Employee Handbook



Updated: 7/2025

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Welcome Statement

Welcome to the 2025-2026 school year!

We are delighted to have you join us. Each of you brings unique skills, experiences, and perspectives that enrich our community and help us achieve our collective goals. Whether you are a new hire or a seasoned employee, your contributions are highly valued, and together, we create a workplace where innovation, collaboration, and excellence thrive.

Our district is committed to fostering a supportive and inclusive environment. This handbook has been designed to provide you with important information and resources to help you succeed in your role. Please take the time to read through it, as it will serve as a valuable reference throughout your journey with us.

Thank you for being a part of our dedicated and talented team. We look forward to achieving great things together.



To Reach and Teach the Next Generation



INTRODUCTION

This employee handbook contains the employment policies and practices, or informs you where to find the information, of the Corcoran Joint Unified School District in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

The District reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules or benefits stated in this handbook or in any other document. Any written changes to this handbook will be distributed to all employees so that employee will be aware of the new policies or procedures.

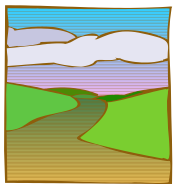
Employees may wish to ask their immediate supervisor or site secretary for Board policies, which contain further information the rules and regulations under which we operate. Employees may access board policies on the District website. In addition, employees who are members of a bargaining unit should consult their contract.

Nothing in this employee handbook creates or is intended to create a promise or representation of continued employment for any employee.

Corcoran Joint Unified School District is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities. The District's academic and other educational support programs, services, and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual or perceived age, ancestry, color, disability, gender, gender identity, gender expression, immigration status, marital or parental status, nationality, race or ethnicity, religion, sex, sexual orientation; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Specifically, state law prohibits discrimination on the basis of gender in enrollment, counseling, and the availability of physical education, athletic activities, and sports. Corcoran Joint Unified School District assures that lack of English language skills will not be a barrier to admission or participation in District programs. The Uniform Complaint Process investigates complaints of unlawful discrimination, harassment, intimidation, or bullying. Such complaints must be filed no later than six months after knowledge of the alleged discrimination was first obtained. For questions or complaints, contact Section 504, Title IX Coordinator - Helen Copeland (559) 992-8888, ext.1248.

Corcoran Joint Unified School District

"A Destination District"



A Destination District where people are drawn to Corcoran due to the quality, reputation and impact of accomplishments of our students and schools on the community

Mission

We are relentless in creating a positive, safe, and stimulating environment for all to improve mind, character and body

BOARD POLICIES

Official copies of adopted board policies are available on the CJUSD website at www.corcoranunified.com. Each employee is encouraged to periodically review the District Board policies that are kept up to date as changes are made during the year.

BOARD PRIORITIES

1. We are intentional about engaging our students, staff and families on a continuous basis from the Board to the classroom.
2. We are ensuring staff have high expectations for each and every student by providing them innovative, high-quality, grade-level instruction so they can become successful adults.
3. We are ensuring our campuses and workplaces to be safe, welcoming and inclusive for all.

BOARD REGULATIONS AND POLICIES

Copies of the Corcoran Joint Unified School District Regulations and Policies can be found on the district's website at www.corcoranunified.com under Board Policies.

CHANGE OF NAME - CHANGE OF MARITAL STATUS - CHANGE OF ADDRESS

Whenever an employee changes their address, telephone number, name, etc., it is imperative that the District office is made aware of the change. The change form to be used is located at the District office or on the Google site: http://sites.google.com/a/corcoranunified.com/human-resources/ under Employee Resources Select: Change of Address

Note: When an employee changes their name, they must produce a new Social Security Card with the new name on it before the District can legally change the employees name on any paperwork such as payroll.

If you change your marital status, please inform payroll. There are changes that need to be made with medical insurance (if applicable).

CHILD AND ADULT ABUSE REPORTING

The Governing Board requires all employees who are child care custodians, medical practitioners, or non-medical practitioners, as defined by Penal Code 11165, to report known or suspected instances of child abuse.

Prior to employment, persons in the above position shall sign a statement to the effect that the employee knows of the legal requirement to report known or suspected instances of child abuse and is prepared to comply with this provision of law. (Penal Code 11166.5)

The Superintendent or designee shall ensure that the provisions of this policy are carried out in accordance with the law.

Within the first six weeks of each 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. Any school personnel hired during the school year shall receive such training within the first six weeks of employment. (Education Code 44691; Penal Code11165.7)
The Superintendent or designee shall obtain and retain proof of each mandated reporter's completion of the training. (Education Code 44691)

CODE OF ETHICS

The Governing Board expects district employees to maintain the highest ethical standards, to follow district policies and regulations, and to abide by state and national laws. Employee conduct should enhance the integrity of the district and the goals of the educational program.

The Board expects all Certificated Personnel to abide by the Rules of Conduct for Professional Educators, as expressed in Title 5, Article 3.

The Board further encourages district employees to accept as guiding principals the codes of ethics published by professional associations to which they may belong.

COMPLAINTS CONCERNING SCHOOL PERSONNEL

The Governing Board places trust in its employees and desires to support their actions in such manner that employees are freed from unwarranted, spiteful or negative criticism and complaints. The district shall provide a process by which a complaint submitted by any person regarding an employee can be resolved impartially, expeditiously, and with minimal disruption to district operations and the educational program.

The Superintendent shall develop regulations, as approved by the Board, which will permit the public to lodge criticism against staff members, assure a complete hearing, and protect the rights of the staff members and the district. Such regulations shall be in keeping with provisions of the collective bargaining agreement.

Verbal complaints against an employee initially made to a Board member or at a Board meeting will be referred to the Superintendent for appropriate consideration and action according to administrative regulations.

When a complaint is made the Superintendent or designee shall determine whether it should be resolved by the district's process for complaints concerning personnel, the district's uniform complaint procedures, or both.

When a school employee is accused of child abuse, the district shall inform the appropriate authorities in accordance with law. (Penal Code 11166, 11166.5) The Board shall annually review policies and regulations regarding complaints against school personnel.

UNIFORM COMPLAINT PROCEDURES

Uniform Complaint Procedures (UCP) Annual Notice

The Corcoran Joint Unified School District annually notifies our students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of our Uniform Complaint Procedures (UCP) process.

The UCP Annual Notice is available on our website. We are primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP.

Programs and Activities Subject to the UCP

- Accommodations for Pregnant and Parenting Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Career Technical and Technical Education and Career Technical and Technical Training Programs
- Child Care and Development Programs
- Compensatory Education
- Consolidated Categorical Aid Programs
- Course Periods without Educational Content
- Discrimination, harassment, intimidation, or bullying against any protected group as identified under sections 200 and 220 and Section 11135 of the Government Code, including any actual or perceived characteristic as set forth in Section 422.55 of the Penal Code, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by an educational institution, as defined in Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance.
- Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district
- Every Student Succeeds Act
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans for Student Achievement
- School Safety Plans
- Schoolsite Councils
- State Preschool
- State Preschool Health and Safety Issues in LEAs Exempt from Licensing

And any other state or federal educational program the State Superintendent of Public Instruction (SSPI) of the California Department of Education (CDE) or designee deems appropriate.

Filing a UCP Complaint
A UCP complaint shall be filed no later than one year from the date the alleged violation occurred.
For complaints relating to Local Control and Accountability Plans (LCAP), the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that was adopted by our agency.

A pupil enrolled in any of our public schools shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee complaint may be filed with the principal of a school or our superintendent or their designee. A pupil fee or LCAP complaint may be filed anonymously, that is, without an identifying signature, if the complainant provides evidence or information leading to evidence to support an allegation of noncompliance.

Responsibilities of the Corcoran Joint Unified School District
We shall post a standardized notice, in addition to this notice, with educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district.

We advise complainants of the opportunity to appeal an Investigation Report of complaints regarding programs within the scope of the UCP to the Department of Education (CDE).

We advise complainants of civil law remedies, including injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

Copies of our UCP procedures shall be available free of charge.

For UCP Complaints Regarding State Preschool Health and Safety Issues Pursuant to Section 1596.7925 of the California Health and Safety Code (HSC)
In order to identify appropriate subjects of state preschool health and safety issues pursuant to Section 1596.7925 of the California Health and Safety Code (HSC) a notice shall be posted in each California state preschool program classroom in each school in our agency.

The notice is in addition to this UCP annual notice and addresses parents, guardians, pupils, and teachers of (1) the health and safety requirements under Title 5 of the California Code of Regulations (5 CCR) that apply to California state preschool programs pursuant to HSC Section 1596.7925, and (2) the location at which to obtain a form to file a complaint.

Contact Information
Complaints within the scope of the UCP are to be filed with the person responsible for processing complaints:

Elizabeth Mendoza
Director of Categorical Programs
1520 Patterson Ave, Corcoran, CA
(559) 992-8888 x1246
emendoza@corcoranunified.com

The above contact is knowledgeable about the laws and programs that they are assigned to investigate in Corcoran Joint Unified School District.

Revised 7/2022

CONFIDENTIALITY OF STUDENT INFORMATION

Privacy

The Governing Board respects the rights of district students and their parents/guardians with regard to the privacy of their personal beliefs and the confidentiality of their personal information.

The Superintendent or designee may collect, disclose, or use students' personal information for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following: (20 USC 1232h)

1. College or other postsecondary education recruitment or military recruitment

2. Book clubs, magazines, and programs providing access to low-cost literary products

3. Curriculum and instructional materials used by elementary and secondary schools

4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments

5. The sale by students of products or services to raise funds for school-related or education-related activities

6. Student recognition programs

The Superintendent or designee is prohibited from collecting, disclosing, or using a student's individually identifiable information, including his/her name, parent/guardian's name, home or other physical address, telephone number, or social security number, for the purpose of marketing or selling that information or providing the information to others for that purpose.

The Superintendent or designee shall consult with parents/guardians regarding the development of regulations pertaining to other uses of personal information, which shall, at a minimum, address the following: (20 USC 1232h)

1. Arrangements for protecting student privacy when collecting, disclosing, or using students' individually identifiable information for any purpose

2. Arrangements to protect student privacy in the administration of surveys that may request information about the personal beliefs and practices of students and their families

3. The rights of parents/guardians to inspect the following, and any applicable procedures for granting reasonable access to the following in a reasonable period of time:

    a. Survey instruments requesting information about their personal beliefs and practices or those of their children

    b. Instructional materials used as part of their children's educational curriculum

4. Any nonemergency physical examinations or screenings that the school may administer

CJUSD CUSTOMER SERVICE

Customer Service Goal:
"To Exceed Expectations"

Customer Service Standards:
"All staff members are
FRIENDLY, HELPFUL, RESPECTFUL and PROFESSIONAL"

Customer Service Measures:

Friendly Staff:	Helpful Staff:	Respectful Staff:	Professional Staff:
• Greet guests within 30 seconds with a smile and friendly welcome • Are eager to help customers and give them their full attention • Answer phones within 4 rings with a smile in their voices • Communicate in a caring manner • Have friendly voicemail greetings that include: An invitation to leave a message, the promise of a quick response, and an alternative number for immediate help • Strive to exceed customer expectations	• Are patient • Are problem-solvers • Have "It *is* my job" attitude! • Seek out answers for customers, rather than just passing them on to someone else • Respond to calls and emails within one business day • Walk guests to their destinations and introduce them • Try to ensure people to whom they transfer a call are available • Address customer complaints in a timely and fair manner and follow up to ensure concerns have been addressed	• Treat all customers fairly and equally • Treat customers with courtesy and respect • Actively listen to customers and strive to understand their concerns and needs • Acknowledge and apologize when anyone makes a mistake or a customer is inconvenienced • Do *not* discuss confidential information in public places • Do *not* engage in gossip or make derogatory remarks about others	• Ensure schools are neat, clean, attractive and welcoming • Present a professional image that conveys caring, commitment, compassion and confidence • Are knowledgeable about schools and programs • Check their email, voicemail & mailbox at least once, preferably twice, each day • Leave an "out of office" voicemail/email message if out for a day or more • Are flexible and open to change • Act with integrity

DRESS CODE

The Corcoran Joint Unified School District believes that the staff has the responsibility to dress appropriately for the school environment. Wearing apparel should project and promote a positive professional image. The Guidelines for Appropriate Dress include:

1. All dress and grooming shall conform to rules relating to health and safety.

2. All clothing shall be neat, clean and acceptable in repair and appearance sufficient to be worn within the bounds of decency, modesty and good taste as appropriate for school. No offensive logos or images.

3. Haircuts, hairstyles and make-up which feature unusual or extreme colors to the extent they are disruptive to the educational process are not acceptable. Facial hair shall remain trimmed within 1 inch.

4. Dress may vary depending upon special activities at each work site or field trips.

5. Articles of clothing or shoes that present a hazard to the health or safety of employee or are disruptive and/or distracting to the educational practice are not acceptable.

6. Staff is required to wear a District provided high visibility vest for safety purposes during their assigned supervision duties and/or while transporting students.

The following are guidelines to give staff a framework of what may be considered professional and unprofessional dress when working among children, schools, and offices in the District.

These are specific CUSD minimum professional dress standards that **will be expected** for all personnel.

PROFESSIONAL	UNPROFESSIONAL
✓ Dresses, skirts no more than two (2) inches above the knee	✓ Dresses, skirts or split skirts more than 2 inches above the knee
✓ Shirts – worn as designed; i.e. tails tucked in	✓ Revealing and/or distracting attire: dress, tops, halter-tops, bare midriff, see-through outfits.
✓ Slacks/Pants/Capris (Blue Denim on Friday's only)	✓ Form fitting: slacks, stirrup pants, leggings or skirts
✓ Denim (blue) jeans (not faded, frayed or torn) on Fridays only. May be worn for designated classes or special activities.	✓ Shorts – Only for PE, field trips, special school activities, or when school is not in session – no more than 2" above the knee
✓ Sweatshirts – decorative, seasonal, and for school activities	✓ Jogging suits, sweat pants, (except for PE)
✓ Hats, caps or other types of head coverings when worn for health reasons only. Hats should be removed when attending meetings.	✓ T-Shirts (except with school logo worn for special school activities)
✓ Shoes appropriate for position. Presentable tennis shoes.	✓ Beach type rubber sandals/flip flops
	✓ Hats, caps or other types of head coverings (except when worn for health reasons or as a part of the school uniform)
	✓ Revealing body piercings (except ears), distracting or provocative tattoos showing.

Maintenance and Cafeteria Staff only: No open toe shoes. Permitted to wear t-shirts that are in neat, clean, and acceptable appearance. (No offensive/distracting images or oversized shirts.)
Note: The same guidelines are to be followed by Summer School Staff.

Board approved: August 11, 2015
Revised/Board Approved: June 25, 2019

DISTRICT JOB VACANCIES

Any current District job positions that are available will be posted at each designated bulletin board at each site (please ask your site secretary where they are posted) and on Edjoin (www.edjoin.org) which is accessible under Human Resources page on the website.

DRIVERS OF COMMERCIAL MOTOR VEHICLES, ALCOHOL AND CONTROLLED SUBSTANCES TESTING

The Governing Board desires to ensure that district-provided transportation is safe for students, staff, and the public. To that end, the Superintendent or designee shall establish a drug and alcohol testing program designed to prevent the operation of buses or the performance of other safety-sensitive functions by a driver who is under the influence of drugs or alcohol, including a driver of a school bus, student activity bus, or other school transportation vehicle or any other employee who holds a commercial driver's license which is necessary to perform duties related to district employment.

A driver shall not report for duty or remain on duty when the driver has used any drug listed in 21 CFR 1308.11. A driver is also prohibited from reporting for duty or remaining on duty when the driver has used any drug listed in 21 CFR 1308.12-1308.15, unless the driver is using the drug under the direction of a physician who has advised the driver that the substance will not adversely affect the driver's ability to safely operate a bus. (49 CFR 382.213)

In addition, a driver shall not consume alcohol while on duty and/or performing safety-sensitive functions, or for four hours prior to on-duty time. (49 CFR 382.205, 382.207)

Drivers shall submit to drug and alcohol testing as required under federal law and specified in the accompanying administrative regulation. The district's testing program for drivers shall include pre-employment drug testing and reasonable suspicion, random, post-accident, return-to-duty, and follow-up drug and alcohol testing of drivers. (49 USC 31306; 49 CFR 382.301-382.311)

The Board shall contract for testing services upon verifying that the personnel are appropriately qualified and/or certified and that testing procedures conform to federal regulations.

Except as otherwise provided by law, the Superintendent or designee shall not release individual test results or medical information about a driver to a third party without the driver's specific written consent. (49 CFR 40.321)

DRUG AND ALCOHOL FREE WORKPLACE

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

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

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

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

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

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

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

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

EQUAL OPPORTUNITY EMPLOYMENT/AFFIRMATIVE ACTION

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.

Employers are also prohibited from discrimination against employees or job applicants on the basis of reproductive health decision-making, defined as a person's decision to use or access a particular drug, device, product, or medical service for reproductive health. (Government Code 12926, 12940)

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)

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

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.

FINGERPRINTING

In accordance with law, the district is required to have all new employees, volunteers, chaperones, and coaches fingerprinted by the Department of Justice and the FBI. All fingerprinting may be completed through Kings County Office of Education (KCOE), 1441 W. Lacey Blvd., Hanford, CA 93230 or an authorized location. There is a processing fee which varies by agencies.

Employees/volunteers/chaperones/coaches need to check with the District Office before having fingerprinting done. An appropriate form needs to be provided.

The cost for fingerprints for employees/volunteers/chaperones/coaches through KCOE is $14.00 from the beginning of school until October 31st. After October 31st, the cost for fingerprints for volunteers/chaperones is $61.00 through KCOE.

HARASSMENT

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.

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 or allegation is addressed through AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures or AR 4030 - Nondiscrimination in Employment, as applicable. Because a complaint or allegation that is dismissed or denied under the Title IX complaint procedure may still be subject to consideration under state law, the Title IX Coordinator shall ensure that any implementation of AR 4119.12/4219.12/4319.12 concurrently meets the requirements of AR 4030.

The Title IX Coordinator shall offer supportive measures to the complainant and respondent, as deemed appropriate under the circumstances.

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.

ILLNESS AND INJURY PREVENTION

It is the intent of the District to provide a safe and hazard free working environment for all employees. To that end, we have a system for identifying and evaluating hazards within our school sites. We have provided and will continue to provide, mandatory safety training for all employees.

On July 1, 1991, the California Injury Prevention Program Act became law. The act, better known as SB 198, helped employers to organize sound safety practices. It is a law that is taken seriously by this office, and which has specified only the minimum requirements of our efforts. SB 198 requires written programs, periodic inspections, and periodic safety training. Employees are encouraged to participate in keeping our premises safe by pointing out potentially unsafe conditions or situations.

INJURY AT WORK (WORKERS COMPENSATION)

If you are injured on the job, it is important to report such injury immediately to your supervisor or to the site secretary. California law requires an employer to report every industrial injury or occupational disease that results in lost time beyond the day of the injury or requires medical treatment other than first aid. A doctor's release is required before an employee returns to work.

Refer to Board Policy AR 4161.11 for information regarding Industrial Accident and Illness Leave.

All injuries or accidents **MUST** be reported to your immediate supervisor, school secretary or, if no one is available, to the District Office. **NOTE: Even if the injury is minor and you do not require medical attention at the time, you may require medical attention in the future**.

Located at each site and department are Accident Packets that contain forms that are required to be completed:

1. School Site Incident Reporting Checklist – this form is to be completed by the person the injury is being reported to
2. Report of Employee Incident/Injury – this form is to be completed by the employee and the Supervisor
3. Workers' Compensation Claim Form (DWC1) – this form is to be completed by the employee (top portion only)
4. Sign the Responsibility of Injured Worker acknowledgement

Forms for Employee Information are Responsibilities of the Injured Worker and Workers' Compensation Medical Panel

In cases of extreme emergency, the employee must be taken immediately to an Emergency Room at any hospital.

If the injury is not an emergency and if the employee requires medical attention, they must go to one of the medical panel facilities listed in the packet. However, if the employee has, on file, a completed pre-designated doctor form, then that employee may seek medical attention from that pre-designated doctor.

JOB DESCRIPTIONS

Current Certificated/ Classified/Confidential/Classified Management/Certificated Management job descriptions can be downloaded at the HR Site under Job Descriptions (www.corcoranunified.com)

JURY DUTY

An employee shall be entitled to leave without loss of pay for any time the employee is required to perform jury duty. The district shall pay the employee his/her regular pay. It is the employee's responsibility to turn in their Jury Duty summons and certification from the Court that the employee appeared and served on jury to their immediate supervisor for attendance/payroll purposes.

LEAVES

The Governing Board shall provide for employee absences as authorized by law and the collective bargaining agreement. The Board recognizes the following justifiable reasons of absence:

1. Personal sickness or injury, pregnancy, jury duty, military service or emergencies beyond control.
2. Family illness, bereavement, religious observances and other personal reasons.
3. Situations stemming from occupational status such as attendance at meetings, conventions, in-service courses, seminars, etc.

Employees should refer to their Bargaining Unit contracts for a full description of "Leaves". Below is a brief description of each available leave (if applicable):

1. Bereavement Leave (CSEA XII:12.1 – CFA XII:12.7): Every employee shall be entitled to Bereavement leave with pay not to exceed five (5) days in-state and seven (7) days out-of-state travel for immediate family. Immediate family is defined as mother, father, grandmother, grandfather, and grandchild of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother or sister of the employee or any living relative in the immediate household of the employee.
2. Sick Leave: The District will require a physician's verification of illness for five (5) or more consecutive days.
3. Maternity Leave (CSEA XII:12.4.4 – CFA XII:12.2): Please contact Human Resources or Payroll in regard to Maternity Leave.
4. Personal Necessity Leave (CSEA XII:12.7 – CFA XII:12.6): Personal Necessity Leave must be pre-approved. The Personal Necessity (PN) Leave are days that come off the employees earned sick leave days. PN may be used by the employee, at his or her election, in cases of personal necessity on the following basis: a. Death of a member of employee's immediate family; b. As a result of an accident or illness involving an employee's person or property or of immediate family; c. For an emergency situation. Please refer to the bargaining unit contracts for more in depth information.

LEGAL STATUS

In accordance with law, the district shall ask all new employees to provide documentation of employment eligibility by completion of the I-9 form. The district shall hire citizens and aliens who are lawfully authorized to work in the United States. District employment practices shall not discriminate on the basis of citizenship status or national origin, nor shall they discriminate against any refugees, grantees of asylum, or persons qualified for permanent or temporary residency.

STATEMENT OF NON-DISCRIMINATION

Corcoran Joint Unified School District is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities. The District's academic and other educational support programs, services and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual or perceived age, ancestry, color, disability, gender, gender identity, gender expression, immigration status, marital or parental status, nationality, race or ethnicity, religion, sex, sexual orientation; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Specifically, state law prohibits discrimination on the basis of gender in enrollment, counseling, and the availability of physical education, athletic activities, and sports. Corcoran Joint Unified School District assures that lack of English language skills will not be a barrier to admission or participation in District programs.

Complaints of unlawful discrimination, harassment, intimidation, or bullying are investigated through the Uniform Complaint Process. Such complaints must be filed no later than six months after knowledge of the alleged discrimination was first obtained.

The following employees can be reached for questions or to file complaints regarding the following programs:

Uniform Complaints Title VI Coordinator Elizabeth Mendoza (559) 992-8888 ext1246	Section 504 Title IX Coordinator Helen Copeland (559) 992-8888 ext1248	Superintendent Andre Pecina (559) 992-8888 ext1224

El Distrito Escolar de Corcoran se compromete a proporcionar un ambiente seguro y de igualdad de acceso y oportunidad para todos los individuos en la educación. Los programas de apoyo educacional y académicos, los servicios y actividades del Distrito, serán libres de discriminación, acoso, intimidación y hostigamiento de cualquier individuo basado en la edad real o percibida de la persona, ascendencia, color, discapacidad, género, identidad de género, expresión de género, situación migratoria, estado civil o parental, nacionalidad, raza o etnia, religión, sexo, orientación sexual; la percepción de una o más de una de estas características; o la asociación con una persona o grupo con una o más de estas características actuales o percibidas. Específicamente, la ley del estado prohíbe la discriminación por motivo de género en la inscripción, consejería, y la disponibilidad de educación física, actividades atléticas, y deportivas. El Distrito Escolar de Corcoran asegura que por falta de habilidades en inglés no habrá barrera de admisión o participación en programas del Distrito.

Quejas de discriminación ilegal serán investigadas a través del Proceso Uniforme para presentar Quejas. Tales quejas se deben presentar no más tarde de seis meses después de que el conocimiento de la supuesta discriminación fue obtenido por primera vez.

Se puede contactar a los siguientes empleados para preguntas o para presentar quejas con respecto a los siguientes programas:

Quejas Uniformes Coordinador de Title VI Elizabeth Mendoza (559) 992-8888 ext1246	Sección 504 Coordinador de Título IX Helen Copeland (559) 992-8888 ext1248	Superintendente Andre Pecina (559) 992-8888 ext1224

POLITICAL ACTIVITIES of EMPLOYEES

The Governing Board recognizes the importance of political activity, voting, and civic engagement, and respects the right of district employees to engage in political discussions and activities as individuals on their own time and at their own expense. When engaging in such activities, employees shall make it clear that they are acting on their own behalf and not as representatives of the district.

District employees, as members of the community, may use school facilities for meetings, including political activities, as permitted under the Civic Center Act and district policy.

Employees shall refrain from prohibited political activities identified in law, Board policy, and administrative regulations. Employees who engage in these activities shall be subject to disciplinary action and/or criminal penalties.

Nothing in this regulation shall prevent the district from disseminating information regarding school tax and/or bond elections. (Education Code 35174)

Do you have questions as to whom to call?

This might help you…

If you have any questions regarding any of the following, please call the number listed:

Dental	***Delta Dental (deltadental.com)***	***1-866-499-3001***
Medical Insurance	***SISC III (refer to your ID card)***	***1-800-662-5502***
Vision	***VSP (vsp.com)***	***1-800-877-7195***
Changes to Insurance	**HR or Payroll Department**	HR-Ext 1225 Payroll-Ext. 1227
Payroll Questions/Changes	**William Moua** Payroll Specialist	Ext 1227
Tax Sheltered Annuity	**William Moua** Payroll Specialist	Ext 1227
W-4 Form Changes	**William Moua** Payroll Specialist	Ext 1227
Annual Contracts or Statement of Placements	**Rebecca Moreno** HR Manager	Ext 1225
Change of Name, Address, or Phone	**HR or Payroll Department**	HR-Ext 1225 Payroll-Ext. 1227
Change of Emergency Contact	**HR or Payroll Department**	HR-Ext 1225 Payroll-Ext. 1227
Professional Growth Units	**Rebecca Moreno** HR Manager	Ext 1225
Equal Opportunity/Affirmative Action	**Rebecca Moreno** HR Manager	Ext 1225
Worker's Compensation	**Rebecca Moreno or Rebecca Hernandez** HR Dept	Ext 1225 or Ext. 1245
Title VI Coordinator	**Elizabeth Mendoza** Director of Categorical Programs	Ext 1246
Title II Coordinator	**Elizabeth Mendoza** Director of Categorical Programs	Ext 1246
Title IX Coordinator	**Helen Copeland** Director of Special Services	Ext 1248
Section 504 Coordinator	**Helen Copeland** Director of Special Services	Ext 1248
Smartfind Express	**Rebecca Schreuder** DO Secretary	Ext 1220
Volunteer (Fingerprinting)	**Rebecca Schreuder** DO Secretary	Ext 1220
Reimbursement of Travel	**Angelica Hurtado** Accounts Payable Analyst	Ext 1230

Note: The following forms can be accessed at the District Office or at the CUSD web (www.corcoranunified.com) Site: Employee Handbook, Change of Address/Change of Emergency Contact; Deferred Pay Election; Designation of Person to Receive Warrants; Direct Deposit and Request for Leave.

RECEIPT OF GIFTS, INCENTIVES, FAVORS, REBATES FROM SUPPLIERS

The District prohibits the use of gifts, incentives, inducements, favors, monetary returns, either promised or given, and/or rebates of any kind (hereinafter referred to as "Incentives") for employee personal benefit.

District employees are not to accept Incentives from any supplier. Negotiation of either quantity or trade discounts with suppliers for all purchases will be by the Chief Business Officer or designee only.

Any supplier attempting to or providing such Incentives shall result in the immediate termination of any existing and future orders to that supplier and District will take any and all appropriate actions deemed necessary by the District, including but not limited to referral to local law enforcement authorities.

SAFE WORKPLACE - NO VIOLENCE POLICY

Federal and State job safety laws require employers to make reasonable efforts to provide a safe workplace. This duty includes steps to reduce the risk of violence. The Federal Occupational Safety and Health Administration, California's Division of Occupational Safety and Health (DOSH), and other state agencies have issued guidelines to help employers fight violence, and also raise the prospect of OSHA citations if these kinds of problems are ignored.

In addition, the Corcoran Joint Unified School District is also concerned about the increased incidents of workplace violence in general, and therefore has taken steps to help prevent incidents of violence from occurring at the District. To that end, the Corcoran Joint Unified School District expressly prohibits any acts or threats of violence by any current or former employee against any other employee in or around the workplace or elsewhere at any time. The Corcoran Joint Unified School District also will not tolerate any acts or threats of violence against employees, visitors, vendors or other people at the work site at any time or while they are engaged in business with or on behalf of the School District, whether at or away from the School District.

The School District will take prompt remedial action, up to and including discharge, against any employee who engages in any threatening behavior or acts of violence, or who uses any threatening language or makes threatening gestures.

Employees are a necessary part of this policy. Any employee, who becomes aware of a display of violent, abusive or threatening behavior, or a threat or tendency to engage in such behavior by another employee, is to report such behavior to their immediate supervisor. To the extent possible, such reports will be handled confidentially. In furtherance of this policy, employees have an obligation to inform their immediate supervisor of any activity in the workplace involving current or former employees, visitors, vendors or other people that they believe could result in violence. This includes, for example, threats of violence, aggressive or confrontational behavior, offensive acts, and threatening or hostile comments.

The purpose of this policy is preventive, not punitive. It is the responsibility of each employee to contribute to a safe working environment. The School District cannot do its part to prevent violence in the workplace without the full cooperation of all employees.

SAFETY

The Governing Board believes that district students and employees have the right to learn and work in a safe and secured school. All members of the school community should be alert to any explosive, toxic or incendiary hazards, which may jeopardize the safety of students, employees, or the public. Precautionary measures against fire, explosion and other physical hazards shall be established and vigorously observed.

Besides assuring that its physical plants are secure, the Board is committed to protecting students, employees, and the public from potentially disruptive or violent situations on school grounds. District campuses shall enforce Board policies related to safety, crime, student conduct, and discipline.

The Board recognizes that accurate, consistently collected data on school crime assists in developing effective program and techniques for keeping school campuses safe and secure.

The Superintendent shall ensure that principals report all school crimes and that this information is submitted to the Stare Department of Education. Copies of crime reports shall be made available to the public upon request for the actual cost of duplication. (Penal Code 628, 628.1, 628.2)

There are fire extinguishers in several areas at each site.

☛In each classroom there is a copy of the GUIDE TO DISASTER PREPAREDNESS in a red binder and the Bell Signals poster (red paper) for what to do at different bell sounds.

SALARY PAYMENTS & SICK/ABSENCE LEAVE

All regular employees are paid on the last working day of the month. Eleven-month employees are paid in eleven or twelve equal payments, depending on position, and employee's designation at time of employment. June paychecks may reflect multiple deductions for insurance. Time sheets for temporary and substitute employees are due on the 16th of each month (may be subject to change due to holidays). These employees are paid on the last working day of the month, for work performed from the sixteenth of the previous month to the fifteenth of the current month.

LEAVE PROCEDURE IS AS FOLLOWS:

1. Employee is absent. Employee completes Request for Leave form and obtains Supervisor's signature.
2. Once approved, Site Secretary enters leave in Digital Schools.
3. At the end of the month employee signs leave activity form (when they receive their pay or paystub).
4. Sick/absence leave is then deducted from their leave totals after payroll received the leave verification forms from the sites
5. Employee receives new pay stub at the end of the month and last month's sick leave is reflected on the document

SALARY SCHEDULES

The Salary Schedules can be downloaded on our website under departments and Human Resources Site.

SCHOOL SAFETY AND SECURITY

Vandalism & Theft - Controlling and Recovering Cost Incurred Through Vandalism and Theft

1. Inventories are to be controlled and monitored by the site administrator. Any transfer or loss of equipment is to be reported to the Business Office.
2. Insofar as possible, caution and safeguards are to be followed to prevent vandalism and thefts.
3. When thefts, breaking or vandalism occur they shall be reported immediately to the Police. Responsibility for assuring that this has been done rests with the site administrator. Report shall also be made by the following workday to the Superintendent's office.
4. The site administrator must always submit the "Theft, Entry and/or Damage Report" to the Business Office within two (2) days. It is important that this be filled out as completely as possible. Specific information about missing items is crucial.
5. The Business Office will notify the Maintenance Department of damage. They will repair the damage and itemize costs for the Business Office.
6. When repair of Comp. Ed. property is involved, this should be noted on the "Theft, Entry and/or Damage Report" by the site administrator.
7. The Business Office will submit insurance claims where appropriate.
8. Accounting for vandalism and theft losses and follow up on each occurrence shall be maintained on an ongoing basis by the Business Office.
9. Follow up should be maintained with the newspaper and other sources to determine apprehension and/or conviction of guilty parties for each occurrence. The Police should be contacted on a regular basis to determine whether suspects have been determined in each case and whether they were referred to Probation or the Court. A request will then be made to the Probation Department or the Court to ascertain whether any action was taken and information as to names of guilty parties.
10. The School Principal, Maintenance Director, Director of Fiscal Services or other District Officer as designated shall contact and follow up on recouping losses from those responsible, or where appropriate the parents of those responsible for the losses.

Cameras Safeguarding the well-being of all students and staff is a primary concern for all of us. The use of school security cameras is an important tool for ensuring safety on school grounds. As a means to deter violence or vandalism on campus, we find school security cameras an indispensable aid to identifying and resolving issues as they arise. School security cameras help us maintain safety around our campuses, and they also discourage misbehavior. Conspicuously placed school surveillance cameras have been shown to reduce threats of violence and vandalism drastically. In other words, cameras are there for everyone's safety.

It is important for every employee to recognize many areas of our campuses are under video surveillance for safety purposes. The privacy of students and staff is protected since school surveillance cameras are in public areas like cafeterias, administrative offices, gymnasiums, and outdoor areas like playgrounds and sports fields.

The District will not use video footage to attempt to discipline an employee or evaluate that employee's performance, except in the circumstances where the video footage shows that the employee may be engaged in criminal activity, violation of applicable state or federal law(s) or regulation(s), or violation of District Board Policy or Administrative Regulation.

SECURITY

Incidents of illegal entry, theft of school property, vandalism, and damage to school property from other causes shall be reported by phone to the Superintendent or designee as soon after discovery as possible. A written report of the incident shall be made within twenty-four (24) hours.

Keys

All keys used in a school shall be the responsibility of the respective principal. Requests for permanent issuance of keys shall be made only in those instances where the employee regularly needs a key in order to carry out his/her normal activities necessitated by the position which he/she holds. When need for a particular key is of a temporary nature, a key shall be issued on that basis and shall be returned immediately following termination of the need for its use.

All keys shall be issued through the office of each principal. A receipt showing the number of the key and room(s) or building(s) which it opens shall be signed by the person to whom the key is issued. This receipt shall be filed in lieu of the key and shall be returned to the employee upon return of the key.

Each principal shall set up a key control system with a record of the number of each key filed.

The person issued a key shall be responsible for its safekeeping. Duplicate keys are obtained only through the district business office. The Governing Board prohibits the duplication of school keys otherwise.

Keys shall be used only by authorized employees and shall never be loaned to pupils.

The greatest care shall be given to master and sub-master keys. Master keys shall never be loaned.

ID Cards (Badge)

All employees must wear an ID badge either issued by the District Office or by the School Site at all times during work hours for security purposes.

SMARTFIND EXPRESS eSchool Solutions (County-Wide Certificated Substitute Maintenance)

Telephone number to call: **559-589-7010**
Web Site: www.kings.k12.ca.us Click **SmartFindExpress.**

Certificated staff can call SmartFind Express to record, review, or cancel absences, and to review and change your personal information.

For further information, please refer to the instruction brochure distributed to all certificated staff or contact your school's Secretary.

TITLE IX

Title IX – *New Federal Regulations (85 Fed. Reg. 30026) updates beginning August 14, 2020*

Our District and the Title IX Coordinator are aware of and acknowledge the new Title IX regulations released on May 6, 2020 and effective as of August 14, 2020. Our Title IX team receives training on these new regulations on annual basis. The training was conducted by The Professional Law Corporation of Atkinson, Andelson, Loya, Ruud & Romo (AALRR) and the materials can be accessed on District website. We are in the process of reviewing and revising our Title IX policy and practices, which involves hearing from our educational partners in order to implement a fair, thorough and impartial Title IX complaint process and COE response. As always, if you need to report a sexual harassment incident, please reach out to our Title IX Coordinator, any team member or complete a complaint form located on District website. Information is listed below.

Who is the Title IX Coordinator?

The District has a Title IX Coordinator who oversees the District's compliance with Title IX requirements and promotes sex equity in the District's programs. Contact the District's Title IX Coordinator:

Helen Copeland, Title IX Coordinator
1520 Patterson Ave., Corcoran, CA 93212
Telephone: (559) 992-8888 ext. 1248
Email: helencopeland@corcoranunified.com

Title IX Team members:

Elysa Vargas Ed.D, Assistant Superintendent-Educational Services
(559) 992-8888 ext. 1231
charlesgent@corcoranunified.com

Rebecca Moreno, Human Resources Manager
(559) 992-8880 ext. 1224
rebeccamoreno@corcoranunified.com

Laura Duran, Safety/Security Coordinator
(559) 992-8888 ext. 1240
lauraduran@corcoranunified.com

Elizabeth Mendoza, Director of Categorical Programs
(559) 992-8880 ext. 1246
emendoza@corcoranunified.com

JJ Albert, Principal
(559) 992-8882 ext. 4223
jjalbert@corcoranunified.com

Dory Pearce, Vice Principal
(559) 992-8886 ext. 5105
dorypearce@corcoranunified.com

TOBACCO-FREE SCHOOLS/SMOKING

The Governing Board recognizes that smoking and other uses of tobacco and nicotine products constitute a serious public health hazard and are inconsistent with district goals to provide a healthy environment for students and staff.

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

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

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

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

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

TUBERCULOSIS (TB) EXAMINATION

Per California Education Code §49406

As a condition of initial employment in this office, all employees must have on file a statement from a licensed physician that the employee is free from active tuberculosis. Such statement shall be based on the results of an accepted tuberculin skin test which, if positive, shall be followed by an x-ray of the lungs. Thereafter, employees who are skin test negative shall have a Risk Assessment Questionnaire or skin test at least once each four (4) years. Occasional employees such as building contractors and repairmen may be exempted from this requirement if their duties do not require frequent or prolonged contact with pupils.

This district will provide acceptable skin testing for continuing employees.

USE OF TECHNOLOGY

Access to Internet and Other Technologies by Adults

Adults accessing Internet services provided by the Corcoran Joint Unified School District when working as an employee or volunteer of the Corcoran Joint Unified School District; when attending trainings, meetings, conferences, or other events sponsored at a facility owned or leased by Corcoran Joint Unified School District or at a facility of which the Corcoran Joint Unified School District has otherwise been granted primary custody; or

when accessing Corcoran Joint Unified School District Internet services with remote access connections shall be subject to the rules and regulations specified below. These services include but are not limited to fax machines, e-mail, Internet, telephones, voice mail, electronic pagers, cell phones, and radios.

1. The employee in whose name an on-line services account is issued is responsible for its proper use at all times.
2. Employees shall use the system only for purposes related to their employment with the district. Commercial use of the system is strictly prohibited. The Corcoran Joint Unified School District reserves the right to monitor any on-line communications for improper use.
3. Users shall not engage in illegal activities on the Internet or any Kings County Office technology. Users shall not use any technology or system to promote unethical practices or any activity prohibited by law or district policy.
4. Users shall not transmit material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs, or otherwise inappropriate for training or work-related uses.
5. Users shall not use Corcoran Joint Unified School District technology resources to engage in unauthorized hacking or attempts to otherwise compromise any computer or network system's security Unauthorized review, duplication, dissemination, removal, damage or alteration of files, passwords, computer systems or programs, voicemail messages or other property of the Corcoran Joint Unified School District or improper use of information obtained by unauthorized means, may be grounds for disciplinary action, up to an including termination.
6. Copyrighted material may not be placed on the system without the author's permission. Users may download copyrighted material for their own use only and only in accordance with copyright laws.
7. Vandalism will result in the cancellation of user privileges. Vandalism includes uploading, downloading or creating computer viruses and/or any malicious attempt to harm or destroy district equipment or materials or the data of any other user. Suspected vandalism will be referred to the appropriate law enforcement agency.
8. User shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail nor shall they attempt to read, delete, copy, or modify other users' mail without authorization. Users shall not forge other users' mail.
9. Users are encouraged to keep messages brief.
10. Users shall report any security problem or misuse of the network to the Superintendent or designee.

Access to Internet by Minors

Minors accessing Internet services provided by the Corcoran Joint Unified School District when working as an employee or volunteer of the Corcoran Joint Unified School District; when attending trainings, meetings, conferences, or other events sponsored at a facility owned or leased by the Corcoran Joint Unified School District or at a facility of which Corcoran Joint Unified School District has otherwise been granted primary custody; or when accessing the Corcoran Joint Unified School District Internet services with remote access connections shall be subject to the same rules and regulations as adult users. In addition, minors shall be subject to the following rules:

1. Minors shall not access material that is obscene, child pornography, harmful to minors, or otherwise inappropriate for educational or work-related uses.
2. Minors shall only use electronic mail, chat rooms and other forms of direct electronic communications for purpose related to education within the context of a school-related assignment activity or for purposes related to work, including volunteer, at the Corcoran Joint Unified School District.
3. Minors shall not disclose personal identification information on the Internet.

Privacy

Employees have no right to privacy as to any information or file transmitted or stored through the Corcoran Joint Unified School District computer system, voicemail, electronic mail or other technical resources. The Corcoran Joint Unified School District reserves the right to retrieve and read any messages or file. All users should be aware that when a message is deleted, it is still possible to recreate the message; therefore, ultimate privacy of messages cannot be guaranteed to anyone.

The reliability of passwords for maintaining confidentiality cannot be guaranteed. All passwords must be made known to the Corcoran Joint Unified School District so the County Office may access the employee's system. Employees are required to give all passwords to their direct supervisor. The supervisor will provide a list of passwords to the Superintendent or designee.

Policy Violations

Any violation of this policy may result in the loss of access to the Internet by Kings COE. Additional disciplinary action may be determined in accordance with existing procedures and practices, both administrative and as stipulated in the Corcoran Joint Unified School District board policy, and including applicable law enforcement agencies when necessary.

Policy Challenge Procedure

An individual who has been granted access to the Internet by the Corcoran Joint Unified School District and desires to access an Internet site that is not compliant with this policy may challenge the enforcement of the policy according to the following provisions:

2. Internet site review requests should be directed in writing to the Superintendent, or designee, for his/her consideration.
3. The Superintendent, or designee, will review the site within seven working days of submission of the request and, if deemed appropriate for educational or work-related purposes, may agree to unblock the site.
4. Corcoran Joint Unified School District sites and program administrators will regulate enforcement of the policy. Challenges to the application or enforcement of the Corcoran Joint Unified School District Internet Safety Policy which cannot be resolved at the level outlined in the preceding step will be handled in accordance with the Corcoran Joint Unified School District established grievance policy; or at the Corcoran Joint Unified School District Superintendent and or board level for challenges presented in writing by individuals other than Corcoran Joint Unified School District employees and volunteers who have been granted access to the Internet by the Corcoran Joint Unified School District.

Reasonable Accommodation for Disabilities or Impairments

Instructions:

Applicants or employees requesting reasonable accommodation of their disability or impairment are requested to complete Sections A, B, and D.

SECTION A: - Reasonable Accommodation – General Information

1. **Name and information of Employee/Applicant:**

_____

(Last) (First) (MI)

_____

(Work Site Phone) (Home Telephone)

_____

Home Address City Zip Code

___ _____ _____

Work Location Position

2. **Statement of Problem/Condition:** Describe the condition for which you are requesting accommodation, including the status of your problem/condition (e.g. permanent, temporary, improving, etc.). Also describe the impact upon your performance (as an employee), identifying specific tasks, activities, etc., and how they are affected. Use additional pages if necessary.

_____

_____

_____

_____

_____

_____

_____

Corcoran Joint Unified School District is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities. The District's academic and other educational support programs, services, and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual or perceived age, ancestry, color, disability, gender, gender identity, gender expression, immigration status, marital or parental status, nationality, race or ethnicity, religion, sex, sexual orientation; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Specifically, state law prohibits discrimination on the basis of gender in enrollment, counseling, and the availability of physical education, athletic activities, and sports. Corcoran Joint Unified School District assures that lack of English language skills will not be a barrier to admission or participation in District programs. The Uniform Complaint Process investigates complaints of unlawful discrimination, harassment, intimidation, or bullying. Such complaints must be filed no later than six months after knowledge of the alleged discrimination was first obtained. For questions or complaints, contact Section 504, Title IX Coordinator - Helen Copeland (559) 992-8888, ext.1248.

SECTION B: - Reasonable Accommodation – Specific Accommodation Sought

1. Identify and describe any accommodation(s) that you feel is/are sufficient and necessary.

_____

_____

_____

_____

_____

_____

2. Have you discussed your request and proposed accommodations with District staff?
☐ **Yes** ☐ **No If yes, to whom have you spoken?** _____

What was the result of the discussion?

_____

_____

_____

_____

_____

_____

SECTION C: - Reasonable Accommodation – Medical Authorization

Please attach information/statement from your attending physician(s) regarding the medical condition described by you in Section A and complete and sign the Authorization to Receive or Release Information form. Additional copies of this form may be requested from Human Resources, if needed. Your application cannot be processed until the Request for Accommodation, Release of Medical Information form, and the Physician Statements are completed, signed and returned to the District.

SECTION D: - Reasonable Accommodation – Confidentiality

All medical information will be maintained as confidential per applicable law. Employee certifies that all the information contained in this application is true and correct. Employee and District signatures certify that discussions and plan of action with employee took place on respective dates.

Print Name (Employee)	**Signature**	**Date**
Print Name (Site Supervisor)	**Signature**	**Date**
Print Name (HR Representative)	**Signature**	**Date**

Date: _____

Name: _____
Number and Ext of Work Site: _____

Re: Temporary Transitional Accommodation

We have received medical documentation from your physician, _____, dated _____. This documentation lists the following temporary medical work restrictions:

_____

Your department is able to provide you with a temporary transitional accommodation for the following period of time: Assignment beginning on _____ and ending on _____.

The description of this temporary transitional modification to your position or alternate position is: *(Include description of accommodation here*)

_____

This is a temporary transitional accommodation, not a permanent position. It is designed to assist you while you are recovering. At the end of this specific period of time, you will need to provide a medical update indicating either a release to perform the essential functions of your position or information describing updated functional limitations, so that a determination can be made regarding continuation of the temporary transitional accommodation. The employee understands the obligation to do the following:

- Work within the written medical limitations.
- Provide medical updates of functional limitations.

Any extension of this accommodation beyond the above specified time will be decided on a case-by-case basis. This will be dependent upon, among other factors, department operational needs, and upon updated information from your physician.

This temporary transitional accommodation will be reviewed on: _____

_____ _____
Employee Date

_____ _____
Supervisor Date

Attachment 1

PREDESIGNATION OF PERSONAL PHYSICIAN

In the event you sustain an injury or illness related to your employment, you may be treated for such injury or illness by your personal medical doctor (M.D.), medical group, doctor of osteopathic medicine (D.O.), chiropractor (D.C.) or acupuncturist (L.Ac.) if:

• you have health care insurance for injuries or illnesses that are not work related.
• the doctor is your regular physician, who shall be either a physician who has limited his or her practice of medicine to general practice or who is a board-certified or board eligible internist, pediatrician, obstetrician-gynecologist, or family practitioner, and has previously directed your medical treatment, and retains your medical records;
• **prior** to the injury your doctor agrees to treat you for work injuries or illnesses;
• **prior** to the injury you provided your employer the following in writing: (1) notice that you want your personal doctor to treat you for a work-related injury or illness, and (2) your personal doctor's name, telephone number and business address.

If you want to designate a chiropractor or acupuncturist, you can, but you must first have an examination/visit with the doctor or facility the District refers to you. Also, a chiropractor cannot be the treating physician after 24 chiropractic visits.

You may use this form to notify your employer if you wish to pre-designate your choice of physician to treat you for a work- related injury or illness if the above requirements are met.

NOTICE OF PREDESIGNATION OF PERSONAL PHYSICIAN

Employee: Complete this section.
To: _____ **(name of employer)**. If I have a work-related injury or illness, I choose to be treated by:

_____
(Name of physician and designation)

_____
(Street address, city, state, ZIP)

_____
(Telephone number)

Employee Name **(please print)**: _____

Employee'sAddress:_____

Employee's Signature_____Date:_____

Physician: I agree to this Pre-designation:

Signature:_____Date:_____
(Physician or Designated Employee of the Physician) The physician is not required to sign this form, however, if the physician or designated employee of the physician does not sign, other documentation of the physician's agreement to be pre-designated will be required (to be provided to the District) pursuant to Title 8, California Code of Regulations, section 9780.1(a)(3)

Attachment 2

NOTICE OF CHANGE TO PERSONAL CHIROPRACTOR OR PERSONAL ACUPUNCTURIST

If your employer or your employer's insurer does not have a Medical Provider Network, you may be able to **change** your treating physician to your personal chiropractor or acupuncturist following a work-related injury or illness. In order to be eligible to make this **change**, you must give your employer the name and business address of a personal chiropractor or acupuncturist in writing **prior** to the injury or illness. Your claims administrator generally has the right to select your treating physician within the first 30 days after your employer knows of your injury or illness. After your claims administrator has initiated your treatment with another doctor during this period, you may then, **upon request**, have your treatment transferred to your personal chiropractor or acupuncturist.

NOTE: If your date of injury is January 1, 2004 or later, a chiropractor cannot be your treating physician after you have received 24 chiropractic visits unless your employer has authorized additional visits in writing. The term "chiropractic visit" means any chiropractic office visit, regardless of whether the services performed involve chiropractic manipulation or are limited to evaluation and management. Once you have received 24 chiropractic visits, if you still require medical treatment, you will have to select a new physician who is **not** a chiropractor. This prohibition shall not apply to visits for postsurgical physical medicine visits prescribed by the surgeon, or physician designated by the surgeon, under the postsurgical component of the Division of Workers' Compensation's Medical Treatment Utilization Schedule.

You may use this form to notify your employer of your personal chiropractor or acupuncturist.

Your Chiropractor or Acupuncturist's Information:

_____

(Name of chiropractor or acupuncturist)

_____

(Street address, city, state, zip code)

_____

(Telephone number)

Employee Name **(please print)**:

_____

Employee's Address:

_____

Employee's Signature _____ Date: _____

Title 8, California Code of Regulations, section 9783.1.

(Optional DWC Form 9783.1 Effective date July 1, 2014)