

Staff Handbook 2026 – 2027

Happy Valley Community Day School
Happy Valley Elementary School
Happy Valley Primary School

This handbook is designed to give you basic information about district employment policies and procedures. You are referred, where appropriate, to such source documents as the current collective bargaining contracts, District Board Policies and Administrative Procedures, or to the District Office for more detailed or up-to-date information.

This handbook is not intended to be and does not constitute a contract between the district and its employees.

This handbook is intended to provide employees with basic information about the Happy Valley Union Elementary School District, their rights, benefits, and obligations as an employee. The rules and policies upon which this handbook is based are subject to change as revisions in the law, Governing Board Policies and Procedures, and employee contracts occur. Employees should consult the appropriate bargaining unit contract or other documents if there are any questions about information in this handbook. You are encouraged to contact the District Office for any questions.

The Happy Valley Union Elementary School District looks forward to a rich and mutually satisfying working relationship with you in our efforts to provide a quality education for every student.

MISSION STATEMENT:

Together at Happy Valley Union Elementary School District, we create an environment where safety, engagement, and meaningful learning are at the heart of everything we do. Through intentional practices and united connections with families and the community, we cultivate positive relationships and a growth mindset that help every learner thrive with confidence.

WE BELIEVE THAT:

- Every student deserves to learn every day
- Positive relationships and a strong sense of community connect students to learning
- Teachers who challenge and care for students make a significant impact on students' lives
- To attain excellence, we can expect the best from every individual in our learning community

WE COMMIT TO:

- Providing each student with an appropriate and challenging educational experience
- Maintaining a respectful environment that fosters learning through positive relationships among students, adults, and our diverse community
- Hiring and retaining only the best educators and investing in their success
- Providing quality education based on high standards, effective practice, continuous improvement, and innovation

“Our community is committed to success for every child, every day.”

Happy Valley Employees:

- Put students first
- Assume positive intent
- Communicate respectfully
- Solve problems together
- Support one another
- Maintain high expectations
- Model professionalism

DISTRICT CALENDAR:

Happy Valley Union Elementary School District operates on a traditional school calendar. Most school districts in Shasta County follow this calendar. The calendar can be accessed on the district website @ www.hvUSD.net.

Holidays recognized by the district are:

*New Year's Day	*Christmas Eve	*Martin Luther King Day
*Christmas Day	*President's Week	*Memorial Day
*Labor Day	*Independence Day	*Veteran's Day
*Thanksgiving Day	*The Friday following Thanksgiving Day	*Juneteenth

Days of observance of these holidays are included in the annual district calendar.

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, District 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 is 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.

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: Secretary, Custodian, Library Media Technician, Maintenance Worker, Instructional Aide, and Bus Driver.

There are several categories of classified employment in the district:

- ◆ Permanent - An employee who has satisfactorily completed a six-month probationary period.
- ◆ Probationary - An employee who is serving a probationary period. A probationary employee can be released without cause during the first six months of employment if it is determined that the employee's continued employment is not in the best interest of the district.
- ◆ Short Term - 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.
- ◆ Limited Funded Position - A position that has been determined by the district to have no anticipated long-range funding.

FIRST DAY OF WORK:

Before beginning work, all employees must successfully complete:

- ◆ a pre-employment physical examination
- ◆ a criminal background check including a fingerprint clearance
- ◆ completion of new hire forms
- ◆ complete required training

New certificated employees must also provide:

- ◆ verification of transcripts for appropriate salary placement
- ◆ valid credential(s) authorizing the assignment for which the employee is being employed

Coaches or temporary non-district personnel must provide:

- ◆ a criminal background check including a fingerprint clearance
- ◆ completion of forms
- ◆ complete required trainings including CPR/First Aid

POLICIES & PROCEDURES:

BOARD POLICIES/ADMINISTRATIVE REGULATIONS:

These policies govern the district. Board Policies are often accompanied by Administrative

Regulations, which describe how the district will implement the Board Policy. Board Policies are based on Education Code and other California laws and are reviewed periodically. You can read the district's board policies and administrative regulations in full at: www.hvUSD.net under Governing Board, then Board Policies.

Important Board Policies include, but are not limited to:

4030 - Non-Discrimination/Affirmative Action

This board policy prohibits the district and its employees from discriminating against employees and job applicants based on actual or perceived race, color, national origin, ancestry, religious creed, age, or sexual orientation at any district site and/or activity. The Board also prohibits retaliation against any district employee or job applicant who complains, testifies, or in any way participates in the district's complaint procedures.

4033 – Lactation Accommodation

This board policy prohibits discrimination, harassment, and/or retaliation against any district employee for seeking lactation accommodations. This board policy also discusses break times and locations for lactation accommodations.

5145.3 – Non-discrimination/Harassment

This policy shall apply to all acts constituting unlawful discrimination or harassment related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

The Governing Board desires to provide a safe school environment that allows all students equal access to and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

4119.11- Sexual Discrimination and Sex-Based Harassment

The Governing Board and Administrators expect every employee to be able to work in an appropriate, business-like environment. It is against the policies of the Governing Board and the law for an employee to “sexually harass” another person.

What is sexual harassment? Sexual harassment is defined by governmental guidelines as unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature when:

1. Submission to such conduct is made (either implied or obvious) as a condition of employment.

2. Submission to, or rejection of, such conduct is used as the basis for employment decisions affecting the person, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

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

Also: **5145.3 – Nondiscrimination/Harassment**
0410 – Nondiscrimination in District Programs and Activities

4119.24 – Maintaining Appropriate Adult-Student Interactions

This board policy gives guidance on appropriate interactions between all adults in the school environment and the students including but not limited to topics such as professional standards, sexual harassment, and inappropriate conduct. You can find the full board policy on the districts website under Governing Board.

4161.8 – Family Care and Medical Leave

This administrative regulation states that an unpaid leave of absence (FMLA and CFRA) may be granted to employees who have worked for Happy Valley Elementary 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.

4112.4 - Health Examinations

Among other requirements, this board policy requires all employees to have a current tuberculosis (TB) certificate/assessment on file. TB certificates are good for four (4) years.

4119.42 - Blood Borne Pathogens

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

4119.22/4219.22/4319.22 – Dress and Grooming

The Governing Board believes that appropriate dress and grooming by district employees contribute to a productive learning environment and model positive behavior. During school hours and at school

activities, employees shall maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment, and do not endanger the health or safety of employees or students.

All employees shall be held to the same standards unless their assignment provides for modified dress as approved by their supervisor.

The district shall allow employees to appear and dress in a manner consistent with their gender identity or gender expression. (Government Code 12949)

The district shall not discriminate against employees based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists. (Government Code 12926)

The district shall not dismiss an employee, discriminate against an employee in compensation or in terms, conditions, or privileges of employment, or refuse to hire a job applicant on the basis of religious dress or grooming practices. (Government Code 12926, 12940)

This policy shall be presented to employees upon employment, through the employee handbook or other appropriate means, and may be periodically reviewed with all employees as necessary.

4021 - Child Abuse Responsibilities

Employees are required to sign a statement acknowledging that they have read certain provisions of Penal Code Section 11166. This law requires childcare custodians who have knowledge of or observes child abuse to report such abuse to the appropriate agency immediately. Every staff member is a mandatory reporter. Remember, our job is only to report and not investigate. Annual training and education materials are distributed at the beginning of each school year. Staff must complete the trainings in a timely manner. The district's board policy also provides information and assistance for employees regarding supervision of child abuse reporting requirements and procedures.

3513.3 - Tobacco-Free District

In response to Education Code 48901, the Governing Board adopted a policy that requires all district facilities and vehicles owned, leased, or operated by the district to be tobacco-free. Tobacco-free means prohibition of the use of tobacco or tobacco products and any electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including but not limited to, an electronic cigarette, cigar, or pipe on or in any school district property by any staff, students, parents, or other individuals.

4020 - Drug and Alcohol Free Workplace

On March 18, 1989, the Federal 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 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.

4040 – Employee Use of Technology

The Acceptable Use Agreement outlines employees' obligations and responsibilities related to the use of district technology. All employees, either upon employment or whenever significant changes are

made to the districts Acceptable Use Agreement shall be required to acknowledge in writing that they have read and agreed to the Acceptable Use Agreement. Employees shall not use district technology to access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, sexually explicit, or unethical or that promotes any activity prohibited by law, Board Policy, or administrative regulations.

4158, 4258, and 4358 – Employee Security California Labor Code §6401.9

In accordance with Board Policies/Administrative Regulations 4158 (Employee Security) and California Labor Code §6401.9, the district maintains a Workplace Violence Prevention Plan designed to identify, prevent, and respond to workplace violence hazards. Employees are expected to report threats, acts of violence, or unsafe conditions promptly and participate in required workplace violence prevention training. The district prohibits any form of workplace violence or threatening behavior and will take appropriate action to address reported concerns.

Professional Expectations & Communication

Dress Code

Staff are expected to dress professionally, modeling the standards we hold for students. This includes summer hours when students are not on campus. Inappropriate attire includes:

- Clothing promoting alcohol, drugs, tobacco, or vulgar/suggestive language
- Revealing tops (e.g., spaghetti straps, cleavage-bearing shirts, racerback/muscle shirts)
- Midriff- or undergarment-revealing clothing
- Yoga pants/sweatpants unless under specific assignment
- Unkempt T-shirts
- Leggings/tight pants without a top that covers the bottom
- Ripped or distressed jeans or shorts
- Shorts less than mid-thigh in length

Safe footwear is required, including back-strapped sandals or closed-toe shoes for physical activities.

Social Media & Community Representation

Employees must represent the district professionally online and in-person.

- Do not post offensive or inappropriate content
- Avoid discussing confidential or private matters on social media
- Maintain respectful dialogue; avoid personal attacks or rumors
- Use disclaimers if posting personal views publicly
- Employees are district representatives both on and off duty
- Online conduct that disrupts school operations may result in investigation

- Employees should avoid engaging in online disputes involving students, parents, or co-workers

Reference:

- BP 4119.21 Professional Standards
- BP 4040 Technology Use

Reminder: Negative comments, especially about students, colleagues, or the district, may be considered cyberbullying and can lead to disciplinary action.

Handling Criticism or Negative Comments

- Stay calm and avoid reacting impulsively
- Respond professionally, factually, and respectfully
- Avoid personal attacks; if necessary, address the issue privately
- Admit and correct mistakes openly
- Silence is sometimes the best response—don't legitimize unfounded criticism

Writing Conventions Online

- Use proper grammar, punctuation, and spelling
- Avoid slang or excessive abbreviations
- Define uncommon acronyms once per post or link to a glossary
- Answer emails within a reasonable amount of time, even if it is to acknowledge receipt

Civility and Professional Conduct

- Assume positive intent
- Address concerns directly with the person involved
- Avoid gossip and rumor-spreading
- Maintain professional communication in meetings, emails and public settings
- Disagree respectfully
- Support district decisions once made
- Follow the chain of command when concerns arise
- BP 4119.21/4219.21/4319.21 Professional Standards
- BP 1313 Civility

Confidentiality

All staff must be mindful of student confidentiality. Areas in which to maintain confidentiality include, but are not limited to:

- Student discipline matters.
- Personnel issues.
- Special education information.
- Health information.
- Parent complaints.

- Investigation information.

Copyright & Fair Use

- Cite all sources and use proper attribution
- Confirm hyperlinks lead to appropriate, accurate content
- Follow Creative Commons license guidelines where applicable: [CC BY-NC-SA 3.0](https://creativecommons.org/licenses/by-nc-sa/3.0/)

Personal Information

Avoid posting sensitive personal information (e.g., family names, travel plans). This protects your privacy and security.

Video Content

Online videos should reflect your professional role. Inappropriate content (e.g., suggestive material, alcohol/drug references) may disrupt learning and reflect poorly on the district.

STAFF-STUDENT RELATIONS:

Prohibited Relationships and Conduct

Employees must **not engage in personal relationships** with students that are deemed **unprofessional or inappropriate**. Examples include:

- Acting like peers (e.g., casual or overly personal interactions).
- Writing personal letters or emails.
- Texting or calling students without a clear academic purpose.
- Sharing inappropriate images.
- Discussing private life matters with students (unless a licensed counselor).
- Sexualized dialogue in any form (in person or digital).

Online Behavior and Social Media

Employees are warned about posting **inappropriate content** online, including:

- Provocative or sexually explicit images or messages.
- Depictions of alcohol or drug use.
- Any content that promotes behaviors prohibited for students.

If such content becomes accessible to students, parents, or colleagues, it may:

- Trigger an investigation.
- Lead to disciplinary actions, up to and including termination.

Certificated Personnel

For more serious offenses, certified staff may:

- Be reported to the **state education department**.
- Face **licensure or certification sanctions**.

Monitoring and Enforcement

- The Superintendent or designees may **periodically search the internet** for employees' public content.
- Any inappropriate material found will be **documented** and escalated for disciplinary review.

CERTIFICATED INFORMATION:

Credentials:

It is the teacher's individual responsibility to keep their credentials renewed and up to date. You may apply on-line for renewals. It is imperative that you have the necessary credential that will allow you to remain employed, such as, CLAD or subject specific.

Failure to keep valid credentials up to date and current will prohibit payroll issuance in a timely manner as per Education Code 45034.

Confidentiality:

As professionals, it's important that we gently remind and support one another in maintaining confidentiality. Information about students, families, and colleagues is private and should only be shared on a *need-to-know* basis.

It can be easy to let our guard down in casual settings like the lunchroom, office, or when aides and parents are present. However, we must remain mindful and avoid discussing sensitive matters in these spaces.

Gossip or the sharing of unverified information undermines trust and does not foster healthy communication or positive working relationships. Let's continue to uphold a respectful and professional environment for everyone in our school community.

Staff Meeting Etiquette:

Staff meetings will be held regularly at times mutually agreed upon by the team. To respect collaboration time, staff meetings will not be scheduled on designated collaboration days. Meetings will begin within 10 minutes after student dismissal, and all staff are expected to arrive on time and be fully engaged. Please refrain from bringing outside work, as your full attention is needed.

Attendance Expectations

- Attendance at staff, grade-level, and department meetings is a professional responsibility and required of all certificated staff, including teacher-coaches during their sports season.
- Please schedule routine medical or personal appointments outside of meeting times.
- Meetings are intended to focus on school, department, grade-level, and district priorities.

Professional Conduct

- Grading papers, reading, or other unrelated tasks should not take place during meetings.
- Active participation is expected in order to foster effective communication and collaboration.

Agendas

- Agendas will be shared prior to each meeting and are subject to change
- Staff are welcome to submit agenda items in advance. Please contact the site principal if you wish to include an item.

Let's continue working together to make our meetings purposeful, productive, and respectful of everyone's time.

Classroom Attendance & Lunch Count:

- Attendance must be taken and submitted at the start of every period in Aeries.net.
- 1st period attendance needs to be taken and submitted by 8:30 a.m.
- If the internet is not working, you must still call the school attendance clerk or send a student up with a list of students who are not present.
- If you have already taken attendance and a student arrives to class tardy without an Admit Slip, please ask them to return to the office to get a slip.
- Teachers are responsible for signing a weekly attendance sheet which will be in your box on Monday and reflects attendance from the prior week. Please sign and return the attendance sheet to the office.

Lunch count needs to be taken each morning at the beginning of the class in Aeries and submitted with attendance. Please make sure your lunch count is accurate each day to cut down on wasted food.

E-mail:

Email is a primary method of communication in the district and should be checked at least **twice daily** by all employees with district-issued accounts. Staff are encouraged to use email to communicate with parents about **student progress and behavior concerns**. For help setting up email distribution groups, please contact your **site technology advisor** or **principal**.

A) Email Etiquette

1. **Think before you send** – Never put anything in an email you wouldn't want shared or made public.
2. **Be aware of tone** – Email lacks facial expressions and voice inflection, which can lead to misinterpretation.
3. **Use proper formatting** – Avoid using ALL CAPS (seen as shouting) or all lowercase (can appear careless or unimportant). Use punctuation appropriately.
4. **Respond** – Acknowledge you received the email

B) Using Email Effectively

1. **Be brief and focused** – Use email for quick updates, agendas, recaps, or essential information.
2. **Write first, address later** – Compose your message before adding recipients to prevent accidental sends.
3. **Acknowledge receipt** – When someone shares important information with you via email, reply with a brief confirmation or thank-you.
4. **Timely responses** – If you can't respond fully right away, reply with an estimated time you'll follow up—and be sure to do so.
5. **Avoid email arguments** – If you need to express disagreement or resolve conflict, use in-person or phone conversations instead. Email is not the forum for back-and-forth debate.

C) Before You Send – A Quick Evaluation

- **Does this email need to be sent?** Who actually needs to receive it?
- **Is the subject line clear?** Use concise and relevant subject headings.
- **Is it the right length?** Long messages often signal a phone call or meeting is more appropriate.
- **Have you reviewed and spell-checked your message?**

By following these email communication practices, we can foster respectful, effective, and professional interactions across our district.

Field Trips:

Field trips taken during the school day must be for educational purposes (exceptions may be for classes designed to improve socialization) and must be approved beforehand. To schedule a field trip the following procedure must be followed:

1. Submit a field trip request form to the principal so he/she can check the Master Calendar. Field trip/transportation request forms are available on the website under “For Staff”.

Field trips must be approved by the Principal.

- a) Two weeks (10 days) notice:
 - i. If less than 100 miles – Principal's approval
 - ii. If more than 100 miles – Superintendent's approval
 - iii. If outside of the county – Board approval
 - b) Five weeks (45 day) notice:
 - i. If overnight trip – Superintendent and Board approval
2. Submit a copy of the approved Field Trip/Transportation Request form to the Transportation Office and the Food Services Supervisor (if you will need sack lunches)

****Note –**

- a. School buses and private bus companies must be approved by the district transportation supervisor.

- b. Happy Valley District bus transportation is limited due to drivers that may be available day to day, please plan ahead.
 - c. Private drivers are required to meet minimum insurance standards and be on record in the District Office. Private Driver Application forms are available to download from the district website. All applicants are required to provide a DMV print out of their driving record and the declarations page from their insurance company.
 - d. Private Driver Application forms will be marked expired upon expiration of valid driver's license and/or insurance policies.
 - e. Approved Private Driver lists will be maintained in the District Office. A list will be provided to teachers upon request.
- 4. If you plan to be gone during the lunch hour, the cafeteria needs to be notified one week in advance to adjust their count and to prepare sack lunches for students
 - 5. Have students return signed parent and teacher permission slips before the day of the trip. This will allow you to make plans for students who are not going
 - 6. Carry a first aid kit, permission slips, and student emergency information on the trip; check with the office for inhalers, epi-pens, etc.
 - 7. Establish a supervision plan so that students conduct themselves appropriately throughout the trip

Letters Home:

A copy of letters home to parents (whole class) need to be sent to the site administrators as well as office staff so they can field phone calls and answer questions as necessary.

Notes and Phone Calls from Parents:

Timely responses to parent communication are essential. When concerns arise, it is the administration's practice to **refer parents directly to the staff member involved**. It becomes challenging to support staff when a parent indicates they have reached out multiple times—by phone, note, or email—without receiving a reply.

If you receive an email or written communication from a parent that feels **contentious or emotionally charged**, it is strongly recommended that you **respond by phone** rather than continuing the conversation in writing. When appropriate, arrange a **face-to-face meeting** to ensure clarity and resolution.

Please remember to **document relevant updates** in the **Aeries wellness page** to ensure alignment and collaboration across the team.

Prompt, professional communication fosters trust and partnership with families. Let's continue to work together to maintain strong, respectful relationships with our school community.

Use of Personal Cell Phones:

To maintain a focused learning environment and ensure timely communication, please adhere to the following guidelines:

- Teacher cell phones must be silenced during instructional time.

- Messages of unusual urgency will be delivered directly to your classroom. If needed, coverage will be provided so you can respond to the situation.
- Outside calls will not be transferred to classrooms during the school day. Phone messages will be taken and either placed in your mailbox or left in your voicemail.
- Voicemail should be checked at least twice daily.
- Calls from parents or others concerning students should be returned as soon as possible and no later than 24 hours.
- While timers, etc. on cell phones may be used, staff should not be on their phones during work hours

Timely and professional communication reflects positively on our school and builds strong relationships with our families and the community. Thank you for your attention to this important responsibility.

Mailboxes and Voicemail:

Each certificated staff member will have a mailbox. Please check your mailbox at least twice daily. Information and phone messages are frequently placed in the boxes.

Check your voicemail messages frequently (at least twice daily) and respond to messages in a timely manner, generally within 24 hours (during prep or after school). Contact the site secretary or the District Office for assistance in setting up your voicemail.

Lunch:

Certificated staff are allowed a 40-minute duty free lunch. Student lunch periods may be longer. Please let administration and the office know before you leave school grounds at any time during the school day.

Be sure you are on time to greet students at the door when the lunch bell or passing bell rings indicating that recess is over and class is beginning.

Mentor:

If you are a new teacher or veteran teacher looking for peer support, you may be assigned a mentor who will help with daily procedures, curriculum and instruction, assessments, technology, and school culture.

Open House:

Open House is generally held in May and it gives parents an opportunity to review what their students have done throughout the year, as well as visit potential teachers for the following year.

You do not have to make any presentations to parents/guardians at Open House, simply be available to chat and answer any questions.

- Open House is typically held in the early evening hours.
- Have your room ready (clean, organized).

- Student work from throughout the year must be displayed:
- Portfolios (student decorated)
- Projects

Parent /Teacher Conferences:

Parent-Teacher Conferences are held during one designated week in October and follow a minimum day schedule.

General Guidelines

- All parents/guardians have the opportunity to schedule a conference with their child's teacher(s) during this week.
- Teachers should proactively reach out to schedule conferences for students who are:
 - At risk academically
 - Showing a drop in performance
 - Struggling with behavior or decision-making
 - In need of additional support

Teachers may also initiate a Student Study Team (SST) process by submitting a request using the link in the Student Support Plan. This will begin the coordination for a formal SST meeting.

Prior Communication

If concerns exist, the conference should not be the first contact with the parent. Early communication is key to building trust and supporting student success.

Scheduling Process

- A conference request form will be sent home to families in advance. Parents can indicate:
 - Which teacher(s) they would like to meet with
 - Their top three choices for day and time
- Upon receiving parent requests, teachers should:
 - Schedule a conference time as promptly as possible
 - Complete the reply form that confirms the conference details (day, time, and participating teacher(s))
 - Send the completed reply form home with the student

Student of the Month:

Students will be selected and recognized at the monthly District Board meeting held the second Wednesday of each month (September - May).

Student names and write-ups need to be sent promptly to the Executive Assistant in the District Office.

Teachers are asked to attend the District Board meeting to present the student recognition. Attendance is voluntary.

Preparation Period:

Teachers who are provided a preparation period to support instructional planning and professional responsibilities. This time is to be used for tasks such as:

- Lesson planning and class preparation
- Grading and reviewing student work
- Communicating with parents or colleagues
- Other duties related to your work assignment

Please note: Preparation time is not a break. It is considered part of the contracted instructional workday.

If you need to leave campus during the school day, please be sure to notify the site principal in advance so proper coverage and accountability are maintained.

Employee Conduct and Disciplinary Action:

The district has a responsibility to assure that personnel administration includes the establishment of rules and policies for personal behavior and for conducting school business. Employees who fail to abide by established policies and procedures will be subject to corrective discipline up to and including discharge. These policies are mandated by California Education Code, district policies and administrative procedures, other California statutes, and negotiated labor agreements.

Because Happy Valley Union Elementary School District is a public employer, all individuals working in this district hold a public trust. Therefore, employees should avoid placing themselves in situations where they appear to be using a district position for personal gain. All employees are expected to treat the public, children and adults alike with “courtesy and care.” This reflects our district’s commitment to the community.

Staff Development:

“Staff Development or “Professional Development” is viewed by the Governing Board as a continuous, systematic effort to improve educational programs in the district through staff involvement in organized program planning, implementation and evaluation efforts, and activities to upgrade the knowledge and ability of the total school staff.

In our rapidly changing society, teachers must constantly review curricular content, teaching methods and materials, educational philosophy and goals, social change, and other topics related to education. The Governing Board supports the principle of continuing training of teachers and the improvement of instruction.

Special emphasis is made to better prepare teachers and other school personnel to meet the needs of students of diverse cultural and ethnic backgrounds.

Planning and implementation of such programs is done cooperatively by administrators, teachers, and parent advisory groups.

Certificated staff will participate in Staff/Professional Development days on Minimum Day Mondays.

To request Staff Development outside of the district please fill out the appropriate forms and submit them to your supervisor for approval.

When a request for Staff Development is approved add the absence to **ReadySub**.

Refer to Board Policy 4131 and Administrative Procedure 4131 for more information.

Professional Development:

Credit for salary purposes cannot be given for any course work taken without the prior written approval of the Principal and the Superintendent. Please submit the required request **BEFORE** the course start date. Units that will be applied for the current year salary schedule must be completed prior to the start of a school year. Official transcripts must be received in the District Office no later than September 10th.

Refer to the certificated bargaining unit contract for detailed information.

Conference Attendance:

If you have a conference or workshop that you would like to attend, fill out the “Conference Request” form located in the staff portal. The “Conference Request” form must be filled out at least 30 days prior to the conference date, in order to allow time for the paperwork to be processed. The District Office will register you for the conference and make all necessary travel arrangements.

Tehama Induction Program:

The Induction Program is designed to offer support for beginning teachers who have finished a credentialing program and who currently hold (or have applied for) a preliminary Multiple Subjects Credential, Preliminary Single Subject or a preliminary Education Specialist Credential. As outlined in SB2042, the Induction Program is the main pathway to a Clear Credential.

Created by SB1422 in 1992, the Induction Program was established based on research gathered from the California New Teacher Project. This research identified the need to provide participation teachers with focused induction support that would be at a sufficient level of intensity to make a difference in the performance, retention, and satisfaction of the participating teachers.

Daily Bulletin:

Elementary school – announcements for the daily bulletin must be submitted to the school secretary no later than 7 a.m. The daily bulletin is distributed to staff by email. The bulletin is read over the intercom by students and also posted on the student reader board outside of the library in case anyone has missed any information. On Friday mornings, the 4th & 5th grade teachers will read the bulletin to their students, while 6th -8th graders read the bulletin during their Friday Morning Meeting.

Primary school – a staff Daily Update is provided by the office every morning. Announcements are made every Monday morning.

Aeries.net & Grading:

Each teacher is responsible for recording accurate grades in Aeries.net in a timely manner.

Student grades should be entered regularly throughout the week, at least once or twice per week. **See

the school secretary for any help with the Aeries Gradebook. Please make sure to **back-up** your gradebooks each time you enter grades.

Grading systems to be used shall be according to district policy. Students should be made aware of the method by which grades are determined. This is an opportunity for positive counseling in the direction of grade or behavior improvement. If a child has been ill for a length of time, that child may be given an incomplete grade until they demonstrate proficiency. Grades are to be based on mastery of skills not behavior.

Online gradebooks are a powerful tool in communicating with students and parents regarding academic progress and performance in the classroom. These records must be kept as current as possible in order to keep parents up to date regarding their student's grades.

If, midway through a grading period or at any point thereafter, a student is earning less than a "C-", a progress report must be sent to the parents. Additional contact from the teacher is required if a student's grade or effort shows a dramatic change. Parents must be notified at least 2 weeks prior to the end of a grading period if their child is in danger of failing a course. Progress reports and calls home also are encouraged for positive comments. Teachers may generate progress reports utilizing Aeries or letter to parents. Discuss student concerns in team meetings.

Homework:

One of the important activities to bridge the gap between the elementary school and the high school is homework. We firmly believe that the student must develop good study habits to guarantee success in future education. The completion of assignments through school and home study develops a child. Homework should be a continuation of work originated in the classroom and should be essential to support classroom instruction rather than busy work.

Instructional Aides:

Supervision of instructional aides is the responsibility of the teacher. They should remain with the

teacher unless they have a specific duty to perform elsewhere. They should be involved with student work. Aides are employed by the District and need to complete duties/job requirements expected by the District.

Responsibilities of Instructional Aides:

- Promote District Priorities.
- Maintain Confidentiality.
- Refer parent questions regarding behavior or academics to the teachers.
- Follow schedules and duties provided by the office.
- Maintain exceptional attendance and notification procedures for absence.
- Cell phone use is allowed only at the employee's lunch and/or break times (unless permission is given otherwise)

- Check mailbox and email daily for notes and information.
- Conduct assignments professionally/confidentially.

- Promote positives; Safety, Respect, Responsibility.
- Handle discipline according to Supervision Guidelines.
- Follow the district dress code.
- Follow all district rules and directives concerning interactives with students.

Housekeeping Responsibilities:

1. Please keep doors and windows closed when operating A/C and turn off lights in classrooms when not in use. All classrooms are to be locked when a teacher is not present. ***Students are not permitted in the classroom unless an instructor is present.***
2. One of your duties is to prevent damage to furniture or equipment in your care. Students should not be permitted to deface school property. Please report any vandalism to the school office at once, and submit a work order via e-mail to the secretary for the necessary repair.
3. No school property or materials shall be loaned or removed from the school premises without obtaining permission from the Administrator and District Office. Permission for the use of facilities or property must be secured from the Principal and the Superintendent.
4. Please see that rooms are left in neat order at the close of each period. Chairs or desks are to be arranged, papers picked up, tools deposited properly, etc.
5. Teachers are not to move furniture or equipment from one classroom to another without authorization from the Principal.
6. Keys may be obtained from the school secretary. **Do not loan students your keys.** Immediately report any key loss to the Principal.
7. To request repair or special maintenance, please fill out a maintenance request (Google form) for Principal approval. Upon submission, the Principal may approve and the maintenance team will respond.

Class Rules:

- Classroom rules/expectations should be clearly posted in the room and followed by the students.
- Rules should involve students coming to class on time and prepared, being respectful to the teacher and other students, and completing work on time.
- Students and parents should be made aware of the rules/expectations, as well as the consequences for not following them.

Student Phone Calls:

Please do not allow a student to call home from your classroom phone unless you give the child permission.

If a student needs to call home, let him/her know that he/she needs to wait until break or lunch to do so, and he/she needs to make the phone call from the office.

- Please do not send students to the office during class time to call home for books, homework, etc.

If a student is ill, send him/her to the office with a note or a phone call.

Back to School Night:

Back to School Night is normally held the second week of school. Teachers should have their rooms ready for visitors (clean, student work displayed, etc.) Please consider this time to inform parents about:

- Class syllabus/subject matter
- Classroom procedures
- Communication tools
- Aeries and other online resources
- Personal experience/information, love for teaching, building trust/confidence/relationships

Bells:

The regular signal for classes/school to start and dismiss is one bell. Refer to the School Bell schedule (See Appendix). Bells will ring to announce the end of recess when appropriate.

Calendar:

All activities and events must be approved by the administrator or designee and placed on the master calendar located on the district website, on Google calendar, and at your school location if one is available. Activities and events should be scheduled at least two weeks in advance so that conflicts can be avoided.

Special Education Referrals:

If you feel that one of your students should be considered for special education, discuss the case with your principal & review Response to Intervention procedures located on the Student Study Team (SST) request form. Many more students are considered for special education than actually qualify. Our responsibility is to modify the regular program in as many ways as practical to help students be successful in the classroom (Tier I Interventions). You may call a meeting prior to SST or request review by the Student Focus Team.

*****See the “SST Referral” process in “Request for SST” located in the Student Support Plan.**

504:

Section 504 of the Rehabilitation Act of 1973 is a federal civil right/non-discrimination statute. A [504 plan](#) spells out the modifications and accommodations that will be needed for this student to have an opportunity perform at the same level as his/her peers.

- o Guarantees equal and “meaningful access” to state-provided educational services and activities.
- o Prohibits exclusion from participation in, denial of the benefits of, or discrimination under, any program or activity of an LEA receiving federal financial assistance, based solely upon one’s disability.

o There is a qualifying process to determine if a student is eligible for a 504 plan. All teachers of the student are required to participate in the qualifying meeting as they will be responsible for providing all necessary accommodations and/or services for that student in their class.

- Teacher input is critical to writing a 504 plan that is most effective for the student.
- Teachers will be given a copy of the student's 504 plan so as to ensure it is being followed.

IEP:

- Some students are on an Individualized Education Program (IEP). For these cases, one of the Special Education teacher's will be the case manager for each student.
- Students with an IEP have been identified as having a handicap that impedes learning. They are in special education.
- If you have a student on an IEP, it is your responsibility, as the teacher, to:
 1. Participate in IEP meetings.
 2. Help create goals and objectives for that student.
 3. Carry out those goals and objectives in the classroom environment.
- Classroom teachers are responsible to ensure any accommodations are implemented in the classroom.
- It is important to provide regular updates or progress of the goals and objectives to the case manager.
- This is a team effort. You are working with the case manager to help these students be successful. Please direct any questions or concerns to the case manager.

Student Study Teams (SST):

Students who are not functioning well, behaviorally and/or academically, should be referred to the

Student Focus Team in an effort to help them improve. This may then result in a Student Study Team (SST) meeting; these meetings are the final step in the process after agreed upon interventions developed at other parent meetings have proven not to be beneficial to student learning.

SST requests can also be made by the parent/guardian. Parents should also have already been notified about ongoing issues.

The homeroom teacher is responsible for filling out the Student Study Team Referral Form and submitting it online to schedule a meeting. The homeroom teacher should collaborate with all staff who interact with the student when filling out the form.

The SST will consist of all appropriate teachers, parent, student and counselor and in some cases the Assistant Principal or Principal.

- 1) The group will meet to develop a Student Support Plan (SSP) for an individual student to be academically and/or behaviorally successful. In some cases, this may include referrals for testing for special education or preparing a contract for alternative education. ***It is essential for all teachers of the student to attend and present a positive and caring attitude for the welfare of the student and parents/guardians.***

- 2) In instances where there is a scheduling conflict that makes attendance impossible, the teacher needs to provide information to the team leader prior to the meeting. Proper documentation of classroom interventions attempted (Tier I) need to be presented to the team and parents and included in the SSP. Meetings are planned 4 times each year.
- 3) A follow-up meeting should be scheduled at the end of the SST.
- 4) Copies of the SST should be given to the parents as well as all the teachers involved with the student.
- 5) All paperwork is then given back to the school secretary to be filed.

Teacher Disclosure Regarding Student Conduct:

Education Code 49079 requires a school district to notify the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except div. (h), of Section 48900. Teachers may contact the principal or the child's discipline folder for a description of suspensions. Teachers of students who have committed an expellable or violent offense will be notified immediately by a copy of the suspension letter. In the event of a student suspension, a request will be sent to each of the student's teachers for any and all work that the student will miss.

Teachers are encouraged to provide the missing work to the office as soon as possible in order for parents to pick it up.

Team Descriptions:

The Student Focus Team reviews a student's progress, intervention, support and involves the teacher and may involve many participants: Site Administrator, Psych., RSP, Special Ed, Counselor, parents, student, etc. The purpose can be academic or behavioral or social & emotional in nature. A meeting may be held prior to SST, but run very similarly in terms of note taking. This should be less formal and intimidating for the parent and more reassuring for the teacher so they do not have to conduct a parent meeting alone. Meetings called and scheduled by the teacher.

SST-The purpose and description of an SST is a formal meeting to discuss results of documented interventions to change behavior or increase learning in the classroom. We will discuss student strengths, weakness and concerns and come up with a plan and assign responsibilities. The plan could be to continue to monitor or may lead to a Special Education Evaluation. Participants may include many of the following: Speech, Psych, RSP, Special Ed., teacher, parent, student, Administration, etc. The meeting is facilitated by the school counselor or designee.

SFT -The Purpose and description of SFT is a weekly collaboration at grade level centered around student achievement, common assessment, data driven instruction used to guide intervention, and continued improvement, professional collaboration around instructional strategies, sharing effective practices for instruction for the betterment of each individual teacher and student progression addressed. RSP or SDC may also attend to share results of Tier II, or III interventions. Meetings are held and notes will be recorded in the Student Support Plan and reviewed by the team and administrator.

Staff Meetings-The purpose and description of staff meetings is school business. The contract now states that staff will be required to attend two 60 minute staff meeting per month. The Site Administrator will develop an agenda regarding site business issues to discuss. Grade levels may contribute ideas or concerns to discuss after the school business is completed. Agendas (rough drafts) will be distributed via

email prior to the meeting. These meetings are very important as we do go over significant information and data. Attendance is required and staff needs to schedule appointments accordingly so they do not miss these meetings. The 60-minute meeting may be combined with district-led collaboration upon mutual agreement.

District Leadership-The purpose and function of District Leadership are the District Priorities; Positive Relationships and Communication, Student Achievement, Staff Development, and Facilities. Issues are generated by Administration, input is considered from various other meetings and if decisions are required at the District level, they will be taken to District Leadership for discussion.

Student Data and Assessment Tools:

All assessment tools and data collection are located on the drop-down menu titled “Assessment and Student Data”.

Chromebooks:

- Students shall be assigned to the same Chromebook in their classroom in order to track any problems or inappropriate use.
- Students need to be monitored at all times while using Chromebook for appropriate use.
- Students must have a signed Computer Use Agreement on file before they can use a school Chromebook. Each student who has turned in the Computer Use Agreement will be given a username and password to log on to the computer.
- Playing games on the computers is NOT allowed unless directed to do so by the teacher. Any game allowed by the teacher must have an educational purpose specific to their subject matter.

Clever:

This platform provides a single sign-on access to most online apps for student learning.

Textbooks:

Each teacher is responsible for issuing books and maintaining accurate records. Check with other members of your team or department if you need more books in your classroom. When issuing books, make sure of the condition of the book. Check with the librarian about check out and collection. Notify office if books are damaged or not returned.

Library:

Small groups of students are welcome to the library during class time. Every student must have a hall pass to enter. Students will be returned to class for misbehavior. A sign-up sheet is available to reserve the library for an entire class.

Because the book supply is limited, large groups of students should not be given assignments utilizing identical library materials. It is discouraging for both the information specialist and students to be unable to find materials. It is advisable to check the availability of materials with the information specialist before making any research assignments. Teams should coordinate assignments in order to avoid this type of problem.

Almost all library books are labeled with their AR test number inside the front cover. The outside spine is also labeled with the reading level.

Supervision:

State law requires that students be under supervision while on campus. If it is necessary for you to leave your room, please ask a neighboring teacher to stay with your class. ***Never leave students unsupervised before, during, or after school (even if they are reliable).***

Supervising Between Classes and Break:

Teachers are expected to be outside their doors and monitoring students during passing periods between classes. Many issues that happen between students happen in the hallways or quad areas between classes.

- Teachers and students need to return to classrooms on the first bell signaling the end of the break/recess.

Cumulative Folders:

Each student has a cumulative record that has his or her school history information inside.

- The folders are stored in the office and must remain in the office for viewing. If they are removed from the office, please sign them out.
- Cumulative Folders must be filled out for your homeroom students before you can leave for summer vacation (please see your school secretary for instructions on completing end of the year cums if necessary).

MAA:

Instructional Aides, site secretaries and certain other employees who work with children during the day in any capacity will be participating in MAA (Medi-Cal Administrative Activities). You will be notified by email if you are chosen to take the Random Time Moment Survey, so it is very important that you check your email daily.

Random Time Moment Surveys will start in August and run through the school year.

CLASSIFIED INFORMATION:

Work Day:

All staff members are expected to work their contracted hours Monday – Friday. Minimum days do not mean that staff members get to leave early with the students. Please see your site administrator for more information on what is expected after students leave campus.

If your work day ends before your own child attending HVP or HVE is dismissed from school, you may wait in the staff lounge or in your car for dismissal. This is not a valid reason for your child to leave school early. Please do not get them prior to the end of the day. If there is a valid excuse, sign them out at the office.

E-mail:

Email is a primary method of communication in the district and should be checked at least **twice daily** by all employees with district-issued accounts. Staff are encouraged to use email to communicate with parents about **student progress and behavior concerns**. For help setting up email distribution groups, please contact your **site technology advisor** or **principal**.

A) Email Etiquette

- 1. Think before you send** – Never put anything in an email you wouldn't want shared or made public.
- 2. Be aware of tone** – Email lacks facial expressions and voice inflection, which can lead to misinterpretation.
- 3. Use proper formatting** – Avoid using ALL CAPS (seen as shouting) or all lowercase (can appear careless or unimportant). Use punctuation appropriately.

B) Using Email Effectively

- 4. Be brief and focused** – Use email for quick updates, agendas, recaps, or essential information.
- 5. Write first, address later** – Compose your message before adding recipients to prevent accidental sends.
- 6. Acknowledge receipt** – When someone shares important information with you via email, reply with a brief confirmation or thank-you.
- 7. Timely responses** – If you can't respond fully right away, reply with an estimated time you'll follow up—and be sure to do so.
- 8. Avoid email arguments** – If you need to express disagreement or resolve conflict, use in-person or phone conversations instead. Email is not the forum for back-and-forth debate.

C) Before You Send – A Quick Evaluation

- **Does this email need to be sent?** Who actually needs to receive it?
- **Is the subject line clear?** Use concise and relevant subject headings.
- **Is it the right length?** Long messages often signal a phone call or meeting is more appropriate.
- **Have you reviewed and spell-checked your message?**

By following these email communication practices, we can foster respectful, effective, and professional interactions across our district.

Use of cell phones:

Use of cell phones during the school day needs to be limited to emergency calls. Although there are many valid reasons for using a cell phone, texting, etc. even to communicate with other staff members, phones ringing and text tones create distractions and gives an unprofessional appearance.

MAA:

Instructional Aides, site secretaries and certain other employees who work with children during the day in any capacity will be participating in MAA (Medi-Cal Administrative Activities). You will be notified by email if you are chosen to take the Random Time Moment Survey, so it is very important that you check your email daily.

Random Time Moment Surveys will start in October and run through the school year.

Promotions/Transfers:

A promotion is defined as movement to a position on a higher range on the salary schedule. A transfer is defined as a change of job site but within the same position classification. Promotions and transfers are considered terms/conditions of employment and are governed by the bargaining unit contract.

Please refer to the bargaining unit contract for detailed terms of promotions/transfers.

Reclassification:

Reclassification is a review of an employee's current job classification. Reclassification may be appropriate when the duties of the position change.

Status Changes:

During their career with the district, an employee is likely to have one or more "status changes" such as a transfer, leaves, promotions, etc. A personal situation may also change, i.e. marriage, divorce and children. When any personal changes occur, it is very important to notify the district as soon as possible. This prevents any delays in processing the necessary paperwork, which may affect payroll activity or other aspects of employment.

Resignation:

Ordinarily, an employee should submit a resignation at least two (2) weeks in advance in order to leave the district in good standing. More notice is optional (and appreciated) to allow for a smooth transition. The resignation should state name, job title, reason for leaving and effective date and should be submitted to the District Office.

Employee Conduct and Disciplinary Action:

The district has a responsibility to assure that personnel administration includes the establishment of rules and policies for personal behavior and for conducting school business. Employees who fail to abide by established policies and procedures will be subject to corrective discipline up to and including discharge. These policies are mandated by California Education Code, district policies and administrative procedures, other California statutes, and negotiated labor agreements.

Because Happy Valley Union Elementary School District is a public employer, all individuals working in this district hold a public trust. Therefore, employees should avoid placing themselves in situations where they appear to be using a district position for personal gain. All employees are expected to treat the public, children and adults alike with "courtesy and care." This reflects our district's commitment to the community.

OTHER INFORMATION:

Fundraising:

1. Food sales on campus must be in accordance with State and District guidelines. (BP 5030) The Principal must approve all food sales.
2. The Principal must approve all fund raising events. As many fundraisers require Board approval, they should be brought to the Principal's attention at least two months prior to the proposed date of the sale or event.
3. Movies may not be used as fundraisers unless they have been rented for fundraising purposes and the appropriate fees have been paid. In all cases, copyright laws shall prevail.
4. Educational movies or portions of movies used for educational purposes, with a rating above "G" will require permission slips for all.
5. All fundraising money must be counted and taken to the site office. Do not leave money in any other room of the school building.
6. All fundraising money that is received in the school site office will be immediately sent to the District Office so that it can be deposited.

Food (other than Food Services):

Food and drink too often cause damage to carpets, equipment, etc. All staff members must obtain permission from the Principal to have food or drink in the classrooms so everyone is clear how to prevent ants and damage to the classroom.

Do not allow glass containers on campus and pour only water down the sinks.

Parents are allowed to bring special treats for their own children. If they want to bring treats for other children, they must first check with their child's teacher and/or the front office.

- **NO** home baked goods may be distributed at school or during class parties
- **Energy drinks** of all types and sizes are **NOT ALLOWED**

Clubs-Student Body and Organizations:

Various clubs and organizations, upon approval of Administration, may be started at school. On-campus sponsors are required for all clubs and organizations.

Promotion of outside organizations/activities etc. must be pre-approved by the site Principal or Superintendent.

Teachers and clubs wishing to use club or class account funds for any purpose must make a written request indicating the amount needed, justification for the request and the required signatures. The request is to be submitted to the school secretary, who will submit it to the District Office.

Concerns and Complaints:

An employee with a concern or a complaint about an issue should first discuss it with the supervisor - especially if it impacts work or the department. The situation may often be resolved or made more manageable after a frank discussion. See the uniform complaint procedures if concerns cannot be dealt with at this level.

The Collective Bargaining Process:

Beginning in 1976 with the passage of the “Rhodda Act,” school districts in California were authorized to bargain collectively with employee groups over wages, hours and certain other “terms and conditions of employment.”

All certificated employees, except administrators, and regular classified employees are part of what is called the “bargaining unit”. Certificated employees in the bargaining units are represented by Happy Valley Teachers Association (HVTa). Classified employees in the bargaining units are represented by Teamsters. District Administrators are not represented by a bargaining unit.

The items covered in bargaining unit contracts represent a binding agreement between the parties on certain terms and conditions of employment which must be adhered to by employees and management. Read and become familiar with the current agreement. It governs many important aspects of employment such as: hours and overtime, evaluation, salary, health and welfare benefits, leaves of absence, etc.

Violations of master contract provisions may be grieved in accordance with grievance procedures found in the collective bargaining agreements. A copy of the most current bargaining unit master contract is in the District Office.

Evaluation Procedures:

Evaluation of staff is one of the district’s most important responsibilities. Information on evaluation procedures may be found in the master contract.

In addition, Administrative Procedures provide for evaluation procedures for other employees.

Health and Welfare Benefits:

The term “health and welfare” benefits covers employee medical insurance, dental coverage, life insurance and vision care. Benefit levels and eligibility are governed by the provisions of the current bargaining unit agreements.

For information and assistance with health and welfare benefits, contact the District Office or Rhonda Grijalva at (530) 357-2134.

Other Benefits:

Unemployment Insurance - All district employees are covered by this program. For further information, contact the Employment Development Department of the State of California.

Worker's Compensation:

If an employee is injured on the job, protection is provided by Workers' Compensation Insurance. Benefits are in the form of medical care, temporary disability benefits, necessary rehabilitation services, or death benefits to dependents.

All injuries must be reported to the immediate supervisor within 24 hours or future benefits may be forfeited. A report must be submitted even if the employee chooses not to seek medical attention. Contact the District Office for further information. Filing of a claim does not automatically qualify an employee for benefits.

Benefits will be determined by the district's workers' compensation administrator.

The District wants to ensure that employees promptly receive all of the benefits to which they are entitled to promote a speedy recovery and return to work.

The District has a return to work program for employees who are injured on the job. If an employee is released by their doctor with temporary job modifications, the district will make every attempt to make the necessary accommodations.

Disability:

Happy Valley Union Elementary 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 full-paid leave, the employee is eligible for differential pay. Differential Pay is the difference between your regular rate of pay and that of the substitute. Employees are entitled up to five months (100 days) of differential pay which may run concurrently with other leave(s). Refer to the bargaining unit master contract for a description of differential pay.

Safety:

It is each employee's responsibility to report any unsafe situation to the immediate supervisor. Prompt attention to safety issues will prevent problems. No employee shall be reprimanded or discriminated against as a result of reporting any condition believed to be a violation of state or federal law or agency regulation. The district provides all safety equipment necessary to permit employees to perform assigned duties safely.

It is the employee's responsibility to use any safety equipment, clothing or procedures on the job as instructed. If injured on the job, it is important to report the injury to the supervisor immediately.

The supervisor will direct the injured employee to seek appropriate assistance and submit the required accident report to the District Office for processing. The injured employee is required to receive clearance from Human Resources prior to returning to work.

Accidents:

We must take all precautions necessary to ensure the safety of students and staff. In the event that an accident does occur, assess the situation and, if there is no immediate risk to your own safety, see to the needs of the injured immediately. If the injury is minor, you or another staff member are to escort the injured to the office.

If there is any question about moving an injured person, **DO NOT MOVE THAT PERSON. CALL THE OFFICE OR SEND A STAFF MEMBER OR A STUDENT FOR HELP.** All accidents, including teacher accidents must be reported to the principal or designee immediately. An Accident Report form is to be completed within 24 hours. Staff members that are injured while at work must complete all Workers' Comp forms within 24 hours, also. After notifying your supervisor of the work related injury, you can call the Early Intervention Nurse at 1-877-742-3467 for further instructions. All Accident Reports for staff and students are available at your school office.

Attendance/Leaves:

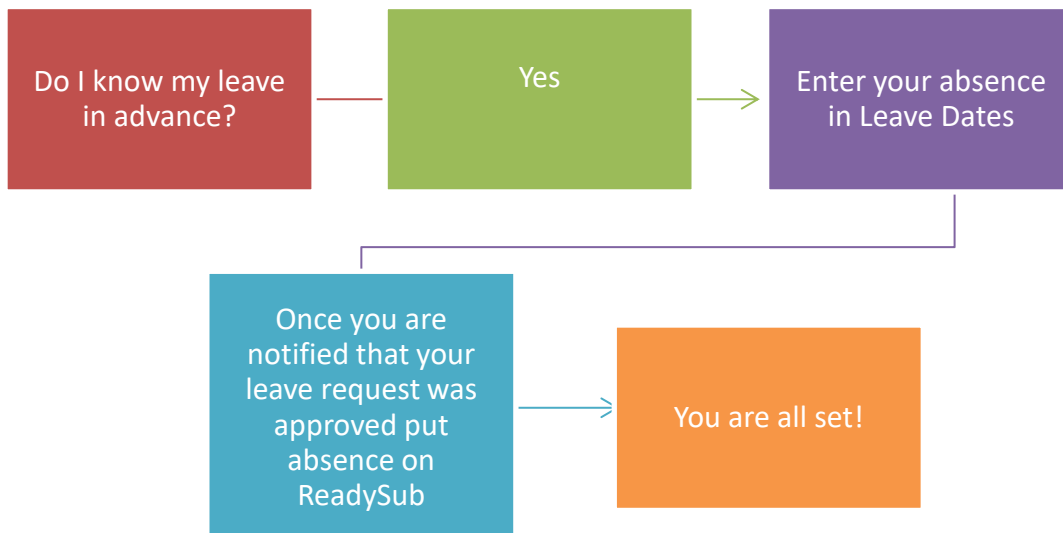
It is the expectation of the district that **ALL** employees maintain regular, reliable, and punctual attendance. Each department or school site has a call-in procedure to follow when illness or legitimate emergency situations occur that prevents an employee from reporting to work.

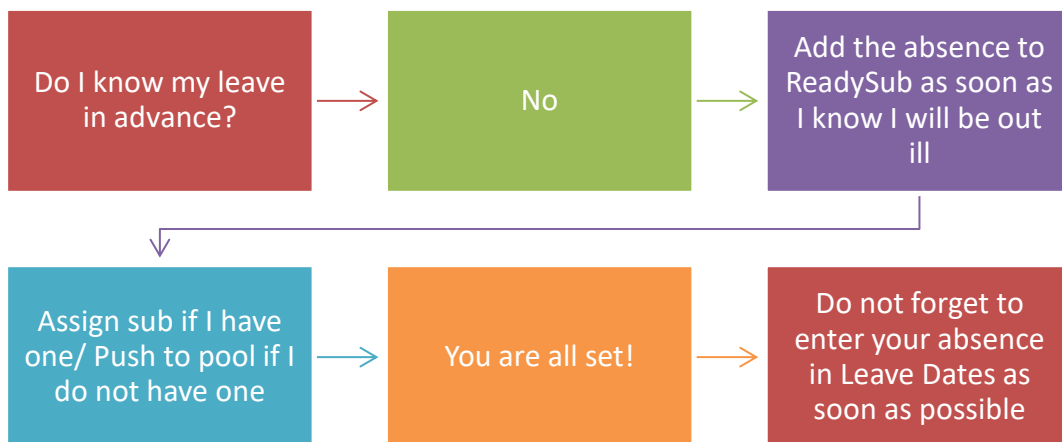
All employees of the Happy Valley Union Elementary School District must use the following procedure for obtaining a substitute/requesting leave time:

If you know that you will be absent in advance: Fill out a leave request form. Once you have received notice that the absence has been approved place the absence on **ReadySub** and make sure to assign the sub of choice if you have one, otherwise you can post to the pool and **ReadySub** will alert all available subs.

If you are ill, the absence does not need pre-approval. As soon as you know you will not be able to make it to work, place the absence on **ReadySub**. Please call the school site office and let them know you will be absent for the day. Please leave a message if it is before or after school hours.

Enter your absence in Leave Dates as soon as possible.





Timecards:

Timecards are due to the site/department for regular employees by 3:00 p.m. on the last working day of each month. Substitute payroll items are due by 3:00 on the 25th. They will be picked up by the designated staff member and delivered to the DO. Any late or improperly filled out forms will not be accepted.

Please complete timecards with your name, reason for the extra duty, proper dates, total hours, employee's signature, and supervisor's signature. Without this information, your pay may be delayed.

Payday:

Payday is once a month, on the last working day of the month. If you do not have Direct Deposit, payroll warrants are available at the site offices between 11:00 a.m. and 4:00 p.m. Paychecks may not be picked up before this time and cannot be deposited/cashed until after 3:00pm. No exceptions will be made. If check is not picked up by 4:00pm it will be automatically mailed. It is imperative that time cards are turned-in on time. The district is penalized through STRS/PERS for not reporting hours on time.

Employee change of address:

All staff members who change their address, email or telephone numbers are to notify the school secretary and the District Office immediately. Employee Emergency Contact Information Sheets are available at the District Office.

Years of Service Calculation:

If you were hired prior to June 30, 2026 your years of service will be calculated based on your anniversary or longevity date. If you were hired after June 30, 2026 your years of service will be calculated based on your hire date.

Retirement (STRS/PERS):

In order to ensure that the retirement process is managed in a timely manner, it is recommended that planning begin well in advance. This is important because processing by the retirement system and Social Security Administration can take three to four months.

Contact the appropriate retirement system (STRS for certificated, PERS for classified) and/or the Social Security Administration for counseling about specific retirement options.

There are different types of retirement benefits to which the district and/or the employee contribute. Employees are eligible for one or more of these depending upon hours of employment and selection of benefits.

Certificated staff who qualify become members of the State Teachers' Retirement System (STRS). Regular classified employees may qualify for CalPERS. CalPERS membership qualifications include: Part-time/full time appointment to an average of 20 hours or more per week for more than 6 months (or 125 days/1,000 hours). CalPERS members contribute to both CalPERS and the Federal Social Security program (OASDI)

For more information about STRS, certificated employees may call (800) 228-5453.

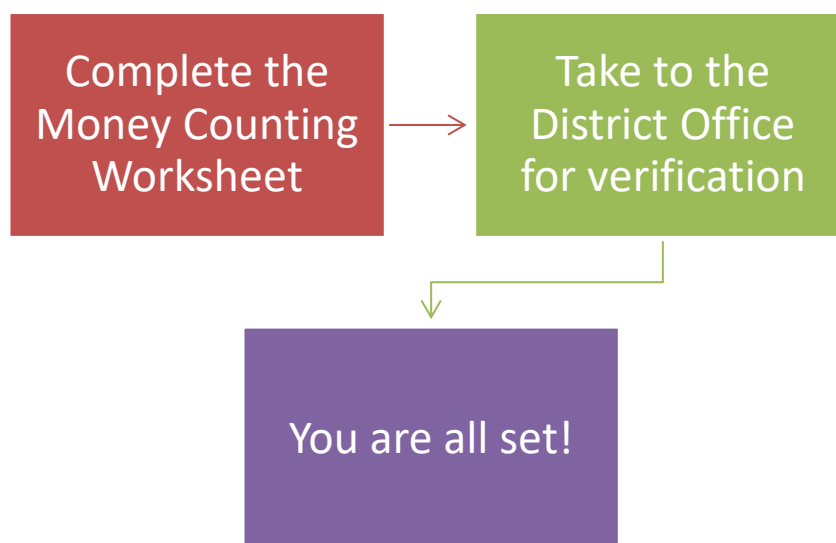
For more information about PERS, classified employees may call (888) 225-7377. For more information about FICA, employees may call (800) 772-1213.

Additional information regarding retirement benefits may be found in the employee master contracts.

Deposits:

If you are making a deposit to the district office you will need to complete the General Deposit form and Cash Counting form. On the Deposit form fill in the activity, teacher submitting, and total. Complete with your signature and the date. After you have finished, complete the Cash Counting sheet in full and attach it to the deposit form. Deposits will not be accepted if these documents are incomplete or missing.

If you have any questions or need help with a deposit please call the District Office.



Purchase Requests (other than Amazon):

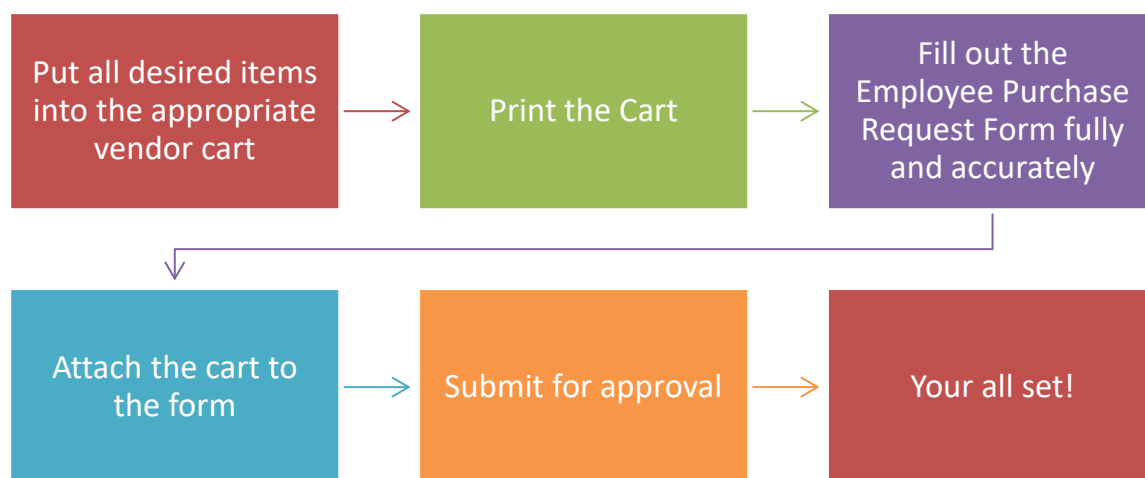
All purchases must be approved **prior** to making any purchases. If you would like to make a purchase or would like something to be purchased, please do the following:

- add all desired items to the online cart of the appropriate vendor.
- Print the cart
- Fill out an Employee Purchase Request form.
- Attach the cart to the Purchase Request form.
- Submit Purchase Request to your administrator for approval

Once the request is approved, the form and the supporting documents will be sent to the District Office to be ordered.

Please note: Items purchased by the employee without prior approval from the site administrator may not be reimbursed. If you are seeking reimbursement, please attach the original receipt/s to a reimbursement request form (located on the district website) and turn it into the school secretary for the principal's approval and for processing. Receipts should not include any personal items. Any receipt that includes alcohol or tobacco items will **not** be reimbursed per Shasta County Office of Education.

Reimbursements need to be turned in immediately and should not be held onto throughout the year and turned in all at once. Reimbursements will only be made for purchases within the fiscal year.



AMAZON Purchases: Amazon purchases will be made completely online with an approval process that moves from you to your Administrator to the District Office. Please see below for the purchase process:

- 1) Place your items in your cart
- 2) Once you are finished shopping, go to your cart and click on "Proceed to Checkout"

Price

15% off Limited time deal

\$8.46

Typical price \$9.95

12:07 to receive this deal price.

Subtotal (1 item): \$8.46

☐ This order contains a gift

Proceed to checkout

Bulk savings to consider



Amazon Basics

Multipurpose Copy...

★★★★★ 172,156

\$39.99

✓prime

3) Once on the checkout page you should see this:

amazon

Checkout (1 item)

1 Group

Happy Valley Elementary School District
Group under Happy Valley Elementary School District

2 Business order information

PO number (optional)

Continue

3 Shipping address

4 Payment method

5 Items and shipping

*Why has sales tax been applied? [See tax and seller information.](#)

Your group will be listed at the top. There is a group for the elementary, primary, bus barn and food services.

Business order information - PO number - Please enter here what account your items are going to be paid from. Ex. Classroom Funds, ELOP, District Funds, Harvest Festival, etc. Then click Continue. **(If you enter this information you will NOT need to fill out a purchase request form)**

4) Next, you will see:

3 Choose a shipping address

Does this order need to be delivered to a recipient other than the name in your address book?

Deliver To: This will be applied to only this order.

Group *Happy Valley Elementary Scho...*

☒ **Happy Valley District Office** 16300 Cloverdale Rd, Anderson, California, 96007, United States,
Phone: 5303572134 [Edit address](#) | [Edit delivery preferences](#)

[Add a New Address](#)

Use this address

In the box that says Recipient Name please enter my name: Rhonda Grijalva

The address will always be the district office address. When complete click "Use this address".

Payment is the next step. The box for "Pay by Invoice" should **ALWAYS** be checked. You may see something different then what I am including but this gives you an idea.

[Edit delivery preferences](#)

4 **Payment method** Pay by Invoice [Change](#)

^ Add a promotional code

5 Review items and shipping

i Save your checkout settings as the default for future orders

☐ Use the selected group, shipping address, and payment method as my checkout defaults.

i Keep operating hours up to date

If your hours ever change at an address, click **Edit delivery preferences** to update them.

The last step is to place your order. You should receive a message that says "Please note this order will require approval from your supervisor".

Once your order is placed it will go to either Gina, Chris, Robin or Larra for approval. Once they approve, it will go to Beth so she can approve the financial piece. Once that is complete your order will be submitted and ordered.

Your order will be delivered to the district office so it can be checked in to make sure everything was received. Once that is complete it will be sent to your site.

**ALL APPROVED FORMS ARE ON THE DISTRICT WEBSITE @
WWW.HVUSD.NET IN THE STAFF PORTAL. LOGIN IS
REQUIRED TO SEE THIS TAB.**

**IF A FORM YOU ARE LOOKING FOR IS NOT ON THE WEBSITE,
CONTACT THE DISTRICT OFFICE. PLEASE DO NOT USE AN
OLD FORM.**