

Trinity Alps Unified School District

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<http://trinityalpsusd.org/>

Employee Handbook 2018-2019

TAUSD Mission Statement

The Trinity Alps Unified School District is committed to preparing students for success by promoting responsible citizenship, critical thinking, knowledge and skills within a safe, positive educational environment.

The Trinity Alps Unified School District is an equal opportunity employer and does not discriminate on the basis of sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, age, or mental or physical disability. To answer inquiries and/or to handle a complaint, please contact TAUSD Superintendent.

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Acceptable Use Agreement for Technology

Trinity Alps Unified School District (TAUSD) computers, the District network to which they are connected, and District-funded Internet connections are provided to enhance productivity, to facilitate professional communication, and to harness the resources of the Internet in service to TAUSD students' educations. This policy applies to, and describes the responsibilities and obligations of, all District employees using the District's electronic information resources, including the District's computers, electronic devices, and network.

Computer and Software

TAUSD computers will be installed and maintained only by authorized staff. Only an administrator in coordination with district technology staff will be allowed to authorize installation or maintenance of either hardware or software on TAUSD computers. The District has an obligation to ensure that software on its computers is being used legally according to that software's license and to ensure that any software installed does not create difficulties on the individual computer or on the District network.

Screen savers, sound events, wallpaper and other system additions represent the TAUSD as well as the individual, when found on TAUSD systems. These should avoid sexually suggestive material as well as that which might reasonably be construed as being demeaning to individuals or groups. If law, custom, or common sense would indicate that material should not be displayed in the classroom or in an office, it should not be displayed on computers in the classroom or in that office.

Local Area, District, and Internet

Electronic information services (Local, District-wide, and Internet) are available to students and staff in TAUSD. TAUSD strongly believes in the educational value of such electronic services and recognizes their potential to support curriculum and to allow staff to efficiently provide educational services. The District's goal in providing this service is to promote educational excellence by facilitating research, innovation, communication, and business efficiency. Staff Internet access will be granted through local area networks and District Internet connections.

The following set of expectations and understandings apply to everyone using TAUSD's network services as representatives of TAUSD on the District network and on the Internet through the TAUSD Internet gateway. These include:

- Staff must understand that all the rules of conduct described in the TAUSD staff handbook apply during network use.
- Employees are prohibited from using the District's computers, electronic devices, network and other electronic resources for transmitting, knowingly receiving, or storing any oral or written communication that is obscene, threatening or disruptive, or that reasonably could be construed as harassment or disparagement of others based on their race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.

-Employees are prohibited from using the District's computers, electronic devices, and network for transmitting, knowingly receiving, or storing any visual image that depicts actual or simulated torture, bondage, or physical abuse of any human being or other creature, or that is sexually explicit.

-Staff must use assigned accounts or passwords to access District computers, electronic devices, and network. No employee shall permit the use of their assigned account or password, or use another person's assigned account or password, without the prior express written consent of the employee's supervisor and the designated technology administrator at the employee's work site. This must be in support of the educational goals and objectives of the District. Staff must:

- A. avoid personal use of District e-mail.
- B. not use the network, e-mail system or Internet connection for personal financial gain including commercial advertising.
- C. not use the network, e-mail system, or Internet connection for political or religious advocacy, or on behalf of charitable organizations.
- D. not send any message through the network, e-mail system or Internet connection under someone else's name.
- E. not transmit, request, or receive materials inconsistent with the mission and values of TAUSD.
- F. not attempt to breach network security or transmit viruses.
- G. not mass distribute e-mail to a site without site administrative approval or mass distribute e-mail in the District without the approval of the Superintendent.
- H. not access pornographic or other websites that are inconsistent with the mission and values of the District.
- I. use language appropriate for a public system in all communications.
- J. respect the copyright and/or software licensing of material received through the TAUSD network, e-mail system, or Internet connection.
- K. understand that the public meeting provisions of the Brown Act cannot be subverted through e-mail or network conferencing.

Filters and Other Internet Protection Measures

To ensure that the use of the District's network is consistent with the District's mission, the District uses content and bandwidth software to prevent access to pornographic and other websites that are inconsistent with the mission and values of the District. No employee shall bypass or evade, or attempt to bypass or evade, the District filter system. Further, no employee shall direct students to, nor provide permission for students to, intentionally bypass TAUSD filtered Wi-Fi or TAUSD-provided internet service so as to provide students with access to non-filtered, non-TAUSD operated internet.

No Employee Privacy

Employees have no privacy whatsoever in their personal or work-related use of the District's computers, electronic devices, network, and other electronic information resources, or to any communications or other information in the District's electronic information resources or that may pass through District electronic information resources. The District retains the right, with or without cause, and with or without notice to the employee, to remotely monitor, physically inspect, or examine the District's computers, electronic devices, network or other electronic information resources, and any communication or information stored on or passing through the District's electronic information resources, including but not understand that as a matter of law, any document pertaining to the public business on a publicly funded system is a public record.

Sanctions

Individuals who violate the terms of the Staff Acceptable Use Policy will be subject to a series of sanctions through Information Systems including the installation of restrictive lock-down security on their classroom workstation and restriction or revocation of District network, Internet, and/or e-mail privileges. Additionally, sanctions may be applied by the TAUSD Personnel Division in accordance with established discipline policies.

Child Abuse Reporting Procedures

The Trinity Alps Board of Trustees recognizes that the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse and neglect.

As per board policy, all employees must be notified that:

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

Who must report?

Mandated Reporters are those people defined by law as “child care custodians,” “health practitioners,” child visitation monitors” and employees of a child protective agency.” Mandated reporters include virtually all school employees.

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

Report all suspected abuse

The report must be made whenever there is “reasonable suspicion” that child abuse has occurred. “Reasonable suspicion” means that it is objectively reasonable for a person to entertain such a suspicion. (Penal Code [11166](#)) Mandated reporters are not to determine if there is, in fact, abuse, but they must report concerns and allow the proper authorities to make a professional determination. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for reporting, investigating and prosecuting cases of child abuse and neglect.

Child Abuse Reportable Offenses

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

1. A physical injury inflicted by other than accidental means on a child by another person

2. Sexual abuse of a child as defined in Penal Code [11165.1](#)
3. Neglect as defined in Penal Code [11165.2](#)
4. Willful cruelty or unjustifiable punishment of a child as defined in Penal Code [11165.3](#)
5. Unlawful corporal punishment or injury resulting in a traumatic condition as defined in Penal Code [11165.4](#)
6. Mental suffering or endangerment of a child's emotional well-being (Penal Code [11166.05](#))

Responsibility for Reporting Child Abuse

The reporting duties are individual and cannot be delegated to another person. (Penal Code [11166](#))

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

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

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

Child Abuse Reporting Procedures for Employees

Immediately or as soon as practicably possible after knowing or observing suspected child abuse or neglect, a mandated reporter shall make a report by telephone to the local child protective agency. (Penal Code [11166](#))
The telephone report must be made immediately, or as soon as practically possible, upon suspicion.

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

Within 36 hours the mandated reporter shall prepare and send (mail, fax or electronic submission) to the appropriate agency a written report which includes a completed Department of Justice form below on the following pages, or obtained from either the district or the appropriate agency or from http://ag.ca.gov/childabuse/pdf/ss_8572.pdf. (Penal Code [11166](#), [11168](#))

Report to:

Child Protective Services
#51 Industrial Park Way
Weaverville, CA 96093
Phone: 623-1265; 800-851-5658, 24 hour phone: 623-1314

Internal Reporting of Child Abuse is not required

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

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

If the mandated reporter does not to disclose his/her identity to a district administrator, he/she shall at least provide or mail a copy of the written report to the principal, Superintendent or designee without his/her signature or name. (Penal Code [11166](#))

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

Print

SUSPECTED CHILD ABUSE REPORT

Reset Form

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

CASE NAME: _____

PLEASE PRINT OR TYPE

CASE NUMBER: _____

| | | | | | | | | | | |
|---|--|---|---|---|--|--|---|-----------|-----------------------|-----------|
| A. REPORTING PARTY | NAME OF MANDATED REPORTER | | TITLE | | MANDATED REPORTER CATEGORY | | | | | |
| | REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS | | | Street | City | Zip | DID MANDATED REPORTER WITNESS THE INCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |
| | REPORTER'S TELEPHONE (DAYTIME) () | | SIGNATURE | | TODAY'S DATE | | | | | |
| B. REPORT NOTIFICATION | <input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> COUNTY PROBATION | | AGENCY | | | | | | | |
| | <input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services) | | | | | | | | | |
| | ADDRESS | | | Street | City | Zip | DATE/TIME OF PHONE CALL | | | |
| OFFICIAL CONTACTED - TITLE | | | | | TELEPHONE () | | | | | |
| C. VICTIM One report per victim | NAME (LAST, FIRST, MIDDLE) | | | | BIRTHDATE OR APPROX. AGE | | SEX | ETHNICITY | | |
| | ADDRESS | | | Street | City | Zip | TELEPHONE () | | | |
| | PRESENT LOCATION OF VICTIM | | | | SCHOOL | | CLASS | GRADE | | |
| | PHYSICALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO | DEVELOPMENTALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO | OTHER DISABILITY (SPECIFY) | | | PRIMARY LANGUAGE SPOKEN IN HOME | | | | |
| | IN FOSTER CARE? <input type="checkbox"/> YES <input type="checkbox"/> NO | IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE: | | | | TYPE OF ABUSE (CHECK ONE OR MORE) | | | | |
| | <input type="checkbox"/> DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> FAMILY FRIEND | | <input type="checkbox"/> GROUP HOME OR INSTITUTION <input type="checkbox"/> RELATIVE'S HOME | | <input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL <input type="checkbox"/> NEGLECT | | <input type="checkbox"/> OTHER (SPECIFY) | | | |
| RELATIONSHIP TO SUSPECT | | | | PHOTOS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO | | DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK | | | | |
| D. INVOLVED PARTIES | VICTIM'S SIBLINGS | | | | | | | | | |
| | NAME | | BIRTHDATE | SEX | ETHNICITY | NAME | | BIRTHDATE | SEX | ETHNICITY |
| | 1. _____ | | | | 3. _____ | | | | | |
| | 2. _____ | | | | 4. _____ | | | | | |
| | NAME (LAST, FIRST, MIDDLE) | | | | BIRTHDATE OR APPROX. AGE | | SEX | ETHNICITY | | |
| | ADDRESS | | | Street | City | Zip | HOME PHONE () | | BUSINESS PHONE () | |
| | NAME (LAST, FIRST, MIDDLE) | | | | BIRTHDATE OR APPROX. AGE | | SEX | ETHNICITY | | |
| | ADDRESS | | | Street | City | Zip | HOME PHONE () | | BUSINESS PHONE () | |
| | SUSPECT'S NAME (LAST, FIRST, MIDDLE) | | | | BIRTHDATE OR APPROX. AGE | | SEX | ETHNICITY | | |
| | ADDRESS | | | Street | City | Zip | TELEPHONE () | | | |
| OTHER RELEVANT INFORMATION | | | | | | | | | | |
| E. INCIDENT INFORMATION | IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX <input type="checkbox"/> IF MULTIPLE VICTIMS, INDICATE NUMBER: _____ | | | | | | | | | |
| | DATE / TIME OF INCIDENT | | | | PLACE OF INCIDENT | | | | | |
| | NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incidents involving the victim(s) or suspect) | | | | | | | | | |

SS 8572 (Rev. 12/02)

DEFINITIONS AND INSTRUCTIONS ON REVERSE

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

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

Code of Ethics

As per board policies 4219.21, 4119.21, 4319.21, the Governing Board expects district employees to maintain the highest ethical standards, exhibit professional behavior, follow district policies and regulations, and abide by state and federal laws. Employee conduct should enhance the integrity of the district and advance the goals of the district's educational programs. Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill his/her responsibilities and should focus on his/her contribution to the learning and achievement of district students.

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

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

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

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

CLASSIFIED EMPLOYEES CODE OF ETHICS

School employees who are in daily contact with many phases of educational work should be persons whose conduct is beyond reproach and who sincerely believe in the advancement of education and the betterment of working conditions; therefore, the California School Employees' Association proposes this Code of Ethics as a standard for its members.

AS A SCHOOL EMPLOYEE I WILL:

- 1. Be proud of my vocation in order that I may use my best endeavors to elevate the standards of my position so that I may merit a reputation for high quality of service -- to the end that others may emulate my example.*
- 2. Be a person of integrity, clean speech, desirable personal habits, and physical fitness.*
- 3. Be just in my criticism and be generous in my praise; to improve and not destroy.*
- 4. At all times be courteous in my relations with students, parents, teachers and others.*
- 5. Be a resourceful person who readily adapts himself to different kinds of work and changed conditions and finds better ways to do things.*

6. *Conduct myself in a spirit of friendly helpfulness to my fellow employees to the end that I will consider no personal success legitimate or ethical which is secured by taking unfair advantage of another.*

7. *Associate myself with employees of other districts for the purpose of discussing school problems and cooperating in the improvement of public school conditions.*

8. *Always uphold my obligations as a citizen to my nation, my state, my school district and my community, and give them unswerving loyalty.*

9. *Always bear in mind that the purpose of CSEA is to promote the efficiency and raise the standards of all school employees and that I shall be equally obligated to assist all my fellow workers.*

(SOURCE: CALIFORNIA SCHOOL EMPLOYEES' ASSOCIATION)

CODE OF ETHICS OF THE EDUCATION PROFESSION

Preamble

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurturing of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

Principle I. Commitment to the Student

The educator strives to help each student realize his/her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning
2. Shall not unreasonably deny the student access to varying points of view
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety
5. Shall not intentionally expose the student to embarrassment or disparagement
6. Shall not on the basis of race, color, creed, gender, national origin, marital status, political or religious beliefs, family, social, or cultural background, or sexual orientation, unfairly:
 - a. Exclude any student from participation in any program

- b. Deny benefits to any student
- c. Grant any advantage to any student

7. Shall not use professional relationships with students for private advantage

8. Shall not disclose information in the course of professional service unless disclosure serves a compelling professional purpose or is required by law

Principle II. Commitment to the Profession

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation of the profession, the educator:

1. Shall not in any application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications
2. Shall not misrepresent his/her professional qualifications
3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position
5. Shall not assist a noneducator in the unauthorized practice of teaching
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law
7. Shall not knowingly make false or malicious statements about a colleague
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action

Complaints Against Staff Members

The Governing Board accepts responsibility for providing a means by which the public can hold employees accountable for their actions. The Board desires that complaints be resolved expeditiously without disrupting the educational process.

To promote prompt and fair resolution of a complaint, the following procedures shall govern the resolution of complaints against district employees:

1. Every effort should be made to resolve a complaint at the earliest possible stage. Whenever possible, the complainant should communicate directly to the employee in order to resolve concerns.
2. If a complainant is unable or unwilling to resolve the complaint directly with the employee, he/she may submit an oral or written complaint to the employee's immediate supervisor.
3. All complaints related to district personnel other than administrators shall be submitted in writing to the principal or immediate supervisor. If the complainant is unable to prepare the complaint in writing, administrative staff shall help him/her to do so. Complaints related to an administrator shall be initially filed in writing with the Superintendent. Complaints related to the Superintendent shall be initially filed in writing with the Board.
4. When a written complaint is received, the employee shall be notified within five days or in accordance with collective bargaining agreements.
5. A written complaint shall include:
 - a) The full name of each employee involved
 - b) A brief but specific summary of the complaint and the facts surrounding it
 - c) A specific description of any prior attempt to discuss the complaint with the employee and the failure to resolve the matter
6. Staff responsible for investigating complaints shall attempt to resolve the complaint to the satisfaction of the parties involved within 30 days.
7. Both the complainant and the employee against whom the complaint was made may appeal a decision by the principal or immediate supervisor to the Superintendent, who shall attempt to resolve the complaint to the satisfaction of the person involved within 30 days. Parties should consider and accept the Superintendent or designee's decision as final. However, the complainant, the employee, or the Superintendent may ask to address the Board regarding the complaint.
8. Before any Board consideration of a complaint, the Superintendent shall submit to the Board a report concerning the complaint, including but not limited to:
 - a) The full name of each employee involved
 - b) A brief but specific summary of the complaint and the facts surrounding it, sufficient to inform the Board and the parties as to the precise nature of the complaint and to allow the parties to prepare a response
 - c) A copy of the signed original complaint

- d) A summary of the action taken by the Superintendent or designee, together with his/her specific finding that the problem has not been resolved and the reasons

9. The Board may uphold the Superintendent's decision without hearing the complaint.

10. All parties to a complaint may be asked to attend a Board meeting in order to clarify the issue and present all available evidence.

11. A closed session may be held to hear the complaint in accordance with law.

12. The decision of the Board shall be final.

Any complaint of child abuse or neglect alleged against a district employee shall be reported to the appropriate local agencies in accordance with law, Board policy and administrative regulation (BP/AR 1312.1).

Complaints From Staff Members/Job Applicants

The Governing Board recognizes the need to establish a process to allow employees and job applicants to have their concerns heard in an expeditious and unbiased manner. The Board expects that employees will make every effort to resolve complaints and disagreements informally before filing a formal complaint.

The Board prohibits retaliation against complainants. The Superintendent or designee may keep a complainant's identity confidential, except to the extent necessary to investigate the complaint.

All matters related to a complaint shall be kept confidential and any document, communication, or record regarding the complaint shall be placed in a separate file and shall not be placed in an employee's personnel file.

Except as specified below, the following procedure shall be used for any complaint by an employee alleging misapplication of the district's policies, regulations, rules, or procedures or for "whistleblower" complaints by an employee or job applicant regarding an improper district activity including, but not limited to, an allegation of gross mismanagement, a significant waste of funds, an abuse of authority, or a specific danger to public health or safety.

Complaints alleging unlawful discrimination on any basis specified in the district's nondiscrimination policies, including complaints of sexual harassment, shall be resolved in accordance with the district's procedure for complaints regarding discrimination in employment.

Complaints regarding unlawful discrimination in district programs or the district's failure to comply with state or federal laws regarding educational programs shall be resolved in accordance with the district's Uniform Complaint Procedures. Complaints regarding sufficiency of textbook materials, teacher vacancy or misassignment, an urgent or emergency facility condition, shall be resolved in accordance with the district's Williams Uniform Complaint Procedures. (Education Code [35186](#); 5 CCR [4621](#))

Any of the time limits specified in this procedure may be extended by written agreement between the district and complainant.

Step 1: Informal Complaint Process

Prior to instituting a formal, written complaint, the employee shall first discuss the issue with his/her supervisor

or the principal of the school where the alleged act took place. Formal complaint procedures shall not be initiated until the employee has first attempted to resolve the complaint informally.

Step 2: Site Level Formal Complaint Process

If a complaint has not been satisfactorily resolved through the informal process in Step 1, the complainant may file a written complaint with his/her immediate supervisor or principal within 60 days of the act or event which is the subject of the complaint. If an employee fails to file a written complaint within 60 days, the complaint shall be considered settled on the basis of the answer given at the preceding step.

In the written complaint, the employee shall specify the nature of the problem, including names, dates, locations, witnesses, the remedy sought by the employee, and a description of informal efforts to resolve the issue.

Within 10 working days of receiving the complaint, the immediate supervisor or principal shall conduct any necessary investigation and meet with the complainant in an effort to resolve the complaint. Within five working days after the meeting, he/she shall prepare and send a written response to the complainant.

Step 3: District Level Appeal

If a complaint has not been satisfactorily resolved at Step 2, the complainant may file the written complaint with the Superintendent or designee within five working days of receiving the written response from the immediate supervisor or the principal. The complainant shall include all information presented to the immediate supervisor or principal at Step 2.

Within 10 working days of receiving the complaint, the Superintendent or designee shall conduct any necessary investigation, including reviewing the investigation and written response by the immediate supervisor or principal at Step 2, and shall meet with the complainant in an effort to resolve the complaint. Within five working days after the meeting, he/she shall prepare and send a written response to the complainant.

Step 4: Appeal to the Governing Board

If a complaint has not been satisfactorily resolved at Step 3, the complainant may file a written appeal to the Board within five working days of receiving the Superintendent or designee's response. All information presented at Steps 1, 2, and 3 shall be included with the appeal, and the Superintendent or designee shall submit to the Board a written report describing attempts to resolve the complaint and the district's response.

The Board may uphold the findings by the Superintendent or designee without hearing the complaint or the Board may hear the complaint at a regular or special Board meeting. The hearing shall be held in closed session if the complaint relates to matters that may be addressed in closed session in accordance with law.

The Board shall make its decision within 30 days of the hearing and shall send its decision to all concerned parties. The Board's decision shall be final.

Confidentiality

As per board policy 4119.23, 4219.23, the Governing Board recognizes the importance of keeping confidential information confidential. Staff shall maintain the confidentiality of information acquired in the course of their employment. Confidential/privileged information shall be released only to the extent authorized by law.

No employee shall disclose confidential information acquired in the course of his/her official duties. Confidential information includes information that is not a public record subject to disclosure under the Public Records Act, information that by law may not be disclosed, or information that may have a material financial effect on the employee.

Any action by an employee which inadvertently or carelessly results in release of confidential/privileged information shall be recorded, and the record shall be placed in the employee's personnel file. Depending on the circumstances, the Superintendent or designee may deny the employee further access to any privileged information and shall take any steps necessary to prevent any further unauthorized release of such information.

An employee who willfully releases confidential/privileged information about the district, students or staff shall be subject to disciplinary action.

Disclosure of Closed Session Information

An employee shall not disclose confidential information acquired by being present during a closed session to a person not entitled to receive such information, unless the Board authorizes disclosure of that information. (Government Code [54963](#)) An employee who willfully discloses confidential information acquired during a closed session may be subject to disciplinary action if he/she has received training or notice as to the requirements of this policy. (Government Code [54963](#))

The district shall not take disciplinary action against any employee for disclosing confidential information acquired in a closed session...when the employee is: (Government Code [54963](#))

1. Making a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law...
2. Expressing an opinion concerning the propriety or legality of Board action in closed session, including disclosure of the nature and extent of the illegal or potentially illegal action

Copyright Laws

Federal copyright laws protect all original works of authorship fixed in a tangible medium. When using material that has been written, recorded, or designed by someone else, it is important to make sure that you are not violating copyright law by improperly using someone else's intellectual property.

All district staff shall adhere to the provisions of the federal copyright law and maintain the highest ethical standards in using copyrighted materials. The district shall provide no legal support to any employee who violates the copyright law. Willful infringement of this law by students or staff may result in disciplinary action.

Dress And Grooming for Staff

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 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.

Dress Code For Students THS

Student appearance and dress shall be within the boundaries of regulations covering health and safety and shall be of a nature that would not interfere with the educational process. The following are the dress code guidelines at Trinity High:

1. Title V of the CA Administrative Code states that students must be neat and clean and schools have a right and responsibility to reasonably enforce this standard.
2. For purposes of health and safety, shoes or comparable footwear with rubber or leather soles shall be worn.
3. Students with long hair shall be required, for reasons of safety, to provide and wear a hair net or head band in those classes where long hair might be a hazard or detrimental to the required performance of the class.
4. Students, whose appearance is so unusual as to cause obvious distraction to other students from the educational process, shall be sent home to correct their appearance.
5. Hats, visors, and/or sunglasses are not to be worn in class or at assemblies by any student regardless of gender. Any headwear that prohibits eye contact with a THS staff member is prohibited.
6. Shorts must have a **4 inch** inseam or longer. Skirts must **NOT** be more than **6 inches** above the knees when standing.
7. Excessively baggy or sagging pants, which allow undergarments to be exposed, are unacceptable.
8. Boys may **NOT** wear sleeveless T-shirts, tank tops that have excessively low cut armholes or sleeveless undergarments.
9. Tops worn by girls shall have two, 1 inch or wider, shoulder straps that cover undergarments. Tops must be long enough to cover the top of pants, when standing, with arms outstretched. **No** bare midriffs, see-through or fishnet tops, halter-tops, tube tops, half-shirts, midriffs, low-cut blouses, or backless tops may be worn. **Any top deemed suggestive or inappropriate by THS staff is unacceptable.**
10. Clothing may not have suggestive or inappropriate wording or images printed thereon.
11. Reasonable rules for appearance for those who participate in extracurricular activities may be established and enforced. These rules may not supersede the dress code.
12. Clothing advertisement and artwork depicting alcohol, drugs, tobacco and offensive materials may not be worn.

Any student not meeting the above standard or who goes to school without proper attention having been given to personal cleanliness and neatness of dress, will be required change the item(s) of clothing in violation of the dress code. A parent will be required to bring an appropriate change of clothing or the school may provide a change of clothing to correct the dress code infraction. Due to the rapid changes in society, it may become necessary to modify the dress code during the course of the school year.

Dress Code For Students WES

The purpose of a Dress Code is not to inhibit any person's taste in style or attire, but rather to better facilitate the process of education through reasonable guidelines of dress. Wearing apparel must not **distract** from or **inhibit** any phase of the educational program. Students are encouraged to dress in a manner that demonstrates pride both in themselves and for their school.

Trinity Alps Unified School District Board of Trustees has established the following Dress Code:

1. Students are expected to keep their shirts on at all times, even when playing in physical education activities or sports.
2. Tops must cover the midriff when both hands are extended straight up. No bare bellies, no mesh shirts, half shirts or tank tops with a shoulder strap less than one and one half inches in width. Wearing transparent, translucent or lace tops over inappropriate clothing does not qualify as appropriate. Tops must cover the chest and back from armpit to armpit. Bra straps must not be visible.
3. Accessories (jewelry, etc.) must be removed if deemed unsafe.
4. Inappropriate language or pictures on clothing or the body are not allowed. No clothing expressing sexual innuendo or violence, promoting or condoning the use of tobacco, alcohol or drugs are allowed.
5. Shorts are permissible provided the hem is at or below mid-thigh. Shorts and pants must be worn at waist level. Skirt length must be at or below mid-thigh.
6. State law allows schools to ban all gang-related clothing and styles and all such items of dress are prohibited at Weaverville Elementary School. "Sagging", chains, bandannas, headbands or other items inspired by or reminiscent of gang culture are forbidden. Pants must fit at the waist and at the inseam and seat. Spandex must be worn under pants, shorts, or skirts which have large holes above mid-thigh.
7. Hats, hoods and visors may not be worn inside classrooms, hallways, or inside of buildings. Hats and visors must be worn facing forward.
8. Shoes with heels or platforms higher than **two inches** are not to be worn. Sandals are permitted with a sturdy heel strap. However, students must wear some type of non-marking rubber-soled recreation shoe such as tennis shoes to allow them to safely participate in recess, physical education or science activities. "Wheelie" type shoes are not permitted.
9. Students are not to wear costumes to school except on special dress-up days.
10. Students are not to wear pajamas/sleepwear or slippers to school.
11. Students may not have visible undergarments at any time.
12. Writing on one's body or another's is not allowed. Writing, drawings, symbols, or graffiti on student's personal items must be appropriate.
13. Hair shall be clean and neatly groomed and may not distract from the learning environment. Hair may not be sprayed with any coloring that would drip when wet.
14. Sunglasses are not permitted in buildings unless there is a medical need.
15. If you are unsure whether your clothing is appropriate for school, choose a different outfit.
16. Other items that may be objectionable or dangerous may be prohibited by the Principal.

The school dress code applies to all school functions on or off WES campus.

Emergency Procedures Reference Guide

ACTIVE SHOOTER

It is the policy of Trinity Alps Unified School District to provide an active shooter emergency response plan to alert employees that an active shooter appears to be actively engaged in killing or attempting to kill people at the school site. Our active shooter response plan is based on giving employees authority to make crucial decisions that will save lives. School shootings typically end within just a few minutes, before law enforcement arrives.

DEFINITIONS:

For purposes of this policy: An **active shooter** is defined as a person or persons who appear to be actively engaged in killing or attempting to kill people on TAUSD grounds. In most cases active shooters use firearm(s) and display no pattern or method for selection of their victims. In some cases, active shooters use other weapons and/or improvised explosive devices to cause additional victims and act as an impediment to police and emergency responders. These devices may detonate immediately, have delayed detonation fuses, or detonate on contact.

A **Lockdown** may be a component of any emergency but is not an automatic response to an active shooter killing students and staff on campus. Instead, it is recommended you RUN, HIDE, or FIGHT.

Lockdown – (ACTIVE THREAT) Procedures

First observer to call 911 and alert appropriate staff

1. Give 911 operator your name, phone number and brief details
2. 911 will not allow you to hang up
3. Have another staff member notify front office
4. Alert those close by to lockdown
5. in lockdown until the proper authorities have determined the threat has been resolved.

Principal/Office Role:

- Turn on communication devices
- Initiate school lockdown protocol:
- Office staff calls 911 as directed
- Use PA system to call for a Lockdown
- **Do Not Use Fire Alarm**

Lockdown PA Announcement:

All staff lock down

This is not a drill

All staff lock down

Provide any specific and known information. Use the words Active Shooter(s), provide location, description and type of weapon if possible.

All staff lock down

- Office staff locks office doors or engages Night Lock barricade tool
- Initiate emergency communication protocol **if safe to do so:**

- Office staff calls district office as directed and applicable
- Office staff ready for calls from classrooms
- Office staff monitors internet for communication from classrooms
- Collect list of visitors and vendors
- Obtain the list of students with special needs/medical needs
- Account for these students as teacher accountability reports come in
- Provide list of injured and special needs/medical needs to law enforcement
- Provide updated information to District Office

If Principal is out of office:

- Contact office as soon as safe and possible to make sure designated alternate Incident Commander has taken control
- Try to get back to office if safe

If unsafe:

- Find the nearest room or safest escape route
- Direct students and staff to safety
- When no longer safe secure room or escape

Staff Role:

POTENTIAL RESPONSES

In response to an active shooter event there will be three potential courses of action. Employees are granted the authority to choose the course of action that they feel will result in the best outcome for them and their students.

You can choose to RUN, HIDE, or if necessary FIGHT.

RUN

If there is an accessible escape path, attempt to evacuate the premises, following these recommendations:

1. Have an escape route and plan in mind that will get you and your students out of danger.
2. Assist children or others who cannot run to the best of your ability.
3. Leave your belongings behind.
4. If not in charge of students, evacuate regardless of whether others agree to follow.
5. Prevent others from entering an area where the active shooter may be.
6. Keep your hands up and visible.
7. Follow the instructions of any Police Officers/First Responders.
8. Do not attempt to move wounded people.
9. Call 911 when you are safe.
10. Go to the pre-arranged site(s) agreed upon for your site.

HIDE

If evacuation is not possible, find a secure place to hide where the active shooter is less likely to find you or be able to directly engage you. Follow these recommendations:

1. Lock the door using Night Lock barricade tool. If room is not equipped with Night Lock then barricade door with all heavy furniture and equipment in the room.

2. Keep students quiet and off of their cellphones. Dial 911 so the operator can listen to what is going on, even if you cannot talk.
3. Turn off any source of noise: Stereo/TV/Learning devices.
4. Close blinds or curtains.
5. Turn off all lights.
6. Cover door window.
7. USE COVER (anything that will protect you from bullets): Full bookcase, masonry wall, heavy desk, etc. and stay low.
8. USE CONCEALMENT (anything that will protect you from being seen): darkness, desks, chairs, doors. Stay away from doorways and windows that can be seen through.
9. Have a plan for an alternate means of escape if possible (through a window, adjoining room, etc). Break window utilizing window hammer (if equipped) as a secondary exit. Use your escape route as soon as you determine it will enhance your survivability. See RUN above.

IF AN ACTIVE SHOOTER IS VERY CLOSE

Lock the door if possible but do not make noise moving items in the room to barricade the door. Follow all the other recommendations above. Get ready to RUN or FIGHT if the shooter gains access.

FIGHT

If it is not possible to Run or Hide and you are confronted face-to-face with an active shooter then you may choose to distract or incapacitate the shooter long enough to increase survivability for yourself and your students. Follow these recommendations:

administration.

1. Act as aggressively as possible against the shooter.
2. Yell, create confusion, and distract the shooter in any way possible.
3. Throw items at the shooter.
4. Use improvised weapons (spray with a fire extinguisher, hit with objects, trip, block or hit with chairs and desks).
5. Help others when possible if you see them attempting to incapacitate the shooter.
6. Ensure students are evacuating as rapidly as possible from the active engagement area.
7. Once started, commit yourself to the defensive physical actions.

ACT OF VIOLENCE/DISORDERLY CONDUCT

In the event of a hostile or potentially threatening event, staff should take reasonable steps to calm and control the situation. If weapons are involved and/or other significant threats are anticipated, do not approach or disarm the threat. Immediately isolate all non-involved pupils and staff from the person and notify the office. The school should immediately be locked down, controlling all student and staff movement.

Implement the following procedures to control and contain the situation.

1. The office will initiate the appropriate Immediate Response Actions which may include DUCK, COVER, AND HOLD; SHELTER-IN-PLACE; LOCKDOWN; EVACUATE BUILDING; and OFF-SITE EVACUATION. All of which will be announced through the PA system if appropriate.
2. Staff should attempt to isolate perpetrator from students, if it is safe to do so.
3. Office personnel will call "911" and provide the exact location on campus and the nature of the emergency.
4. If an immediate threat is not clearly evident, attempt to diffuse the situation. Remain calm, talk in a

soft, non-threatening manner. Request perpetrator to leave the area or campus, as appropriate. Avoid all hostile actions or interactions, except to maintain the safety and welfare of students or staff.

5. If the perpetrator is a student, notify the family. Family members may provide useful information on handling the situation.
6. Teachers will conduct a headcount and notify the office of missing persons.

BIOLOGICAL OR CHEMICAL THREAT

There are three possible scenarios involving the release of biochemical substances. Determine which scenario applies and implement the appropriate response procedures described below.

Scenario 1: Substance released inside a room or building.

Scenario 2: Substance released outdoors and localized.

Scenario 3: Substance released in surrounding community.

SCENARIO 1: SUBSTANCE RELEASED INSIDE A ROOM OR BUILDING

1. **EVACUATE BUILDING.** Use designated routes or other alternative safe routes to an assigned Assembly Area located upwind of the affected room or building.
2. Office personnel will call 911 and will provide the exact location (e.g., building, room, area) and nature of emergency.
3. Maintenance staff will turn off local fans in the area, close the windows and doors, and shut down the building's air handling system and will restrict access of the potentially contaminated area from all persons.
4. Personnel contacted with the substance should wash the affected area with soap and water. Immediately remove and contain contaminated clothes. Do not use bleach or other disinfectant on your skin.
5. List all people in the affected room or contaminated area, specifying those who had actual contact with the substance. Provide the list to the Principal and the emergency response personnel.
6. Resume school activities only after buildings have been inspected and determined safe by proper authorities.

SCENARIO 2: SUBSTANCE RELEASED OUTDOORS AND LOCALIZED

The Office will immediately direct staff to remove students from the affected area to an area upwind from the substance.

1. Maintenance staff will establish a safe perimeter around the affected area to ensure personnel do not reenter the area.
2. Call "911" and provide the exact location (e.g., building, room, area) and nature of emergency.
3. Maintenance staff will turn off local fans in the area; close the windows and doors, shut down the building's air handling system.

4. Personnel contacted with the substance should wash their hands with soap and water. Immediately remove and contain all contaminated cloths.
5. List all people in the affected room or area of contamination, especially those who had actual contact with the substance. Provide the list to the office, and emergency response personnel.
6. Do not reopen the area until authorized to do so by the Principal.

SCENARIO 3: SUBSTANCE RELEASED IN SURROUNDING COMMUNITY

1. If the office or local authorities determine a potentially toxic substance has been released to the atmosphere, initiate SHELTER-IN-PLACE.
2. Upon receiving the SHELTER-IN-PLACE action, Maintenance staff will turn off local fans in the area, Teachers may be advised to close and lock doors and windows, shut off the HVAC system, seal gaps under doors and windows with wet towels or duct tape, and seal vents with aluminum foil or plastic wrap, if available.
3. If outdoors, immediately go into the nearest building. The teachers should communicate their locations to the office via phone or email.
4. Maintenance staff will turn off sources of ignition, such as pilot lights.
5. The Office will call "911", and will provide the exact location (e.g., building, room, area) and nature of emergency.
6. The Principal will monitor information concerning the incident if possible.
7. Continue SHELTER IN PLACE until notified by the Office.

BOMB THREAT

Sometimes bomb threats are hoaxes or pranks and are frequently anonymous phone calls. Threats should be handled quickly and efficiently. If the threat is received by telephone, the person receiving the call should attempt to keep the caller on the telephone as long as possible and alert someone else to call "911" – telling the operator, "This is (name of caller) from (State the school site were you are receiving the bomb threat). We are receiving a bomb threat on another line. The number of that line is _____." Record any information possible during the phone call and provide this information to administration. Bomb Threat Checklists are located by each phone and should be utilized to collect and record information.

Cease all radio and/or cell phone communication until further notice.

The office will initiate the appropriate Immediate Response Actions which may include DUCK, COVER, AND HOLD; SHELTER-IN-PLACE; LOCKDOWN; EVACUATE BUILDING; and OFF-SITE EVACUATION. All of which will be announced through the PA system if appropriate.

If required to evacuate:

1. Have students line up to evacuate in an orderly manner.
2. Take attendance register and pen with you.
3. Evacuate students and staff to the designated evacuation area.
4. Close door and windows as you leave (**do not lock**).
5. Take roll and notify administration (office personnel) if anyone is missing.

6. Follow all directives of emergency personnel.
7. Resume school activities only after buildings have been inspected and determined safe by proper authorities.

BUS DISASTER

These procedures are for bus drivers in an earthquake, serious bus accident, or other emergency that occurs while transporting students. Bus drivers may need to make spontaneous independent decisions, based on the nature of the emergency, age of children, location of bus, etc. Listed below are three scenarios with detailed procedures. A copy of these procedures shall be kept in the emergency packet of each school bus.

Scenario 1: Earthquake

Scenario 2: Flood

Scenario 3: Serious Accident or Bus Fire

SCENARIO 1: EARTHQUAKE

1. The driver should issue DUCK, COVER, AND HOLD action.
2. Stop the bus away from power lines, bridges, overpasses, buildings, possible landslide conditions, overhanging trees, or other dangerous situations.
3. Set brake, turn off ignition, and wait for shaking to stop.
4. Check for injuries and provide first aid as appropriate.
5. Contact the school office to report location and condition of students and the bus.
6. If instructed to continue route, the driver should:
If heading to school, continue to pick up students.
If dropping students off, continue to do so provided there is adult supervision at the bus stop. If there is no adult supervision at the bus stop refer to number 7.
7. If it is impossible to return to school, proceed to the nearest shelter and notify the office. Remain with the children until further instructions from the office.
8. If the bus is disabled, stay in place until help arrives.
9. In all instances, the driver should not attempt to cross bridges that have been damaged.
10. The driver should account for all students and staff throughout the emergency.

SCENARIO 2: FLOOD

1. DO NOT drive through flooded streets and/or roads.
2. Take an alternate route or wait for public safety personnel to determine safety.
3. Stay with a disabled bus until help arrives.
4. Contact the school office to report location and condition of students.
5. In all instances, do not attempt to cross damaged bridges or overpasses.
6. The driver should account for all students and staff throughout the emergency.

SCENARIO 3: SERIOUS ACCIDENT OR BUS FIRE

1. Park the bus in a safe location.
2. Set the emergency brake and turn off the ignition.
3. Evacuate the bus in the event of a fire.

4. Check for injuries and provide appropriate first aid.
5. Call "911" to provide exact location and wait for arrival of emergency responders.
6. Contact the office to report location and condition of students.
7. Stay with the disabled bus until help arrives.
8. Account for all students and staff.

EARTHQUAKE

Tremors and shaking of the earth indicate an earthquake; there are usually no advanced warnings.

1. Upon the first indications of ground movement, have students take cover under desk or table.
2. Make sure all students are away from windows, heavy suspended light fixtures and other overhead hazards.
3. If **outside**, move away from buildings and other collapsible objects, drop to your knees on the ground, bend over at the waist bringing your head between your knees and cover your head with arms and hands.
4. When movement stops: Take attendance register and pen, then evacuate students to the designated evacuation area.
5. Take roll and notify administration (office personnel) if anyone is missing.
6. Avoid touching fallen electrical wires.
7. Follow all directives of emergency personnel.
8. The Plant Manager will notify the appropriate utility company of damages (e.g., gas, power, water, or sewer).
9. Resume school activities only after buildings have been inspected and determined safe by proper authorities.

In the event an earthquake occurs during non- school hours:

10. The Director of Facilities will assess damages to determine needed corrective actions. For apparent damage, contact the Superintendent to determine if the school should be closed.
11. If the school must be closed, notify staff members and students.

EXPLOSION/THREAT OF EXPLOSION

There are three possible scenarios involving the explosion/threat of explosion. Determine which scenario applies and implement the appropriate response procedures described below.

Scenario 1: Explosion on school property

Scenario 2: Credible threat of an explosion on school property

Scenario 3: Explosion or threat of an explosion in a surrounding area

SCENARIO 1: EXPLOSION ON SCHOOL PROPERTY

1. Upon explosion all persons should DUCK, COVER, AND HOLD.
2. The office will consider the possibility of another imminent explosion and take appropriate action.
3. After the blast the office will initiate the appropriate Immediate Response Actions which may include DUCK, COVER, AND HOLD; SHELTER-IN-PLACE; LOCKDOWN; EVACUATE BUILDING; and

OFF-SITE EVACUATION. All of which will be announced through the PA system if appropriate.

4. Evacuation may be warranted in some parts of the building and other areas may be used as shelter.
5. If the explosion occurred within the school buildings, the office will issue EVACUATE BUILDING action. Students and staff will evacuate using prescribed routes or other safe routes and proceed to the Assembly Area. Teachers shall bring the student roster and take attendance to account for students. Teachers shall notify the office of missing students.
6. The office will call "911" and will provide the exact location (e.g., building, room, area) and nature of emergency.
7. If necessary, the office will advise the Fire/Rescue Team to suppress fires and rescue personnel.
8. The Director of Facilities will notify the appropriate utility company of damages.
9. The Director of Facilities will post guards a safe distance away from the building entrance to prevent persons entering the school buildings.

SCENARIO 2: CREDIBLE THREAT OF AN EXPLOSION ON SCHOOL PROPERTY

1. The office will initiate the appropriate Immediate Response Actions which may include DUCK, COVER, AND HOLD; SHELTER-IN-PLACE; LOCKDOWN; EVACUATE BUILDING; and OFF-SITE EVACUATION. All of which will be announced through the PA system if appropriate.
2. If the office issues EVACUATE BUILDING action, evacuate the building using prescribed routes or other safe routes and proceed directly to the Assembly Area. Teachers shall bring the student roster and take attendance to account for students. Teachers shall notify Student and Staff Accounting Team of missing students.
3. The office will call "911" and will provide the exact location (e.g., building, room, area) and nature of emergency.
4. The office will direct the Fire/Rescue Team to suppress fires and rescue personnel as appropriate.
5. The Director of Facilities will notify the appropriate utility company of damages.

SCENARIO 3: EXPLOSION OR THREAT OF EXPLOSION IN SURROUNDING AREA

1. The office will order SHELTER-IN-PLACE.
2. The office will notify "911" and will provide the exact location (e.g., building, room, area) and nature of emergency.
3. The office will take further actions as needed.
4. Remain in SHELTER-IN-PLACE until further instructions.

FIRE ON SCHOOL GROUNDS

The warning of fire is the alarm signal and/or smoke and flames.

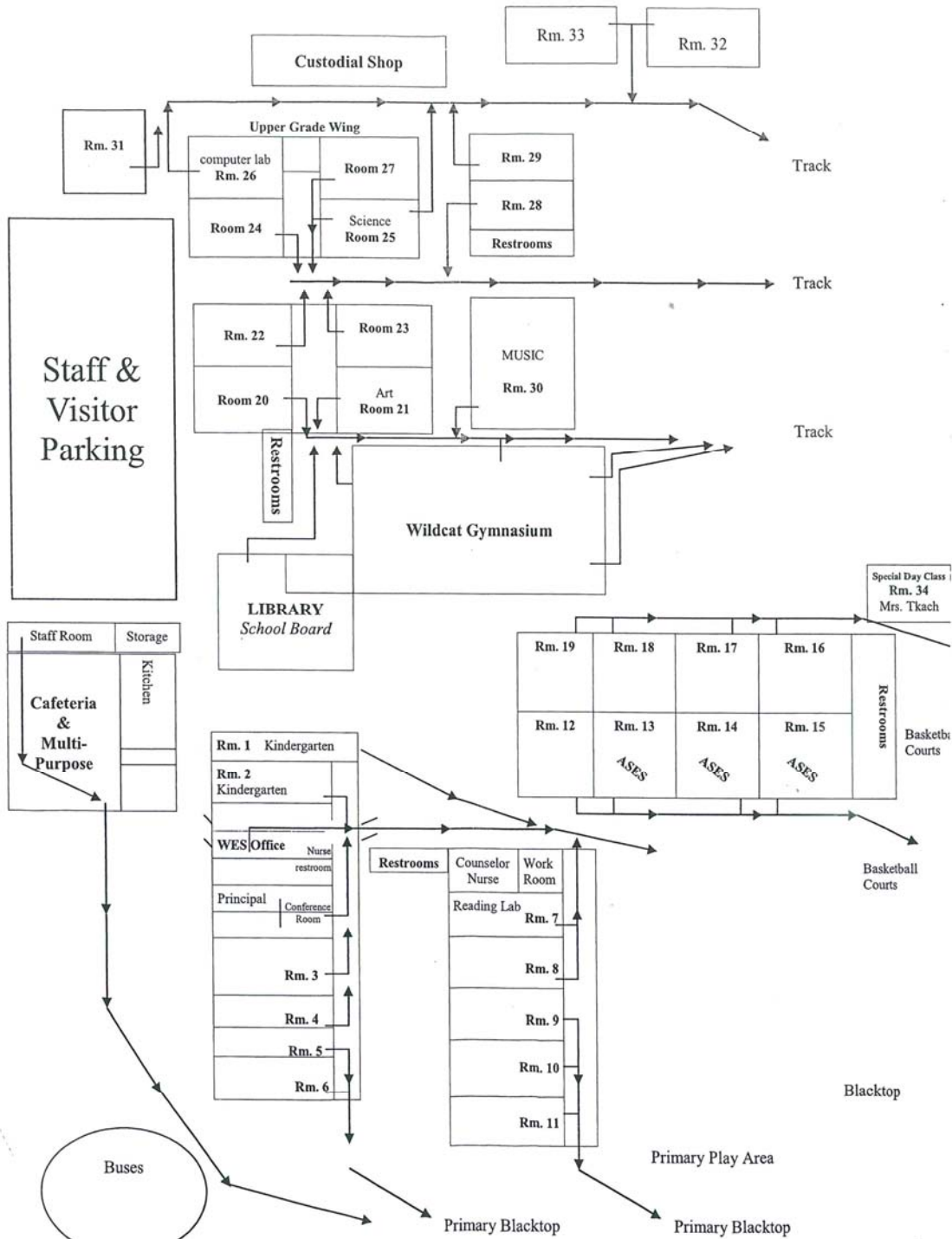
1. Upon discovery of a fire, determine situation, location and potential threat of fire and call 911. Evacuate students, staff, and others using the designated routes or other safe routes to
2. the evacuation area.
3. Teachers will have students line up quickly. If there is heavy smoke, have everyone stay low, breathing through a piece of clothing if possible.

1. Take attendance register and pen with you.
2. Close door and windows as you leave **(do not lock)**.
3. Take roll and notify the office if anyone is missing.
4. Establish a Command Post away from the danger area; co-locate school command post with fire departments. Take with you floor plans, location of utility controls, information on staff and students.
5. The Director of Facilities will report to the Command Post.
6. Follow all directives of emergency personnel.
7. Contact the Superintendent/Principal.
8. Resume school activities only after buildings have been inspected and determined safe by proper authorities.

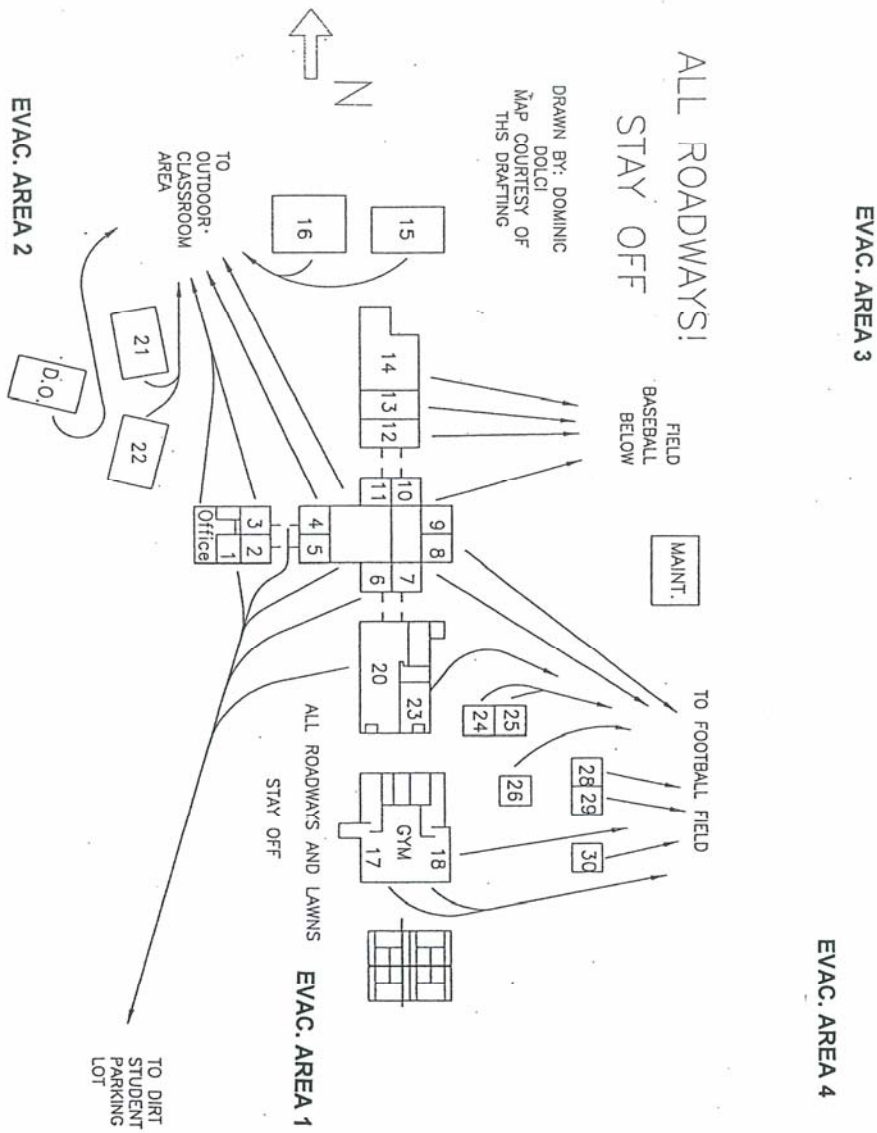
FIRE IN THE SURROUNDING AREA

1. The office will initiate the appropriate Immediate Response Actions which may include DUCK, COVER, AND HOLD; SHELTER-IN-PLACE; LOCKDOWN; EVACUATE BUILDING; and OFF-SITE EVACUATION. All of which will be announced through the PA system if appropriate.
2. The office will keep access routes open for emergency vehicles.
3. The office will work with the fire department to determine if school grounds are threatened by fire, smoke, hazardous atmospheres or other conditions.
4. If the office issues the EVACUATE BUILDING action, evacuate using prescribed routes or other safe routes and proceed directly to the Assembly Area.
5. Teachers shall bring the student roster and take attendance to account for students. Teachers shall notify administration/office staff of missing students.
6. The office will maintain open communication with the fire department.
7. If appropriate, the office will call parents to pick up students.

Emergency Evacuation Plan WES



Emergency Evacuation Plan THS



Family Care And Medical Leave And Pregnancy

PREGNANCY DISABILITY LEAVE

Even if you are not eligible for Family Care and Medical Leave, if your doctor certifies you are disabled by pregnancy, childbirth or related medical conditions, you are entitled to take a Pregnancy Disability Leave of up to twelve (12) weeks depending on your period of actual disability. If you are eligible, you have the right to take BOTH a Pregnancy Disability Leave and a Family Care and Medical Leave for the birth of your child. Accrued sick leave shall run concurrently with Pregnancy Disability Leave. An employee may utilize accrued leave to cover any unpaid portion of Pregnancy Disability Leave. Pregnancy Disability Leave will run separately from Family Care and Medical Leave.

FAMILY CARE AND MEDICAL LEAVE

The California Family Rights Act of 1991/ (“CFRRA” – California Government Code Section 12945.2) and the Federal Family and Medical Leave Act of 1993 (“FMLA” – 29 United States Code, Sections 2601, et seq.) provide for Family Care and Medical Leave. Pursuant to Board Policy 4161.8, the District will provide employees the greatest benefits allowable under either state or federal legislation. Accrued sick leave shall run concurrently with Family Care and Medical Leave. The legislation provides:

- The right to unpaid, job-protected leave of up to twelve (12) work weeks within a twelve (12) month period to “eligible” employees for certain family and medical reasons.
- Employees are eligible under federal law if they have worked 1,250 hours over the previous twelve (12) months.

REASONS FOR TAKING LEAVE

Unpaid leave must be granted for any of the following reasons:

- For the birth and care of the employee’s child after birth, or placement with the employee of a child for adoption or foster care.
- To care for the employee’s spouse, child, or parent, who has a serious health condition,
- For a serious health condition which makes the employee unable to perform his/her job.

Differential leave shall run concurrently with Family Care and Medical Leave.

ADVANCE NOTICE AND MEDICAL CERTIFICATION

The employee will be required to provide advance notice and medical certification.

Taking leave may be delayed if notification requirements are not met.

- The employee ordinarily must provide thirty (30) days advance notice when the leave is “foreseeable”, or as soon as practicable after learning of the need for the leave when the leave is “unforeseeable.”
- The District will require medical certification to support a request for leave because of pregnancy or a serious health condition.
- The employee will be required to submit certification of fitness to return to work when the absence was caused by pregnancy or the employee’s serious health condition.

Fraud Policy

BACKGROUND

The Trinity Alps (LEA) fraud policy (BP 3400) was established to facilitate the development of controls to aid in the detection and prevention of fraud against the Indian Springs LEA. It is the intent of the Trinity Alps Unified School District (TAUSD) to promote consistent organizational behavior by providing guidelines and assigning responsibility for the (a) development of controls, (b) conduct of investigations, and (c) prevention and detection of fraud. The occurrence of fraud places the assets and credibility of the Trinity Alps LEA at risk.

PURPOSES

The purposes of this policy are to:

- Protect TAUSD assets and fiscal resources;
- Reinforce the Governing Board's and the administrative team's commitment and responsibility for identifying risk exposures to fraudulent activities;
- Reinforce the Governing Board's and senior management's dedication to maintaining a positive workplace environment where a culture of integrity exists and fraud risk and fraud prevention is continually assessed;
- Reinforce the requirement for all staff and others to refrain from fraudulent activities and encourage the reporting of any instance of fraud;
- Ensure the fair, objective, and thorough investigation and reporting of all such activities while safeguarding individual rights and maintaining confidentiality in accordance with applicable laws.

SCOPE OF POLICY

This policy applies to any fraud, or suspected fraud, involving employees as well as consultants, vendors, contractors, other governmental outside agencies doing business with employees of Trinity Alps, and/or any other parties with a business relationship with the Trinity Alps LEA.

POLICY STATEMENT

Management is responsible for the detection and prevention of fraud, misappropriations, and other inappropriate conduct. Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury. Each member of the management team shall be familiar with the types of improprieties that might occur within his or her area of responsibility, and be alert for any indication of irregularity. Any fraud that is detected or suspected must be reported immediately to the Superintendent, who coordinates all investigations, both internal and external.

The Governing Board and the Superintendent are responsible for:

- Developing and maintaining an effective system of controls to prevent, deter, and detect fraud;
- Carrying out vigorous and prompt investigations if fraud occurs; and
- Taking appropriate legal and/or disciplinary action against perpetrators of fraud.

The Director of Business Services, Superintendent and Principals are responsible within their areas of responsibility for:

- Identifying, recognizing, and assessing risks and exposures inherent to their areas of responsibility;
- Being aware of indications of fraud and related misconduct;
- Developing and maintaining effective controls to prevent and detect fraud; and
- Ensuring adherence to the internal controls.

Individual staff members are responsible for:

- Acting with propriety in the use of LEA resources and in the handling and use of LEA funds whether they are involved with cash, payment systems, or receipts or dealing with contractors or suppliers; and
- Immediately reporting to the Superintendent, or designee, if they suspect that fraud has been committed or see any suspicious acts or events.

STATEMENT OF ATTITUDE

TAUSD requires all staff at all times to act with honesty and integrity. TAUSD is committed to protecting all revenue, expenditure, and assets from any attempt to gain illegal financial or other benefits. Any fraud committed against TAUSD is a major concern to the Trinity Alps LEA. Any investigative activity required will be conducted thoroughly without regard to the suspected wrongdoer's length of service, position/title, or relationship to the Trinity Alps LEA.

INTERNAL CONTROLS/FRAUD PREVENTION

The Superintendent, or designee, shall develop internal controls which aid in the prevention and detection of fraud within the Trinity Alps LEA. These internal controls may include, but are not limited to, segregating employee duties relating to authorization, custody of assets, and recording or reporting of transactions; providing detailed, written job descriptions explaining the segregation of functions; adopting an integrated financial system; conducting background checks on business office employees; and requiring continuous in-service training for business office staff on the importance of fraud prevention.

ACTIONS CONSTITUTING FRAUD

Fraud is defined as a willful or deliberate act with the intention of obtaining an unauthorized benefit, such as money or property, by deception or other unethical means. All fraudulent acts or related misconduct are included under this policy. Embezzlement, defalcation, misappropriation, and other financial irregularities or fiscal wrongdoings constitute "fraud." Specifically, actions constituting fraud, as the term is used in this policy, refer to, but are not limited to, the following:

- Any dishonest or fraudulent act
- Forgery or alteration of any document or account belonging to TAUSD
- Forgery or alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, furniture, inventory, or any other assets
- Improprity in the handling or reporting of money or financial transactions
- Receiving bribes, kickbacks, or secret commissions from suppliers and contractors
- Profiteering as a result of insider knowledge of TAUSD information or activities
- Disclosing confidential and/or proprietary information to outside parties
- Disclosing investment activities engaged in or contemplated by TAUSD
- The authorization of, or receiving, payment for goods not received or services not performed
- The authorization of, or receiving, payment for hours not worked
- Destruction, removal or inappropriate use of records, furniture, fixtures, and equipment
- Submission of exaggerated or wholly fictitious harassment or injury claims
- Use of TAUSD credit cards for personal expenses and claiming them as Trinity Alps LEA business expenses
- Failing to provide financial records to authorized state or local entities
- Any claim for reimbursement of expenses that were not made for the exclusive benefit of TAUSD
- Any computer related activity involving the alteration, destruction, forgery, or manipulation of data for fraudulent purposes
- Any similar or related inappropriate conduct

INVESTIGATION RESPONSIBILITIES

The Superintendent has the primary responsibility for the investigation of all suspected fraudulent acts as defined in the policy. In the case where the Superintendent may be involved, suspected fraud shall be reported to the Board President who will report to the Governing Board. In the case where the person suspected of fraudulent activity is the Superintendent, the Board President is responsible for ensuring that an investigation is conducted following the guidelines of this policy, and reporting to the Governing Board. Any investigative activity required will be conducted without regard to the suspected wrongdoer's employment or non-employment, length of service, position/title, and/or relationship to the Trinity Alps LEA.

The Superintendent is responsible for taking appropriate action pursuant to law and reporting the results of the investigation to the Governing Board. The Superintendent is expected to protect the confidentiality of the informant if so requested, ensure that an impartial investigation is done, ensure that the right to due process of the suspected person is provided, and consult with appropriate legal authorities and law enforcement agencies when appropriate or there is an indication that a law has been violated.

CONFIDENTIALITY

The TAUSD treats all information received *confidentially*. Any employee who suspects dishonest or fraudulent activity should notify the Superintendent immediately, and should not attempt to personally conduct investigations, interviews or interrogations related to any suspected fraudulent act (see REPORTING PROCEDURES section below). Investigation results shall not be disclosed or discussed with anyone other than those who have a legitimate need to know. This is critically important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct, and to protect the TAUSD from potential civil liability.

TERMINATION

If an investigation results in a recommendation to terminate an individual, the recommendation will be reviewed for approval by the Superintendent and, if necessary, by legal counsel, before any such action is taken.

DOCUMENT RETENTION

It is the intent of the Trinity Alps LEA to comply with all relevant state and federal document retention requirements. Any complaints made to the Trinity Alps LEA shall be retained for at least five (5) years.

STAFF TRAINING ON THE TRINITY ALPS FRAUD POLICY

All Trinity Alps staff will be provided with annual training on this Fraud Policy and reporting procedures. Management recognizes that a key element in the early detection of fraud is a staff trained in understanding the symptoms and/or conditions which are directly attributable to dishonest or fraudulent activity, and by providing employees a method for anonymously reporting such activity. Fraud deterrence and monitoring policies are communicated throughout the Trinity Alps LEA.

ADMINISTRATION

The Superintendent is responsible for the administration, revision, interpretation, and application of this policy and for ensuring consistency in accountability and any disciplinary action taken. The policy will be reviewed annually and revised as needed

REPORTING PROCEDURES

As per Administrative Regulation 3400, under direction of the Superintendent, great care must be taken in the investigation of suspected improprieties or wrongdoings so as to avoid mistaken accusations or alerting suspected individuals that an investigation is under way.

The responsibilities of all Trinity Alps staff for handling fraudulent activities include the following:

- Ensure that notification promptly reaches the Superintendent or designee who will then provide guidance on the following
- Contact the police department if the situation warrants immediate action, as in the case of a theft or risk to security;
- Complete a written Fraud Incident Report reporting the allegations of violation of the Trinity Alps LEA policy. Such reports should be factual rather than speculative or conclusive and contain as much specific information as possible to allow for proper assessment of the nature, extent, and urgency of the preliminary investigative procedures.
- Do not contact the suspected individual to determine facts or demand restitution. Under no circumstance should there be any reference to “what you did,” “the crime,” “the fraud,” “the forgery,” “the misappropriation,” etc.;
- Do not discuss the case, facts, suspicions or allegations with anyone, unless specifically directed to do so by the person assigned by the Superintendent or designee to do the investigation;
- Direct all inquiries from any suspected individual, his or her representative, or his or her attorney, to the designated Trinity Alps LEA investigator or counsel; and/or
- Discover or develop additional information about actual or potential fraud that was not included in the Fraud Incident Report.

An employee who notifies the Superintendent of suspected fraudulent activity may remain anonymous to the extent allowable by law. All inquiries concerning the activity under investigation from the suspected individual, his or her attorney or representative, or any other inquirer, should be directed to the Superintendent.

The reporting individual should be informed of the following:

- Do not contact the suspected individual in an effort to determine facts or demand restitution.
- Do not discuss the case, facts, suspicions, or allegations with *anyone* unless specifically asked to do so by the Superintendent or designee.

DISCIPLINARY PROCEDURES

If a fraud investigation substantiates that a violation has occurred, the Superintendent shall take the following remedial actions, as appropriate:

Recovery of the loss

Appropriate action shall be taken to recover assets lost as a result of fraud. Full recovery will constitute the value of the benefit gained by a perpetrator of fraud, and if appropriate, the cost of investigation, recovery, or other costs. All reasonable means, legally available, may be sought to recover losses.

Legal Action

The Trinity Alps LEA has the right to initiate court proceedings to recover losses or any other relief legally available. Decisions to prosecute or refer the investigation results to the appropriate law enforcement and/or regulatory agencies for independent investigation shall be made by the Superintendent, in conjunction with senior management and legal counsel, as appropriate, as shall final decisions on disposition of the case.

Disciplinary Action

Employees found to have committed and/or participated in fraudulent activities, or any employee who hindered or obstructed the reporting of a fraud inquiry, may be considered an accessory after the fact and may be subject to disciplinary action and/or discharge, as the case may be, in accordance with personnel policies and Federal regulations. Employees discharged under this policy shall not be re-employed by the District.

Hazardous Substances Board Policy

The Governing Board (BP 3514.2) recognizes that potentially hazardous substances are used in the daily operations of our schools. The Superintendent or designee shall ensure these substances are inventoried, used, stored and regularly disposed of in a safe and legal manner. Insofar as possible, the Superintendent or designee shall minimize the quantities of hazardous substances stored on school property and shall substitute less dangerous materials for hazardous substances.

Hazard Communication Program

The Superintendent or designee shall develop, implement and monitor a written hazard communication program in accordance with state law. As part of this program, he/she shall ensure that employees are fully informed about the properties and potential hazards of substances to which they may be exposed and that material safety data sheets are readily accessible to them.

Teachers shall instruct students about the importance of proper handling, storage, disposal and protection when using any potentially hazardous substance.

Injury And Illness Prevention Program

Labor Code Section 6401.7 and California Code of Regulations, Title 8, Section 3203 state that a workplace must devise and implement an Injury and Illness Prevention Program (IIPP) for all employees within the organization. The Trinity Alps Unified School District meets these requirements through the implementation of the Injury and Illness Prevention Program. For detailed information, see the IIPP Handbook in the school office. The objectives of the Program are to:

- * Create, maintain and reinforce a safe environment to protect the health and safety of employees, students and visitors;
- * Demonstrate management commitment and concern for employee safety;
- * Maintain compliance with health and safety codes;
- * Improve efficiency by reducing lost work time due to illness and injuries; and
- * Reduce workers' compensation claims and costs.

To meet these objectives, the Program will focus on these issues:

1. Hazard identification/mitigation: identifying what might cause harm to you while you work and then removing the harm.
2. Accident Investigations: finding the root cause of any accidents that occur.
3. Training: safety training to increase safety knowledge in the workplace.
4. Communication: two-way communication between management and staff to increase awareness of safety issues.

Whether you are a student, staff or community member, accidents and illnesses affect your life. Contact the office to learn more about our specific injury and illness prevention plan or to receive a copy for yourself.

McKinney-Vento Homeless Assistance Act



Dear Staff,

Unfortunately, more children and families are losing their housing due to the economic downturn. If you become aware of a student who **lacks a fixed, regular, and adequate nighttime residence**, please contact me right away. These students include those who:

- Share the housing of others due to loss of housing, economic hardship, or similar reason
- Live in substandard housing (in poor condition, lack of adequate space, heat, hot water, or electricity)
- Live in motels, trailer parks, or camping grounds due to lack of adequate alternative accommodations
- Live in emergency or transitional shelters
- Await foster care placement
- Live in a public or private place not designed for humans to live
- Live in cars, campgrounds, abandoned buildings
- Migratory children living in above circumstances
- Unaccompanied youth



These children may come to school with a lack of school supplies, clothing, etc. They may be in poor health, appear fatigued, or be hungry.

Students suffer psychologically, socially, and academically from mobility. They are less likely to participate in extracurricular activities and more likely to act out or get into trouble.

Every district has a liaison to whom referrals should be sent. **Jaime Green** will be acting as the Trinity Alps liaison. You can also contact the SCOE McKinney-Vento Coordinator, Alan Sanger, if you have concerns about a student's living situation. He is housed at Trinity County Office of Ed 623-2861. Thank you for your help in ensuring that these students receive the help they need to be successful in school.

Playground Safety Rules

Teachers and Staff,

Please review the rules and school boundaries with your students. A “walkabout” to physically view and discuss the areas and equipment mentioned (mostly for new students) would be beneficial for all.

We are Safe and Respectful at Weaverville Elementary School!

The official purpose of recess is to provide students with an opportunity to get a drink use the restrooms and get exercise.

All children must check with an adult before entering buildings before the end of recess.

The restrooms are not to be used for hiding or playing. They are to be left as clean as possible. The drinking fountains are to be used for drinking, not squirting or playing.

1. Do not play in the halls.
2. No walking or running through games.
3. **Blacktop:** for jump rope, four square, and hop-scotch. Jump ropes are to be used for jumping rope. Do not tie them around anyone or play other games with them.
4. **Parallel bars:** start from one end only. Begin crossing when the person before you is across the bars. Do not sit, stand or climb on top of bars. Sweaters and other clothing may not be tied to the bars.
5. **Swings:** you may count to one hundred and then take your turn on the swings. You may not save swings. Swing straight, not sideways. No twisting, winding up, standing, or lying on swings. **DO NOT** jump off of swings. Only primary room students may be pushed on the swings.
6. **DO NOT CLIMB FENCES, HAND RAILS, TREES OR SWING POLES.**
7. Do not return a stray ball by kicking it. Roll or throw the ball back to its owner. Do not leave the playground to retrieve a ball unless approved each time by the person on playground supervision.
8. Students are to stop all activities when the whistle blows.
9. When a signal is given, all students are to walk to “line up”.

10. Games and activities which are unsafe and are not allowed at Weaverville Elementary School at any time are: tackle football, crack-the-whip, piggy back, throwing rocks, stones or dirt, playing with sticks or any sharp or pointed objects, fighting or rough play, bad language, writing on walls or any school property, playing with strange dogs on school property.
11. Handball is to be played only at the backboards.
12. Horizontal bars usage:
 - a. Only two people on each bar
 - b. People are to share turns on bar
 - c. No swinging off – performer hangs by knees and drops, landing on feet
 - d. No two-knee swings with flips – performer swings forward or backward and flips off to land on feet
 - e. No bar tag – a game of tag
 - f. Knee swing (one or both knees) – swings in a circular manner, either forward or backward and flips off to land on feet.
 - g. Chin ups – use arms to pull body up until chin is above the bar and then return to hanging from hand.
13. General safety rules:
 - a. Absolutely no standing on top of any apparatus equipment.
 - b. No climbing on the jump and touch bar

TETHERBALL RULES

1. To begin the game the first person chooses “side and way”. The second person hits the tetherball. The winner chooses “side and way” and the new person hits the tetherball.
2. The tetherball cannot be stopped during a game. It must be hit continuously after the game is started.
3. If you touch the rope, you are out
4. After the game is started, you are out if you touch the pole
5. After the game is started you are out if you step over the line which divides court
6. The game is over when one participant strikes the tetherball from their side going their way until the tetherball rope is completely wrapped around the pole.
7. Tetherballs are to be hit only with the student’s hand. No swinging on the balls.

FOR WORK RELATED INJURIES:

- 1) Report injury to supervisor
- 2) Call the Early Intervention Nurse
at 1-877-742-3467

Schools Insurance Authority

Workers' Compensation

Safety at work is our number one priority. All employees are required to follow good safety precautions and common sense to avoid injury or illness, as well as to report anything at the school which could be unsafe.

Keeping you well and fully employed is important to us. It is our goal to provide you employment in a safe working environment. However, should you become injured or ill as a result of your job, we want to ensure that you receive prompt, quality medical treatment. Our goal is to assist you in making a full recovery and returning to your job as soon as possible.

In compliance with California law, we provide workers' compensation benefits through a Joint Powers Authority in which we are self-insured. This includes the payment of all appropriate medical treatment for work-related injuries or illnesses.

Should you be injured on the job for any reason, you must immediately notify your supervisor or the office so you can secure medical care. Call the Early Intervention Nurse at 1-877-742-3467. Employers are required to authorize medical treatment within one working day of your filing of a completed claim form (DCW-1). To ensure your rights to benefits, report every injury and request a claim form. If medical treatment is needed, the office will direct you to a selected Anthem Blue Cross Prudent Buyer PPO provider. Anthem Blue Cross contracts with doctors, hospitals and other providers to respond to the special circumstances of on-the-job injuries or illnesses.

In the case of an emergency, go to the nearest healthcare provider. Once your condition is stable, contact the school, call the Early Intervention Nurse at 1-877-742-3467 or LWP Claims Administrators Inc. at (866) 700-2168 for assistance. An emergency is defined as *"a need for those health care services provided to evaluate and treat medical conditions of a recent onset and severity that would lead a lay person, possessing an average knowledge of medicine, to believe that urgent care is required"*.

All medical non-emergencies which require ongoing treatment, in-depth medical testing or a rehabilitation program, must be authorized by your claims examiner and based upon medically evidenced based treatment guidelines (American College of Environmental Medicine "ACOEM" or California Labor Code, Section 5307.27).

If you relocate or move outside of California or outside of Shasta-Trinity Schools Insurance Group JPA MPN geographic service area and require continued care for your work related injury or illness, you may select a new physician to provide ongoing care or you may contact your claims examiner for assistance with locating a new primary care physician. If your relocation or move is temporary upon your return to California should you require ongoing medical care, immediately contact your claims examiner or your employer so arrangements can be made to return you to your prior MPN provider or, if necessary, for assistance in locating a new MPN provider for continued care.

If you are working outside of California and experience work related injury or illness, notify the office. For initial, urgent or emergency care, or follow up care, go to the nearest healthcare provider for medical treatment.

Staff Policies

- Employee Use of Technology – BP/AR 4040
- Fees and Charges – BP 3260
- Local Control and Accountability Plan – BP 0460
- Integrated Pest management – AR 3514.2
- Nondiscrimination in District Programs – BP 0410
- Nondiscrimination in Employment – BP 4030
- Non-School Employment – BP 4136
- Employee Assistance Program – BP 4159
- Health Care and Emergencies – AR 5141
- Tobacco Free Schools – AR 3513-3
- Universal Precautions – AR 4119.43
- Uniform Complaint Procedures – BP/AR 1312-3
- Sexual Harassment Policy – AR 4119.11
- Exposure Control Plan for Bloodborne Pathogens AR 4119.42
- Drug and Alcohol Free Workplace – BP 4020

[TAUSD Policies \(GAMUT\)](#)

For more information on Board policies and Administrative Regulations

Found on TAUSD Web page <http://www.tausd.org/policies/>

Coordinator Contacts

| <u>Program</u> | <u>Coordinator</u> | <u>Phone</u> | <u>Email</u> |
|-----------------------|--------------------|-----------------------|--|
| ACT | Kaitlyn Drake | 530-623-6127 ext. 213 | kdrake@tausd.org |
| Adult Education | Mike Martens | 530-623-6127 ext. 103 | mmartens@tausd.org |
| Advanced Placement | Kaitlyn Drake | 530-623-6127 ext. 213 | kdarke@tausd.org |
| ASB | Stephanie Smith | 530-623-6127 ext. 124 | ssmith@tausd.org |
| Athletic Director | Robert Jeangerard | 530-623-6127 ext. 210 | rjeangerard@tausd.org |
| Attendance, THS | Mary Macy | 530-623-6127 ext. 201 | mmacy@tausd.org |
| Attendance, WES | Deanna Briggs | 530-623-5533 | dbriggs@tausd.org |
| AVID | Stephanie Smith | 530-623-6127 ext. 202 | ssmith@tausd.org |
| Cafeteria | Lori Cooley | 530-623-6127 ext. 120 | lcooley@tausd.org |
| CALPADS/TOMS | Morgen Kennedy | 530-623-6127 ext. 131 | mkenedy@tausd.org |
| Career Technical Ed | Kaitlyn Drake | 530-623-6127 ext. 213 | kdrake@tausd.org |
| College OPTIONS | Maria Velasquez | 530-623-6127 ext. 212 | mvelasquez@tausd.org |
| EL/ELPAC | Roberta Jones | 530-623-6127 ext. 202 | rjones@tausd.org |
| FBLA | Dusty Knight | 530-623-6127 ext. 105 | dknight@tausd.org |
| FFA | Jennie Mullen | 530-623-6127 ext. 115 | jmullen@tausd.org |
| Foster Youth/Homeless | Mike Flint | 530-623-6127 ext. 206 | mflint@tausd.org |
| THS,IEP | Kaitlyn Drake | 530-623-6127 ext. 213 | kdrake@tausd.org |
| WES,IEP | Katie Poburko | 530-623-5533 | lpoburko@tausd.org |
| THS,Independent Study | Mike Martens | 530-623-6127 ext. 103 | mmartens@tausd.org |
| WES,Independent Study | Tori Geist | 530-623-5533 | vgeist@tausd.org |
| Librarian | Morgan Kennedy | 530-623-6127 ext. 131 | mkenedy@tausd.org |
| Maintenance | Ryan Miller | 530-623-6127 ext. 256 | rmiller@tausd.org |
| McKinney Vento | Kaitlyn Drake | 530-623-6127 ext. 213 | kdrake@tausd.org |
| Registrar/Records,THS | Roberta Jones | 530-623-6127 ext. 202 | rjones@tausd.org |
| Registrar/Records,WES | Deanna Briggs | 530-623-5533 | dbriggs@tausd.org |
| Safety Coordinator | TB | | |
| SAT | Kaitlyn Drake | 530-623-6127 ext. 213 | kdrake@tausd.org |
| Section 504 | Kaitlyn Drake | 530-623-6127 ext. 213 | kdrake@tausd.org |
| Skills USA | Paul York | 530-623-6127 ext. 114 | pyork@tausd.org |
| Student Services | Stacey Smith | 530-623-6127 ext. 204 | smsmith@tausd.org |
| Testing/CAASPP | Kaitlyn Drake | 530-623-6127 ext. 213 | kdrake@tausd.org |
| Title I | Jaime Green | 530-623-6127 ext. 252 | jgreen@tausd.org |
| Title II | Jaime Green | 530-623-6127 ext. 252 | jgreen@tausd.org |
| Title IX | Jaime Green | 530-623-6127 ext. 252 | jgreen@tausd.org |
| Transportation | Luke Case | 530-623-6455 | jcase@tausd.org |
| TRIO | Kevin Riley | 530-623-6127 ext. 118 | kriley@tausd.org |
| Workability | Stephanie Rebelo | 530-623-2861 ext. 245 | srebelo@tcoek12.org |
| Work-Based Learning | Maria Velasquez | 530-623-6127 ext. 212 | mvelasquez@tcoek12.org |

DEPARTMENT CHAIRS

Amanda Cloud – Visual & Performing Arts 530-623-6127 ext. 112 acloud@tausd.org
 Bob Cunningham – Science 530-623-6127 ext. 109 bcunningham@tausd.org
 Mike Flint – Social Studies 530-623-6127 ext. 206 mflint@tausd.org
 Kevin Riley – Physical Education 530-623-6127 ext. 118 kriley@tausd.org
 Dusty Knight – CTE 530-623-6127 ext. 105 dknight@tausd.org
 Jennifer Sprague – English 530-623-6127 ext. 202 jsprague@tausd.org
 Dan Rupp – Math 530-623-6127 ext. 122 drupp@tausd.org
 Mary St. John – Foreign Language 530-623-6127 ext. 110 mstjohn@tausd.org