

Employee Handbook



2017-2018

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LETTER FROM THE PRINCIPAL

VLCS TEAM!

Welcome to our 7th Season! Seven has always been one of my favorite numbers. A quick google search brings forth all types of relationships to the number 7: *the 7 wonders of the ancient world, the 7 continents, the 7 seas, 7 distinct notes on the diatonic scale, 7 colors of the rainbow, 7 sources to joy, and everyone's favorite, Habit 7: Sharpen the saw!* As we began to prepare for this year, sharpening the saw was at the forefront of our minds.

This has been one of the busiest summers on record! Although it seems a bit crazy for schools to stop, just to start again, it is also refreshing, because we get a re-do. Every year, we have a fresh start. This year, we have a lot of fresh faces as well!

2nd Grade - Jennifer Robinson, 3rd Grade - April Wind, 4th Grade - David Britter, 5th Grade - Amy Fregoso, Middle School Math - Neil Mixter, 4th - 6th Science, Nicole Gaston-Fowler, Independent Study receptionist - Natalie Kuhn, Accompanist - Diana Lambert, After School - Meagan Best, & Nate Nishimoto, Akers Aids - Leslie Hutchings, and Jennifer Westmoreland. That is almost more people than we had on staff our first year! Although Karis Hardwick originally resigned, she is going to stay with us!

We have a few other changes, all of which we think you will be excited about!! But - we are currently sworn to secrecy! I can say, this is going to be the BEST year YET! My hope is that each and every one of you come back refreshed, and ready for an amazing seventh season! Is it too early to say Merry Christmas? That is how fast our years seem to go!

Happy New Year!

Lori Lackey

Superintendent/Principal

SCHOOL CALENDAR



2017/2018
Calendar

VALLEY LIFE CHARTER SCHOOLS
Developing Community Leaders

July 2017				
Mon	Tues	Wed	Thurs	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

August 2017 (17)				
Mon	Tues	Wed	Thurs	Fri
	1	2	3 New Hire	4 SD
7 SD	8 SD	9	10-M	11
14	15	16	17-M	18
21	22	23	24-M	25
28	29	30	31-M	

September 2017 (20)				
Mon	Tues	Wed	Thurs	Fri
				1
4 NS	5	6	7-M	8
11	12	13	14-M	15
18	19	20 H-12pm	21-M	22
25	26	27 A-Assembly	28-M W-Assembly	29

October 2017 (21)				
Mon	Tues	Wed	Thurs	Fri
2	3	4	5-M	6
9 SD	10	11	12-M	13
16	17	18	19-M	20
23	24 H-12pm	25 A-Assembly	26-M W-Assembly	27
30	31			

November 2017 (16)				
Mon	Tues	Wed	Thurs	Fri
		1	2-M	3
6	7	8-M C	9-M C	10 NS
13-M C	14-M C	15-M C	16-M C	17 H-12pm
20 NS	21 NS	22 NS	23 NS	24 NS
27	28	29 A-Assembly	30-M W-Assembly	

December 2017 (11)				
Mon	Tues	Wed	Thurs	Fri
				1
4	5	6	7-M	8
11	12	13 A-Assembly	14-M W-Assembly	15 H-12pm
18 NS	19 NS	20 NS	21 NS	22 NS
25 NS	26 NS	27 NS	28 NS	29 NS

Standard School Day – (TK) 8:15-12:15pm/(K) 8:15-2:15pm/(1st-2nd) 8:15-3:30/(3rd-5th) 8:00-3:45pm
(M) Minimum Day – Walnut Campus out at 2pm/Akers Campus out at 1:30pm.
(C) Student Led Conference - Walnut Campus out at 2:00pm/Akers Campus out at 1:30pm.
(H) Half Day – Walnut Campus out @ 12:00pm/Akers Campus out @ 11:45am – No Afterschool Program
Assembly Day – Tk-2 @ 10:00am (A-Assembly@AKERS) / 3-5 @ 1:00pm (W-Assembly@WALNUT)
(SD) – Staff Development – Students do not attend.
(NS) – No School – VLCS is closed.

Board Approved – 1/14/17



VALLEY LIFE CHARTER SCHOOLS
Developing Community Leaders

2017/2018
Calendar

Mon	Tues	Wed	Thurs	Fri
1 NS	2 NS	3 NS	4 NS	5 NS
8	9	10	11-M	12
15 NS	16	17	18-M	19
22	23	24 A-Assembly	25-M W-Assembly	26
29	30	31		

Mon	Tues	Wed	Thurs	Fri
			1-M	2
5	6	7	8-M	9
12 NS	13	14	15-M	16
19 NS	20	21 A-Assembly	22-M W-Assembly	23
26	27	28		

Mon	Tues	Wed	Thurs	Fri
			1-M	2
5 SD	6	7	8-M	9
12-M C	13-M C	14-M C	15-M C	16-M C
19	20	21 A-Assembly	22-M W-Assembly	23 H-12pm
26 NS	27 NS	28 NS	29 NS	30 NS

Mon	Tues	Wed	Thurs	Fri
2 NS	3	4	5-M	6
9	10	11	12-M	13
16 H-12pm	17	18	19-M	20
23	24	25 A-Assembly	26-M W-Assembly	27
30				

Mon	Tues	Wed	Thurs	Fri
	1	2	3-M	4
7	8	9	10-M	11 H-12pm
14	15	16	17-M	18
21	22	23	24-M	25
28 NS	29	30 A-Assembly	31-M W-Assembly	

Mon	Tues	Wed	Thurs	Fri
				1 H-12pm
4 SD	5	6	7	8
11	12	13	14	15
18	19	20	21	22
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Board Approved – 1/14/17

MISSION STATEMENT & GUIDING PRINCIPLES

The Mission of Valley Life Charter Schools is to provide authentic opportunities for students to apply the skill sets for making good decisions. We focus on the whole student, and provide a well rounded education in the areas of academics, as well as visual and performing arts. This is accomplished by giving them leadership opportunities in the classroom, in the school, and in the community.

Leadership and character building are vital to the instructional philosophy at VLCS. In order to create an environment in which students feel respected and are willing to take risks, the school's instructional philosophy is to create a school in which students are well-mannered leaders with exceptional listening skills and the ability to follow rules. Character development and leadership building strategies will enhance the learning environment by allowing both the student and teacher to focus on curriculum.

Leadership can be defined as communicating people's worth and potential so clearly that they are inspired to see it in themselves.¹ Our goal is to develop community leaders, one child at a time. While academic excellence will be celebrated, each student will understand that his or her worth exceeds anything that is placed on a grade report or a score on a test. Students are quick to attach themselves to others that know how to bring out the best in them, who help them feel unique and important, and who build their feelings of self worth.

Students will learn character traits that will prepare them to continue on to college, or to enter the workforce with the soft skills employers are seeking. Valley Life Charter School students will learn character traits, such as responsibility, individuality, cooperation, compassion, discipline, service, honesty, friendship, endurance, wisdom, contentment, trust, knowledge, determination, gratitude, generosity, resourcefulness, fairness, hope, conviction, obedience, forgiveness, love, initiative, respect, uniqueness, peace, orderliness, kindness, courage, joy, patience, humility, self-control and honor. Along with academics, VLCS believes these skills are needed to become highly productive members of the community.

Students will be well rounded. They will have opportunities to be exposed to visual and performing arts, such as dance, drama, art, vocals and music. VLCS will help them become aware of their strengths and give them opportunities to build on those strengths through community service and leadership projects.

By focusing on the strengths of each student, the school will develop each student with the self-confidence to succeed. Students will gain the skills to become independent thinkers and problem solvers. Students will learn the value of their differences by applying the win-win approach to relationships, thereby developing the ability to get along well with others. Diversity is more than just valued, it is celebrated.

Valley Life Charter School will have a tradition of caring. The nurturing environment will give the students the tools to live life with compassion, insight and understanding of others. The staff will have an ubiquitous approach to integrating Steven Covey's 7 Habits of Highly Effective People throughout the school environment.

¹ The Leader In Me, Steven Covey, Discovering what Parents, Business Leaders and Teachers Want from a School pg 41.

7 HABITS:

1. **Be Proactive:** Students learn to be responsible, take initiative, choose their own actions, attitudes and moods. They do not blame others for wrong actions. They do the right thing without being asked, even when no one is looking.
2. **Begin with the End in Mind:** Plan ahead and set goals. Do the things that have meaning and make a difference. All students are an important part of the classroom and contribute to their school's mission and vision. Students will look for ways to be a good citizen.
3. **Put First Things First:** Students spend time on things that are most important. They learn to say no to things they should not do. Students learn to set priorities, make a schedule and follow their plans. They learn discipline and organization.
4. **Think Win-Win:** Students balance courage for getting what they want with consideration for what others want. Students learn to make deposits in others emotional bank accounts. When conflicts arise, they look for third alternatives.
5. **Seek First to Understand, Then to Be Understood:** Listen to other people's ideas and feelings. Try to see things from their viewpoints. Listen to others without interrupting. Students learn to be confident in voicing ideas. Look people in the eyes when talking.
6. **Synergize:** Value other people's strengths and learn from them. Get along well with others, even people who are different. Work well in groups. Seek out other people's ideas to solve problems because teams can create better solutions than anyone alone. Be humble.
7. **Sharpen the Saw:** Student's learn to take care of their body by eating right, exercising and getting sleep, spending time with family and friends. Students will learn in a lot of ways and a lot of places, not just at school. Students will take the time to find meaningful ways to help others.

The spirit of the classroom will be one that reflects our combined efforts to build leadership, instill character, wisdom, and inspire our students to succeed in academics and beyond. Students coming out of this school will be equipped with an understanding and awareness of their strengths, unique abilities and "primary greatness", along with the skills they will need not only to survive, but also to thrive in the twenty-first century

Valley Life Charter School will work closely with parents and primary caregivers to build a strong support system for our students. Teachers, parents (caregivers), and students will each contribute to the success of the student by working as a team. VLCS believes very strongly that parents are the primary instructors of their children. The teachers will play a vital but secondary role. The spirit of the classroom will be a reflection of the parents and teachers combined efforts to give the students leadership skills that are essential for students to be successful in the future. Parents will be required to be educational partners, collaborating with teachers on the development of life and study skills. Parents and teachers will support the student by providing a positive and productive learning environment

COMMUNICATIONS TO FAMILIES

VLCS requests that staff use the “Remind App” or other communication app when communicating with families and suggest that staff not give out cell phone number to families.

FLYERS/PRINTED DOCUMENTS

All school flyers must have approval from one of our administrators - Lori, Staci or Steve. Please remember the front office is contacted first, it is important that the information is accessible.

Please follow the steps below upon approval of flyer:

- Upload flyer/document to Google Drive\VLCS - STAFF\Communications to Families
- Staff member is responsible for printing flyers for class/activity or event.
- Group/Class will provide own paper for printing.

RECORDED MESSAGES/TEXT/EMAIL

Teachers will have access to our student data system, via link and their own password in order, to send information home. Parents will choose how to receive messages, either by phone, text or email. Class lists will be created in this system. Teachers should use this for general classroom information regarding projects, homework, etc. Although field trip reminders may go out this way, all field trips must be approved prior to sending paperwork home. Field trips MUST be approved before October’s Board Meeting.

AUTOMATED PHONE MESSAGES

Please email jweaver@vlcs.org and copy llackey@vlcs.org with all pertinent information that needs to be communicated in the outgoing message. Be aware that multiple messages may be going out. For this reason, we are asking for a 1 week notice PRIOR to your desired message date.

COMMUNICATIONS TO VLCS STAFF

EMAILS

To entire staff please use vlcs.staff@vlcs.org

TEXTING

When you text other staff members, please be courteous of others time during after school hours and weekends. Use text for urgent or emergency issues only.

STAFF LINKS

Please be aware of all forms and requests on staff links <http://www.vlcs.org/stafflinks/> PLEASE NOTE:: Staff phone numbers and emails are shared in a Google Doc at the beginning of the school year.

When navigating to the staff links page you will be prompted to input a password: staff1718. The following can be found there : Facility Issue, Facility Repair, Request to Use Facilities, AVL and Technology Needs, Time Away Form.

DRESS CODE

ALL STAFF

You are expected to dress business casual at all times. Clothing should be modest, no revealing clothing allowed.

Spirit Shirts: are reserved for Spirit Days only. (Friday's)

VLCS Logo Shirt: may be worn throughout the week. You may purchase a VLCS polo shirt, if you so choose, but is not required.

Jeans: are allowed on Spirit Day Friday or special days ONLY. They must be in good condition, with no holes or rips.

Tank style blouses must be wider than three fingers; no spaghetti straps. No bra straps showing and must be covered at all times..

Shoes: must be worn at all times, should be clean and in good condition. Sandals are allowed, however **flip flops** are not. As many of you have students with you all day, a stronger more protective shoe is recommended.

Leggings/Tights: must be worn with a longer shirt to cover your posterior and should not be an alternative to pants.

Skirts/Dresses: are allowable for female employees but should be a modest length. (3in above the knee)

Make-up/Hair: should be worn in a professional manner.

Facial Hair: should be kept neat and in a trim appearance.

Shirts: men's shirts must have a collar except on Spirit Days. Shirt must always have sleeves on them, no muscle shirts or tanks.

COMMUNITY DAYS

There are times when we invite the community onto our campus or we have school reviews. All employees will be asked to dress professionally these days.

FOOD SERVICE PERSONNEL

All employees are expected to arrive looking clean, neat and healthy.

The dress code is set forth to comply with the Health Department standards and in consideration of the safety of all employees:

Shirts: Must have a sleeve that is at least a short sleeve (this means at least as long as halfway to your elbow). No tank tops, spaghetti straps, sleeveless, backless, tube tops or cap sleeves.

Pants: must be standard, long pants/trousers or capri length. No sweat pants, gauchos, extraordinarily long or baggy pants. Leggings, stretch pants and tights are not acceptable alternative to pants.

Shoes: Must fully enclose your toes and your heels and be worn with socks or hose. Non-skid soles are suggested, rubber or crepe soles are fine. No bare feet, flip flops, sandals, clogs, cleats or any other shoe that poses a safety issue.

Hand Care: Wear single-use gloves if artificial fingernails or fingernail polish are worn. Keep fingernails trimmed, filed and maintained so that edges are clean and not rough.

Jewelry: Avoid wearing bracelets, necklaces and watches during food service.

Hair: Your hair will be clean and restrained from neck and face.

Health: Report to work in good health. If you have a fever, sore throat with fever or are vomiting and diarrhea, please follow the procedure for calling in absent for the day.

Our students look up to us! Please keep that in mind when choosing your working attire.

FACILITIES

Our facilities, both Walnut and Akers, are leased and shared. Valley Life Charter hours of operation are 7am-5:30pm. Therefore, there may be other groups in your classroom after 5:30pm. Please keep this in mind and put everything away. Please keep personal and expensive electronics locked up if you leave them at school.

CLASS LAYOUT

Please draw a map of your desired classroom layout. This way, when the maintenance staff or other groups tear down for an event, this provides direction on replacing correct layout. Please do not use tape on the floors.

FACILITY INCIDENT/ REPAIR

If you have an issue in your classroom, such as, furniture placed incorrectly, furniture is damaged, or items are missing from your classroom or office. If there is a repair needed in your classroom or office space. Please complete a facility incident and or repair in the Progressive Advisor system.

FACILITY REQUEST

Walnut and Akers facilities, have been reserved every school day from 7.30 am until 5:30 pm. If you plan to have a meeting, or need your classroom or any other room after 5:30 on any day, you **MUST** complete a facility request form. **This form is shared on Staff links.**

Also, if you require a space other than your classroom during the school day, please fill out the Google doc that was shared with you at the beginning of the school year. This is also on staff links. **DO NOT ASSUME YOU CAN USE THE ROOM AT NIGHT**, until the date has been cleared.

Room usage during school day: most rooms are heavily utilized during the day. There are times that you may use the following rooms, but you must reserve them in advance: WALNUT - Owl's Nest, Foyer, Courtyard, Gym, Picnic Area, Grass Area, Small Play Ground, Open Blacktop. AKERS - Rooms D1, D2, D3, D4, D5, Room 12 and Room 19.

SANCTUARY/AUDITORIUM

This request will be reviewed by Kevin Odell

KEYS

Keys must be requested from the Office Manager, Melissa Hernandez via email at mhernandez@vlcs.org
Please note, lost or stolen keys may be charged a \$10 replacement fee.

HUMAN RESOURCES

Governing Law: The qualifications to be met by individuals to be employed by the school. –
California Education Code Section 47605.6(b)(5)(F)

JOB DISCRIPTIONS

All job descriptions are posted on our website at www.vlcs.org and will be updated regularly or on an as needed basis. Staff will be given a copy of their job description upon hire.

OFFICIAL TRANSCRIPTS

Official transcripts shall be given to the Office Manager via email, mail by 4/30 of the school year to be considered for the column bump the following year.

NON-DISCRIMINATION

For all employees, Valley Life Charter School will follow all applicable provisions of law. The school shall be nonsectarian in its programs, employment practices, and all other operations, shall not discriminate on the basis of the characteristics listed in Education Code Section 220 (actual or perceived disability, gender, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code or association with an individual who has any of the aforementioned characteristics).

STAFF EVALUATION AND FEEDBACK

Teachers may be evaluated at least once per year, and will meet with the Principal and or Assistant Principal regarding the evaluation. Evaluations will be used to highlight the strengths as well as offer ways for continual improvement in the classroom. Prior to the formal evaluation, the form will be given to all teachers to review. Parents and students will also have input as to how the classroom is managed in a yearly survey.

Along with a yearly evaluation, administration and others will be doing an informal weekly walk-through. The goal of the weekly walk through is to provide feedback and to guide staff development. Please do not stop and ask if you can help us when we do this. If we have a question, we will ask. Our goal is not to interrupt your class

WRITE UP: FORMAL AND FEEDBACK

When an issue or situation arises that may warrant corrective action, the following may take place. A meeting with one or more administrators . An email to you with one or more administration. You will be communicated with and will be given the opportunity to respond. You will be made aware of any email that is placed in your employee file. You have access to your file during business hours, Melissa will help you with this. See Form at end*

PEER OBSERVATIONS

Teachers will be provided opportunities to walk individually, or with small teams through classrooms. This will allow them time to observe their fellow colleagues and to STEAL ideas! VLCS has a wealth of wonderful teaching ideas/strategies and many go unshared. The goal this year is that each group will walk through classrooms with an administrator, once per trimester. We ask that you wear your rose colored glasses and find positive tools for your tool belt! You'll be looking for: engagement, classroom management, classroom setup, learning goals/objectives, transitions, seven habits, lesson delivery/content, and anything else that stands out to you!

STAFF DEVELOPMENT POLICY

Attendance: all full time, and contracted part time staff are required to attend all full day Staff Development during the school year whether this is a regularly scheduled work day, or not. Independent Study teachers are also required to attend all full day staff development days (Independent Study generally keeps the same

schedule on half days). Instructional aids, are also required to attend all full day staff development days. (Part-time non-contracted employees are able to flex their days, to cover the hours that students are on campus).

ALL STAFF DEVELOPMENT DATES

2017-2018 BLACK OUT FOR "SHARPEN THE SAW" DAYS

8/22 MATH
8/24 MATH
9/12 ELA
9/14 ELA
9/18 Inst. Rounds
10/10 ELA
10/12 ELA
10/17 MATH
10/19 MATH
1/9 ELA
1/11 ELA
1/22 Inst. Rounds
2/8 ELA
2/27 MATH
3/1 MATH
4/19 MATH

Valley Life Charter School's aim is to provide an outstanding and distinctive intellectual social and physical environment in which learning may flourish and all students and staff reach their potential. It is recognized that the success of Valley Life Charter School depends on all staff whatever their role having the relevant skills, knowledge and competencies. Valley Life Charter School recognizes that the staff is fundamental to its

success. A strategic, professional approach to staff development helps Valley Life Charter School attract and retain high-caliber staff with the skills and competencies necessary to deliver its objectives.

Grade level teachers will work together to keep the curriculum horizontally aligned. All teachers will have time each month to work together to be sure the curriculum is vertically aligned, and the upcoming themes are chosen for Integrated Thematic Instruction.

Staff development refers to all the policies, practices, and procedures used to develop the knowledge, skills, and competencies of staff to improve the effectiveness and efficiency both of the individual and the school.

Valley Life Charter School is committed to providing staff with development opportunities to ensure that individuals and departments are able to contribute fully to the achievement of the department and the school's objectives in the context of the meeting the goals and objectives of the mission and vision of the school.

Valley Life Charter School acknowledges that as an educational provider it has a unique responsibility to support and encourage the development of its staff, and recognizes that staff development can play a critical role in building the capability of its workforce.

Staff development embraces all forms of development activity including personal study, e-learning, internal or external courses, workshops, work shadowing and planned experiences.

Prior to opening, Valley Life Charter School will have a school wide staff development as listed below. During the school year, staff development will be once per month, on an early release day. Teachers will have time to work collaboratively and individually every week. Staff development will include topics such as:

7 Habits, Leadership, Character Education

Community involvement

Other topics as needed based on research and data

The culture of Valley Life Charter School will be one that is positive, focuses on the strengths, character and leadership development of not only the students but the staff as well. Staff will have ample access to continually improving their performance.

Staff development is held each Thursday at 2:30 PM. All teaching staff is required to attend. Administration may choose various days to allow for teachers to have extra time in their schedules. The last Thursday of the month may be for grade level collaboration and Lighthouse meetings.

Lighthouse meetings will be from 4:00-4:30, on an as needed basis. The first few weeks of school we will meet every Thursday. Beginning mid-September, we will meet the 1st and 3rd Thursdays. All staff is invited to attend.

EMPLOYEE BENEFITS (FULL TIME STAFF)

Valley Life Charter Schools will provide health, dental, and vision insurance coverage for full time staff. We will attempt to provide coverage that is reasonably comparable with coverage provided by the sponsor school/district to its employees, provided such coverage is commercially or otherwise available at reasonable cost. The charter school may pay much of the cost of such coverage for full time employees. No staff member will receive paid health benefits beyond their term of employment. Valley Life Charter School will have the autonomy to review all benefits packages and make modifications as needed to keep a balanced budget. Other alternatives may include a Health Savings Package.

Valley Life Charter School will secure State Teachers Retirement System eligibility for all eligible teachers and will pay the required employer contribution for such benefits if available and to the extent requested by the employee.

The charter school will offer an optional 403B for both certificated and classified employees. The charter school will make the required employer contribution toward Federal Social Security for those employees not covered by STRS. For further information contact mhernandez@vlcs.org.

DEATH BENEFIT

VLCS full time employees have a \$50,000 death benefit through SISC, this premium is paid by VLCS and an enrollment form must be completed by staff member.

AFLAC

Any staff member and their families may take part in AFLAC services. There will be a representative here on campus at the beginning of the school year. Our agent is Julie Wiley 707.688.9891

SYNERGIZE TIME

VLCS requires full time employees to work 5 events per year, not including open house. At the same time, we have not allowed teachers to use prep time for personal business. Instead, they have had to enter it into sub online and it is deducted from their sick time. Allowing 2 hours per event, Synergize time would give teachers more flexibility in their hours, while ensuring all of our evening events are covered.

Teachers will still have to sign up for a minimum of 5 events (plus open house), and will receive 2 hours (12) of synergize time. Teachers may use only 4 hours of synergy time at a time. Teachers may use a sub. You can only use synergy time once it is accrued. Teachers will be required to log their synergize time into a system, and log when they use the time. synergize time will not roll over, nor will it be paid out. Synergy time is on staff links.

PAY DAYS

Valley Life Charter Schools salaried staff: Pay checks are available the morning of the last day of the month. If the last day of the month falls on weekend, Pay day is the Friday before.

Valley Life Charter Schools hourly staff: pay checks are available the morning of the 15th of every month. This will be for all work done the month prior. If the 15th falls on a weekend pay day is the Friday before.

Direct deposit is available, please see Nancy Driver.

TIME KEEPING AND TIME SHEETS

For the 2017-18 school year we will be utilizing a Google doc that will be set up at both campuses for our hourly staff to utilize. The laptop will be located in the office at Akers campus and in the Teacher Workroom at the Walnut campus. It is your responsibility to fill out the Google doc every time you work, attended a training, or assist in extracurricular activities (i.e., music, sports, events, training).

If you are a substitute, you must fill out a time card and submit to the Accounting Dept. on the 1st of the month. Late timecards will be attempted to be processed but may not occur until the following pay period. If an immediate check is requested due to an employee error (forgetting days on timesheet, turning in late, etc.) you may be charged a fee by TCOE.

SICK DAY

Valley Life Charter adopted the following sick leave policy November 2011. All full-time employees will receive 10 sick days, 1 Sharpen the Saw day for a total of 80 hours per school year.

The state's new sick leave law takes effect January 1, 2015. However, the right to accrue and take sick leave under this law does not take effect until July 1, 2015.

An employee qualifies for paid sick leave by working for an employer on or after January 1, 2015, for at least 30 days within a year in California and by satisfying a 90 day employment period (which works like a probationary period) before an employee can actually take any sick leave.

If you work less than 30 days in California within a year, then you are not entitled to be paid sick leave under this new law.

The 90 day period works like a probationary period. Although you begin to accrue paid sick leave on July 1, 2015, or your first day of employment if you are hired after July 1, 2015, if you work less than 90 days for your employer, you are not entitled to take paid sick leave.

Qualifying employee begins to accrue paid sick leave beginning on July 1, 2015, or if hired after that date on the first day of employment. An employee is entitled to use (take) paid sick leave only after meeting the qualifications for paid sick leave (addressed in the previous three questions/responses) and accruing enough paid sick leave time to use for one of the stated purposes of the law.

Starting July 1, 2015, employees will earn at least one hour of paid leave for every 30 hours worked. That works out to a little more than eight days a year for someone who works full time. But employers can limit the amount of paid sick leave you can take in one year to 24 hours (three days).

All Valley Life Charter School staff must text Melissa at 559-303-5344 when you will be out sick and if you must leave campus during your scheduled work time. This does not include preps or lunch time. Out of courtesy please let front office know that you will be off campus and when you will be returning.

Melissa will coordinate a substitute, if needed, for your sick day. Staff is responsible to put absence on www.substituteonline.com. Password is given at the beginning of the school year. Please, keep this at home and at school.

TAKING TIME AWAY

ALL staff must fill out time away form on Google docs for ALL time away. This can be found on staff links.

SICK CALL

- Text Melissa (559.303.5344)
- [Submit time away to Sub Online](#)
- Get lesson plan to Sub
 - Send lesson plan to peer teacher
 - Upload lesson plan to [Sub Online](#)
 - Email lesson plan to Sub directly
 - Sub plan folder with roster in classroom and Google Docs for emergencies

SHARPEN THE SAW DAY AWAY

- Fill out time away form completely (2 week minimum notice)
- Wait to hear if your day was approved
- Tentatively acquire a sub
- Upon approval, finalize plans with sub. Leave/send lesson plan with sub.
- Enter time away on [Sub Online](#).
- Only THREE employees allowed time away at a given time, including Habit 7 time .
- This will be first come, first served.

OTHER TIME AWAY (APPOINTMENTS, JURY DUTY, MEDICAL)

- Fill out time away form completely
- Wait to hear if your day was approved
- Tentatively acquire a sub
- Upon approval, finalize plans with sub. Send/leave lesson plan with sub.

-
- Enter time away on [Sub Online](#).

TRAININGS AND FIELD TRIPS

(for your own class field trips, subs may still be needed. These instances do not count against your time away.)

- Fill out time away form completely (Training code is 12345)
- Wait to hear if your day was approved
- Tentatively acquire a sub
- Upon approval, finalize plans with sub. Send/leave lesson plan with sub.
- Enter time away on [Sub Online](#).

OTHER NOTES TO REMEMBER:

- If you need an hour or less you may ask a instructional aide to cover your class.
- Anytime taken from your 8 - 4 must be put on [Sub Online](#).
- Jury duty or any other school training's, extra curricular actives do not count against your time.
- Going on a VLCS field trip with your student DOES count as time away.
- Maximum of 2 field trip time off is allowed from the total of 10 days.
- Teachers are required to secure their substitute for all time away, with the exception of team staff trainings. At which time, subs will be secured for you.
- All time away must be put on www.substituteonline.com regardless of duration.

All Staff must fill out a time away form. This form is shared on Staff links.

Valley Life Charter may, in its sole and absolute discretion, require a doctor's certificate verifying the necessity for absence(s) and the specific illness, injury, or other disability to which the absence is attributed.

Accrued Sick Time

Unused paid sick leave may be accumulated. In case of an illness which exceeds the employee's accumulated paid sick leave or ten (10) calendar days, whichever comes first, the employee must submit a Leave of Absence Request Form to the Human Resources Department. A physician's certification must also be submitted. The certification must contain a probable date of return. Both forms may be picked up in the Human Resources Leaves Office.

Before returning to employment, the employee must submit a physician's release and Return to Work Certificate completed by the employee's treating physician. VLCS reserves the right to use a medical advisor, and/or to request additional records in order to determine whether the existing medical records support the leave extension.

Inappropriate or improper use of sick leave may be cause for disciplinary action, up to and including discharge. Sick leave accruals will discontinue when an employee is on a leave without pay status. In the event of an illness or injury that is covered by workers' compensation insurance, this Sick Leave Policy will not apply, but will defer to state statutes. At the time of termination of employment, the employee will receive no additional pay

for unused sick leave. However, employees that are in STRS will be allowed to roll their sick leave into their STRS policy.

FAMILY MEDICAL LEAVE ACT

Definition of the Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA) FMLA is based on a Federal law and is administered by the U.S. Department of Labor (DOL), Employment Standards Administration, Wage and Hour Division. CFRA is a state law, which is administered by the Department of Fair Employment and Housing (DFEH). State legislation in 1993 changed the state law to generally conform to the provisions of the FMLA. FMLA/CFRA does not supersede any memorandum of understanding that provides greater family or medical leave rights.

Benefit to employee: FMLA/CFRA authorizes an eligible employee to take up to a total of twelve (12) workweeks of paid or unpaid job-protected leave with employer-paid health, dental, and vision benefits during a "rolling" twelve (12) month period. Staff must state via email or letter the dates they will be using FMLA, information must be give to Office Manager.

FMLA is permitted for one or more of the following reasons:

- The birth of a child or adoption or foster care placement of a child.
- To care for an immediate family member (spouse, child or parent) with a serious health condition.
- When the employee is unable to work because of a serious health condition.

EXTENDED LEAVES POLICY

All leaves of five (5) consecutive work days or less must be requested through and approved by the Human Resource Office. Extended leave of more than five (5) consecutive days, with or without pay, must be requested through the principal/supervisor. Employees must complete the required Leave Forms and receive the necessary approval before the leave requested may be taken.

When an employee becomes ill or is injured on the job, sick leave begins at the time of inability to continue work, to the nearest half-hour. An employee, who is already on annual leave, personal leave or leave without pay, including parental leave, may not be eligible to use sick leave benefits.

While on an approved leave, an employee may not volunteer or perform any duties for the Valley Life Charter or utilize VLCS property for personal use.

SUB ONLINE

- Sub Online: www.substituteonline.com
- log-in: see Melissa

You must use this site to track all of your time away. Whether you need a sub or not, no matter the duration of time away. You can list the subs you would prefer, and block subs you do not want to use from seeing the job. Please keep login information at school and at home. If you have forgotten your password see Melissa. NOTE:

Onsite consultant trainings with TCOE, COVEY or other organization, do not need to be put sub online and Melissa will secure sub(s) for these trainings.

HOURLY EMPLOYEES

Instructional Aides, lunch clerks, activities Aides are vital to our daily school routine. It is imperative that we have you here when scheduled. Please schedule your personal appointments after work hours when at all possible. Sick days and personal days off must be kept to 10 days per school calendar year. This is in addition to all school schedule days off. Hourly employees will be paid for 3 sick days per calendar year. If you do not use sick time, it will roll over to the next school year. Sick pay will not be paid out.

SUB LESSON PLANS

Each teacher will be responsible to have sub plans laid out for sub for all absent days. This must be done before the day begins. Teachers you have these options to get sub plans to school; Leave on your desk, attach to sub online system, email to the sub directly or email to a peer teacher to print and give to sub.

SUB PLANS FOLDER

Please provide a hard copy of your roster with pictures along with your sub plans in a folder to be kept in your classroom and in Google Drive to be used by a sub in an urgent situation.

COMPLAINT PROCEDURES

If, you do not feel your concerns have been resolved, after the specified timeline below, you may request a hearing at the next board meeting. The final step to any unresolved concerns is to file a Uniform Complaint.

The California Code of Regulations, Title 5, Section 4610 authorizes the California Department of Education (CDE), through the Uniform Complaint Procedures (UCP), to process only complaints regarding student discrimination and/or categorical programs that are mandated by certain federal and state statutes and regulations as appeals of the local education agency decision or, in certain specified situations.

Special Education complaints are handled through the Special Education Dispute Resolution Process.

Complaints against a district, school, principal, teacher, or school personnel are not within the jurisdiction of the CDE. Each local district governing board has ultimate authority over general education processes. Please contact your local school district administration to determine what local processes govern the resolution of complaints. If your complaint is against a principal, teacher, or school personnel, you may want to ask your local district administration for information on their employee grievance process. If your complaint is against a principal or teacher, you may also contact the Commission on Teacher Credentialing (Outside Source).

UNIFORM COMPLAINT PROCEDURES

The Governing Board recognizes the SCHOOL(S)'s responsibility to comply with applicable state and federal laws and regulations governing educational programs. The SCHOOL(S) 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

SCHOOL(S)'s uniform complaint procedures.

The SCHOOL(S) shall use the uniform complaint procedures to resolve any complaint alleging unlawful discrimination in SCHOOL(S) programs and activities based on actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

(cf. 0410 - Nondiscrimination in SCHOOL(S) Programs and Activities)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

Uniform complaint procedures shall also be used to address any complaint alleging the SCHOOL(S)'s failure to comply with state and/or federal laws in the following programs if they exist at the school, child nutrition programs, special education programs, and the development and adoption of the school safety plan.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 1312.1 - Complaints Concerning SCHOOL(S) Employees)

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 3555 - Nutrition Program Compliance)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5148 - Child Care and Development)

(cf. 6159 - Individualized Education Program)

(cf. 6171 - Title I Programs)

(cf. 6174 - Education for English Language Learners)

(cf. 6175 - Migrant Education Program)

(cf. 6178 - Career Technical Education)

(cf. 6178.1 - Work-Based Learning)

(cf. 6178.2 - Regional Occupational Center/Program)

(cf. 6200 - Adult Education)

The Board prohibits any form of retaliation against any complainant in the complaint process.

Participation in the complaint process shall not in any way affect the status, grades, or work assignments of the complainant.

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

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

In investigating complaints, the confidentiality of the parties involved and the integrity of the process shall be protected. As appropriate, the Superintendent or designee may keep the identity of a complainant confidential to the extent that the investigation of the complaint is not obstructed.

The SCHOOL(S)'s Williams uniform complaint procedures shall be used to investigate and resolve any complaint related to the following:

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1. Sufficiency of textbooks or instructional materials
 2. Emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff.
 3. Teacher vacancies and mis-assignments
 4. Deficiency in the SCHOOL(S)'s provision of instruction and/or services to any student who, by the completion of grade 12, has not passed one or both parts of the high school exit examination

UNIFORM COMPLAINT PROCEDURES OFFICERS

COMPLIANCE OFFICERS

The following compliance officer(s) shall receive and investigate complaints and shall ensure SCHOOL(S) compliance with law: (Includes LCAP complaints)

Program

Lori Lackey, Superintendent/Principal

Special Education

Tammy Bradford, Assistant Superintendent – Tulare County Office of Education

Child Nutrition Programs

Sandi Harvey

Personnel (Employee has a complaint)

Melissa Hernandez, HR Manager

Step 1: Filing of Complaint

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

(cf. 9124 - Attorney)

Notifications

The Superintendent or designee shall annually provide written notification of the SCHOOL(S)'s uniform complaint procedures to students, employees, parents/guardians, the SCHOOL(S) advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

(cf. 5145.6 - Parental Notifications)

The notice shall:

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1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
 2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable
 3. Advise the complainant of the appeal process pursuant to Education Code 262.3, including the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies
 4. Include statements that:
 - a. The SCHOOL(S) is primarily responsible for compliance with state and federal laws and regulations.
 - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
 - c. An unlawful discrimination complaint must be filed not later than six months from the date the alleged discrimination occurs, or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination.
 - d. The complainant has a right to appeal the SCHOOL(S)'s decision to the CDE by filing a written appeal within 15 days of receiving SCHOOL(S) decision.
 - e. The appeal to the CDE must include a copy of the complaint filed with the SCHOOL(S) and a copy of the SCHOOL(S)'s decision.
 - f. Copies of the SCHOOL(S)'s uniform complaint procedures are available free of charge.

Procedures

The following procedures shall be used to address all complaints which allege that the SCHOOL(S) has violated federal or state laws or regulations governing educational programs or has committed unlawful discrimination. All complaints shall be investigated and resolved within 60 days of the receipt of the complaint. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4631 and 4633. All parties involved in allegations shall be notified when a complaint is filed, when Any individual, public agency, or organization may file a written complaint of the SCHOOL(S)'s alleged noncompliance with federal or state laws or regulations governing educational programs. (5 CCR 4630)

A complaint concerning unlawful discrimination may be filed only by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination.

The complaint shall be initiated no later than six months from the date when the alleged discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination. However, upon written request by the complainant, the Superintendent or designee may extend the filing period for up to 90 days. (5 CCR 4630)

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, SCHOOL(S) staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

Step 2: Mediation

Within three days of receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation. If the parties agree to mediation, the compliance officer shall make all arrangements for this process. Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information. If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the SCHOOL(S)'s timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (5 CCR 4631)

Step 3: Investigation of Complaint

Within 10 days of receiving the complaint, the compliance officer shall provide the complainant and/or his/her representative an opportunity to present the complaint and any evidence, or information leading to evidence, to support the allegations in the complaint. The compliance officer also shall collect all documents and interview all witnesses with information pertinent to the complaint. A complainant's refusal to provide the SCHOOL(S)'s investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

In accordance with law, the SCHOOL(S) shall provide the investigator with access to records and/or other information related to the allegation in the complaint. (5 CCR 4631)

Step 4: Response

Within 30 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the SCHOOL(S)'s investigation and decision, as described in Step #5 below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five days, file his/her complaint in writing with the Board. The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final. If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 days of the SCHOOL(S)'s initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

Step 5: Final Written Decision

The SCHOOL(S)'s decision shall be in writing and sent to the complainant. (5 CCR 4631) The SCHOOL(S)'s decision shall be written in English and, when required by Education Code 48985, in the complainant's primary language. For all complaints, the decision shall include: (5 CCR 4631)

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1. The findings of fact based on the evidence gathered
 2. The conclusion(s) of law
 3. Disposition of the complaint
 4. Rationale for such disposition
 5. Corrective actions, if any are warranted
 6. Notice of the complainant's right to appeal the SCHOOL(S)'s decision within 15 days to the CDE and procedures to be followed for initiating such an appeal In addition, any decision concerning a discrimination complaint based on state law shall include a notice that the complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. (Education Code 262.3)

If investigation of a complaint results in discipline to a student or an employee, the decision shall simply state that effective action was taken and that the student or employee was informed of SCHOOL(S) expectations. The report shall not give any further information as to the nature of the disciplinary action.

Appeals to the California Department of Education

If dissatisfied with the SCHOOL(S)'s decision, the complainant may appeal in writing to the CDE within 15 days of receiving the SCHOOL(S)'s decision. When appealing to the CDE, the complainant shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the SCHOOL(S)'s decision. (5 CCR 4632)

Upon notification by the CDE that the complainant has appealed the SCHOOL(S)'s decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the decision
3. A summary of the nature and extent of the investigation conducted by the SCHOOL(S), if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the SCHOOL(S)'s uniform complaint procedures
7. Other relevant information requested by the CDE

The CDE may directly intervene in a complaint without waiting for action by the SCHOOL(S) when one of the conditions listed in 5 CCR 4650 exists; including cases in which the SCHOOL(S) has not taken action within 60 days of the date the complaint was filed with the SCHOOL(S).

Civil Law Remedies

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

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

First Approved June 2012 for Student Handbook
Revisited for approval in full April 2013
Revisited July 2015 - Added LCAP and Grade Level

COMPREHENSIVE SEXUAL HARASSMENT POLICES AND PROCEDURES

Valley Life Charter School is committed to providing a school that is free from sexual harassment, as well as any harassment based upon such factors as race, religion, creed, color, national origin, ancestry, age, medical condition, marital status, sexual orientation, or disability. VLCS has developed a comprehensive policy to prevent and immediately remediate any concerns about sexual discrimination or harassment at the Charter School (including employee to employee, employee to student, and student to employee misconduct). Misconduct of this nature is very serious and will be addressed in accordance with the Charter School sexual harassment policy, a draft of which is attached as appendix 8²³

SEXUAL HARASSMENT POLICY

The Valley Life Charter School is committed to providing and continuing to provide a cooperative and comfortable work environment free of sexual harassment of any kind. This policy is intended to be consistent with, and intended to be, enforced in conformance with the California Fair Employment and Housing Act as well as Title VII of the Civil Rights Act of 1964, which proscribes harassment in the workplace. VLCS forbids discrimination against any employee, applicant for employment, or student, on the basis of sex. The school will not tolerate sexual harassment activity by any of its employees. This policy similarly applies to non-employee volunteers or any other persons who work subject to the control of school authorities.

A. Definitions

1. Conduct of a Sexual Nature - Conduct of a sexual nature may include, but is not limited to, verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; sexually-oriented "kidding," "teasing," double-entendres, and jokes, and any harassing conduct to which an employee would not be subjected by for such employee's sex.

2. Unwelcome Conduct of a Sexual Nature.

(a) Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee has indicated, by his or her conduct, that it is unwelcome.

(b) An employee who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

(c) VLCS prohibits any conduct of a sexual nature directed toward students by teachers or others to whom this policy applies, and shall presume that any such conduct is unwelcome.

B. Sexual Harassment Prohibited

1. For the purposes of this policy, unwelcome sexual advances or requests for sexual favors, and other unwelcome conduct of a sexual nature constitute prohibited sexual harassment if:

- (a) submission to the conduct is made either an explicit or implicit condition of employment (as an illustration, and not as a limitation, where a person's continued employment is conditioned upon or impacted by prohibited sexual-based factors);
- (b) submission to or rejection of the conduct is used as a basis for an employment decision affecting the harassed employee; and
- (c) the conduct substantially interferes with an employee's student's performance, or creates an intimidating, hostile, or offensive work or school environment, regardless of whether the employee's continued employment or compensation is affected).

2. Specific Prohibitions.

a. Administrators and Supervisors.

(1) It is sexual harassment for a manager or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.

a. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to sanctions, as described below.

b. Non-managerial and Non-supervisory

Employees - It is sexual harassment for a non administrative and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to sanctions as described below.

c. Employees and Students - It is sexual harassment for an employee to subject a student to any conduct of a sexual nature. Employees who engage in such conduct shall be subject to sanctions.

C. Reporting, Investigation, and Sanctions

1. It is the express policy of the Valley Life Charter School to encourage victims of sexual harassment to report such claims. This may be done through the employee grievance resolution procedure or by reporting such matters to the Superintendent or Assistant Superintendent for Personnel.

(a) Employees who feel that their superiors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon agreement to unwelcome conduct of a sexual nature, are encouraged to report these conditions to the appropriate administrator. If the employee's direct administrator or supervisor is the offending person, the report shall be made to the next higher level of authority.

(b) Employees are also urged to report any unwelcome conduct of a sexual nature by superiors or fellow employees if such conduct interferes with the individual's work performance, or creates a hostile or offensive working environment.

(c) Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good-faith reporting of charges of sexual harassment.

(d) Students are urged to report any conduct of a sexual nature by school employees or others to whom this policy applies to a school counselor or administrator.

2. In determining whether alleged conduct constitutes sexual harassment the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred have to be investigated. The Superintendent or the Board has a responsibility to investigate and resolve complaints of sexual harassment.

3. Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to, warning or reprimand, suspension, or termination, subject to applicable procedural requirements. Conduct of a sexual nature directed toward students shall be reported as child abuse for investigation by appropriate authorities.

EMPLOYEE REPRESENTATION

Governing Law: A declaration whether or not the Charter School shall be deemed the exclusive public school employer of the employees of the Charter School for the purposes of the Educational Employment Relations Act. -- California Education Code Section 47605(b)(5)(O)

The Charter School shall be deemed the exclusive public school employer of the employees of the charter school for the purposes of the Educational Employment Relations Act ("EERA"). The charter school recognizes the employee's' rights under the EERA provisions to organize for collective bargaining.

EMPLOYEE RIGHTS

Governing Law: A description of the rights of any employee of the school school/district upon leaving the employment of the school school/district to work in a charter school, and of any rights of return to the school school/district after employment at a charter school. – Education Code Section 47605(b)(5)(M)

Employees of Valley Life Charter School shall be employed by Valley Life Charter School. The school shall be deemed the exclusive public school employer of the employees of the charter school for the purposes of the Educational Employment Relations Act.

District employees who have left employment in the district to work at the Valley Life Charter School shall not have any right to return to the district except as agreed upon by the /district at its discretion in accordance with district Board Policy and applicable collective bargaining agreements. Such former district employees shall also not continue to earn service credit in the district while employed by the Charter School unless the district otherwise provides.

EXIT INTERVIEW

Staff shall participate in an exit interview upon leaving Valley Life Charter School. This will be to the benefit of both the school and the employee.

HEALTH AND SAFETY

Governing Law: The procedures that the school will follow to ensure the health and safety of pupils and staff. These procedures shall include the requirement that each employee of the school furnish the school record summary as described in Section 44237—California Education Code Section 47605(b)(5)(F)

In order to provide safety for all students and staff, Valley Life Charter School will adopt and implement full health and safety procedures and risk management policies at our school site in consultation with its insurance carriers and risk management experts. A full draft will be provided to the Local Educational Authorizer for review at least 30 days prior to operation.

The following is a summary of the health and safety policies of the Charter School:

TB TESTING

Faculty and staff will be tested for Tuberculosis prior to commencing employment and working with students, as required by Education Code Section 49406. As of 2014, TB will be tested every 4 years.

CPR

Any staff that is in contact with students must be CPR trained and have a copy of certificate of training in employee's file.

EMERGENCY PREPAREDNESS

The Charter School shall adhere to an Emergency Preparedness Handbook drafted specifically to the needs of the school site, in conjunction with Law Enforcement and the Fire Marshall. The employee handbook shall include, but not be limited to the following responses: fire, flood, earthquake, terrorist threats, and hostage situations. If assuming a facility was used previously as a school site, any existing emergency preparedness plan for the school site shall be used as a starting basis for updating the handbook for Valley Life Charter School. **(Red Folder)**

BLOOD BORNE PATHOGENS

Valley Life Charter School shall meet state and federal standards for dealing with blood borne pathogens and other potentially infectious materials in the workplace. The Board shall establish a written infectious control plan designed to protect employees and students from possible infection due to contact with blood borne viruses, including human immunodeficiency virus ("HIV") and hepatitis B virus ("HBV"). Whenever exposed to

blood or other bodily fluids through injury or accident, staff and students shall follow the latest medical protocol for disinfecting procedures.

PROCEDURES FOR BACKGROUND CHECKS

Employees and contractors of Valley Life Charter School will be required to submit to a criminal background check and finish a criminal record summary as required by Ed. Code 44237 and 45125.1. New employees not possessing a valid California Teaching Credential must submit two sets of fingerprints to the California Department of Justice for the purpose of obtaining a criminal record summary. The Principal of the school shall monitor compliance with this policy and report to the Charter School Board of Directors on a quarterly basis. The Board President shall monitor the fingerprinting and background clearance of the Principal. Volunteers who will volunteer outside of the direct supervision of a credentialed employee shall be fingerprinted and receive background clearance prior to volunteering without the direct supervision of a credentialed employee.

DRUG FREE/ALCOHOL FREE/SMOKE FREE ENVIRONMENT

Valley Life Charter School explicitly prohibits and reserves the right to drug testing if:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on school premises or while performing an assignment.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from the company or customer premises, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the company's reputation.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from the company or customer premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the company's reputation.
- The presence of any detectable amount of prohibited substances in the employee's system while at work, while on the premises of the company or its customers, or while on company business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

FACILITY SAFETY

Valley Life Charter School shall comply with Education Code Section 47610 by either utilizing facilities that are compliant with the Field Act or facilities that are compliant with the State Building Code. The School agrees to test, fire extinguishers, and fire alarms annually at its facilities to ensure that they are maintained in an operable condition at all times. The school shall conduct fire drills quarterly.

SOCIAL NETWORKING

Valley Life Charter School requests that teachers do NOT “befriend” students on social networking sites nor provide personal cell phone numbers to students. Students may not create gmail, yahoo, hotmail, or other accounts without parent permission, in writing. Please do not post pictures of students on your personal social networking pages at school functions, including while on field trips or special events.

Teachers shall use caution in posting negative comments about VLCS, the staff, students, parents or any other part of the school. Discipline may be extended to staff that engage in negative comments.

TECHNOLOGY

Due to rapid growth here at VLCS and the implementation of our school wide network, the following steps will need to be adhered to in order to maintain our network’s stability and security.

VLCS will issue each staff member (to those deemed by administration in need of technology) appropriate and functioning technology equipment. The VLCS Technology department will maintain any equipment and correct any issues that may arise.

However, the VLCS technology department WILL NOT be responsible in any way for any damages that may occur on any VLCS campus to any technology piece not issued by VLCS. In addition, VLCS Technology Department will not assist in the loading of software and/or hardware on technology pieces that are not issued by VLCS.

Also, should a VLCS staff member seek out technology donations (i.e Donors Choose), it is required that he/she first seek the approval of the Technology Department. Once a donation takes place, the technology will become property of VLCS and support will be granted. However, failure to seek out technology department approval prior to receiving technology donations will result in the donated pieces not receiving VLCS support.

Copy codes are issued to each teacher or department at the beginning of the year by Mr. Gonzales.

CELL PHONES

Please refrain from cell phone use and place on silent. Only answer/text in an emergency. **While with your with students, no cell phones.**

TELEPHONE

All classrooms have a telephone. The office will use “all call” for safety issues and school wide announcements. Classrooms will be “buzzed” for individual students, eliminating the disturbance of ALL teachers. Do NOT turn the sound off on your telephone. Do NOT send students to the office to use phone or make frivolous phone calls from the class phone, due to issues with callbacks. If your student MUST make an important call home, make sure they leave a message. .

Teachers shall NOT use the all call system on their phone unless it is an emergency (lockdown/fire). Announcements must go through the office.

TEACHER - ADDITIONAL INFO

WEBSITES

Teachers are required to keep a class-web site and have a method to communicate electronically with families, such as, Ed Moto, Google Classroom, or Class Mojo. Class rules, assignments, contact information, and classroom wish lists (both supplies and novels) should be updated electronically on a regular basis, even if it's a simple weekly update of your class.

All technology provided by the school is the sole property of Valley Life Charter School. It must be returned upon leaving the employment of VLCS. The cost of the equipment may be deducted from the final check.

STAFF EMAIL

Staff will have an email account. Valley Life's expectation is that all emails will be replied to within 24 hours. (It is acceptable, to return an email, stating that you will reply within 72 hours if you are not prepared to handle the issue at that time). It is expected that teachers will utilize email as much as possible. Possible communications will be from the office, other staff and parents.

Email may be forwarded to a personal address if you chose. Or, you may check your email on our school's web page – right hand column that says "District email". Your email address is the first letter of your first name and your entire last name @ vlcs.org.

STUDENT TECHNOLOGY

Any time students are requested to sign up for technology- emails, Edmodo, etc, you must get parent permission prior to setting them up.

STUDENT ATTENDANCE ACCOUNTING

All core teachers will use a student data system in order to enter their attendance. Attendance must be entered by 8:30am every morning, failure to comply with this will result in written communication. Students that arrive to the classroom after 8:10 are marked tardy!

SCHEDULES

All staff will receive a schedule for the semester at the beginning of the semester.

SUPERVISION DUTY

See procedure folder for schedules and times.

STUDENT STUDY TEAMS

Valley Life works under Tulare County Office of Education, as our SELPA for Special Education Student Success Process Forms are on the VLCS staff links

1. Parents or teacher has a concern regarding the student's' academic success or behavior.
 - a. Teachers should share concerns with their grade level teams, to find alternatives to helping students learn.
 - b. check out the office copy of the "Pre-Referral Intervention Manual".
 - i. Documents the interventions and accommodations used.
2. Teacher complete the following forms
 - a. SST Referral Packet (This requires a reviewing the CUMULATIVE File)
 - b. Intervention/Accommodation documentation form (Continue using best practices.)
 - c. Parental consent form
3. Turn ALL forms into counseling dept
4. Administration and or other teachers to complete the *ABC simple observation form*
5. SST is set up, include: Teacher/Administration/Parents/Resource Teacher
 - a. At the SST, assign a following jobs:
 - i. Minutes-
 - ii. Teacher Assistant Team (TAT) Student intervention planning
 - iii. Schedule a follow up meeting for 30 days (about)

STUDENT DISCIPLINE

Our goal is to develop community leaders at all grade levels. Therefore we will have a strict student discipline procedure. Teachers should be consistent in discipline, as four office referrals will mandate a suspension. A form has been created for each classroom teacher, to send with their "leader" to specialty classes. The specialty teacher will indicate whether a child (or children) had exceptional behavior, or exceptionally poor behavior. Classroom teachers, may then send the student to the office, if they have had numerous infractions already. The below is what we currently have as a policy, however we are updating this in grade level collaboration.

I. Classroom behavior chart:

1. All students should start on "blue." If they have infractions (see below) they would move down to "yellow," then "red." IF they are already on "red" and move down again, they will be sent to the office.
2. As we desire to award students with positive discipline, students may also move up the scale- to green.

This option is used for the following issues:

-
- ✓ Defiance
 - ✓ Class disruptions
 - ✓ Profanity
 - ✓ Unsafe Behavior
 - ✓ Excessive talking
 - ✓ Failing to stay on task/work
 - ✓ Not following class rules
 - ✓ Failing to bring required materials to class

II. Major disciplinary referral form

This option is used for instances of:

- a. Physical altercation
- b. Profanity against a teacher or staff member
- c. Ethnic and racial slurs
- d. Verbal altercation
- e. Harassment
- f. Possession of a weapon/imitation weapon
- g. Furnishing/possessing/under the influence of a controlled substance
- h. Extreme defiance or disruption
- i. Falling below "red" on the classroom responsibility chart

III. In the event that a student must be sent to the office

1. Complete a "pink" office referral form
2. Call the office to let them know the student is on their way (with the form) or let the office know a student needs to be picked up from the class.
3. Students should bring their leadership notebooks, along with any other behavioral interventions that have previously been done.
4. Always send the student with some type of classwork to be completed.

PARENT DISRUPTIONS

Please be sure all visitors to your classroom have checked in at the office and received a visitor's pass. Students leaving prior to the end of the day will be called out of the classroom via phone. Do not allow a parent to walk in your class and take a child out.

Valley Life Charter is committed to a learning environment that fosters mutual respect among teachers, parents, and students. Communication between parents and teachers is encouraged to enhance each student's opportunity to achieve at the highest possible level. VLCS also encourages parent involvement in school related organizations such as site councils, parent group, and site foundations that assist the school in maximizing opportunities for teaching and learning. Valley Life Charter

Parents may contact teachers at the school site by telephone or by appointment. Valley Life Charter encourages positive communication and discourages volatile, hostile, or aggressive actions that could have a negative impact on the learning environment of both teachers and students.

The school is responsible for maintaining a reasonable, safe and harassment free workplace for students and staff, which includes preventing unauthorized persons from entering school/school grounds.

The Superintendent/Principal is authorized to develop an administrative regulation to assure a positive learning environment, free of disruptions, for teachers and students throughout the school.

The following regulations have been developed for dealing with individuals who disrupt/damage the educational environment through volatile, hostile, or aggressive actions:

DISRUPTIONS

Any individual who disrupts or threatens to disrupt school/office operations; threatens the health and safety of students or staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on school property, will be directed to leave school or property promptly by the Superintendent/Principal or designee and could be supported by law enforcement involvement.

If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the school employee will verbally notify the abusing party that the meeting, conference, or telephone conversation is terminated and, if the meeting or conference is on school premises, the offending person will be directed to leave promptly.

If violence is directed against an employee, or theft against property, the employee shall promptly report the occurrence to the principal or supervisor and complete a written report. Employees and supervisors should notify law enforcement officials and report any attack, assault or threat made against them on school/school premises or at school/school sponsored activities.

When an individual is directed to leave under such paragraph 1 or 2 circumstances, the Superintendent/Principal or designee shall inform the person that he/she will be guilty of a misdemeanor in accordance with California Education Code 44811 and Penal Codes 415.5 and 626.7, if he/she reenters any school facility within 30 days after being directed to leave, or within seven days if the person is a parent/guardian of a student attending that school.

If an individual refuses to leave upon request or returns before the applicable period of time, the Superintendent/Principal or designee shall notify law enforcement officials. An Incident Report should be completed for the situations as set forth in paragraphs 1 and 2.

APPEAL PROCEDURE

Any person who is asked to leave a public school building or grounds may appeal to the Superintendent/Principal or designee. This appeal shall be made no later than the second school day after the person has been directed to leave the school building or grounds. The Superintendent/Principal or designee shall render his/her decision with 24 hours after the appeal is made, and this decision shall be binding.

The decision of the Superintendent/Principal or designee may be appealed to Valley Life Charter School Board. Such an appeal shall be made no later than the second day after the Superintendent/Principal or designee has rendered his/her decision. The Board shall consider and decide the appeal at its next scheduled regular public meeting. The Board's decision shall be final.

NOTIFICATION PROCEDURE

The Superintendent/Principal or designee will be responsible for making both parents and teachers aware of school policy that promotes mutual respect including provisions for dealing with disruptions.

This Board Policy will be included in the Parent/Student Handbook given in the annual first day packet and will require a written acknowledgement of receipt.

If it is determined that a member of the public is in violation of the provisions of this policy, the individual should be counseled on the applicable Education Code and Board policy provisions at the time of the

EDUCATION CODE

32210 Disturbing School
44014 Assault on Personnel
44810 Person on School Grounds
44811 Insults and Abuses.

PENAL CODE

243.5 Arrest on School Grounds
415.5 Fighting on School Grounds
626.8 Entry of School by Person Not on Lawful Business
627.7 Refusal to Leave School Grounds.

FIELD TRIPS

SCHOOL SAFETY POLICY – FIELD TRIPS & EXCURSIONS

FIELD TRIPS & EXCURSIONS

The Board recognizes that field trips and excursions are important components of a student's development. Field trips and excursions are educationally sound and an important ingredient to the instructional program of the charter school. Such activities supplement and enrich classroom learning and encourage new interests among students, make them more aware of community resources and help students relate their educational experience to the outside world. Properly planned and executed, field trips and excursions enrich the Charter School's educational program and the social development of the Charter School's students. Field trips and excursions are to be planned and carried out with safety as a priority and in a manner that minimizes the charter school's legal liability and financial cost.

MONITORING FIELD TRIPS AND EXCURSIONS

The Principal of the School shall ensure that the effectiveness of field trips and excursions are monitored and continually evaluated to ensure that such activities continue to promote the goals and objectives of the Charter School's educational program and mission.

FIELD TRIP AND EXCURSION PLANNING AND APPROVAL

All field trips and excursions that take place must receive prior written approval by the principal of the school and the school board. All field trips must be approved by October. All requests must be submitted the Thursday before the board meeting. VLCS Board meetings are the 2nd Tuesday of the month. The principal of the school shall ensure that the sponsoring teacher has set out in writing the educational objective of the activity and how the proposed field trip or excursion relates to the charter school's educational program, the ratio of adult/students for the activity, and plans showing the best use of the students' learning time. Such plans must also provide that proper food and water will be available during the activity and the means of transportation to and from the activity. **Please take into consideration, any students requiring special accommodations for travel (i.e., wheelchair accessibility)**

Field trips and excursions, lasting longer than the school day require the above procedure and board approval. If the principal of the school or the board does not approve the field trip or excursion, the reasons for not approving the activity must be stated in writing. The principal of the school may exclude from the field trip or excursion any student whose presence on the field trip or excursion would pose a safety or disciplinary risk. The principal of the school shall not approve activities that he/she considers to be inherently dangerous to students.

PERMISSION SLIPS

No student will be permitted to go on a field trip or excursion without a permission slip signed by the student's parent or guardian. The permission slip shall include a waiver of all claims against the charter school, its employees and the State of California for injury, accident, illness or death occurring during or by reason of the field trip or excursion. **In addition, if the student takes medication, (i.e., inhaler, epi-pen) an In School Medication Form will also be required and the teacher must have received the appropriate training for the administration of the medication.** The permission slip shall include a current emergency telephone number for the student; any medications the student is required to take, along with the time and dosage required; and any medications the student is allergic to or other medical information necessary to ensure the student's safety. Please have these turned into the office for review 3 days before your field trip. One copy of the permission slip shall be filed with the principal of the charter school and one copy shall be given to the teacher to take on the field trip or excursion.

SUPERVISION OF FIELD TRIPS AND EXCURSIONS

The sponsoring teacher must be present to supervise the field trip or excursion. The Principal or his/her designee shall be designated as the emergency contact for the group on the field trip or excursion. A copy of each student's signed permission slip and a first aid kit shall be in the possession of the sponsoring teacher or accompanying School employee at all times during the field trip or excursion.

School employees shall not consume alcohol or use controlled substances (except for medications taken under a physician's orders) while accompanying and supervising students on a field trip or excursion. Any injuries or unusual incidents occurring during the field trip or excursion shall be documented in writing by the sponsoring teacher or other school employee accompanying the field trip or excursion.

CONDUCT

Students are under the jurisdiction of the Board at all times during the field trip or excursion and all school rules are to be adhered to at all times. Horseplay, practical jokes, harassment, taunting, rough play, aggressive or violent behavior, profanity, viewing of pornographic material, public displays of affection and use of alcohol or controlled substances during the field trip or excursion are strictly prohibited.

PARENT/GUARDIAN PARTICIPATION IN FIELD TRIPS AND EXCURSIONS

Parents/guardians are encouraged to participate in field trips and excursions to assist with supervision of students. All chaperones must be at least 21 years of age. Parents/guardians accompanying the School group shall receive clear information regarding their responsibilities from the sponsoring teacher. Prior to the field trip or excursion, the principal of the school or his/her designee may hold a meeting for parents/guardians accompanying the School group as supervisors to discuss, among other things, safety and the importance of safety-related rules for the field trip or excursion, how to keep a group together and what to do if an emergency occurs. Parents/guardians will be assigned a specific group of students and shall be responsible for the continuous monitoring of these students at all times. Parents/guardians shall not consume

alcohol or use controlled substances (except for medications taken under a physician's orders) while accompanying and supervising students on a field trip or excursion.

TRANSPORTATION/CHAPERONS

Consideration will be given to the safest mode of transportation and the safest routes of travel. If travel is by van, the legal occupancy limit must not be exceeded. Seat belts are to be used at all times while traveling in private vehicles.

If transportation for the field trip or excursion is provided by private vehicle, the employee or parents/guardians shall complete a Vehicle Use Agreement. It is preferred and strongly recommended that parents take a Defensive Driving Course. In addition, employees and parents/guardians shall also provide the School with a copy of their:

- Department of Motor Vehicles Record;
- Proof of liability insurance with at least \$300,000 combined single limit auto liability insurance;
- Acknowledgement in writing that their insurance carrier is the primary agent responsible for insurance for the field trip or excursion;
- Acknowledgment in writing that their vehicle is in safe and operable condition;
- A copy of a valid California Driver's License.

Employees and Parents/guardians who have been convicted of a misdemeanor or felony drunk driving, or cited with more than one moving violation within the past year will not be authorized to drive students.

DEFRAYING EXPENSES OF FIELD TRIPS AND EXCURSIONS

Students may help defray field trip and excursion costs through donations. A student may not be denied the privilege of participating in a field trip or excursion due to lack of funds. Other approved funding may also offset expenses of field trips and excursions. The sponsoring teacher must provide alternative educational activities for those students not participating in the field trip.

When requesting a field trip for your class, or group, please complete the field trip request form and turn it into administration for approval. Field trips that are 50 miles from Visalia must have board approval. You may copy this page, or find it on dropbox.

Teacher/Group requesting trip _____

Date of request _____ Date of trip _____

Is this an overnight trip? _____

Name of trip _____

Destination _____

Anticipated number of students _____

Anticipated grades of students _____

Mode of transportation _____

Anticipated cost _____

Reason for trip _____

Outcomes (what will the students learn from this trip?) _____

ROLE OF STAFF AS MANDATED CHILD ABUSE REPORTERS

All non-certificated and certificated staff will be mandated child abuse reporters and will follow all applicable reporting laws, the same policies and procedures used by the School/district.

As of January AB 1432 – California Educator: Mandated Reporter Training Update

The Child Abuse Mandated Reporter Training California website team worked with the California Department of Social Services and the California Department of Education to develop a new online training for educators. The new Mandated Reporter Training for Educators will satisfy the requirements of AB 1432. This is a stand alone training that does not require the General Training to be taken first.

- Call the 24 hour hotline 1(800) 331-1585
- Fill out a Suspected Child Abuse Report form available in the procedures folder.
- After form is filled out, keep a copy for your personal and confidential files.
- Mail report to: CWS Screening Unit, PO BOX 671, Visalia CA 93279

MANDATED REPORTING FORM

SUSPECTED CHILD ABUSE REPORT

To Be Completed by Mandated Child Abuse Reporters Pursuant to Penal Code Section 11166

CASE NAME: _____

CASE NUMBER: _____

PLEASE PRINT OR TYPE

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

SS 8572 (Rev. 12/02)

DEFINITIONS AND INSTRUCTIONS ON REVERSE

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

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

CONFIDENTIAL NOTICE

Employee Name: _____ Warning Date: _____ ID Number: _____

Violation(s)

<ul style="list-style-type: none">_ Attendance_ Breach of Company Policy_ Carelessness_ Conduct_ Creating a Disturbance_ Failure to Follow Instructions_ Insubordination_ Performance	<ul style="list-style-type: none">_ Personal Work_ Safety_ Tardiness_ Unauthorized Absence_ Work Quality / Accuracy_ Work Quantity / Output_ Willful Damage to Company Property_ Other
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Description of Violation(s):

Further misconduct or violation(s) may result in disciplinary action, up to and including immediate termination. I have read this Notice and understand it.

You may respond in writing, within 3 days if you choose. This notice, as well as any pertinent attachments, and your response (if warranted) will be placed in your personnel file.

Teacher Signature	Date
Administrator Signature	Date
HR. Signature	Date

RECEIPT OF COPY OF HANDBOOK- ACKNOWLEDGEMENT FORM

I understand by signing this receipt of copy. I have had a review of items and updates in the 2017-18 VLCS employee handbook. I understand I must be proactive and take time to review this handbook to ensure I comply with policies and practices. These are the policies and practices that govern staffing at Valley Life Charter School. Failure to abide by these policies and procedures may incur a notice of unprofessional conduct in my file.

Print Name: _____

Signature: _____

Position: _____

Date: August 2017 for the 2017-18 school year