

EMPLOYEE HANDBOOK



620 Canal Street, P.O. Box 488

Hamilton City, CA 95951

530-826-3261

www.husdschools.org

The Hamilton Unified School District will provide a safe, rigorous, and engaging educational experience that promotes student academic success, respect, and citizenship in a caring environment.



HAMILTON UNIFIED SCHOOL DISTRICT

620 Canal Street
P.O. Box 488, Hamilton City, CA 95951
TEL 530-826-3261 | FAX 530-826-0440

Jeremy Powell, Ed. D.
Superintendent

Hamilton Unified School District Employee:

Welcome to the Hamilton Unified School District! Each employee in our district makes an important contribution to the education, well-being, and safety of all of our students, and we are glad you have chosen to join our team.

There are many ways for you to find out about your rights, responsibilities, benefits, and other employment information of interest to you as an employee. This employee handbook provides a general overview of employment, contact information, and policies, as well as links to forms you might need at some time during your employment with us. Your supervisor will provide you with additional information directly related to your assignment.

Please sign and return the acknowledgement form on the page following the table of contents showing you received the District employee handbook. Or click [here](#) to sign via the Google form.

Providing quality support to our employees is at the heart of our mission, and I encourage you to contact us at the District Office to access employee services and resources.

Again, I want to thank you joining our district and wish you many productive and memorable years here.

Dr. Jeremy Powell,
Superintendent

BOARD OF TRUSTEES

Gabriel Leal, President | Hubert "Wendall" Lower, Clerk
Rod Boone, Trustee | Ray Odom, Trustee | Genaro Reyes, Trustee



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EMPLOYEE HANDBOOK ACKNOWLEDGMENT FORM – EMPLOYER COPY

Please returned signed to the Human Resources Department by September 30th of each school year (or the preceding day if the 30th falls on a weekend).

 You may also sign this form electronically by completing the Google Form [here](#). 
You must be signed into your husdschools.org email to submit.

This will acknowledge my receipt of Hamilton Unified School District’s Employee Handbook and my responsibility to become familiar with its contents. I further understand and agree to the following:

1. This handbook represents a brief summary of some of the more important District policies relative to employment, but not intended to be all-inclusive of District policies or practices.
2. Hamilton Unified School District retains the sole right in its business judgment to modify, suspend, interpret, or cancel, in whole or in part, at any time, and with or without notice, any of the published or unpublished personnel policies or practices.
3. Hamilton Unified School District does not recognize verbal or implied contracts for employment. The Superintendent shall have the authority to hire new employees. Such employment agreements will only be valid and binding when the agreement is set forth in a written document prepared by the District and signed by the employee.
4. The contents of this manual do not constitute an expressed or implied contract of employment.
5. I understand the Nondiscrimination and Harassment policies, Sexual Harassment policies, Child Abuse Prevention and Reporting policies and will abide by them.

Employee's Name (Print or type): _____

Employee’s Signature: _____ Date: _____

HAMILTON UNIFIED SCHOOL DISTRICT GOVERNING SCHOOL BOARD

The HUSD School Board operates under laws enacted by the state legislators and is responsible for the general welfare of the district.

The five member-citizens are elected at large and serve terms of four years. Terms of office are staggered and elections are held in even numbered years.

Members of the Governing School Board:

- Wendell (Hubert) Lower, President
- Rod Boone, Clerk
- Gabriel Leal
- Ray Odom
- Genaro Reyes

Regular Governing School Board Meetings

Meetings typically take place on the fourth Wednesday of each month at 6:00 p.m. in the Hamilton High School Library, 620 Canal Street, Hamilton City, CA 95951 unless otherwise noted on the posting/agenda.

HAMILTON UNIFIED SCHOOL DISTRICT SUPERINTENDENT

The School Board appoints the Superintendent. They are the authorized agent of the Board, and are charged with the administrative operations of the District. The Superintendent is responsible for the execution of the policies set by the Board.

PURPOSE/NOTICE TO ALL EMPLOYEES

This handbook outlines the employment practices, policies, procedures, and benefits pertaining to classified and certificated employees in the Hamilton Unified School District. Because information is periodically updated, employees should check with their supervisor to see if changes have occurred should the employee have any questions; it is a common reference to the basic information that governs an individual's employment with the District.

Please note that this handbook does not contain a listing of all policies mentioned relating to employment but it is only a general outline.

It is recommended that copies of the negotiated agreements between Hamilton Unified School District and the California School Employees Association Chapter 623 (CSEA) and the Hamilton Teachers Association/CTA (HTA) are made available to the new employee (if their position is owned by that union). Both of these agreements are available at www.husdschools.org.

This manual neither implies nor establishes a contract between Hamilton Unified School District and the employee. The contents of this employee handbook summarize current District policies and programs and are intended as guidelines only. Hamilton Unified School District retains the

right to change, modify, suspend, interpret, or cancel in whole or in part any of the published or unpublished personnel policies or practices of the District.

The policies and procedures for personnel administration are enacted by Hamilton Unified School District in order to further the following goals:

- A. To provide uniform and sound personnel administrative systems throughout the District;
- B. To inform employees of the general policies and procedures of the District and the benefits and obligations of employment with the District;
- C. To ensure that all personnel actions are based upon employee qualifications (knowledge, skills and abilities) and job performance, and comply with federal and state law;
- D. To serve as written documentation of Hamilton Unified School District's commitment to fair employment practices and equal employment opportunity;
- E. To assist managers in carrying out sound, equitable, and consistent personnel administration and in making effective use of his/her human resources;
- F. To promote and encourage communication between the employer or Supervisor and the employee;
- G. To protect the rights of the employee and employer throughout the employment relationship and to ensure that the responsibilities of both parties are carried out.

TITLE IX: NON-DISCRIMINATION

Board policy prohibits unlawful discrimination against and/or harassment of District employees and job applicants on the basis of gender as defined by federal law in Title IX. Title IX of the Education Amendments of 1972 prohibits sex discrimination in education programs or activities that receive federal financial assistance. As amended by the Civil Rights Restoration Act of 1987, the definition of the term "program or activity" includes all operations of an educational institution, governmental entity, or private employer that receives federal funds. The District prohibits sexual discrimination in all aspects of employment and programs and activities.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the Hamilton Unified School District to enhance the quality of education and actively promote equal employment opportunities. Hamilton Unified School District is committed to providing equal employment opportunity for all persons regardless of religion, sex, age, national origin, or disability. Equal opportunity extends to all aspects of the employment relationship, including hiring, transfers, recruiting, layoff and recall, promotions, training, terminations, working conditions, compensation, fringe benefits, retirement plans, disability leave and other terms and conditions of employment.

HUSD complies with federal and state equal employment opportunity laws and strives to keep the workplace free from all forms of harassment, including sexual harassment. HUSD considers harassment and discrimination in all forms to be a serious offense. Employees who have been subject to prohibited discrimination or harassment should immediately report the incident to his/her Supervisor.

Hamilton USD

Board Policy - Nondiscrimination In Employment: BP 4030

Personnel

The Governing Board is determined to provide a safe, positive environment where all district employees are assured of full and equal employment access and opportunities, protection from harassment and intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. For purposes of this policy, employees include job applicants, interns, volunteers, and persons who contracted with the district to provide services, as applicable.

No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, color, ancestry, national origin, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran or military status, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics.

The district shall not inquire into any employee's immigration status nor discriminate against an employee on the basis of immigration status, unless there is clear and convincing evidence that the district is required to do so in order to comply with federal immigration law. (2 CCR 11028)

Discrimination in employment based on the characteristics listed above is prohibited in all areas of employment and in all employment-related practices, including the following:

1. Hiring, compensation, terms, conditions, and other privileges of employment
2. Taking of adverse employment actions such as termination or denial of employment, promotion, job assignment, or training
3. Unwelcome conduct, whether verbal, physical, or visual, that is so severe or pervasive as to adversely affect an employee's employment opportunities or that has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile, or offensive work environment
4. Actions and practices identified as unlawful or discriminatory pursuant to Government Code 12940 or 2 CCR 11006-11086, such as:
 - a. Sex discrimination based on an employee's pregnancy, childbirth, breastfeeding, or any related medical condition or on an employee's gender, gender expression, or gender identity, including transgender status
 - b. Religious creed discrimination based on an employee's religious belief or observance, including religious dress or grooming practices, or based on the district's failure or refusal to use reasonable means to accommodate an employee's religious belief, observance, or practice which conflicts with an employment requirement
 - c. Requiring medical or psychological examination of a job applicant or making an inquiry into whether a job applicant has a mental or physical disability or a medical condition or as to the severity of any such disability or condition, without the showing of a job-related need or business necessity
 - d. Failure to make reasonable accommodation for the known physical or mental

disability of an employee or to engage in a timely, good faith, interactive process with an employee who has requested such accommodations in order to determine the effective reasonable accommodations, if any, to be provided to the employee

The Board also prohibits retaliation against any district employee who opposes any discriminatory employment practice by the district or its employees, agents, or representatives or who complains, reports an incident, testifies, assists, or in any way participates in the district's complaint process pursuant to this policy. No employee who requests an accommodation for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of whether the request was granted. (Government Code 12940; 2 CCR 11028)

No employee shall, in exchange for a raise or bonus or as a condition of employment or continued employment, be required to sign a release of the employee's claim or right to file a claim against the district or a nondisparagement agreement or other document that has the purpose or effect of preventing the employee from disclosing information about harassment, discrimination, or other unlawful acts in the workplace, including any conduct that the employee has reasonable cause to believe is unlawful. (Government Code 12964.5)

Complaints concerning employment discrimination, harassment, or retaliation shall immediately be investigated in accordance with procedures specified in the accompanying administrative regulation.

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment, including harassment of an employee by a nonemployee, shall report the incident to the Superintendent or designated district coordinator as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately.

The Superintendent or designee shall use all appropriate means to reinforce the district's nondiscrimination policy, including providing training and information to employees about how to recognize harassment, discrimination, or other prohibited conduct, how to respond appropriately, and components of the district's policies and regulations regarding discrimination. The Superintendent or designee shall regularly review the district's employment practices and, as necessary, shall take action to ensure district compliance with the nondiscrimination laws.

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

The district shall maintain and preserve all applications, personnel, membership, or employment referral records and files for at least four years after the records are initially created or received or, for an applicant or a terminated employee, for four years after the date the employment action was taken. However, when the district is notified that a complaint has been filed with the California Department of Fair Employment and Housing, records related to the employee involved shall be maintained and preserved until the later of the first date after the time for filing a civil action has expired or the first date after the complaint has been fully and finally disposed of and all administrative proceedings, civil actions, appeals, or related proceedings have been terminated. (Government Code 12946)

Original Adopted Date: 02/22/2017 | Last Revised Date: | Last Revised Date: 05/25/2022 | Last Reviewed Date: | Last Reviewed Date: 05/25/2022

Hamilton USD

Administrative Regulation - Nondiscrimination In Employment: AR 4030

Personnel

All allegations of discrimination in employment, including those involving an employee, job applicant, intern, volunteer, or other person contracted to provide services to the district shall be investigated and resolved in accordance with procedures specified in this administrative regulation.

The district designates the position identified below as its coordinator for nondiscrimination in employment (coordinator) to organize and manage the district's efforts to comply with state and federal nondiscrimination laws and to answer inquiries regarding the district's nondiscrimination policies. The coordinator may be contacted at:

Superintendent
PO Box 488
Hamilton City, CA 95951

Measures to Prevent Discrimination

To prevent unlawful discrimination, harassment, and retaliation in district employment, the Superintendent or designee shall implement the following measures:

1. Display in a prominent and accessible location at every work site where the district has employees, and post electronically in a conspicuous location on computers for employee use, up-to-date California Department of Fair Employment and Housing (DFEH) posters on the prohibition of workplace discrimination and harassment, the rights of transgender employees, and the rights and obligations of employees who are pregnant, have a related medical condition, or are recovering from childbirth (Government Code 12950; 2 CCR 11013, 11023, 11049)
2. Publicize the district's nondiscrimination policy and regulation, including the complaint procedures and the coordinator's contact information, by: (5 CCR 4960; 34 CFR 100.6, 106.9)
 - a. Including them in each announcement, bulletin, or application form that is used in employee recruitment
 - b. Posting them in all district schools and offices, including staff lounges and other prominent locations
 - c. Posting them on the district's web site and providing easy access to them through district-supported social media, when available
3. Disseminate the district's nondiscrimination policy and administrative regulation to all employees by one or more of the following methods: (2 CCR 11023)
 - a. Printing and providing a copy to all employees, with an acknowledgment form for

- each employee to sign and return
 - b. Sending a copy via email with an acknowledgment return form
 - c. Posting a copy on the district intranet with a tracking system ensuring all employees have read and acknowledged receipt of the policies
 - d. Discussing the policy and regulation with employees upon hire and/or during a new hire orientation session
 - e. Any other way that ensures employees receive and understand the policy
4. Provide to employees a handbook which contains information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to employees who believe they have been the victim of any discriminatory or harassing behavior
 5. Provide training regarding the district's nondiscrimination policy, including what constitutes unlawful discrimination, harassment, and retaliation and how and to whom a report of an incident should be made. The district may also provide bystander intervention training to employees which includes information and practical guidance on how to recognize potentially problematic behaviors and which may motivate them to take action when they observe such behaviors. The training and education may include exercises to provide employees with the skills and confidence to intervene as appropriate and to provide them with resources they can call upon that support their intervention. (Government Code 12950.2)
 6. Periodically review the district's recruitment, hiring, and promotion processes and regularly monitor the terms, conditions, and privileges of employment to ensure district compliance with law
 7. For any district facility where 10 percent of employees have a language other than English as their spoken language, translate the policy into every language spoken by at least 10 percent of the workforce (2 CCR 11023)

Complaint Procedure

Complaints of sexual harassment shall be investigated and resolved in accordance with AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures if the alleged conduct meets the definition of sexual harassment pursuant to 34 CFR 106.30.

Any other complaint alleging unlawful discrimination or harassment shall be addressed in accordance with the following procedures:

1. Notice and Receipt of Complaint: A complainant may inform a direct supervisor, another supervisor, the coordinator, the Superintendent or, if available, a complaint hotline or an ombudsman. The complainant's direct supervisor may be bypassed in filing a complaint when the supervisor is the subject of the complaint

The complainant may first attempt to resolve the situation informally with the complainant's supervisor before filing a written complaint.

A supervisor or manager who has received information about an incident of discrimination or harassment, or has observed such an incident, shall report it to the coordinator, whether or not the complainant files a written complaint.

The written complaint should contain the complainant's name, the name of the individual who allegedly committed the act, a description of the incident, the date and location where the incident occurred, any witnesses who may have relevant information, any available evidence of the discrimination or harassment, and any other pertinent information which may assist in investigating and resolving the complaint.

2. Investigation Process: The coordinator shall initiate an impartial investigation of an allegation of discrimination or harassment within five business days of receiving notice of the alleged discriminatory or harassing behavior, regardless of whether a written complaint has been filed or whether the written complaint is complete.

The coordinator shall meet with the complainant to describe the district's complaint procedure and discuss the actions being sought by the complainant in response to the allegation. The coordinator shall inform the complainant that the investigation of the allegations will be fair, timely, and thorough and will be conducted in a manner that provides all parties due process and reaches reasonable conclusions based on the evidence collected. The coordinator shall also inform the parties that the investigation will be kept confidential to the extent possible, but that some information may be disclosed as necessary to conduct an effective investigation.

If the coordinator determines that a detailed fact-finding investigation is necessary, the investigation shall begin immediately. As part of this investigation, the coordinator should interview the complainant, the person accused, and other persons who could be expected to have relevant information.

The coordinator shall track and document the progress of the investigation to ensure reasonable progress and shall inform the parties as necessary. When necessary to carry out the investigation or to protect employee safety, the coordinator may discuss the complaint with the Superintendent or designee, district legal counsel, or the district's risk manager.

The coordinator shall also determine whether interim measures, such as scheduling changes, transfers, or leaves, need to be taken before the investigation is completed in order to prevent further incidents. The coordinator shall ensure that such interim measures do not constitute retaliation.

3. Written Report on Findings and Remedial/Corrective Action: No more than 20 business days after receiving the complaint, the coordinator shall conclude the investigation and prepare a written report of the findings. This timeline may be extended for good cause. If an extension is needed, the coordinator shall notify the parties and explain the reasons for the extension.

The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If a determination has been made that discrimination or harassment occurred, the report shall also include any corrective action(s) that have been or will be taken to address the behavior, provide appropriate options for remedial actions and resolutions for the complainant, and ensure that retaliation or further discrimination or harassment is prevented. The report shall be presented to the Superintendent or designee.

A summary of the findings shall be presented to the complainant and the person accused.

4. Appeal to the Governing Board: The complainant or the person accused may appeal any findings to the Board within 10 business days of receiving the written report of the coordinator's findings. The Superintendent or designee shall provide the Board with all information presented during the investigation. Upon receiving an appeal, the Board shall schedule a hearing as soon as practicable. Any complaint against a district employee shall be addressed in closed session in accordance with law. The Board shall render its decision within 10 business days.

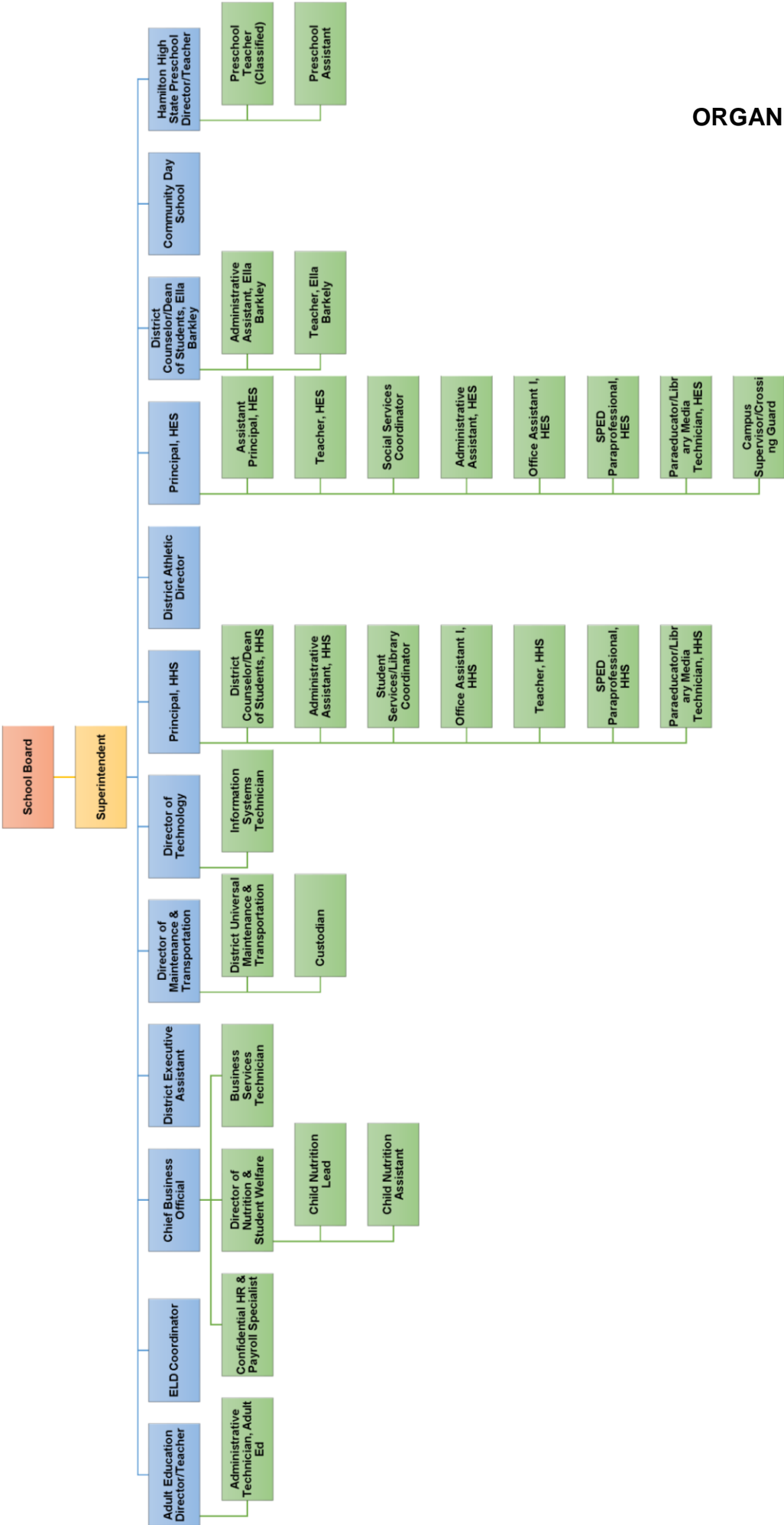
Other Remedies

In addition to filing a discrimination or harassment complaint with the district, a person may file a complaint with either DFEH or the Equal Employment Opportunity Commission (EEOC). The time limits for filing such complaints are as follows:

1. For filing a complaint with DFEH alleging a violation of Government Code 12940-12952, within three years of the alleged discriminatory act(s), unless an exception exists pursuant to Government Code 12960 (Government Code 12960)
2. For filing a complaint with EEOC, within 180 days of the alleged discriminatory act(s) (42 USC 2000e-5)
3. For filing a complaint with EEOC after first filing a complaint with DFEH, within 300 days of the alleged discriminatory act(s) or within 30 days after the termination of proceedings by DFEH, whichever is earlier (42 USC 2000e-5)

Original Adopted Date: 02/22/2017 | Last Revised Date: | Last Revised Date: 09/23/2020 | Last Reviewed Date: | Last Reviewed Date: 09/23/2020

ORGANIZATIONAL CHART



OUR DISTRICT & SCHOOLS

SITE NAME	ADDRESS	PHONE NUMBER	FAX NUMBER
Hamilton Unified School District	620 Canal Street PO Box 488 Hamilton City, CA 95951	(530) 826-3261	(530) 826-0440
Hamilton High School	620 Canal Street PO Box 488 Hamilton City, CA 95951	(530) 826-3261	(530) 826-0440
Hamilton Elementary School	277 Capay Ave PO Box 277 Hamilton City, CA 95951	(530) 826-3474	(530) 826-0419
Ella Barkley High School	300 Sixth Street PO Box 488 Hamilton City, CA 95951	(530) 826-3331	(530) 826-3929
Community Day School <i>(Currently Inactive Due to No Enrollment)</i>	535 Sacramento Ave PO Box 488 Hamilton City, CA 95951	N/A	N/A
Hamilton Adult School	535 Sacramento Ave PO Box 488 Hamilton City, CA 95951	(530) 826-3261 Ext. 3001 or 3005	(530) 826-3929
Hamilton High State Preschool	300 6 th Street PO Box 488 Hamilton City, CA 95951	(530) 826-0341	(530) 826-3929

PHONE DIRECTORIES
Hamilton Elementary School

HAMILTON ELEMENTARY SCHOOL DIRECTORY					
2023-24					
	Last Name	First Name	EXT.	Title	Location
Office	Tellechea	Ulises	5004	Principal	HES ADMIN
	Sawyer	Maggie	5023	Assistant Principal/ELD Coordinator	
	Marínez-Barron	Jazmin	5006	Administrative Assistant	
	Rivera	Rosa	5005	Office Assistant	
	Camarena	Dianna	5012	Social Services Coordinator	404
Teachers	Almaraz	Maricela	5050	5th Grade (DI)	608
	Alvarez	Maria Elena	5009	1st Grade (DI)	401
	Avakian	Amanda	5026	7-8 Grade Math	201
	Bryan	Trudy	5017	2nd Grade	402
	Carter	Bertha	5013	K/1st Grade	503
	Cox	Liz	5014	Intervention Specialist	406
	Curiel	Aimee	5025	Kindergarten (DI)	501
	Cruz	Bryan	5047	4th Grade	307
	Duenas	Jocelyne	5021	7-8 Grade Social Studies	204
	Esquivel	Maria (Lupita)	5015	2nd Grade (DI)	405
	Firth	Jenny	5041	7-8 Grade ELA	203
	Godínez	Blanca	5016	4th Grade (DI)	301
	Hall	Kayla	5033	6-8 Grade Elective	306
	Heffley	Nancy	5027	TK	502
	Hernandez	Maribel	5018	3rd Grade (DI)	304
	Heyl	Trevor	5051	5th Grade	607
	Larson	Lynn	5020	6th Grade (Math/Science/SEL/PE)	606
	Llamas	Maria (Chuy)	5022	6th Grade (ELA/SS/Spanish/)	305
	Nall	Derek	5034	7-8 Grade Phys Ed	206
	Quiroz	Gelsey	5011	7-8 Grade Science	205
Whittaker	Shelley	5037	3rd Grade	102	
Other District Staff	Fuentes	Nancy	5008	Nurse's Office	Office
	Moreno	Erin	5038	Director of Nutrition and Student Welfare	Kitchen
	Sean/Doris		5039	Child Nutrition	
Other	Library		5040	Room 202	
	Conference Room		5036	Room 101	
	Staff Room		5045	Office	
	B&G Teen Center		5024	Room 609	
	Counseling Room 1		5049	Room 308	
	Lobo Zen Den		5048	Room 403	
	Nancy Heffley	Student Support	5033	Room 202	
	Louis Mullen	B&G Club	5035	Room 303	
Learning Center	Meyer	Nicole	5031	Speech Specialist	302
	Wylie	Eden	5030	Special Ed Teacher	603
	Taylor	Kile	5042	Special Ed Teacher	603
	Ellis	Ariel	5032	School Psychologist	603
	Learning Center Classroom		5043	Learning Center	603
Pre-School	Baker	Martha	5029	A Class	
	Valdivia	Irene	5044	B Class	
	Contreras	Maritza	5028	Family Resource Assistant	
District Office	Powell, Ed. D.	Jeremy	6005	Superintendent	HUSD District Office
	Carrier	Courtney	6011	Executive Administrative Assistant	
	Hamman	Kristen	6012	CBO	
	Towne	Jolene	6004	HR/Payroll	
	DeVries	Christine	6013	District Account Clerk	
	Joksch	Alan	6020	Director of Facilities	
	Watson	Mike	6007	Information Systems Technician	
	James	Frank	6008	Information Systems Technician	

**Hamilton High School
Phone Extensions: 2023-24**

««HHS Office««		
Cris Oseguera	1008	Office
Cristina Diaz	1009	Office
Cristian Aguilar	1010	Office
	1014	ASB Office
««Teachers««		
Bocast, Raquel	1025	3
Bladorn, Emily	1031	8
Anderson, Elyse		
Brown, Hogan	1028	5
Buck, Bryan	1041	18
Charlon, Alex	1029	6
Cruz, Claudia	1037	14
Garcia, Paula	1021	Gym
	1012	Girls Lkr
	1020	Adult ED
Gonzalez, Rina	1024	1
Hansen, Mary	1032	9
Hautala, Ashley	1034	11
	1043	13
Hernandez, Patty	1042	2
Jarvis, Matt	1038	15
	1021	Gym
	1017	Comp Lab
Levine, Adam	1015	4
Lohse, Janice	1043	13
	1036	AG Office
Martin, Andrew	1034	11
Mello, Ellese	1030	7
Steele, Matt	1026	20
Vogelesang, Margrit	4001	Preschool
	826-0341	
Brown, Kim	1039	16
Von Kleist, Amanda	1040	17

««District««	
Dr. Jeremy Powell, Superintendent	6005
Courtney Carrier, District AA	6011
Kristen Hamman, CBO	6012
Jolene Towne, HR	6004
Chris Devries, AP	6013
Frank James, Tech	6008
Mike Watson, Tech	6007
Erendida Moreno, Cafeteria	5038
Silvia Robles, Adult Ed	3005
Marisol Vera, Adult Ed AA	3001
Alan Joksch: Maintenance	6020
	228-5550

««Elementary««	
Ulises Tellechea	5004
Maggie Sawyer	5023
Jazmin Martinez	5006
Rosa Rivera	5005
Dianna Camarena	5008
Kylee Paulos, Nurse	330-3125
Sara Morse, Nurse	228-9443

««Other Staff on Campus««		
Kelly Langan	1018	Library
María Reyes	1007	Library
	2004	Ella
Lupe Funderburk	1027	Library
Marcie Rivera-Lozano	1023	Café
Hugo Palacios	1016	Gear-Up
Martha Jaeger	2001	Ella Office
Counselor Room	1011	Library

««Other Numbers««	
HC Post Office	826-3200
HCCSD	826-3208
Capay Elementary School	865-1222
Plaza Elementary School	865-1250
Lake Elementary School	865-1255
Notre Dame Catholic	342-2502
Nord Country Day	891-3138



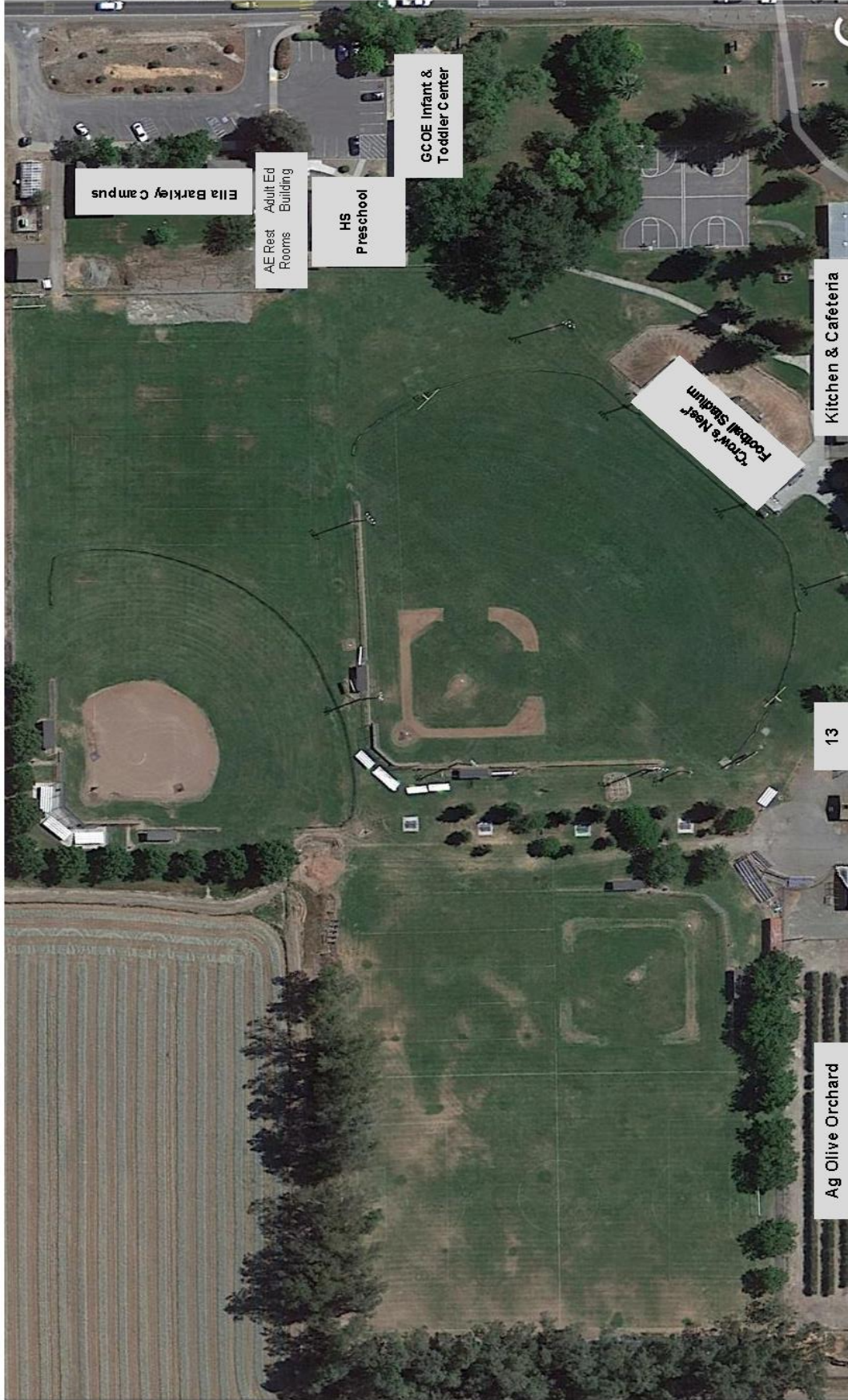
SCHOOL SITE MAPS
Hamilton Elementary School

HAMILTON ELEMENTARY SCHOOL
CAMPUS MAP



Hamilton High School/Ella Barkley High School

**HAMILTON HIGH SCHOOL
CAMPUS MAP – FACILITIES/ELLA BARKLEY**



QUESTIONS? WHO DO I CONTACT?

SUBJECT	STAFF MEMBER
<ul style="list-style-type: none"> • Payroll • Benefits • Absence/vacation/sick leave, etc. • Contract information • Credentials • Job postings 	HR and Payroll Specialist
<ul style="list-style-type: none"> • Board items/information • District calendar • Meeting with Superintendent 	District Executive Assistant
<ul style="list-style-type: none"> • Classroom budget information/balances 	Chief Business Official
<ul style="list-style-type: none"> • Computer • Internet connectivity • Printing, etc. 	Information Systems Technician
<ul style="list-style-type: none"> • Purchasing items • Purchase orders (PO's) • Classroom supplies 	Business Services Technician
<ul style="list-style-type: none"> • Student attendance information 	Administrative Assistant or Office Assistant
<ul style="list-style-type: none"> • Student enrollment and cumulative files 	Administrative Assistant (specific to school site)
<ul style="list-style-type: none"> • Student discipline 	Site Principals/Assistant Principal/Dean of Students

Emergency Communications

- If there is an **EMERGENCY** in my classroom how can I best contact the office?
 - From your classroom phone, Dial 5555.
 - This will ring all phones in the office

Ordering & Purchasing

- Once a requisition has been given to the site administrative assistant, what is the timeline for approval/order?
 - You will get notification of either approval, denial, and PO # within **10 business days**. If you have not heard back within 10 days, reach out to Chris DeVries.
 - Once your requisition has been approved and ordered, you will receive an email from Chris DeVries.

**The District cannot control how long it takes for items to be delivered.
- Once Items are delivered to the District, how long until the original requisitioner is notified and items delivered?
 - Once received by the District Office, items will be verified and delivered within 48 hours.
 - All items will be delivered to your school's office.

Parent Communication:

- How should I communicate with the parents of my students?
 - All electronic parent communication should be done through Parent Square. Please do not use personal texts or other third-party apps.
 - The District will be providing further training on the use of Parent Square for parent communication.

Technology

- Which Wi-Fi should I be connecting to?
 - HUSD-Private – This is for all HUSD-owned devices, or GCOE devices.

- If you believe you have an HUSD-owned device, but cannot connect to HUSD-Private, please send an email to: Tech@husdschools.org. Please include the issue and a screenshot.
 - HUSD-Chromebook – This is for Chromebooks only. You shouldn't be connecting to this unless you're on a Chromebook.
 - HUSD-Device – This is a special-use network. Thermostats, Cameras, Alarms, Vape Detectors, and task-specific Cell phones.
 - HUSD-Public – This network is for non-HUSD devices who request access to our network. This network is password protected. Please see Mike to request login.
 - HUSD-Student- This is the open network for all community members non-password protected. This network will be available beginning December 1, 2022.
- 2. Which Wi-Fi should I use for my personal cell phone/tablet/laptop?
 - You should use HUSD-Public or your personal data plan.
- 3. Which Wi-Fi should the students connect to?
 - If students are using their District Chromebook, they should automatically log in to HUSD-Chromebook.
 - If students are using their personal device they can log in to HUSD-Student starting December 1, 2022.

Ticketing: Technology & Maintenance

- When should I enter a maintenance/technology ticket versus when should I call/email?
 - If the issue can wait an hour or more, use the maintenance or technology ticket system.
 - If the issue cannot wait an hour, please text or call
 - Maintenance: 530-228-5550
 - Technology: 530-321-9832
 - When you enter a ticket, it shows up immediately in email and will remain open until it is manually closed. This is a good reminder if technology or maintenance are very busy.
- How should I request work be completed (Technology or Maintenance) when off-site?
 - If you are in need to enter either a technology or maintenance ticket and you are off-site you can email to the following (this will create a ticket):
 - Technology: tech@husdschools.org
 - Maintenance: operations@husdschools.org
 - Transportation requests MUST be done while within our Network and on site

EMPLOYMENT/EMPLOYEE INFORMATION

First Day of Work

Before beginning work, employees must successfully complete:

- A pre-employment physical TB test.
- A criminal background check including a fingerprint clearance.
- Completion of required new hire forms
- Some positions require drug testing clearance

New certificated employees must provide:

- Verification of transcripts for appropriate salary placement
- Valid credential(s) authorizing the assignment for which the employee is being employed

Employees will receive information and an opportunity to ask questions. New employees will receive a basic orientation from their Supervisor.

This orientation will also include information on:

- Site personnel procedures
- Job duties and responsibilities
- Performance expectations and evaluations procedures
- Where to obtain materials and/or equipment
- Where to go for assistance

Categories of Employment

The Certificated Employee: works in a position that requires a credential issued by the California Commission on Teacher Credentialing. Certificated positions include classroom teachers, specialists, librarians, nurses, counselors, psychologists, and administrators.

There are several categories of certificated employment in the district:

- *Tenured* - a certificated employee who has satisfactorily completed two years of probationary status. Tenured status begins on the first workday of the third consecutive school year with the district.
- *Probationary* - a certificated employee contracted for the school year in a position requiring certification qualifications who has not been classified as tenured, temporary, or as a substitute.
- *Temporary* - a certificated employee assigned temporarily whose funding of a limited nature, or who is a replacement for a teacher or administrator on a board-approved leave.
- *Substitute* - an employee who replaces a teacher or administrator who is temporarily absent from duty.

Please refer to CA Education Code and www.cta.org for more information

The Classified Employee: Most positions not requiring teaching or related credentials are termed “classified.”

Such positions are termed “classified” because they are grouped according to the type of job duties and level of responsibility in order to establish job families and levels. Classified employees work in such diverse jobs as: Administrative Assistant, Custodian, Business Services Technician, Paraeducator/Library Media Technician, District Custodian, Child Nutrition Services Worker, and Office Assistant, etc.

There are several categories of classified employment in the district:

- *Permanent* - An employee who has satisfactorily completed 6 months on a probationary period.
- *Probationary* - An employee who is serving a probationary period. A probationary employee can be released without cause during the first 6 months if it is determined that the employee’s continued employment is not in the best interest of the district.
- *Short Term/Temporary* - An employee hired temporarily to perform a specific job, who, upon completion of the service will not be needed on a continuing basis.
- *Substitute* - A person employed to replace any classified employee who is temporarily absent from duty. If the district is engaged in a procedure to hire a regular employee to

fill a vacancy, a substitute employee may be used to fill that vacancy for not more than sixty (60) days.

Please refer to CA Education Code and www.csea.com for more information

BOARD POLICIES, ADMINISTRATIVE REGULATIONS AND PROCEDURES

All Governing Board policies and regulations are easily accessible through a web-based service known as Gamut Online sponsored by CSBA (California School Board Association). The District policies page is available by following the link on the Hamilton Unified School District Board Policies webpage.

AMERICANS WITH DISABILITIES ACT (ADA)

The Americans with Disabilities Act (ADA) provides comprehensive civil rights protections to individuals with disabilities in the area of employment, public accommodations, state and local government services and programs. Title II of the ADA states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subject to discrimination in programs or activities sponsored by a public entity."

The District has adopted this policy to provide prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the ADA.

The District will provide reasonable accommodations for applicants and for employees as required by the Americans with Disabilities Act. The Human Resource Office and the Office of the Superintendent handle all known requests for reasonable accommodations.

REQUESTING AN ACCOMMODATION

Qualified individuals with disabilities may make requests for a reasonable accommodation to his/her individual Supervisor. On receipt of an accommodation request, the Supervisor along with Human Resources will meet with the individual requesting the accommodation to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the District may make to accommodate the limitations. The Supervisor and Human Resources and the Superintendent, along with the individual's Doctor and other necessary professionals at District will determine the feasibility of the requested accommodation, considering various factors as permitted by law.

ANTI-BULLYING POLICY

Every student and staff member has the right to a safe and secure school environment, free of humiliation, intimidation, fear, harassment, or any form of bullying behavior. The District's Anti-Bullying Policy outlines expectations for student, staff, and community member behavior. Employees who witness incidents of bullying at school are required by this policy to notify the Principal or Principal's designee and to document such incidents. HUSD employees should be familiar with the Anti-Bullying Policy and participate, as appropriate, in creating a school environment free of bullying behaviors. Recommendations for the implementation of this policy

are further explained in the Anti-Bullying Administrative Regulations, available on www.husdschools.org.

COMPLAINT PROCEDURES

District complaint policy recommends that every attempt be made to resolve complaints informally and at the lowest level possible. Notifying a supervisor of a concern before it becomes a complaint encourages early resolution. When informal resolution is not possible, a formal complaint process is in place for parents, students, and community members, as well as for employees. A full detailing of District complaint procedures including the Board Policy on Complaints and Administrative Regulations can be found on the complaint procedures webpage of the District website.

Employees represented by unions may also seek union representation. Grievance procedures are detailed in the bargaining unit contracts.

CONFLICT OF INTEREST

All employees must avoid activities or relationships that conflict with District's interests or adversely affect District's reputation. The types of activities and relationships employees must avoid include but are not limited to:

- A. Accepting or soliciting a gift, favor, or service that is intended to, or might appear to, influence the employee's decision-making or professional conduct;
- B. Accepting, agreeing to accept, or soliciting money or other tangible or intangible benefit in exchange for the employee's favorable decisions or actions in the performance of his or her job;
- C. Accepting employment or compensation or engaging in any business or professional activity that might require disclosure of District's confidential information;
- D. Accepting employment or compensation that could reasonably be expected to impair the individual's independent judgment in the performance of official duties.

Employees must disclose actual or potential conflicts to the Superintendent as soon as they become aware of them. Failure to make required disclosures or resolve conflicts of interest satisfactorily can result in discipline up to and including termination of employment.

CONFIDENTIALITY

Because of the nature of the District's business, employees may have access to confidential information about families, students, and other employees. In order to protect individual rights of privacy, it is important that knowledge of confidential information only be shared as needed to provide essential services to students, families, or employees.

Student Confidentiality

Hamilton Unified School District considers any messages, including faxes, E-mail, memos, notes, letters, or other forms of communications containing student identifiable information to be confidential. Individuals, who are not the intended recipient, are prohibited from disclosing or disseminating contents within the document. The unauthorized possession, release, or distribution of such information is a basis for disciplinary action, up to and including termination. Each employee's employment assumes an obligation to maintain confidentiality, even after

he/she leaves employment. Employees are not to discuss student/staff information with anyone outside the organization.

Student Confidentiality— Student information shall not be released by an employee without specific authorization by the administration.

Ref: Board Policy 4119.23 Unauthorized Release of Confidential/Privileged Information

E-MAIL AND VOICEMAIL

Email and voicemail are common forms of communication among employees, and between employees and the public we serve. A mini phone directory can be found in the beginning of this handbook. A full phone directory is printed at the beginning of each school year and available at your school site.

The District uses Outlooks email platform to host email addresses. Each employee is assigned an email address following this standard protocol: firstinitiallastname@husdschools.org. Please understand that emails are for business use only and may be subject to review by the public under the Public Records Act.

Help requests for technical questions or problems can be submitted online on the District website Departments →Technology.

Voicemail is an essential service for communicating effectively across our many school sites and departments and externally to our families and community. All District phone lines are equipped with voicemail service. Since many of our employees are not available at a desk to answer the phone, it is important that departmental staff and parents/guardians can leave voicemail messages for staff that will be received in a timely manner.

In an effort to embody the WE CARE principles, employees are encouraged to check and respond to email and voicemail regularly and to provide their phone and email contact information to those who may need it.

All employees are required to read and sign the Acceptable Use Agreement (AUA) for Technology.

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

CHAIN OF COMMAND AND COMMUNICATION

All personnel employed by the Board will be responsible to the Board through the Superintendent. Personnel will be expected to refer matters requiring administrative action to the Administrator/Superintendent to whom they are responsible. The Administrator will refer such matters to the next higher administrative authority when necessary. Additionally, all personnel are expected to keep the person to whom they are immediately responsible informed of their activities by whatever means the person in charge deems appropriate.

It is expected that the established lines of authority will serve most purposes. But all personnel will have the right to appeal any decisions made by an administrative officer to the next higher authority. Nothing herein shall supersede any grievance procedure in effect by negotiated agreement or administrative rule.

PERSONAL CALLS, EMAIL AND TEXT MESSAGES

Personal communication shall not occur during duty hours. Break times and lunch periods should be used for personal communication matters.

TECHNOLOGY - ACCEPTABLE USE AGREEMENT (AUA)

The District encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of the District and its schools.

The District e-mail system, email accounts, computer accounts and all other user accounts are owned by the District. All electronic mail activity utilizing the District server is monitored and logged. To provide for access to computer data when an employee is absent, account login and passwords shall be provided to a supervisor or the Technology Director when requested. Computer use is provided for educational purposes and District activities; use of computers for personal use shall be minimal and comply with the restrictions listed in the Acceptable Use Policy for Technology.

All new employees are required to sign the Acceptable Use Agreement at the start of employment with the District and submit a copy for their personnel file. The full AUA is available on www.husdschools.org → Human Resources & Payroll → Forms & Staff Resources

EMPLOYMENT OPPORTUNITIES

All employment opportunities in the District are advertised through the online service provided by www.edjoin.org. The lists of both classified and certificated position openings are easily accessible with links from the Human Resources Department's webpage. Additionally, all open classified positions are posted on the window of the HUSD/HHS Office. Vacancies are also posted internally via the staff email group.

Applications and other required forms for employment are linked at the bottom of the Human Resources Department webpage. An employee interested in an open position is encouraged to contact the HR and Payroll Specialist and/or apply through www.edjoin.org. The application process and forms required depend on the requirements of the specific position.

Window/Bulletin Board Postings

Window/Bulletins are used in each work location/site to post employee and union information as well as public notices of meetings, job openings, and other important alerts. Postings must be professional and not violate any District, state or federal policy or regulations.

MANDATED REPORTING OF SUSPECTED CHILD ABUSE

All school district employees are mandated reporters and fall under the legal requirements of the State's Penal Code to report to the police department, sheriff's department, or the County Welfare Department any cases of suspected child abuse.

Section 11166 of the Penal Code requires any child care custodian, medical practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment who he or she knows or reasonably suspects has been the victim of child abuse, to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

Because all HUSD employees are considered "Child Care Custodians" and are mandated reporters under the law, each school district employee is required to sign and complete the Statement Acknowledging Requirement to Report Suspected Child Abuse as a condition of employment. More information on reporting responsibilities is also available beginning on page 46 of this handbook and on the District website under board policies.

SEXUAL HARASSMENT PREVENTION POLICY

The District is committed to providing an educational environment free from unwelcome conduct of a sexual nature including sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal law.

The Sexual Harassment Board Policy is included in the handbook beginning on page 41. All new employees must complete and submit the Sexual Harassment Policy Acknowledgement as a condition of employment. Employees who become aware of a situation that violates the Sexual Harassment Policy should do at least one of the following: • Contact site administrator (Principal or Department Head) • Contact the Compliance Officer and Title IX Coordinator (District Superintendent): 530-826-3261 Ext. 6005.

TOBACCO-FREE DISTRICT

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

Drug and Alcohol-Free Workplace

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

The District is a tobacco and drug free workplace supported by Board Policy, Education Code, Health and Safety Code, and other state and federal statutes. For the safety and health of our students, smoking is not permitted within 25 feet of a school or playground or district facility (Health and Safety Code 104495). For more information and legal references on the tobacco and drug free workplace, Board Policy and legal references are available by accessing the GAMUT online service on www.husdschools.org.

CONVICTION REQUIREMENTS

The School District shall:

1. Notify the appropriate federal agency within then (10) days after receiving notice of a conviction from an employee as so noted in 2 below.
2. Employee must notify the Hamilton Unified School District of any drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
3. Take appropriate action against the convicted employee--such action may include, but is not limited to, suspension or dismissal or may require a convicted employee to participate satisfactorily in an approved drug abuse assistance or rehabilitation program.

BLOOD BORNE PATHOGENS

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

TUBERCULOSIS CLEARANCE

Tuberculosis is a serious, potentially life-threatening illness. To protect students and staff from the effects of this disease, California Education Code Section 49406 requires all employees, upon initial employment, to present evidence that they are free from active tuberculosis. Evidence consists of a certificate of a skin test with a negative result performed within sixty days of hire, or within four years if employment is continuous with that of another school district, parochial or private school. Employees must re-certify their clearance every four years. Failure to comply may lead to the employee being placed on unpaid leave or being terminated. The Human Resources Department maintains information on test sites.

WORKPLACE SAFETY

The District is committed to safe and well-maintained schools and properties. The Human Resources Department provides work safety training and tips during the beginning of the year District In-Service days and during specialized staff development workshops.

In the case of any workplace safety or other hazard issue that may arise, employees are encouraged to use the [Maintenance Request Portal](#) or by contacting the Human Resource Office directly at: 530-826-3261 Ext. 6004.

An employee injured while performing District work must report the injury immediately to their supervisor, our HR and Payroll Specialist, call Medcor (1-800-775-5866) and complete an [Incident & Injury Report Form](#).

DRESS CODE

While on the job, employees represent the District, and should dress in a manner that is acceptable in a business establishment. Therefore, it is the policy of the District that all staff dress and groom in accepted business standards.

ABSENCE REPORTING

This section details the most common leaves of absence and includes information about absences and other leaves.

Additional information on employees' rights and responsibilities regarding absences can be found in the respective employee union contract, if applicable.

Service to our students depends on timely notification of absences. An employee who will be absent from work should contact his/her supervisor to inform him/her of the absence.

Having adequate staffing each day is critical to the proper functioning of our schools and service to our students and their families. For some job classifications (i.e. teachers, instructional assistants), the District uses an automated substitute system as a way for employees to request substitutes in the case of an absence.

Employees who need to request an absence or substitute are required to do so online from the District or school site website by going to Departments → Human Resources → AESOP (ABSENCE MANAGEMENT).

Or click [here](#).

You can also access this through the "Frontline Education" app available on the Apple Store and Android/Google Play. The access code is 7354.



ABSENTEEISM, TARDINESS AND LEAVES

Employees are expected to be on the job, on time, every day that they are scheduled to work. Unscheduled absences, late arrivals, and early departures are grounds for disciplinary action and are considered during the employee's annual performance review.

An employee absent from work due to illness or disability shall place their absence in the AESOP system in advance or as soon as possible when the reason for the absence occurs less than one hour before scheduled to work. If an emergency situation exists, indicate the nature of the situation and the expected length of absence. After three (3) consecutive sick days, medical doctor approval may be necessary prior to an employee's return to work. Any employee found to have abused his/her attendance and/or benefit privileges may be subject to disciplinary action.

Request for Leave

District employees may be eligible for leave and should be referred to the Human Resources Department for assistance in applying for a leave of absence whether for medical or other personal reasons.

Employees are encouraged to notify their supervisor in the case of possible need for medical leave so that proper advice and procedures can be explained and the process of applying for medical leave supported.

Employees should refer to their respective union contracts regarding the provisions that define Eligibility for Leave as they may vary.

Jury Duty

Employees who receive Jury Duty summons should notify their supervisor when jury service is required. To verify the reason for the absence, upon return to work, proof of jury duty service or the jury summons must be attached to the absence certificate. Since not all Jury Duty Summons result in a required absence from work, the original Jury Duty Summons is not sufficient to verify an absence for more than one day for Jury Duty. The courts provide jurors with daily verifications of Jury Duty participation.

Requests for Extended Leave

There are many reasons an employee may need a short or long term leave from work. Employees must first notify their supervisors of the potential need for such a leave both in person and in writing. In addition employees requiring a leave must contact the Human Resources Department directly for detailed information on eligibility. Conditions and requirements outlining an extended leave are detailed in full in the various union contracts. Prior to taking a Leave of Absence, the employee should submit a request in writing to the employee's supervisor at least 30 days prior to the leave, extenuating circumstances may be approved.

Sick Leave

Personal Illness and Injury leave ("sick leave") is the authorized and necessary absence of an employee because of illness, injury, exposure to contagious disease, or necessary appointments for health treatment.

Exhausted sick leave could result in differential pay as described in the respective union contract. Further sick leave considerations and accrual information are available in the respective union contracts.

Vacation Leave

Vacation is provided for the benefit and health of our employees. Classified employees earn vacation leave and are encouraged to take earned vacation each year if possible. Earned vacation does not become a vested right until completion of the initial first six months of salaried employment. Please see the appropriate union contract for information on vacation accrual and contact the Human Resources Department for specific information.

WORKERS' COMPENSATION

The District seeks to create a safe and healthy work environment for all employees. General guidelines for ensuring an injury free workplace are promoted by the District and our insurance carrier with the District, Golden State Risk Management Authority. An employee injured while performing district work must report the injury immediately to the HR and Payroll Specialist and

Medcor at: 1-800-775-5866. For further details on Workers' Compensation, the employee should contact the HR and Payroll Specialist (530-826-3261 Ext. 6004) and refer to the union contract, if applicable.

FAMILY MEDICAL LEAVE ACT (FMLA) AND CALIFORNIA FAMILY RIGHTS ACT (CFRA)

An unpaid leave of absence (FMLA and CFRA) may be granted to employees who have worked for Hamilton Unified School District for a least one (1) year and a minimum of 1250 hours in the 12 months preceding the leave, who have a bonafide need to care for a seriously ill parent, spouse or child, or for the birth or adoption of a child, or the placement of a foster child. In addition, employees may be granted an unpaid leave of absence caused by their serious medical condition which prevents them from working. FMLA leave runs concurrently with CFRA leave, except when the leave is for pregnancy or pregnancy-related disability. If FMLA or CFRA leave is taken for your own serious health condition, the FMLA and CFRA leave entitlement runs concurrently with paid sick and extended illness leave.

Verification of the medical condition from the attending physician of the family member of the employee may be required. When possible, Human Resources and the Supervisor requests sufficient notice of the need for leave in order to plan for coverage of the workload.

Failure to return to work from a leave of absence on the agreed upon date may be interpreted as the employee's voluntary resignation.

DISABILITY

Hamilton Unified School District employees do not participate in State Disability Insurance (SDI). If an employee is disabled and unable to work (verified by a doctor's note) and has exhausted all leave, the employee is eligible for differential pay. Refer to the bargaining unit contract for a description of differential pay.

TIME OFF/COMPENSATION/PAY PRACTICES

Break/Rest Periods

State law requires that all employees who work more than four hours a day receive a break or rest period. Break and rest periods for District employees are allocated in agreement with the respective employee's union contract. Employees are encouraged to arrange such break and lunch periods with their supervisors to ensure continuity of service to our students and families.

Holidays

Generally, employees who are employed on a twelve-month basis or who were in a paid status on the day before or after the holiday(s) receive a paid holiday for the days listed below (review appropriate collective bargaining agreement for specific information):

- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving
- Christmas
- New Year's Eve Day
- New Year's Day
- Martin Luther King Jr.'s Birthday
- Lincoln's Birthday
- Presidents' Day
- Good Friday
- Memorial Day

- Juneteenth
-

Overtime

Overtime pay for non-management classified employees must be pre-approved by their supervisor.

Paycheck Deductions

Deductions made to employee payments differ depending on income tax withholding elections and other specific elections for benefits, credit unions, insurance, and flexible spending accounts. Please contact the HR and Payroll Specialist for more information.

Payroll

The Payroll Department is responsible for processing payments for salaried and hourly employees as well as making any adjustments or changes to deductions, tax withholding, and other pay related services.

Salaried and Non-salaried Employees

Salaried employees are those who have a fixed FTE (full-time equivalent) position and are paid on the last business day of the month. Salaried employees are usually full time positions but are also held by employees who have a part time FTE (e.g. .75 FTE). Some salaried employees submit timesheets for additional hourly work.

Those who submit timesheets are paid on the 10th of the following month or the last business day preceding the 10th.

Timesheets – Tenth of Month

Employees are paid from the 26th of one month to the 25th of the next month.

Salaried Employees

Salaried employees who work authorized additional hours must submit a timesheet by the 25th of the month in order for payment to be processed and paid out in the next payment cycle.

Non-Salaried Employees

Timesheets for authorized work completed by non-salaried classified employees are due on the first business day of the month and must include the immediate supervisor's signature.

Certificated Substitute Timesheets must be signed by the principal/authorized personnel at each site where work is performed. (Note: In order to get the signatures in a timeline manner, it is recommended that the timesheet be left for signature in the morning and picked up at the end of the work day.) Submit any authorized timesheets by the 25th of the month to the last place of work in order to secure final signatures and budget coding.

To ensure timesheets are filled out properly, please see the HR and Payroll Specialist in the District Office 530-826-3261 Ext. 6004.

Payment Methods

District employees, whether salaried or hourly, can be paid by "paper warrants" (i.e. checks) or by direct deposit (direct deposit excludes walk-on coaches, student workers and classified substitutes). Requests for direct deposit payments can be made by contacting the HR and

Payroll Specialist. Payroll stubs and/or checks can be mailed either to an employee's home or delivered to the employee's work site.

The Payroll Department webpage contains more information as well as forms needed to initiate direct deposits and process or change deductions.

HAMILTON UNIFIED SCHOOL DISTRICT
TIME SHEET 2019-20

Print on Buff Paper Only

Name _____ Dept. _____ Month/Year: _____

DATE	Total Hours	Other (Extra or OT) Hours				REMARKS
		IN	OUT	LUNCH	TIME	
hr.	min	hr.	min	TIME	CODE	
PRIOR MONTH						
26						
27						
28						
29						
30						
31						
CURRENT MONTH						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						

Month	Timesheet Period	10th Pay Day	Timesheet Due
July	June 26 - July 25	08/09/19	07/25/19
August	July 26 - August 25	09/10/19	08/23/19
Sept	August 26 - Sept. 25	10/10/19	09/25/19
Oct	Sept. 26 - Oct. 25	11/08/19	10/25/19
Nov	Oct. 26 - Nov 25	12/10/19	11/25/19
Dec	Nov. 26 - Dec. 25	01/10/20	12/23/19
Jan	Dec. 26 - Jan 25	02/10/20	01/24/20
Feb	Jan. 26 - Feb 25	03/10/20	02/25/20
March	Feb. 26 - March 25	04/10/20	03/25/20
April	March 26 - April 25	05/08/20	04/24/20
May	April 26 - May 25	06/10/20	05/22/20
June	May 26 - June 25	07/10/20	06/25/20

PLEASE CHECK BOX
IF YOU WANT THIS
ADDED TO YOUR
COMP TIME BANK
(regular employees only)

Employee _____ Date _____
I hereby swear (or affirm) under oath that the information is correct.

Supervisor _____ Date _____

Timesheets are due on the 25th of each month (by 4pm) for payment on the 10th of the following month unless otherwise noted (see timesheet due date above).

- CODE**
- A Aide
 - C Clerical/Office
 - CM Cust./Maint.
 - FS Food Service
 - O Other
 - S Substitute Teacher
 - T Transp./Athletic or Field Trip

Do not put "full" or "half" day, must have start times and end times.
Deduct your lunch time if you take a lunch before recording Total Hours.

For Office Use Only		
Code	Hours/Days	Budget Code

Please use as of 6/26/19
Revised 6/20/19

BENEFITS

Full-time District employees are eligible for a range of benefits depending on agreements in the union contract. Health insurance options for eligible District employees are offered through California Valued Trust (CVT) which include Anthem Blue Cross, as well as a Vision coverage plan with VSP and Dental Care with Delta Dental.

Here you will find plan information, specifically rates of each plan and an overview of what each plan will cover: <https://www.husdschools.org/Page/1847>

If you receive health insurance we encourage you to make an account through MyCVT.

<https://www.cvtrust.org/>
<https://mycvtrust.org/>

The HR and Payroll Specialist helps employees explore the plan care options (along with our benefits carrier) that are available. The annual "open enrollment" period for changes to benefit coverage usually is in September of each year. Open enrollment is a time for employees to get information on different health providers and available screenings and to make any selection changes to benefit programs. October 1 benefit changes become effective for the new plan year. The plan year runs from October 1 to September 30.

Other employee benefits include:

- Life Insurance for Employees (Standard life insurance is available to all employees who sign up.)
- Supplemental Life Insurance
- Flexible Spending Accounts (Health, Childcare, etc.)
- Employee Assistance Program
- Disability Insurance

More information on these benefits is available in the respective union contracts or by visiting our districts benefits provider webpage.

RETIREMENT

Employment in the California public school system is generally subject to retirement coverage by either the California State Teachers' Retirement System (CalSTRS) or the California Public Employees' Retirement System (CalPERS). Employment in a position to perform "creditable service," (i.e. certificated employee) as defined in Education Code Section 22119.5, is usually credited in CalSTRS, while classified (non-certificated) employment is usually credited in CalPERS.

California State Teachers Retirement System (CalSTRS)

Salaried certificated employees usually participate in the CalSTRS pension benefit program. Benefits are based on age, service, and compensation. A supplemental benefit plan is also available as elected by members. Information about the state pension program for certificated employees as well as other electable options are available by visiting www.calstrs.com or contacting the HR and Payroll Specialist 530-826-3261 Ext. 6012.

California Public Employees Retirement System (CalPERS)

Salaried classified employees generally benefit from participation in the California Public Employees Retirement System (CalPERS). Some hourly classified employees may also qualify. Employee and employer contributions are paid monthly. Employees who have been CalPERS members and/or who would like information about retirement and other benefits through CalPERS should visit www.calpers.ca.gov or contact the HR and Payroll Specialist 530-826-3261 Ext. 6004.

GENERAL INFORMATION

Change of Address or Name

It is important that the District have access to updated employee contact information including home address, telephone number, and emergency contacts. Please see the HR and Payroll Specialist if you need to make any changes.

Distribution of Information

The Superintendent's Office must approve the distribution of any non-District materials (posters, flyers, events, etc.) to staff, students, and families.

Transporting Students

Through its support of the Student Assignment Plan, the District's pupil transportation program enhances the educational opportunities for all of our students. Home to school bus transportation is provided within attendance.

Field trips are a very important part of the educational program. It is the goal of the Transportation Department to support the educational program by providing safe, efficient service on field trips.

All transportation of District students on school related trips must be arranged through the Transportation Department. The School Board does not allow parents or other individuals with private vehicles to transport students for school- sponsored events without proper paperwork, documentation or permission/consent. District staff members are also not allowed to transport students in their privately-owned vehicles. Field trip costs are covered by the participating school(s) utilizing the appropriate program budget. Detailed information on the policies and procedures governing the use of pupil transportation services is provided in HUSD board policy.

Use of District Supplies, Equipment, and Facilities

District supplies, equipment (phone, computer, projector, etc.) as well as buildings and facilities are to be used strictly for District business unless there is written authorization from the immediate supervisor or appropriate administrator in charge. District Facility Use permits are granted by the Site Principal and Director of Maintenance and Transportation.

Video Surveillance

To ensure the safety and security of individuals, district property, and facilities, video surveillance cameras are placed in various necessary locations. The District reserves the right to review the data, as necessary.

EMERGENCY PREPAREDNESS AND DISASTER TRAINING

Emergency preparedness is an important part of ensuring the safety of our students and employees. The School Safety Plan for each site addresses the District's responsibilities in emergencies associated with natural disaster, human-caused emergencies, and technological incidents. The Plan provides a framework for coordination of response and recovery efforts as well as an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel.

Employees should participate in the appropriate safety and disaster preparedness trainings provided in the on-going effort to keep students and staff safe. Employees should be well informed of their roll and procedures in place in the case of an emergency.

FOOD POLICY

Part of our educational mission is to improve the health and well-being of our students by offering healthy food choices and teaching them about good nutrition. The District Wellness Policies do not allow for the sale of candy, sodas, cookies, or other sweets by students during

school hours. Bake Sales and Ice Cream Socials must be approved by the school principal and done in moderation and in consideration of the District Wellness Policies. Employees should take a moment to familiarize themselves with the [District Wellness Policies](#).

HUSD SOCIAL MEDIA BEST PRACTICES

Social Media Guidelines for Faculty & Staff

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

What is social media?

Social media is defined as any form of online publication or presence that allows end users to engage in multi-directional conversations in or around the content on the website. A large percentage of Internet traffic is centered around the use of social media. Social media includes but is not limited to: Facebook, Twitter, YouTube, Instagram, Tik Tok, Snapchat, blogs, document sharing and email.

Personal Use of Social Media

HUSD employees are encouraged to keep their personal lives personal even in the digital world where personal and professional can become blurred. District procedure prohibits employees from engaging in communication with students via social media. Procedures also discourage communicating with parents of students via social media.

If you have personal social media accounts, the following response is recommended when denying such requests. Sentence for staff to respond to requests on their personal social networks: If you are a student or parent requesting to be my "friend," please do not be offended if I ignore your request. As an employee of the Hamilton Unified School District, our policy discourages me from communicating with students or parents on social media.

Be Transparent

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

Always a School Employee

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

Use a Disclaimer

Include a disclaimer on your social media site which says something like this: "The opinions and positions expressed on this site are my own and do not necessarily reflect my school district's positions, strategies, or opinions." This standard disclaimer does not exempt employees from their responsibilities as explained in these guidelines. If asked by media to comment on a school related issue, refer them to the correct department or person in the district or when in doubt, to the principal or superintendent.

School Values

Represent the district values. Express ideas and opinions in a respectful manner. All communications should be done in good taste. Build trust and responsibility in your relationships. Do not denigrate or insult others including students, staff, administrators, parents, or other districts. Don't use ethnic slurs, innuendos, obscenity or any other inappropriate content. Even though you are of legal age, consider carefully what you post through comments and photos.

Build Community/Positively Represent School

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

Own and Correct Mistakes

If you make a mistake, admit the mistake and correct it quickly. Clearly state if you've corrected a previous post. Even though damage may be done, it is best to admit your mistake and correct it. Apologize if appropriate.

Confidential Information

Online postings and conversations are not private. Do not share confidential information whether it is internal school discussions or specific information about students or other staff. What you post will be seen by others and will be online for a long time. It can be forwarded or shared in just a few clicks. Do not write about colleague or student without their permission.

School Logos

Do not use any school logo or image without permission.

Posting Photos or Movies without Permission

Do not post photos or movies of fellow employees without their permission. Do not use photos or movies taken at school without permission. Do not post photos or movies that contain student without parent consent.

Responding to Negative Comments and Criticism

How you respond to a negative comments or criticism will say more about you and your character than what you post. If you delete a negative post, it discourages open communications. When publicly criticized or receiving a negative comment, first, stay cool and don't reply in haste. Express your view in a clear, logical way. Don't get personal and if you made a mistake, admit it and move ahead. It is not uncommon for a negative response to be answered by some other person, who supports your view. When in doubt, it's best to ignore a comment and not give it credibility by acknowledging it with a response publicly; perhaps a face-to-face meeting would be more appropriate.

Video

YouTube, Tik Tok, Snapchat, Instagram are increasingly popular places to share personally created movies. You are responsible for all you do, say, and post online including video. Anything you post online should represent you in a professional manner as others will see you as connected to the school district. It disrupts learning to have days of conversation about a teacher created video with questionable content.

STAFF-STUDENT RELATIONS

Employees are prohibited from establishing personal relationships with students that are unprofessional and thereby inappropriate. Examples of unprofessional relationships include, but are not limited to: employees fraternizing or communicating with students as if employees and students were peers such as writing personal letters or e-mails; "texting" students; calling students on cell phones or allowing students to make personal calls to them unrelated to homework or class work; sending inappropriate pictures to students; discussing or revealing to students personal matters about their private lives or inviting students to do the same (other than professional counseling by a school counselor); and engaging in sexualized dialogue, whether in person, by phone, via the Internet, or in writing.

Employees who post information on Facebook, Instagram, Twitter or similar web sites that include inappropriate personal information such as, but not limited to: provocative photographs, sexually explicit messages, use of alcohol, drugs or anything students are prohibited from doing must understand that if students, parents or other employees obtain access to such information, their case will be investigated by school and district officials and if warranted will be disciplined up to and including termination, depending upon the severity of the offense.

Additionally, personnel, depending upon the severity of the offense, may have their case forwarded to the appropriate state department for review and possible further sanctions. The Superintendent or designees reserve the right to periodically conduct internet searches to determine if employees have posted inappropriate materials online. If inappropriate use of computers and web sites is discovered, the Superintendent's designees will download the offensive material and promptly bring that misconduct to the attention of the Superintendent.

PERSONNEL RECORDS

All paper-based documents relating to the District's personnel record systems are kept in secure locked files in the District Office. Individuals wanting access to the personnel files must obtain approval from the Superintendent or designee before access to personnel file information is

granted. In collecting, maintaining, and disclosing personnel information, the District strives to protect employees' privacy rights and interests and prevent inappropriate or unnecessary disclosures of information from any worker's file or record.

CONDUCT

All employees are role models for our students and ambassadors to the Hamilton City community and are expected to conduct themselves in a civil and professional manner at all times.

Hamilton USD

Board Policy - Professional Standards: BP 4119.21

Personnel

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

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

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

Inappropriate Conduct

Inappropriate employee conduct includes, but is not limited to:

1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon
2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed
3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child
4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with

a student

5. Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time
6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members
7. Willfully disrupting district or school operations by loud or unreasonable noise or other action
8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace, on district property, or at a school-sponsored activity
9. Being dishonest with students, parents/guardians, staff, or members of the public, including, but not limited to, falsifying information in employment records or other school records
10. Divulging confidential information about students, district employees, or district operations to persons or entities not authorized to receive the information
11. Using district equipment or other district resources for the employee's own commercial purposes or for political activities
12. Using district equipment or communications devices for personal purposes while on duty, except in an emergency, during scheduled work breaks, or for personal necessity

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

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

Reports of Misconduct

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

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

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

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

Notifications

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

Original Adopted Date: 03/28/2018 | Last Reviewed Date: 03/28/2018

Hamilton USD

Board Policy - Sexual Harassment: BP 4119.11

Personnel

The following policy shall apply to all district employees, interns, volunteers, contractors, job applicants, and other persons with an employment relationship with the district.

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

Sexual harassment includes, but is not limited to, harassment that is based on the sex, gender, gender identity, gender expression, or sexual orientation of the victim and harassment based on pregnancy, childbirth, or related medical conditions.

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

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to employees and others to whom the policy may apply
3. Ensuring prompt, thorough, fair, and equitable investigation of complaints

4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

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

Sexual Harassment Reports and Complaints

District employees who feel that they have been sexually harassed in the performance of their district responsibilities or who have knowledge of any incident of sexual harassment by or against another employee shall immediately report the incident to their direct supervisor, a district administrator, or the district's Title IX Coordinator. Employees may bypass their supervisor in filing a complaint if the supervisor is the subject of the complaint. A supervisor or administrator who receives a harassment complaint shall promptly notify the Title IX Coordinator.

Once notified, the Title IX Coordinator shall ensure the complaint is addressed through either AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures for complaints meeting the Title IX definition of sexual harassment or AR 4030 - Nondiscrimination in Employment for complaints meeting the state definition, as applicable, and shall offer supportive measures to the complainant.

Upon investigation of a sexual harassment complaint, any district employee found to have engaged or participated in sexual harassment or to have aided, abetted, incited, compelled, or coerced another to commit sexual harassment in violation of this policy shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

Original Adopted Date: 09/19/2019 | Last Revised Date: 09/23/2020 | Last Reviewed Date: 01/20/2021

Hamilton USD

Administrative Regulation - Sexual Harassment: AR 4119.11

Personnel

The following administrative regulation shall apply to all allegations of sexual harassment involving employees, interns, volunteers, and job applicants, but shall not be used to resolve any complaint by or against a student.

Title IX Coordinator

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as well as to investigate and resolve sexual harassment complaints under AR 4030 - Nondiscrimination in Employment. The Title IX Coordinator(s) may be contacted at:

Superintendent
PO Box 488
Hamilton City, CA 95951

The district shall notify employees, bargaining units, and applicants for employment of the name or title, office address, email address, and telephone number of the district's Title IX Coordinator. (34 CFR 106.8)

Prohibited Conduct

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature, regardless of whether or not the conduct is motivated by sexual desire. Conduct is considered to be sexual harassment when made against another person of the same or opposite sex in the work or educational setting under any of the following conditions: (Education Code 212.5; Government Code 12940; 2 CCR 11034)

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

Examples of actions that might constitute sexual harassment in the work or educational setting, whether committed by a supervisor, a co-worker, or a non-employee, include, but are not limited to:

1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions, or the spreading of sexual rumors
2. Unwelcome visual conduct such as drawings, pictures, graffiti, or gestures; sexually explicit emails; displaying sexually suggestive objects
3. Unwelcome physical conduct such as massaging, grabbing, fondling, stroking, or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, leaning over, or impeding normal movements

Training

Every two years, the Superintendent or designee shall ensure that supervisory employees receive at least two hours, and nonsupervisory employees receive at least one hour, of classroom or other effective interactive training and education regarding sexual harassment. All newly hired employees and employees promoted to a supervisory position shall receive training within six months of their assumption of the new position. (Government Code 12950.1)

A supervisory employee is any employee having the authority, in the interest of the district, to hire, transfer, suspend, lay off, promote, discharge, assign, reward, or discipline other employees, or the responsibility to direct them, adjust their grievances, or effectively recommend such action, when the exercise of the authority is not of a merely routine or clerical nature, but requires the use of independent judgment. (Government Code 12926)

Such training may be completed by employees individually or as part of a group presentation, may be completed in shorter segments as long as the applicable hourly requirement is met, and may be provided in conjunction with other training provided to the employees. The training shall be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation. (Government Code 12950.1)

The district's sexual harassment training and education program shall include, but is not limited to, the following: (Government Code 12950.1; 2 CCR 11024)

1. Information and practical guidance regarding federal and state laws concerning the prohibition, prevention, and correction of sexual harassment
2. The types of conduct that constitute sexual harassment
3. Remedies available for victims in civil actions, and potential employer/individual exposure/liability
4. Strategies to prevent harassment in the workplace
5. Supervisors' obligation to report sexual harassment, discrimination, and retaliation of which they become aware
6. Practical examples which illustrate sexual harassment, discrimination, and retaliation using training modalities such as role plays, case studies, and group discussions, based on factual scenarios taken from case law, news and media accounts, and hypotheticals based on workplace situations and other sources
7. The limited confidentiality of the complaint process
8. Resources for victims of unlawful harassment, such as to whom they should report any alleged harassment
9. Steps necessary to take appropriate remedial measures to correct harassing behavior, which includes the district's obligation to conduct an effective workplace investigation of a harassment complaint
10. What to do if the supervisor is personally accused of harassment

11. The essential elements of the district's anti-harassment policy, and how to use the policy if a harassment complaint is filed

Employees shall receive a copy of the district's sexual harassment policy and administrative regulations, which they shall read and acknowledge that they have received.

12. Information, including practical examples, of harassment based on gender identity, gender expression, and sexual orientation

13. Prevention of abusive conduct, including a review of the definition and elements of abusive conduct pursuant to Government Code 12950.1, the negative effects that abusive conduct has on the victim and other in the workplace, the detrimental consequences of this conduct on employee productivity and morale, and that a single act does not constitute abusive conduct unless the act is severe or egregious

The Superintendent or designee shall retain for at least two years the records of any training provided to supervisory employees. Such records shall include the names of trained employees, date of the training, the type of training, and the name of the training provider. (2 CCR 11024)

Notifications

The Superintendent or designee shall notify employees that the district does not discriminate on the basis of sex as required by Title IX, that the Title IX nondiscrimination requirement extends to employment, and that inquiries about the application of Title IX to the district may be referred to the district's Title IX Coordinator and/or to the Assistant Secretary for Civil Rights, U.S. Department of Education. (34 CFR 106.8)

A copy of the Board policy and this administrative regulation shall: (Education Code 231.5)

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

All employees shall receive a copy of an information sheet prepared by the California Department of Fair Employment and Housing (DFEH) or the district that contains, at a minimum, components on: (Government Code 12950)

1. The illegality of sexual harassment
2. The definition of sexual harassment under applicable state and federal law
3. A description of sexual harassment, with examples
4. The district's complaint process available to the employee

5. The legal remedies and complaint process available through DFEH and the Equal Employment Opportunity Commission (EEOC)
6. Directions on how to contact DFEH and the EEOC
7. The protection against retaliation provided by 2 CCR 11021 for opposing harassment prohibited by law or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by DFEH and the EEOC

In addition, the district shall post, in a prominent and accessible location, the DFEH poster on discrimination in employment and the illegality of sexual harassment and the DFEH poster regarding transgender rights. (Government Code 12950)

Original Adopted Date: 02/22/2017 | Last Revised Date: 09/23/2020 | Last Reviewed Date: 01/20/2021

Hamilton USD

Board Policy - Child Abuse Prevention And Reporting: BP 5141.4

Students

The Governing Board is committed to supporting the safety and well-being of district students and desires to facilitate the prevention of and response to child abuse and neglect. The Superintendent or designee shall develop and implement strategies for preventing, recognizing, and promptly reporting known or suspected child abuse and neglect.

The Superintendent or designee may provide a student who is a victim of abuse with school-based mental health services or other support services and/or may refer the student to resources available within the community as needed.

Child Abuse Prevention

The district's instructional program may provide age-appropriate and culturally sensitive child abuse prevention curriculum which explains students' right to live free of abuse, includes instruction in the skills and techniques needed to identify unsafe situations and react appropriately and promptly, informs students of available support resources, and teaches students how to obtain help and disclose incidents of abuse.

The district's program also may include age-appropriate curriculum in sexual abuse and sexual assault awareness and prevention. Upon written request of a student's parent/guardian, the student shall be excused from taking such instruction. (Education Code 51900.6)

The Superintendent or designee may display posters, in areas on campus where students frequently congregate, notifying students of the appropriate telephone number to call to report child abuse or neglect. (Education Code 33133.5)

In addition, student identification cards for students in grades 7-12 shall include the National Domestic Violence Hotline telephone number. (Education Code 215.5)

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

Child Abuse Reporting

The Superintendent or designee shall establish procedures for the identification and reporting of known and suspected child abuse and neglect in accordance with law.

Procedures for reporting child abuse shall be included in the district and/or school comprehensive safety plan. (Education Code 32282)

District employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect.

The Superintendent or designee shall provide training regarding the duties of mandated reporters as required by law and as specified in the accompanying administrative regulation. (Education Code 44691; Penal Code 11165.7)

Original Adopted Date: 02/22/2017 | Last Revised Date: 08/25/2021 | Last Reviewed Date: 08/25/2021

Hamilton USD

Administrative Regulation - Child Abuse Prevention And Reporting: AR 5141.4

Students

Definitions

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

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

Child abuse or neglect does not include:

1. A mutual affray between minors (Penal Code 11165.6)
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of employment (Penal Code 11165.5, 11165.6)
3. An injury resulting from the exercise by a teacher, vice principal, principal, or other certificated employee of the same degree of physical control over a student that a parent/guardian would be legally privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning (Education Code 44807)
4. An injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, for purposes of self-defense, or to obtain weapons or other dangerous objects within the control of a student (Education Code 49001)
5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by a student (Education Code 49001)
6. Homelessness or classification as an unaccompanied minor (Penal Code 11165.15)

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

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on the person's training and experience, to suspect child abuse or neglect. However, reasonable suspicion does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect. (Penal Code 11166)

Reportable Offenses

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

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency. (Penal Code 11165.9, 11166.05, 11167)

Any district employee who reasonably believes to have observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury against a victim who is a child under age 14 shall notify a peace officer. (Penal Code 152.3, 288)

Responsibility for Reporting

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

When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, the report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report. (Penal Code 11166)

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

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

Reporting Procedures

Initial Telephone Report

Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department. (Penal Code 11165.9, 11166)

Such reports shall be made to the following agency:

Glenn County Child Welfare Services
PO Box 611
420 E. Laurel Street
Willows, CA 95988
530-934-1429 tel
530-934-6520 fax

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

1. Written Report

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

The DOJ form may be obtained from the district office or other appropriate agencies, such as the police department, sheriff's department, or county probation or welfare department.

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

- a. The name, business address, and telephone number of the person making the report and the capacity that makes the person a mandated reporter
- b. The child's name and address, present location, and, where applicable, school, grade, and class
- c. The names, addresses, and telephone numbers of the child's parents/guardians
- d. The name, address, telephone number, and other relevant personal information about the person(s) who might have abused or neglected the child
- e. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information

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

The mandated reporter may give to an investigator from an agency investigating the case, including a licensing agency, any information relevant to an incident of child abuse or neglect or to a report made for serious emotional damage pursuant to Penal Code 11166.05. (Penal Code 11167)

3. Internal Reporting

The mandated reporter shall not be required to disclose the mandated reporter's identity to a supervisor, the principal, or the Superintendent or designee. (Penal Code 11166)

However, employees reporting child abuse or neglect to an appropriate agency are encouraged, but not required, to notify the principal as soon as possible after the initial telephone report to the appropriate agency. When so notified, the principal shall inform the Superintendent or designee.

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

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

Training

Within the first six weeks of each school year, or within the first six weeks of employment if hired during the school year, the Superintendent or designee shall provide training on mandated reporting requirements to district employees and persons working on their behalf who are mandated reporters. (Education Code 44691; Penal Code 11165.7)

The Superintendent or designee shall use the online training module provided by the California Department of Social Services (CDSS). (Education Code 44691)

The training shall include, but not necessarily be limited to, training in identification and reporting of child abuse and neglect. In addition, the training shall include information that failure to report an incident of known or reasonably suspected child abuse or neglect as required by law is a misdemeanor punishable by imprisonment and/or a fine as specified. (Education Code 44691; Penal Code 11165.7)

The Superintendent or designee shall obtain and retain proof of each mandated reporter's completion of the training. (Education Code 44691)

In addition, at least once every three years, school personnel may receive training in the prevention of child abuse, including sexual abuse, on school grounds, by school personnel, or in school-sponsored programs. (Education Code 44691)

Victim Interviews by Social Services

Whenever CDSS or another government agency is investigating suspected child abuse or neglect that occurred within the child's home or out-of-home care facility, the student may be interviewed by an agency representative during school hours, on school premises. The Superintendent or designee shall give the student the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the student. (Penal Code 11174.3)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform the person of the following requirements prior to the interview: (Penal Code 11174.3)

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable the child to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

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

Release of Child to Peace Officer

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

Parent/Guardian Complaints

Upon request, the Superintendent or designee shall provide parents/guardians with procedures for reporting suspected child abuse occurring at a school site to appropriate agencies. For parents/guardians whose primary language is not English, such procedures shall be in their primary language and, when communicating orally regarding those guidelines and/or procedures, an interpreter shall be provided.

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

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 3200-3205.

Notifications

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

Before beginning employment, any person who will be a mandated reporter by virtue of the person's position shall sign a statement indicating knowledge of the reporting obligations under Penal Code 11166 and compliance with such provisions. The signed statement shall be retained by the Superintendent or designee. (Penal Code 11166.5)

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

The Superintendent or designee also shall notify all employees that:

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



SUSPECTED CHILD ABUSE REPORT (Pursuant to Penal Code section 11166)

[Print Form](#) [Clear Form](#)

To Be Completed by Mandated Child Abuse Reporters
PLEASE PRINT OR TYPE

CASE NAME: _____

CASE NUMBER: _____

A. REPORTING PARTY	NAME OF MANDATED REPORTER			TITLE			MANDATED REPORTER CATEGORY				
	REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS						DID MANDATED REPORTER WITNESS THE INCIDENT?				
	Street		City		Zip		<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			City			Zip				
						DATE/TIME OF PHONE CALL					
OFFICIAL CONTACTED - NAME AND TITLE						TELEPHONE					
C. VICTIM One report per victim	NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY			
	ADDRESS			City			Zip		TELEPHONE		
	PRESENT LOCATION OF VICTIM				SCHOOL			CLASS		GRADE	
	PHYSICALLY DISABLED?		DEVELOPMENTALLY DISABLED?		OTHER DISABILITY (SPECIFY)				PRIMARY LANGUAGE SPOKEN IN HOME		
	<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO								
	IN FOSTER CARE?		IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE:				TYPE OF ABUSE (CHECK ONE OR MORE):				
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> DAY CARE		<input type="checkbox"/> CHILD CARE CENTER		<input type="checkbox"/> FOSTER FAMILY HOME		<input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL			
<input type="checkbox"/> NO		<input type="checkbox"/> FAMILY FRIEND		<input type="checkbox"/> GROUP HOME OR INSTITUTION		<input type="checkbox"/> RELATIVE'S HOME		<input type="checkbox"/> SEXUAL <input type="checkbox"/> NEGLECT			
								<input type="checkbox"/> OTHER (SPECIFY) _____			
RELATIONSHIP TO SUSPECT				PHOTOS TAKEN?		DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH?					
				<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK					
D. INVOLVED PARTIES	VICTIM'S SIBLINGS										
	NAME			BIRTHDATE		SEX	ETHNICITY		NAME		
	1. _____								3. _____		
	2. _____								4. _____		
VICTIM'S PARENTS/GUARDIANS											
NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY				
ADDRESS			City			Zip		HOME PHONE		BUSINESS PHONE	
NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY				
ADDRESS			City			Zip		HOME PHONE		BUSINESS PHONE	
SUSPECT	SUSPECT'S NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY			
	ADDRESS			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 incident's involving the victim(s) or suspect)										



SUSPECTED CHILD ABUSE REPORT (Pursuant to Penal Code section 11166)

DEFINITIONS AND GENERAL INSTRUCTIONS FOR COMPLETION OF FORM BCIA 8572

All Penal Code (PC) references are located in Article 2.5 of the California PC. This article is known as the Child Abuse and Neglect Reporting Act (CANRA). The provisions of CANRA may be viewed at: <http://leginfo.legislature.ca.gov/faces/codes.xhtml> (specify "Penal Code" and search for sections 11164-11174.3). A mandated reporter must complete and submit form BCIA 8572 even if some of the requested information is not known. (PC section 11167(a).)

I. MANDATED CHILD ABUSE REPORTERS

Mandated child abuse reporters include all those individuals and entities listed in PC section 11165.7.

II. TO WHOM REPORTS ARE TO BE MADE ("DESIGNATED AGENCIES")

Reports of suspected child abuse or neglect shall be made by mandated reporters to any police department or sheriff's department (not including a school district police or security department), the county probation department (if designated by the county to receive mandated reports), or the county welfare department. (PC section 11165.9.)

III. REPORTING RESPONSIBILITIES

Any mandated reporter who has knowledge of or observes a child, in his or her professional capacity or within the scope of his or her employment, whom he or she knows or reasonably suspects has been the victim of child abuse or neglect shall report such suspected incident of abuse or neglect to a designated agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof **within 36 hours** of receiving the information concerning the incident. (PC section 11166(a).)

No mandated reporter who reports a suspected incident of child abuse or neglect shall be held civilly or criminally liable for any report required or authorized by CANRA. Any other person reporting a known or suspected incident of child abuse or neglect shall not incur civil or criminal liability as a result of any report authorized by CANRA unless it can be proven the report was false and the person knew it was false or made the report with reckless disregard of its truth or falsity. (PC section 11172(a).)

IV. INSTRUCTIONS

SECTION A – REPORTING PARTY: Enter the mandated reporter's name, title, category (from PC section 11165.7), business/agency name and address, daytime telephone number, and today's date. Check yes/no whether the mandated reporter witnessed the incident. The signature area is for either the mandated reporter or, if the report is telephoned in by the mandated reporter, the person taking the telephoned report.

IV. INSTRUCTIONS (continued)

SECTION B – REPORT NOTIFICATION: Complete the name and address of the designated agency notified, the date/time of the phone call, and the name, title, and telephone number of the official contacted.

SECTION C – VICTIM (One Report per Victim): Enter the victim's name, birthdate or approximate age, sex, ethnicity, address, telephone number, present location, and, where applicable, enter the school, class (indicate the teacher's name or room number), and grade. List the primary language spoken in the victim's home. Check the appropriate yes/no box to indicate whether the victim may have a developmental disability or physical disability and specify any other apparent disability. Check the appropriate yes/no box to indicate whether the victim is in foster care, and check the appropriate box to indicate the type of care if the victim was in out-of-home care. Check the appropriate box to indicate the type of abuse. List the victim's relationship to the suspect. Check the appropriate yes/no box to indicate whether photos of the injuries were taken. Check the appropriate box to indicate whether the incident resulted in the victim's death.

SECTION D – INVOLVED PARTIES: Enter the requested information for Victim's Siblings, Victim's Parents/Guardians, and Suspect. Attach extra sheet(s) if needed (provide the requested information for each individual on the attached sheet(s)).

SECTION E – INCIDENT INFORMATION: If multiple victims, indicate the number and submit a form for each victim. Enter date/time and place of the incident. Provide a narrative of the incident. Attach extra sheet(s) if needed.

V. DISTRIBUTION

Reporting Party: After completing form BCIA 8572, retain a copy for your records and submit copies to the designated agency.

Designated Agency: **Within 36 hours** of receipt of form BCIA 8572, the initial designated agency will send a copy of the completed form to the district attorney and any additional designated agencies in compliance with PC sections 11166(j) and 11166(k).

ETHNICITY CODES

1 Alaskan Native	6 Caribbean	11 Guamanian	16 Korean	22 Polynesian	27 White-Armenian
2 American Indian	7 Central American	12 Hawaiian	17 Laotian	23 Samoan	28 White-Central American
3 Asian Indian	8 Chinese	13 Hispanic	18 Mexican	24 South American	29 White-European
4 Black	9 Ethiopian	14 Hmong	19 Other Asian	25 Vietnamese	30 White-Middle Eastern
5 Cambodian	10 Filipino	15 Japanese	21 Other Pacific Islander	26 White	31 White-Romanian