee will be asked to agree to the following understandings, rules and restrictions:

- The employee will be the sole user of the equipment.
- All software used will be legally acquired and licensed.
- Additional hardware devices will not be added.
- The equipment will not be networked with any equipment outside of the district network.
- The equipment may be used on a wireless network outside of the district as long as it does not require the user to install any additional firewall software or change any district network configurations.
- While being repaired, information may be lost if reformatting the hard drive occurs.

- Backing up files is the user's responsibility.
- The care and security of the equipment is the employee's responsibility. All damage and loss must be reported to the district immediately.
- Equipment will be returned to the district upon temporary or permanent separation from the district.
- The employee will be held responsible for any involvement of the equipment in activities associated with accessing inappropriate or illegal material.

Volunteers

All school volunteers (those who come to campus consistently, are left alone with students and have the ability to develop relationships with students) will undergo a security clearance check. Guests or visitors (those who do not come to campus consistently, are not left alone with students and do not have an ongoing ability to develop relationships with students) will not be required to undergo a security clearance check. Please direct parents to the school office for more information. *(BP/AR 1250)*

School Closures

Should school not open due to emergency conditions (i.e., snow, power outage), staff will be notified by telephone as soon as the information is known. Should it begin snowing while students are in session, all students will be held at school until picked up by parent/guardian or designee. Should the school lose power while students are in session, all students will be on campus until regular dismissal time.

Emergency Preparedness

A current Safety Plan is posted next to the front door. It includes the district's Emergency Preparedness Manual.

Field Trips

Any time students are taken off campus (visiting district schools not included) constitutes a field trip. All field trips will follow stipulated procedures.

Balloons, Matches and Candles

Latex balloons, matches and candles are not allowed in classrooms or on campus except with prior written permission for the superintendent. Mylar balloons may be brought on campus only with teacher approval.

Student Handbooks

In order to obtain a comprehensive overview of your specific school's policies, procedures and rules, please read a copy of the Student Handbook.

Student Records

Cumulative records and emergency cards have restricted access (Right of Privacy Act). Parent information is considered confidential, as well. Cumulative records will be locked in the office and opened upon request on a need-to-know basis. Only district personnel may access emergency cards.

School Alarm Hours

Daily, the administration will disarm the security system at about 7:00 a.m. and rearm the security system at about 4:30pm. Staff members who arrive or stay before or after these hours have the responsibility of setting the alarm if they have the code.

Laminating

The laminator is not to be heated and/or used when students or volunteers under the age of 18 are within 30 feet of the laminator. Make sure there is proper ventilation when using the equipment.

Keys

Unless noted facility keys from all staff members will be turned in to the school office at the end of each school year. Any keys belonging to the district will not be duplicated.

CERTIFICATED PERSONNEL

Certificated personnel should refer to the 4100 series of Board Policies and Administrative Regulations.

Student Teachers

The college or university with administration initiates student teacher placement. Security clearance paperwork and tuberculosis requirements must be completed prior to the commencement of assignment.

Substitute Teacher Information

Certificated staff is to use the current EDCOE Substitute System when it is known that a substitute teacher is required. Teachers securing a substitute teacher for school business are encouraged to do so early. Should EDCOE be unsuccessful in securing a sub for you for school business, it will be necessary for you to forego your alternate assignment be it observations, workshop, conference, field trip or union business. This holds valid for evaluation observations, as well. This does not apply for personal illness or personal necessity.

The school secretary or administrative staff gives all substitutes arriving at the school their assignments. Every effort will be made to orient the substitute teacher to the school. It will be the responsibility of all teachers and staff to provide the following information in a folder labeled Substitute Teacher Information:

- Seating charts
- Attendance lists
- A copy of the specific classroom rules and responsibilities
- General classroom procedures
- Instructional materials and procedures to carry the substitute through the assignment.

This may be done through the use of a lesson plan book or plans which have been written out and are separate from the lesson plan book. A resource form to leave the substitute may be found in the Appendix. In addition, every substitute teacher will be given a brochure that outlines the district's expectations in addition to requesting feedback from the substitute.

CLASSIFIED PERSONNEL

Classified personnel should refer to the 4200 series of Board Policies and Administrative Regulations.

Absences

In case of absence, an employee shall notify the school office of his/her need to be absent as soon as such need is known. This notification shall include an estimate of the expected duration of absence. If the absence is anticipated, then a Classified Absence form must be completed prior to the absence. If the absence becomes longer than estimated, the employee shall so notify the school office. If the duration of absence becomes shorter than estimated, the employee shall notify the school as soon as the information is known. If failure to so notify the district results in a substitute being secured, the cost of the substitute shall be deducted from the employee's pay. An employee will never secure one's own substitute.

Work Hours

All extra time, compensation time and over time must be preapproved in writing. Extra time, compensation time and overtime will not be paid if not preapproved in writing.

Sick or Personal Leave Pay

All (Temp and Permanent) part-time employees may claim pay for sick leave, or previously approved Personal Leave for hours normally work on a regular assigned work day. The hours are based on the "average hours assigned to work per week, divided by the number of days assigned to work per week". A person may not claim sick pay for a day they are not assigned to work.

Accrual of Sick or Personal Leave

All (Temp and Permanent) part-time employees **accrue** sick leave at the rate of one day per month: It is calculated by taking the total number of hours assigned per week and dividing it by 5 days (Even if the person works only 2 days/week, it is divided by 5). Note: For employees who are not assigned five days per week, they accrue hours at a different rate than they are used (Example: If you are sick on an assigned 3 hour day, you claim 3 hours of pay, but it may have been accrued over more than one month). When an employee separates from service, he/she may transfer those hours to the next California Public School District he/she transfers to if there has not been a break in service. The acceptance of hours is at the discretion of the receiving district.

Personal Leave Approval

Personal days should normally be used for business that cannot be done during the regular school day. The school administrator may use his/her discretion when granting approvals. He/she may allow personal leave for other reasons on a case-by-case basis. Sick leave can be used for the employee's illness or to provide day care for their children or spouse who is ill.

Holiday Pay

All (Temp and Permanent) part-time employees may claim holiday pay for the days on the

list below. The employee is paid for the holiday even if he/she is not normally assigned to work that day (The district budgets the cost of holidays as part of our annual budgeting process- FOR 180 DAY EMPLOYEES, WE BUDGET 190 DAYS PER YEAR). The following formula will be used to determine payment: hours paid are based on the total hours assigned to work per week, divided by the number of days assigned to work per week. Temp employee is an employee who has a temporary assignment. A permanent employee is an employee who has met the requirements of permanent status.

Clarification: Although most employees do not work during Thanksgiving Break or Christmas Break, all employees can write-in those days as Holiday Pay on their time sheets. If a holiday falls on a weekend and the district does not observe the holiday (New Year's Day), the holiday pay shall be paid for the weekend day.

Contract year

All employees that work during the 180 day school year period may claim the following holidays: Exception: Only 12 month employees (Custodian) may claim July 4th.

Holidays:

Christmas Day	Memorial Day if the school year has not ended
New Year's Day	Labor Day
Martin Luther King's Birthday	Veteran's Day
Lincoln's Birthday	Thanksgiving Day
Washington's Birthday	Friday after Thanksgiving Day

Revised: 2/9/2012 JBV/Board of Trustees

Job Descriptions

Classified Job Descriptions are included in the Appendix.

DISTRICT PROCEDURES/FORMS

Absence Reports - Certificated and Classified Staff

The Absence Report forms are to be completed by all employees for any absence and filed with the school office for forwarding to the district. *(See Appendix for Sample Form)*

Conference/Workshop/Meeting Request

This two-phase form is to be filled out prior to attending any conference or workshop on behalf of the district. When approved, the form is returned to the employee to be used to tally expenses incurred while attending the conference. Expenses are only reimbursed on a case-by-case basis and only when staying overnight. Submit the form to the district office upon return for reimbursement of expenses. All receipts must be attached.

District limits for meals are:

Breakfast - \$10

Lunch - \$15

Dinner - \$20

Mileage is reimbursed at an amount commensurate with IRS guidelines (as of Jan. 1, 2015-\$0.57.5 per mile.) Administrative approval (including coding) must be received prior to submitting the form to the district office for processing. Millage will only be provided on a case-by-case basis.*(See Appendix for Sample Form)*

Time Sheet(s)

The time sheets are due on the last working day of each month. Time sheets must be completely filled out, columns totaled, and signed and dated by the employee. Payroll will be processed upon receipt of the completed time sheet. *(See Appendix for Sample Forms and Procedures)*

Extra Duty Request

The Extra Duty – Extra Pay form is utilized for submission of request for payment for preapproved, Admin.-sanctioned work performed outside the scope of the employee's regular duties. Any extra duty/extra pay activity is established by the district and approved by the Administration. *(See Appendix for Sample Form)*

Purchase Order Request and Reimbursements

The Purchase Order form is to be filled out for any anticipated purchase required from outside vendors. The form should be filled out in its entirety, noting vendor name, address, instructions to the office as to how the purchase order should be processed, and funding source. The administrator prior to submission to the office for processing must sign the Purchase Order Request.

Should you need to make a purchase that will require a reimbursement the Purchase Order Form must be used as stated above. In addition all receipts are due back to the office within one month for reimbursement. If the receipts are not received within that time reimbursement may not be made.

Accident Report

Accident report forms must be filled out every time a child or adult (community member or employee) is involved in an accident. A report should be filled out completely by the employee witnessing the accident. *(See Appendix for Sample Form)* **It is the employee's responsibility to notify the school office immediately upon injury.** A rule of thumb of when to complete a form could be...

- ...all back, neck and head injuries.
- ...anytime the injured is in pain.
- ...anytime the injured is incoherent.
- ...anytime the skin is broken, no matter how small.
- ...anytime the injured thinks it is wise.
- ...anytime the staff thinks it is wise.

Facilities Work Request

In the event that building maintenance work is needed, complete the form and submit it to the site administrator.

APPENDIX

District Calendar

School Site Map

School Site Bell Schedule

School Directory

District Forms

Suspected Child Abuse CPS Form Instructions for Completion

Suspected Child Abuse CPS Form

Workers Compensation Claim Form

Acceptable Email and Internet Policy

Absence Form - Certificated Staff

Absence Request Form - Classified Staff

Conference/Workshop/Meeting Request

Time Sheet

Extra Duty Request

Purchase Order Request

Accident Report

Facilities Work Request

Independent Study (Short Term) Process, Guidelines and Forms

Independent Study (Long Term) Process, Guidelines and Forms

Job Descriptions

Job Hazard Analysis

Tobacco Cessation and Education Resources

School Safety Plan (A copy located in the office.)

Injury and Illness Prevention Plan (IIPP) (SB198) (A copy located in the office)

Wellness Policies on Physical Activity and Nutrition

(Materials Safety Data Sheets are available in the office.)

District Practices

-Online at www.indiandiggingsschool.org

-Hardcopy in School Office

Child Abuse Reporting Guidelines (Penal Code 11166 & BP 5141.1) Government Code 3100 & 3101: Disaster Service Workers

Sexual Harassment (BP/AR 4119.11)

School-Sponsored Trips (BP/AR 6153)

Employee Health & Safety

-Online at www.indiandiggingsschool.org

-Hardcopy in School Office

Tobacco-Free Schools/Smoking (BP/AR 3513.3)

Drug-Free Workplace (BP 4020)

Indian Diggings School
MANDATED NOTIFICATION FOR EMPLOYEES
Year: _____

I have access to the Employee Handbook inclusive but not limited to the following items either hard-copy (School Office), online at www.indiandiggingschool.com , or in my e-mail:

- District Calendar
- School Site Map
- School Site Bell Schedule
- School Directory
- Child Abuse Reporting Guidelines (Penal Code 11166 & BP/AR 5141.1)
- Government Code 3100 & 3101: Disaster Service Workers
- Sexual Harassment (BP/AR 4119.11)
- Email and Internet Policy
- Computer, Telephone and Network Acceptable Use (BP 4290)
- School-Sponsored Trips (BP/AR 6153)
- Tobacco-Free Schools/Smoking (BP/AR 3513.3)
- Drug-Free Workplace (BP 4020)
- Reporting Work Related Injuries (Workers' Compensation)
- Job Hazard Analysis
- School Safety Plan
- Injury and Illness Prevention Plan (IIPP) (SB198)
- Wellness Policies on Physical Activity and Nutrition
- Hazardous Materials (Materials Safety Data Sheets are available at each job site.)
- Job Hazard Analysis

Employee Name _____

Date of Receipt _____