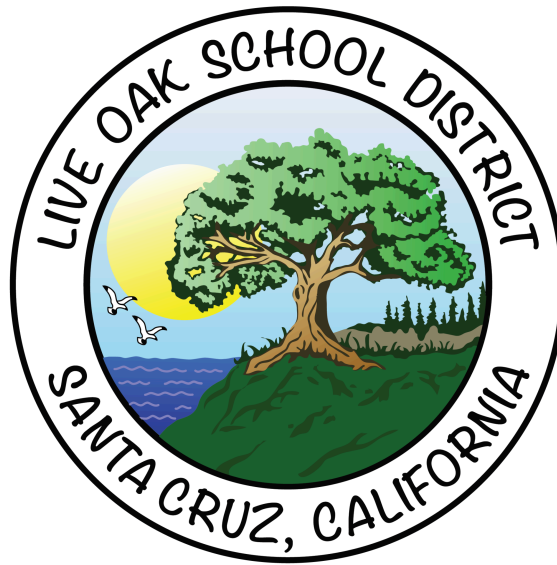


LIVE OAK SCHOOL DISTRICT STAFF HANDBOOK 2025-2026

Updated on July, 2025



152 Years of Dedicated Service to the Community
Founded August 5, 1872

The mission of the Human Resources Department is to attract, recruit, hire and retain highly qualified employees who are committed to the district's vision and mission.

Through collaborative efforts and a commitment to provide excellent customer service, we will continue to build a high caliber, culturally diverse workforce which contributes to the success of the Live Oak School District

984-1 Bostwick Lane ~ Santa Cruz, CA 95062 ~ 831-475-6333

Employee Acknowledgement Form

Your Copy – Please Do Not Remove

The district staff handbook describes important information about the Live Oak School District. I understand that I should consult the Human Resources Department if I have any questions that are not answered in the handbook.

I understand and acknowledge that there may be changes to the information, policies, and benefits in the district handbook. I understand that the Live oak School District may add new policies to the district handbook as well as replace, change, or cancel existing policies. I understand that district handbook changes can only be authorized by the District Administrator or Board of Education of the Live Oak School District.

I understand and acknowledge that the district handbook is not a contract of employment or legal document. I understand and acknowledge that the district handbook does not alter my employment status or guarantee employment for any definite period of time. I have received the district handbook and I understand that it is my responsibility to read and follow the policies contained in this handbook and any changes made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

All LOSD Board Policies are located on the website: [Board Policies](#). The website is frequently updated as new policies are adopted or revisions are made to current policies.

The policies and procedures contained in this handbook are not intended to create a contract. The District reserves the right to modify or change policies and procedures at any time.

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Section 1 - Organizational Overview

GOVERNING BOARD

Kristin Pfothenhauer, President

Felicita Rasul, Clerk

Marlize Velasco, Member

Tammy Summers, Member

Wendy Johnson, Member

We are blessed to be a part of a safe and caring professional learning community that values quality education, high expectations and a “yes, we can” attitude providing excellent customer service.

Our Vision

All students will have the confidence, knowledge and ability to pursue their dreams and realize their full potential. Students will have the courage, compassion and character to make a meaningful impact in the world.

Our Mission

To empower, inspire and ensure equitable opportunities for every student to thrive. We teach and nurture the whole child in an academically rigorous, collaborative and innovative learning environment.

Live Oak is a diverse community located in the heart of Santa Cruz County. It spans a 3.2 square mile area bordering the Monterey Bay Coast and Highway 1, situated between the Santa Cruz Yacht Harbor and Capitola. We are proud that the Live Oak School District is the only California Exemplary District in Santa Cruz County. All three elementary schools are California Gold Ribbon Schools for literacy, and Live Oak Elementary School was honored as a California Distinguished School in 2018 and 2020 based on its students' academic performance.

In 2020-21, the Live Oak School District (LOSD) served 1,732 students in three elementary schools, one middle school, one alternative K-8 school, and one independent charter school. Schools included in this plan are Del Mar Elementary, Green Acres Elementary, Live Oak Elementary, Shoreline Middle School, and Ocean Alternative. The non-charter school student population includes 27% English learners, 63% students eligible for free and reduced meals, 6% homeless, 15% special education students and less than .38% foster youth. For LCFF purposes, LOSD has 64% unduplicated students. Finally, because LOSD is a K-8 district, the state priorities related to high school students are not applicable to this plan.

Our District staff and school board strive to put rigorous and enriching programs in place to address the unique needs posed by our student and community demographics. In addition, Live Oak School District benefits from numerous community partnerships that strengthen the services we provide to our students, families, and teachers. One example of such a partnership is the Cradle to Career initiative which is located at all three of our elementary schools and brings together the Live Oak School District, County of Santa Cruz, Santa Cruz Community Health Services, First 5 Santa Cruz County, and Live Oak Community Resources. Another example of community support that enriches our school programs is our Parcel Tax which funds Art, Music, and After school sports at the middle school, school library aides and school Life Lab Garden aides.

Our District goals are:

- I. Image, Outreach, and Family Engagement
- II. Academic and 21st Century Learning
- III. Social-Emotional and Physical Wellness

Our LCAP is organized around the three goals listed below with key actions and services to support these goals are:

GOAL #1: Family and Community Engagement (FACE), Image, and Outreach

Live Oak School District will actively promote Family And Community Engagement (FACE) at all schools as we develop and grow as community schools with a focus on a whole-child framework and an anti-racist model of education in order to ensure equal opportunities and success for all students. The FACE strategic plan will use the guiding strategies of welcoming environments, effective communication, resources and opportunities, and shared responsibility and leadership with a foundation based on equity and cultural responsiveness.

- Welcoming Environments
 - Ensuring systems are in place to provide a space where the families feel like they belong
- Effective Communication
 - Two way communication platform in multiple languages
- Resources and opportunities
 - Family liaisons are at each school
 - Family and Community Engagement (FACE) Manager to oversee the new FACE strategic plan
 - Opportunities for parents and families to get involved and continue to grow themselves
- Shared responsibility and leadership
 - Provide spaces for parents to feel comfortable getting together to learn how to support their students
 - Elevate the voices of students
 - Outreach and partnerships with community organizations

GOAL #2: Academic Achievement & 21st Century Learning

Empower, inspire and ensure equitable opportunities for every student to thrive in an academically rigorous, collaborative, and innovative learning environment.

- Whole-child Principle #2 - Environments filled with safety and belonging
 - Recess coaches
 - Bilingual staff
 - Restorative practices
- Whole-child Principle #3 - Powerful and Rich Learning Experiences and knowledge development
 - Supplemental differentiated online programs
 - Universal assessment and screeners
- Whole-Child Principle #4 - Development of skills, habits, and mindsets
 - Growth mindset curriculum
 - Accountable talk trainings

GOAL #3: Physical & Social-emotional Wellness

Provide enriching, affirming, inclusive and healthy school communities that address the diverse needs of every child in order to ensure full engagement.

Whole-Child Principle #1 - Positive developmental relationships

- PBIS systems to support safe learning environments
- Small classrooms and additional supporting adults on campuses

Whole-Child Principle #5 - Integrated Wellness supports

- RTI teachers
- RTI aides
- Mental health clinicians

DISTRICT SCHOOLS CONTACT INFORMATION

Del Mar Elementary School
Maria Yerania Leon, Principal
1959 Merrill Street
Santa Cruz, CA 95062
477-2063 / FAX 477-9555
[Del Mar Elementary School](#)

Ocean Alternative
Heddi Craft, Principal
984-6 Bostwick Lane
Santa Cruz, CA 95062
475-0767
[Ocean Alternative School](#)

Green Acres Elementary School
Marilyn Rockey, Principal
966 Bostwick Lane
Santa Cruz, CA 95062
475-0111 / FAX 475-4813
[Green Acres Elementary School](#)

Shoreline Middle School
Colleen Martin, Principal
Melissa Nix, Asst. Principal
855 17th Avenue
Santa Cruz, CA 95062
475-6565 / FAX 462-1653
[Shoreline Middle School](#)

Live Oak Elementary School
Gregory Stein, Principal
1916 Capitola Road
Santa Cruz, CA 95062
475-2000 / FAX 475-0458
[Live Oak Elementary School](#)

Extended Learning and Child Dev.
Donna Geffken, Director
984-4 Bostwick Lane
Santa Cruz, CA 95062
462-1116
[Child Development Programs](#)

Tierra Pacifica Charter School
Jennifer Proudfoot, Principal
986 Bostwick Lane
Santa Cruz, CA 95062
462-9404 / FAX 477-0936
[Tierra Pacifica Charter School](#)



[DISTRICT OFFICE AND DEPARTMENTAL CONTACTS](#)

Section 2 - Introduction

ETHICS CODE

PROFESSIONAL STANDARDS

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

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

Inappropriate Conduct

Inappropriate employee conduct includes, but is not limited to:

- Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon
- Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed
- Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child
- Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining inappropriate electronic communication, written, verbal, or physical relationship with a student
- Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time
- Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members
- Willfully disrupting district or school operations by loud or unreasonable noise or other action
- Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace, on district property, or at a school-sponsored activity
- Being dishonest with students, parents/guardians, staff, or members of the public, including, but not limited to, falsifying information in employment records or other school records
- Divulging confidential information about students, district employees, or district operations to persons or entities not authorized to receive the information
- Using district equipment or other district resources for the employee's own commercial purposes or for political activities
- Using district equipment or communications devices for personal purposes while on duty, except in an emergency, during scheduled work breaks, or for personal necessity
- Employees shall be notified that computer files and all electronic communications, including, but not limited to, email and voicemail, are not private. To ensure proper use, the Superintendent or designee may monitor employee usage of district technological resources at any time without the employee's consent.
- Causing damage to or engaging in theft of property belonging to students, staff, or the district
- Wearing inappropriate attire

Reports of Misconduct

An employee who observes or has evidence of another employee's inappropriate conduct shall immediately report such conduct to the principal or Superintendent or designee. An employee who has

knowledge of or suspects child abuse or neglect shall file a report pursuant to the District's child abuse reporting procedures as detailed in [AR 5141.4](#) - Child Abuse Prevention and Reporting.

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

An employee who has knowledge of but fails to report inappropriate employee conduct may also be subject to discipline. The District prohibits retaliation against anyone who files a complaint against an employee or reports an employee's inappropriate conduct. Any employee who retaliates against any such complainant, reporter, or other participant in the District's complaint process shall be subject to discipline.

Section 3 - Hiring and Orientation Policies

CONFLICT OF INTEREST

Required Compliance with Conflicts of Interest Regulations Government Code sections 1090-1099 prohibit any employee or officer from having any financial interest in any contract made by them in their official capacity or by any board or body of which they are members; this applies to personal financial interest and that of family members. It also prohibits employees or officers from being "purchasers at any sale or vendors at any purchase made by them in their official capacity."

Furthermore, it is a crime for a public employee to influence the award of a contract in which he or she has an economic interest. Government Code Section 1126 prohibits any employee or officer from engaging in any activity for compensation which is "inconsistent, incompatible, in conflict with or inimical to" his or her duties as an employee or officer or with the duties, functions or responsibilities of his or her employer.

For legal and ethical reasons and to avoid actual or apparent conflict of interest, District employees or officers who substantially influence the award of contracts or who exercise contractual authority must avoid the acceptance of gifts, gratuities, offers of employment, commissions, fees, travel, or other personal economic gain from vendors or contractors who want to have a buyer-seller relationship with the District.

Posting of Openings

Live Oak School District desires to promote qualified employees from within when possible, consistent with the need to assure that all positions are staffed by highly competent individuals. New job openings will also be posted on Edjoin, Indeed, LinkedIn, and other recruitment platforms.

INTERNAL POSTINGS

Disability Accommodation

The Live Oak School District complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, and all applicable state and local fair employment practices laws, and is committed to providing equal employment opportunities to qualified individuals with disabilities, including disabilities related to pregnancy, childbirth, and related conditions. Consistent with this commitment, the District will provide reasonable accommodation to otherwise qualified individuals where appropriate to allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the district.

If you require accommodation because of your disability, it is your responsibility to notify your supervisor. You may be asked to include relevant information such as:

- A description of the proposed accommodation.
- The reason you need accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your request, the District will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. Where appropriate, we may need your permission to obtain additional information from your medical provider. All medical information received by the District in connection with a request for accommodation will be treated as confidential.

The District encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, the District is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the District.

If leave is provided as a reasonable accommodation, such leave may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

The District will not discriminate or retaliate against employees for requesting an accommodation.

AUTOMOBILE INSURANCE

The District's insurance policies protect all employees acting within the scope of their duties. However, when an employee uses their automobile on District business, their own automobile insurance is primary in covering the employee. The District's insurance is secondary, covering the employee as soon as their own coverage is exhausted. The same condition exists for non-employees using their own cars for District sanctioned business (refer to Policy 6074). The District does not provide the attorney for an employee or nonemployee in the event of a suit. The automobile owner's insurance company will be responsible for providing such services. Employees transporting students shall be required to possess a valid California driver's license and automobile liability insurance of at least \$50,000 per person - \$100,000 occurrence.

BATTERED AND NEGLECTED CHILD / CHILD ABUSE REPORTING

The law requires the school to report any suspected or known child abuse cases. All school employees are mandated reporters of child abuse and neglect. An employee who suspects or knows of such battered or neglected child situations is to report them to the principal or supervisor. Reporting to the principal or supervisor does not release the employee from their obligation as a mandated reporter to report the information directly to child protective services. The law states that no school employee can incur any criminal or civil liability for reporting such cases. It does, however, state that if any known or suspected cases are not reported, the employee will be guilty of a misdemeanor.

BLOOD BORNE PATHOGENS

In the school setting precautions shall include: hand washing using gloves, other protective equipment, careful trash disposal and using disinfectants. Universal precautions shall be used within the school setting at all times to prevent contact with blood or other potentially infectious materials. Employees may request immunization for Hepatitis B infection through the Human Resources Office.

All procedures involving blood or other body fluids shall be performed in such a manner as to minimize splashing, spraying, splattering, and generation of droplets of these substances.

CALENDARS

[School Calendars](#)

CHILD ABUSE REPORTING SUMMARY

Every child has the right to live free of physical and emotional abuse, including neglect and sexual assault. Such abuse has severe consequences for the child, sometimes resulting in the child's own violent behavior or in drug addiction. Schools are in a position to promote the prevention of child abuse and its reoccurrence, and to reduce the general vulnerability of children.

Pursuant to Penal Code 11164 and District policy, school staff shall report known or suspected child abuse to a child protective agency by telephone immediately or when practically possible and in writing within 36 hours. The reporting duties are individual and cannot be delegated to another individual except under circumstances set forth in Penal Code 11166.

Child abuse includes physical injury inflicted by other than accidental means, sexual abuse, cruelty or unjustifiable punishment of a child, unlawful corporal punishment, and neglect. Failure to safeguard a child from unjustifiable physical pain or mental suffering is also child abuse.

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.**

COMPLAINT PROCEDURES

The Governing Board expects that complaints of alleged unlawful discrimination brought by students, employees, parents/guardians or other members of the community will be resolved in a prompt and equitable manner.

The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or for participation in the complaint procedures. Such participation shall not in any way affect the status, grades, or work assignments of the complainant.

The Superintendent or designee shall ensure that complainants are informed that injunctions, restraining orders and other civil law remedies may also be available to them.

BULLYING, HARASSMENT

At the beginning of each school year, students and staff shall receive a copy of the district's parent/student handbook that includes the following definition of bullying.

Bullying is defined as repeated and systematic abuse and harassment of another or others. Bullying is unwanted and deliberate behavior among students that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying can also happen online, via various digital platforms and devices, and it can be obvious (overt) or hidden (covert). Bullying can include actions such as making threats, spreading rumors, attacking someone physically or verbally, or excluding someone from a group on purpose.

In order to be considered bullying, the behavior must include:

- **An Imbalance of Power:** Students who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

Single incidents, such as conflicts or fights, whether in person or online, are not defined as bullying.

This includes students singled out because of, but not limited to:

- Age
- Marital, parental, or family status
- Sex
- Color
- Sexual orientation
- Religion
- Gender
- Gender expression

- Gender identity
- Race
- Ethnic group identification
- Ancestry
- Mental or physical disability, or based on a person's association with a person or group with one or more of these actual or perceived characteristics in its educational programs and activities or employment practices
- Native language or perceived lack of
- National origin
- English language ability

LOSD believes that the best way to address bullying and inappropriate behavior is through education and intervention. School administrators are the best judges of when and what type of interventions will be most effective on a case-by-case basis. Bullying is an Ed Code violation and will be treated with seriousness by the administration. For more information, please refer to California Education Code 48900(r).

Title IX

Title IX applies to students and personnel. The departments of Educational Services and Human Resources work closely together in the implementation and oversight of Title IX and as such both areas may be represented herein.

OVERVIEW

Title IX Of The Education Acts Of 1972 Prohibits Sex Discrimination In The Following Areas:

Sex-based Harassment/Sexual Harassment (Including Sexual Violence) (*See Discipline Section, above*)

- unwelcome conduct of a sexual nature
- sexual violence
- gender-based harassment
- Student Sexual Harassment Policy and reporting procedures details

Recruitment, Admissions, And Counseling

- recruitment materials, admission forms, class or career selection materials, admission of students
- counseling services, brochures, materials

Financial Assistance

- procedures and practices for awarding financial assistance to students

Athletics

- requires nondiscriminatory participation based on student interests and abilities
- equal opportunities (equipment, supplies, training facilities, recruitment, support services, etc.)
- financial assistance

Marital Or Family Status, Pregnant Or Parenting Students

- different treatment on the basis of sex based on parental, family, or marital status
- exclusion in educational programs, or activities based on pregnancy, childbirth, false pregnancy
- lactating students must be provided reasonable accommodations

Discipline

- imposing consequences based on sex, gender identity, failing to conform to stereotypical binary expectations, etc.

Schools, Classes, And Extracurricular Activities

- providing education programs or activities separately on the basis of sex
- requiring or refusing participation by students on the basis of sex
- NOTE: The following are exceptions:
 1. contact sports in physical education
 2. classes or portions of classes...that deal primarily with human sexuality
 3. nonvocational classes and extracurricular activities within a coeducational...school if certain criteria are met.

Employment

- employment, recruitment, hiring, promotion, compensation, grants of leave, benefits
- consideration or selection for employment
- based on pregnancy or marital status

Retaliation

- against anyone who has reported, investigated, filed a complaint under Title IX

Notice Of Student Nondiscrimination/Notice Of Nondiscrimination

LOSD is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination, harassment, intimidation, and bullying by reason of the following actual or perceived characteristics: age, ancestry, color, mental or physical disability, ethnicity, ethnic group identification, gender, gender expression, gender identity, genetic information, immigration status, marital or parental status, medical condition, nationality, national origin, actual or perceived sex, sexual orientation, race, religion, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics.

Students who violate this policy may be subject to discipline, up to and including expulsion, in accordance with district policy, administrative procedure and state law.

Employees who violate this policy shall be subject to discipline up to and including dismissal. Any disciplinary action shall be in accordance with applicable federal, state and/or collective bargaining agreements.

Student Rights Under Title IX

Students have the right to:

1. fair and equitable treatment and you shall not be discriminated against based on your sex.
2. be provided with an equitable opportunity to participate in all academic extracurricular activities, including athletics.
3. inquire of the athletic director or your school as to the athletic opportunities offered by the school.
4. apply for athletic scholarships.
5. receive equitable treatment and benefits in the provision of all of the following:
 - equipment and supplies
 - scheduling of games and practices
 - transportation and allowances
 - access to tutoring
 - coaching
 - locker rooms
 - practice and competitive facilities
 - medical and training facilities and services

- publicity
- 6. have access to gender equity coordinator to answer questions regarding equity
- 7. contact the State Department of Education and the California Interscholastic Federation to access information on gender equity laws.
- 8. file a confidential discrimination complaint with the United States Office for Civil Rights or the State Department of Education if you believe you have been discriminated against or if you believe you have received unequal treatment on the basis of your sex.
- 9. pursue remedies if you have been discriminated against.
- 10. protected against retaliation if you file a discrimination complaint.

Filing A Report Or Informal Complaint Of Discrimination, Harassment, Intimidation, Or Bullying Based On Sex

The district believes discrimination, harassment, intimidation and bullying issues may be resolved at the school site. As such, students, parents, or guardians may report any act of discrimination, harassment, intimidation or bullying based on sex (in any area covered by Title IX, including sexual harassment) by a student, staff member or third party directly to the school site's principal for immediate resolution at the school site.

- **Investigation of Reports or Informal Complaints:** The responsible school official will conduct a prompt, thorough and impartial investigation into the complaint which will include, but is not limited to, interviewing the accuser and the accused, asking each to provide names of witnesses, interviewing potential witnesses, and gathering relevant evidence. When sex-based discrimination, harassment, intimidation, and bullying is reported, interim steps will be taken to stop harassment and protect the accuser from further harassment pending the outcome of the investigation and/or complaint. A thorough investigation is required to protect the accuser, afford due process to the accused, and to ensure resolution of the issue(s). A student, or parent or guardian, is not required to attempt resolution through the school site before contacting the District Title IX Coordinator.

At any time during the process students, parents, or guardians, may contact the Title IX Coordinator to report or file an informal complaint directly with the district at:

Leslie Telles, Title IX Coordinator
for Employees
Live Oak Elementary School District
984-1 Bostwick Lane
Santa Cruz, CA 95062
ltelles@losd.ca
831 475 6333
FAX: 831 475 2638

Pat Sánchez, Title IX Coordinator
for Students
Live Oak Elementary School District
984-1 Bostwick Lane
Santa Cruz, CA 95062
psanchez@losd.ca
831 475 6333
FAX: 831 475 2638

Uniform Complaint Procedures

Filing A Formal Or Uniform Complaint

BP 1312.3 AR 1312.3

At any time during the site resolution process students, parents, or guardians may file a Uniform Complaint. Completing the Uniform Complaint Form (English) ([Spanish](#)) is not required to file a complaint, however the complaint must be in writing and state that it is a formal complaint or a Uniform Complaint. Uniform Complaint Forms can also be obtained from the school, the district's Legal Services Office, the Uniform Complaint Compliance Office, or the Quality Assurance Office.

The Uniform Complaint may be mailed to or filed at:

Pat Sánchez, Superintendent
Live Oak Elementary School District
984-1 Bostwick Lane
Santa Cruz, CA 95062
psanchez@losd.ca
831 475 6333
FAX: 831 475 2638

- **Statute of Limitations** - Uniform complaints alleging discrimination, harassment, intimidation and bullying based on sex (including sexual harassment and sexual violence) must be filed no later than six months from the date the complainant first obtained knowledge of the facts of the alleged sexual harassment. The six-month period may be extended for good cause, not to exceed an additional 90 days. A written request for an extension to the six-month period will be reviewed for consideration by the Uniform Complaint Compliance Office. The written request must include an enumeration of the allegation(s) if not previously submitted, and the reasons the complainant is requesting an extension of the six-month statute of limitations.
- **Investigation of Uniform Complaints** - The district will undertake an effective, thorough, and objective investigation of the allegations and provide a written report within 60 days of the date of receipt of the Uniform Complaint. The report will include a summary of the facts, a decision on the complaint, reason for the decision and corrective actions (if applicable) that have or will be taken, including remedies for the victim. The complainant has the right to present witnesses and evidence.
- **Action** - If the district determines that its policies prohibiting discrimination, harassment, intimidation or bullying based on sex have been violated, disciplinary action, up to and including expulsion (for students) or dismissal (for employees) will be taken. Remedial actions which are designed to end the harassment, prevent its recurrence and address its effects on the harassed student, will be provided to the victim. Remedial action(s) will also be required of the school site.
- **Retaliation** - The district prohibits retaliation against any participant in the complaint process including witnesses. A separate Uniform Complaint may be filed if retaliation occurs against any individual involved in the processing of discrimination, harassment, or bullying complaint. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned. Follow up with the student will occur to ensure the harassment has stopped and that there is no retaliation.
- **Appeals** - The complainant has a right to appeal the LEA's decision to the California Department of Education by filing a written appeal within 15 days of receiving the LEA's decision. The appeal must include a copy of the complaint filed and a copy of the decision. Civil law remedies may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to the Education Code section 262.3. A complainant may pursue available civil law remedies outside of the LEA's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A student or parent/guardian is not required to attempt resolution through the school site before contacting the District Title IX Coordinator and/or filing a formal Uniform Complaint.

Leslie Telles, Title IX Coordinator
for Employees
Live Oak Elementary School District
984-1 Bostwick Lane
Santa Cruz, CA 95062

Pat Sánchez, Title IX Coordinator
for Students
Live Oak Elementary School District
984-1 Bostwick Lane
Santa Cruz, CA 95062

ltelles@losd.ca
831 475 6333
FAX: 831 475 2638

psanchez@losd.ca
831 475 6333
FAX: 831 475 2638

Relevant District Policies

BP 0410-Nondiscrimination in District Programs and Activities

The law allows parents to apply to enroll their children in any school in their local district. Each district establishes school attendance boundaries, sets school enrollment limits, and determines how many openings are available for transfer students. If there are more requests than there are openings, the district must use a random, unbiased selection process for granting transfer requests. Children who live in the school's attendance area have first priority and cannot be displaced by transfer students. The district is not obligated to grant a transfer, and there is no statutory right to appeal if a transfer is denied. Parents are responsible for providing transportation for students on intra-district transfers.

Intra-District Permit: Available at the district office

BP 4119.11 AR 4119.11 - Sexual Harassment

Uniform Complaints - BP 1312.3 and AR 1312.3 and Uniform Complaint Form

Office For Civil Rights

U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Bldg
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: 800-421-3481
FAX: 202-453-6012; TDD: 800-877-8339
Email: OCR@ed.gov

Main Page-Office for Civil Rights (OCR)

Know Your Rights: Title IX Prohibits Sexual Harassment and Sexual Violence Where you Go to School

Know Your Rights: Title IX Requires Your School to Address Sexual Violence

[How to File a Discrimination Complaint with the OCR](#)
[OCR-Discrimination Complaint Form](#)

California Department Of Education

[Office of Equal Opportunity](#)

COVID-10 Safety Protocols, updated, waiting on COE to publish new guidelines

[CPP- Working Copy](#)

DISTRICT EXPECTATIONS

The District expects its employees to produce quality work, maintain confidentiality, work efficiently, and exhibit a professional and courteous attitude toward other employees, parents, and students. The District expects employees to comply with all applicable Board policies, work rules, job descriptions, terms of this *Handbook* and legal obligations.

Violation of any policies, regulations and guidelines may result in disciplinary action, including termination of employment.

DRUG, ALCOHOL, AND TOBACCO-FREE WORKPLACE

The Governing Board believes that the maintenance of a drug-free workplace is essential to school and District operations. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace. Disciplinary action shall be taken against employees who violate this prohibition. Employees are required to abide by the terms of this policy as a condition of employment.

A. Prohibited Acts - Drugs and Alcohol: Therefore, the manufacture, distribution, dispensation, possession, use of or presence under the influence of alcohol, inhalants, controlled substances or substances represented to be such, or unauthorized prescription medication, is prohibited on school premises or at school activities. In addition, the District will not condone the involvement of any employee with illicit drugs, even where the employee is not on District premises. Employees of the school system shall not possess, use, or distribute any illicit drug or alcoholic beverage while on school premises or while responsible for chaperoning students on school-sponsored trips. Any employee who possesses, uses, or distributes any illicit drug or alcoholic beverage on school premises, or while responsible for chaperoning students on a school-sponsored trip may be disciplined, up to and including discharge. All school employees shall cooperate with law enforcement agencies in investigations concerning any violation of this provision.

B. Tobacco Products: The use of tobacco products is prohibited at all times on District property and in District vehicles. This prohibition applies to all employees, students, visitors, and other persons at any school or school-sponsored activity or athletic event. It applies to any meeting on any property owned, leased or rented by or from the District. All individuals on District premises share in the responsibility of adhering to this policy and informing appropriate school officials of any violation.

C. Reasonable Suspicion Testing: All employees shall be required to undergo alcohol and drug testing at any time the District has reasonable suspicion to believe that the employee has violated the District's policy concerning alcohol and/or drugs. Reasonable suspicion alcohol or drug testing may be conducted when there is reasonable suspicion to believe that the employee has used or is using drugs or alcohol prior to reporting for duty, or while on duty, or prior to or while attending any District function on or off District property. Refusal to consent to testing will result in disciplinary action, up to and including termination of employment.

D. Additional Testing and Requirements: Bus Drivers are required to undergo pre-employment drug and alcohol testing and are subject to random testing.

E. Consequence for Violation: Employees who violate the District's policies and rules regarding alcohol or drug use shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, discipline or discharge from employment with the District, and referral to appropriate law enforcement officials for prosecution. Compliance with the District's policies and rules is mandatory and is a condition of employment.

EMPLOYEE ACCIDENT/INCIDENT REPORTS

For immediate emergencies, call 911

All accidents/incidents occurring on District property, school buses or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the principal/immediate supervisor

immediately. Reports should cover property damage as well as personal injury. A completed accident report form must be submitted within twenty-four (24) hours or the next scheduled District workday.

If you are injured while on the job, please do the following:

1. Injured worker notifies their supervisor
2. Supervisor/Employee immediately phones HR: 831-475-6333 ext. 219 and [Company Nurse](#)
3. Company Nurse will ask you questions about the work related injury and will give you treatment advice.
4. If needed the Company Nurse will refer you to a Doctor
5. Employee and Supervisor complete and submit the [Incident Report Forms](#) to HR
6. [Company Nurse FAQ](#)

[EMPLOYEE PORTAL](#)

Register to view, print and save Pay Stubs, W-2's, Emergency Contact information and more on the [Employee Portal](#).

EMPLOYEE "RIGHT TO KNOW" LAW

As required by the [General Industry Safety Orders, Section 5194](#) in Title 8 of the California Administration Code, all California employers, both private and public, are required to inform employees of possible contact with hazardous chemicals. The purpose of this law is to make employers and their employees aware of the hazards associated with chemicals used in the workplace.

A job hazard analysis for classified employees has been provided to each school office. This notice complies with SB198 statutes (1999).

PERSONNEL FILE

Personnel records will be maintained for all employees and will contain all pertinent documents involved with employment, evaluations, medical reports and other data relative to the employment of the employee. Information in this file is confidential and will be revealed only to authorized personnel. Official personnel records will be maintained in the Human Resources Department, located in the District Office.

PERSONAL LIABILITY

The District's regular liability coverage protects District employees under certain circumstances and conditions. However, there are new and different lawsuits pertaining to pupil and parent rights that are not covered. It is, therefore, advised that employees carry such coverage as can be provided by their professional organization or added to home insurance for a minimal increase in premium.

PERSONAL PROPERTY

The District does not provide reimbursement for private property lost, stolen or damaged at school.

SEXUAL HARASSMENT

The District prohibits sexual harassment in the work environment. State law requires annual review of these rules and regulations. Employees who permit or engage in such harassment may be subject to disciplinary action up to and including dismissal.

"Verbal sexual harassment" includes, but is not limited to, unwelcome epithets, comments, or slurs based on sex or gender.

"Physical sexual harassment" includes, but is not limited to, assault, impeding or blocking movement, or any physical interference with work or school activities or movement when directed at an individual on the basis of sex.

"Visual sexual harassment" includes, but is not limited to, derogatory posters, cartoons, drawings, obscene gestures, or computer-generated images of a sexual nature.

The principal or administrator will immediately investigate any report of the sexual harassment. Upon verifying that sexual harassment occurred, they will ensure that appropriate action is promptly taken to address the effects on the person subjected to the harassment, and prevent any further instances of the harassment. In addition, the victim may file a formal complaint with the principal in accordance with district policy.

Any retaliatory behavior against the complainant or any participant in the complaint process is prohibited. Information related to a complaint of sexual harassment is confidential and the individuals involved in the investigation shall not discuss related information out side of the investigation process.

TB/SKIN TESTS

Employment will not be considered official by the District unless the person has submitted to an examination prior to hire or immediately after hire to determine freedom from active tuberculosis. This examination shall consist of an approved intradermal tuberculin test, which if positive, shall be followed by an x-ray of the lungs. After the initial report, TB skin tests are required every four years for public school employees. You will receive notification on your paystub when it is set to expire. **The Santa Cruz County Office of Education will hold your paycheck if your due date has passed without a new test.**

SECTION 3: LEAVE OF ABSENCE

JURY DUTY

A regular employee who is summoned for jury duty shall receive full pay for the period of the jury service, provided that they comply with the following:

- The employee must present to Human Resources the actual notice to appear for jury duty.
- The employee must submit to the Business Office any check or warrant in payment for court appearance or jury duty, less reimbursement for travel, unless serving during their own non-work time.
- Employees must turn in their verification form after reporting for Jury Duty to their site administrator and attached to their negative timesheet.

TEMPORARY MEDICAL TRANSFER

An employee returning to work from a temporary medical disability leave or worker's compensation industrial accident leave, with a medical doctor's recommendation for reduced or restricted workload, may be assigned to perform duties outside of their current job classification or description.

WORKERS COMPENSATION

All employees are entitled to automatic benefits under the California Workers Compensation Law. These benefits include medical treatment and necessary hospitalization, temporary or permanent disability compensation, etc. All claims for District employees are processed through the Human Resources Department.

Any work-sustained injury, or suspected injury, **must** be reported immediately to your supervisor and to the Human Resources Department. An "Employer's Report" will then be completed. Any injury resulting in overnight hospitalization, or causing disability for more than three calendar days, or causing death, **must also be reported immediately to the Human Resources Department.**

Email accounts will be paused during any Leaves of Absence for a month or longer.

SECTION 5: BENEFITS

EMPLOYEE ASSISTANCE PROGRAM

Beacon Health Options provides a specialized health care service plan designed to help you and your family deal with the stresses of everyday life. The program provides confidential, professional assistance in coping with problems on the job, at school, and in the home. Such problems can include: balancing work and family responsibilities, experiencing a loss, feeling depressed and using drugs or alcohol in excess.

Beacon Health Options will provide medically necessary mental health and chemical dependency services for all eligible enrollees. Please call Beacon at (877-397-1032) before receiving service. Beacon Health Options Employee Assistance Program (EAP)
The professional counselors at Beacon Health Options EAP can help you and your family members.

The service is provided at no cost to all employees regardless of their benefit eligibility status. Employees and their immediate family members can receive free, confidential support or information any time, day or night.

Call 877-397-1032 to speak with an EAP professional or visit www.achievesolutions.net/cvt to find more information.

MEDICAL INSURANCE

The District maintains a premium cap on the amount it contributes towards the various health plans. Employees may choose from several District-sponsored plans. [California's Valued Trust \(CVT\)](#) offers the following plans to Eligible Employees:

- [PPO](#)
- [Bronze, Wellness, and High-Deductible Plans](#)
- [HMO Blue Shield](#)
- [HMO Trio 1](#)
- [Kaiser](#)

For Specific Health Benefit and Coverage Questions, please contact **CVT Directly at 800-288-9870**

DENTAL INSURANCE

Dental plans are currently available through Delta Dental. Live Oak School District offers a variety of plan options including orthodontia and implants.

[Plan Comparisons - DENTAL](#) Contact Delta Dental at 866-499-3001 or visit their website:

DeltaDentalins.com. Delta Dental does not mail insurance cards. However, you can login to Delta Dental: <https://www.deltadentalins.com/> and follow the prompts to sign-in and/or create an account to view your dental benefits eligibility and print identification cards.

VISION CARE INSURANCE

The District offers vision coverage through VSP of California for all qualifying employees. When you want to obtain vision care services, call a VSP member doctor to make an appointment. Make sure you identify yourself as a VSP member. The doctor will obtain authorization **prior** to the eye appointment so you can receive services and materials. For VSP - Vision Benefits, you can visit the website to review coverage by verifying your social security number: <https://www.vsp.com/> **[VSP Flier](#)** **[Contact VSP at 800-877-7195](#)**

LIFE INSURANCE

Standard Insurance Company is currently the provider for life insurance. The amount of life insurance coverage is determined by a unit members age. A unit member may purchase additional life insurance and AD&D at their own cost.

[Standard Insurance Company - Group Life Insurance - Employee](#)
[Standard Insurance Company - Group Life Insurance - Administrators](#)

MAIL-IN PRESCRIPTION FORMS

The mail prescription drug program is a home delivery prescription drug service. The program is designed mainly for individuals using maintenance medication for the treatment of long term conditions, such as diabetes, arthritis, heart conditions and high blood pressure.

The program covers drugs, which by federal law require a doctor's prescription and is covered by your medical plan. Certain drugs are not available through the mail service.

Ask your doctor for a prescription of up to a 90-day supply of medication. Simply complete the Prescription Order Form for your plan and mail both the form and original prescription(s) in the postage-paid envelope to EXPRESS SCRIPTS prescription order forms are available in the Human Resources Department.

MEDICAL PRIVACY LAW

Department of Health and Human Services (HHS) as part of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the Privacy Rules of HIPAA require covered entities to implement new safeguards to protect the security and confidentiality of a person's health information.

The Live Oak School District prescribes these practices and does not provide any medical information on employees.

INCOME PROTECTION PLANS

The District offers several deductible income protection plans specifically designed for teachers and school employees. The current vendors are The Standard and American Fidelity (offers short term/long term disability)

IRS SECTION 125 PLAN

The District health benefit contribution (for eligible employees) shall be used to buy medical, dental, vision and life insurance plans. Any cost greater than the District's contribution for the listed District insurance plans shall be paid by the employee through monthly payroll deduction. Employees may select other IRS Section 125 options available to the employees are childcare, medical co-pays and orthodontia through a pre-taxed, voluntary deduction. For Questions, please email our American Fidelity representative, Cory Shearin at: cory.shearin@americanfidelity.com

INSURANCE VENDORS PHONE NUMBERS

American Fidelity	800-654-8489
CVT	800-288-9870
Delta Dental	888-335-8227
www.deltadental.org	
Beacon Employee Assistance Program	877-397-1032
Standard Insurance Company	800-522-0406
Vision Service Plan (VSP)	800-877-7195
www.vsp.com	

If you are not able to resolve an issue with your dental or vision insurance provider at the above number(s), contact Keenan & Associates at (408) 441-0876, Ext. 6170.

SECTION 6: GENERAL INFORMATION

COMMUNICATION PROTOCOLS

Communication

TOOLS & PROTOCOLS



EMAILS

- Keep **emails brief** – if you need to explain things at length or discuss a major project, communicate by phone or hold an in-person meeting.
- **Use bullet points, italicizing, bold and underline** and be clear about what you want the reader to do – Be clear and *stress action and/or due dates*
- Use the To:, CC:, and BCC: fields appropriately – **use "to" specifically to the person you are making your request, all others are information only, do not send emails to "team" or "all" when you are requesting some action.**
- **Use group emails appropriately** – if addressing certificated staff, use that group email and not the "all school" email group, same with classified staff group email
- Make sure the **subject line relates to the content**
- **Pay attention to tone** – don't email when upset, write your emails in a professional and friendly tone and assume positive intent
- **Reply to emails** in an appropriate time – internally within 48 hours, externally within 72 hours (if action is needed earlier, call or text the person)
- **Use reply-all and forwarding appropriately** – don't reply to all just to say "thank you" or when speaking directly to one particular person
- **Consider legal implications** – as per the signed tech agreement, emails sent to and from your work account are LOSD's property.

TEXTS

Use text messaging for quick reminders or requests. Do not use for lengthy messages, an email would be more appropriate for those.

DIRECT COMMUNICATION

Talk to the person involved and then to your direct supervisor.
If there isn't a resolution, communication with the next person responsible.

PARENTSQUARE (PSQ)

1) Communication with parents and staff

PSq is the communication platform for all parent communication. Various training sessions will be provided for all staff to learn to use it. Please start "playing" with it. It functions a lot like Facebook.

2) Crisis communication

In the event of a major crisis, when potentially all you have on your person is your cell phone, PSq is how we will communicate with both parents and staff.

CHANGE OF NAME, ADDRESS, OR PHONE NUMBER

Employees who move, change telephone numbers, or legally change their name by marriage or otherwise, shall report this information immediately to their Principal and to the Human Resources Department at 475-6333, ext. 219, so that records may be kept accurate and up-to-date. [Change of Address Form](#)

COMPUTER ACCEPTABLE-USE POLICY

The Live Oak School District has implemented a district-wide computer network, which also supports Internet access. Employees are being provided access to the LOSD Network and the Internet at no additional charge, and, barring disciplinary actions, are entitled to keep access privileges as long as they are an employee in the Live Oak School District.

Please be aware that when accessing the network or the Internet, there cannot be a guarantee of privacy. Please also note that LOSD Net system administrators will have access to all user accounts, including email, and that it is necessary for appropriate District staff to monitor network activity to ensure proper use of the system.

Employees have no expectation of privacy and understand that District staff may monitor or examine all system activities to ensure proper use of the system.

DISTRICT PROPERTY

The District may supply an employee with equipment or supplies to assist the employee in performing their job duties. All employees are expected to show reasonable care for any equipment issued and to take precautions for theft. Employees cannot take District property for personal use or gain. Any equipment, unused supplies, or keys issued must be returned prior to the employee's last day of employment, including, but not limited to employee identification badges.

EMERGENCY PREPAREDNESS AND DISASTER TRAINING

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

Employees should participate in the appropriate safety and disaster preparedness trainings provided in the on-going effort to keep students and staff safe. The Disaster Preparedness webpage provides more details and employees should be well informed of their role and procedures in place in the case of an emergency.

Under [Government Code 3100](#), school staff are considered disaster service workers and are subject to disaster service activities, which may be assigned to them. If a disaster occurs during school hours, they may be required to remain at school by the Superintendent.

EMPLOYEE EMERGENCY MEDICAL AUTHORIZATION FORM

Each employee is required to complete an employee emergency medical authorization form upon employment. **It is the employee's responsibility to notify the District when they change insurance carriers or doctors they wish to have contacted in case of a medical emergency.** Notify the Human Resources Department at 475-6333, ext. 219 to keep these records current. [Employee Emergency Contact Form](#)

KEYS/SECURITY

Unauthorized people must exercise extreme care against loss of the key or allowing its use. ALL DOORS ARE KEPT LOCKED WHEN ROOMS ARE NOT IN USE. Please do not leave your keys in your teacher mailbox. Please do not attach your key to your identification badge.

Do not let students stay in your classroom unattended.

Security and safety of our staff and students is our utmost concern, and we must also safeguard our property. Lost keys have become an increasing problem, and rekeying costs are affecting our site and district budgets.

Depending upon the site, a lost key can have a large financial impact. This depends upon how many locks need to be changed and re-keyed. Sometimes the cost can run over \$1,000. In these situations, we would not want to pass the entire cost onto the employee who lost the key, but we do need to have some system of shared costs.

An employee who loses a key (or set of keys) will be responsible for the first \$50 of costs incurred to change and re-key locks. If the costs exceed \$50, the appropriate site or district fund will cover the remainder of the locksmith's fees. If there is a second occurrence of a lost key or set of keys, the shared cost to the employee will increase to \$100. A third occurrence would be \$150, and so on.

Let's all do our best to safeguard our keys to maximize safety and security for our staff and students, and to protect our property.

INTRUSION ALARM SYSTEM

An intrusion alarm system has been installed in key places in all four schools in the District. This has eliminated break-ins and has lowered the District's annual insurance premiums. The alarm can be turned on and off only by authorized personnel. The system is activated when custodians leave, and on weekends and holidays. Employees are cautioned not to forget that the alarm is in operation at these times. If a person forgets and enters the school, thus tripping the alarm, First Alarm and/or the Sheriff's Office is automatically called.

The employee will be required to provide adequate identification to prove to the Deputy's satisfaction that they are indeed an employee of that school. If this happens very often, it could mean a court appearance for an administrator and a fine for the District. It is suggested that employees make prior arrangements with their Principal to have the alarm system turned off if it becomes necessary for them to work at times when the system would normally be activated.

MAINTENANCE & TECHNOLOGY REQUESTS

Maintenance and Technology Requests are completed through the online [Ticket System](#) when maintenance repairs are needed in your classroom or work station.

NEWS RELEASES AND PUBLIC INFORMATION

The superintendent, (or superintendent's designee) issues news releases on behalf of the district or schools. Principals may also issue new releases with prior approval of the superintendent. **The superintendent must approve circulars prior to distribution.**

PONY MAIL/STAFF WEEKLY

Each staff member has a mailbox in the office or staffroom for mail, bulletins, special notices, and other pertinent information.

There is a Staff Weekly email communication sent to all staff by our Superintendent, Patrick Sánchez which provides important information, due dates, resources and more. It is the expectation that you read and refer to the staff weeklies to remain current with District events and information.

SOLICITATION OF FUNDS FROM AND BY STUDENTS

Solicitations made on behalf of schools must comply with the State disclosure law ([Business and Professions Code 17510-17510.7](#)). This law is complicated and requires a great deal of disclosure depending upon who is doing the soliciting (child age restrictions) and what type of solicitation (restricted activities).

All classes, grade levels, groups or school organizations utilizing students, personnel, facilities and equipment need to have site/District approval by the Board thirty (30) days prior to the collection or promotion of any fund raising in excess of \$200 (Ed Code [51520/51521](#)). These funds need to be recorded (receipts) and deposited daily. No funds are to remain in the classrooms overnight. The appropriate designee will credit class/organization accounts after receipts and totals are verified.

Events that raise less than \$200 (i.e., book orders, etc.) need the site administrator's and District's approval. These smaller types of fundraising solicitations may be approved through a school master list submitted to the District Office with the principal's signature and must still conform to all State accounting practices (receipts and daily deposits).

USE OF SCHOOL FACILITIES

The use of school facilities is governed by the Civic Center Act and a 1993 U.S. Supreme Court decision, *Lamb v. Morishes Union School District*. The Governing Board recognizes that District facilities are a community resource whose primary purpose is to be used for school programs.

When staff members need to use facilities beyond the normal instructional program (i.e., private drama troupes, sports clubs, dance/music lessons, etc.), they need to comply with the District use of facilities request and insurance forms. This ensures equal access to all groups within the public and private sectors of the community as governed by the Civic Center Act.

STUDENT ACCIDENT/INJURY REPORT

If a student is injured in your classroom or on the playground when you are on duty, it must be reported immediately to the site secretary so that appropriate medical attention can be given and a Student Incident Report can be made.

[VOLUNTEERS](#)

A volunteer is a parent/legal guardian of a Live Oak School District student, or any other adult, who assists at a school or district site or within a school-sanctioned program. There are two levels of volunteers:

Two levels of Volunteering

Classroom Volunteers	School Volunteers
<ol style="list-style-type: none"> 1. Complete the request form and get signatures from the school site administrator. 2. Bring the signed forms to Human Resources (HR) in person. If you have previously been fingerprinted with LOSD, HR will notify you of your status. 3. If you need to be fingerprinted, when coming to HR, you must bring an acceptable form of photo ID (see below) and fill out the attached form. HR can not fingerprint volunteers without proper identification. Acceptable primary forms of photo identification include the following: <ul style="list-style-type: none"> • Valid California Driver's license • Valid Department of Motor Vehicles Identification Card • Valid Out-of State Driver's License (<i>Please contact Human Resources for questions regarding secondary forms of acceptable IDs.</i>) 4. Show proof of negative TB test (we will need a copy) 5. Show proof of vaccination for COVID-19 (we will need a copy) in order to participate as a volunteer on site and on all field trips as chaperones. 6. Fingerprint Request Form to obtain clearance through the Department of Justice and FBI. The fee for fingerprinting is \$64.00. (<i>If this is a financial hardship, please let HR know. The district is open to covering the fee and would need a commitment of 20 or more volunteer hours within a school year.</i>) 	<ol style="list-style-type: none"> 1. Complete the request form and get signatures from the school site administrator. 2. Bring the signed forms to Human Resources (HR) in person. 3. Show proof of negative TB test (we will need a copy) 4. Show proof of vaccination for COVID-19 (we will need a copy)

Volunteers may not begin service until they have been cleared by HR

SECTION 7: CERTIFICATED EMPLOYEE SECTION

ITINERANT PERSONNEL

In an effort to ensure a quick and immediate response to a family emergency, the District needs to keep an accurate calendar of itinerant personnel site assignments. Those individuals who serve at more than one school site need to use the following prescribed procedures: they need to submit to their immediate supervisor a site service calendar for the year. On a daily basis they need to notify the Administrative Secretary at the school site they are assigned for that day. When absent from the site assigned for that day they need to notify the Administrative Secretary and the department to which they are assigned.

CREDENTIAL, FILING AND RENEWAL

It is the responsibility of the employee to register their credential with the Credentials Specialist, Santa Cruz County Office of Education, 400 Encinal Street, Santa Cruz, CA 95060, **and** with the Live Oak School District Human Resources Department. This must be done before starting work.

Application for renewal should be made at least five months in advance to ensure proper action by the State Board of Education. Follow the procedure above to register your renewed credential. Further information on renewal of credentials may be obtained from the Santa Cruz County Office of Education at 831-466-5758.

If your credential has all of these characteristics, you must complete the State's professional growth and service requirement.

The credential is a Single or Multiple Subject Teaching Credential.

The credential is a Professional Clear Credential.

The credential has an issuance date after August 31, 1985.

The credential is your first clear elementary or secondary teaching credential.

The credential is a complete credential you must also meet professional standards.

15 (academic core), standard 16 (technology), standard 17 (diversity), standard 18

(ELL), and standard 19 (special populations).

If you have a Specialist, Designated Service Credential, Clear Credential issue prior to September 1, 1985 or a Life Credential, you do not have to complete the State's professional growth and service requirements.

ANNUAL TEACHER ASSIGNMENT

Annually, teachers are requested to complete a survey form to express their interest in assignment (grade level) and school for the following year. This is a process where teachers have an opportunity to request reassignment, leave, or change in their current employment status. Tentative Assignments are determined in May of each year.

FIRST FEW WEEKS OF SCHOOL

The placement of students in a classroom at the beginning of the school year is subject to change. Often within the first three weeks of school, it becomes necessary to balance or change classroom and grade level numbers based on actual student enrollment.

It may also be necessary to place students in a temporary classroom placement during these first weeks. Students in temporary placement may be placed in one of the classes at the school or may be sent to another school if there is no space at the school. Site and District administration prioritize the balancing of the classrooms and work to impact the fewest number of students in any changes that need to be made. Priority is given to students that live in the District and who are continuing. Whenever possible we try to accommodate siblings at the same site.

COMBINATION CLASSES - ELEMENTARY

The enrollment of students in any school is dictated by numerous factors: the number of students per grade level, the number of classes per grade, and the number of classrooms available. Because students do not arrive in numbers that equally fill classrooms at a particular grade level and with declining enrollment and class size reduction, schools are left with the option of combining two grade levels to create one class, operating a class with less than the maximum number of students, or overflowing students to another site. In these difficult budgetary times, it is not possible to continually operate classrooms that are not full. Therefore, we form combination classes when there is space in one of our other sites to transfer new, incoming students.

Combination classes have become a necessity. At some point in a student's educational journey in grades TK-5, they will probably be placed in a combination class.

Unfortunately, sometimes even with combination classes, a school or grade level will be full and students will have to be sent to another school. We guarantee a placement for all resident students.

Teachers in combination classes teach the grade-level standards for both grade levels. For example, a fourth-grade student in a 4/5 combination class will be taught 4th-grade state content standards while a 5th grader in the class would receive 5th grade standards. Teachers of these classes do receive prep time to plan instruction, appropriate instructional materials, and resources, and collaborate with grade-level peers to give students interaction with other students at their grade level. Additionally, these teachers receive a stipend.

TEACHER SENIORITY LISTING

Teacher seniority is only used in the event of District layoffs ([ED CODE 44955](#)). Permanent and probation teachers are the only teachers listed, with probationaries being certified by January of each year.

STUDENT DISCIPLINE AND CLASS MANAGEMENT

Teachers are expected to carry out all the duties of their position as indicated by California Education Code and by commonly accepted professional ethics to the best of their ability. This includes proper classroom and general school discipline, attention to the details of teaching, and the keeping of proper records, filing reports, and parent/teacher communication

In addition to maintaining proper discipline in the classroom, teachers are expected to maintain discipline elsewhere on the campus. **During a school function, it is the responsibility of EVERY teacher, whether in charge or not, to maintain discipline.**

Teachers are expected to take care of problems related to classroom control that are minor in nature; however, a teacher should not hesitate to refer a student to the office for a serious breach of conduct such as persistent defiance of authority, profanity, or willful disobedience.

If something is happening in a teacher's classroom that they cannot handle, call the office for help. Remember the teacher's first responsibility is to remain with their class.

COMPENSATION

AUTOMATIC BANK DEPOSITS

[Automatic payroll deposit](#) to a bank or credit union is available. Contact the payroll department with any questions 831-475-6333 ext. 232

CERTIFICATED SALARY SCHEDULE

The Live Oak School District has 3 certificated salary schedules which applies to all teachers TK-8 as well as the Academic Middle School Counselor, School Nurse, Program Specialist, Speech Therapists and School Psychologists. Units referred to in the salary schedule are those earned following your Bachelors Degree, and are defined as semester units. Quarter units are converted into semester unit equivalents. Copies of the salary schedule are available upon request and listed on the District Website.

CREDIT UNION

All employees are eligible to become members of the [Bay Federal Credit Union](#).

PAY DAY

Salary warrants (payroll checks) are normally issued on the last working day of each calendar month. Certificated employees may receive their checks in ten monthly increments or twelve monthly increments. Employees wishing to have twelve month deferred net pay must notify the Payroll Department no later than August 10 of each year.

SALARY DEDUCTIONS

Your salary is subject to have mandatory deductions:

1. Federal Withholding Tax retained for the Collector of Internal Revenue on your Federal Income Tax for the current year (the amount withheld is determined by your salary and the number of dependents for whom you claim exemptions).
2. State Withholding Tax (same as #1)
3. State Teachers Retirement System (STRS)
4. Medicare (for employees hired after 4-1-86)
5. State Unemployment
6. Worker's Compensation

The payroll department must have a signed authorization to release a check to someone other than the employee (this includes spouses).

ADVANCEMENT/PROFESSIONAL GROWTH

Each year a teacher may advance one step beyond their previous placement on the salary schedule. Fifteen semester units (22 ½ quarter units) are required to advance from one class to another. Certificated staff members shall complete a [Unit Credit Acceptability Pre-Approval Form](#) **before** courses are taken or activities undertaken. The form should be submitted to their site administrator for their approval. The site administrator will then send it to the Director of Curriculum and Instruction and Human Resources for final approval.

Credit may be given "in lieu" of regular college credits, with prior approval of the site administrator and the Director of C&I and the Chief HR Officer.

All course work and in-lieu credit must have a **direct** relationship to the teacher's current assignment and professional growth. Certificated staff members may have approved courses and "in-lieu" credits apply on the salary schedule if proof is submitted to the Human Resources Department **before** October 1.

LEAVES AND ABSENCES

REPORTING ABSENCES - SUBSTITUTE SERVICES

If you become ill or an emergency prevents you from reporting to work, you will use an automated service called AESOP (Automated Educational Substitute Operator) to find a substitute and record your absence. The AESOP service is available to you 24 hours a day, seven days a week. You may interact with the system either on the Internet at [Frontline Management](#) or by way of a toll-free automated phone line.

Employees are expected to notify their supervisor at least one hour prior to the time they are to work, unless emergency conditions prevail. **(Employees are to give notice to their supervisor of their intent to return to duties from illness no later than school dismissal time of the work day prior to return.)**

Immediately upon your return, complete the negative timesheet "Record of Employee Absence and Substitute Timesheet" available from the Administrative Secretary at your school site. Delays in completing these forms interfere with District attempts to keep your absence records accurate and to process payment for your substitute.

SICK LEAVE

Ten (10) days of sick leave credit are provided annually for employees working full-time for a full contract year. This leave is prorated if you work less than full-time or less than a full year.

Earned sick leave may be accumulated from year-to-year and transferred to or from other California school districts.

When all sick leave credit has been exhausted, an employee absent for illness receives the difference between their pay and the substitute rate for a period of five (5) months.

PERSONAL NECESSITY LEAVE

Certificated personnel may use a maximum of seven of their accrued sick leave days during each contract year for personal necessity pursuant to [Education Code 44981](#).

Acceptable reasons for the use of personal necessity leave days as prescribed by District Regulation and Education Code include:

1. Death of a member of the immediate family when the number of days of absence exceeds the limits set by bereavement leave provisions.
2. An accident involving the employee's person or property or the person or property of a member of the immediate family.
3. A serious illness of a member of the employee's immediate family.
4. Required court appearance.
5. Fire, flood, or other immediate danger to the home of the employee
6. Personal legal business of a serious nature, which the employee cannot disregard.
7. One day per month (up to five days each year) to participate in a child's school activity.

Yearly, District auditors randomly review employee attendance records to see if an individual's pattern of attendance is in violation of the reasons for the use of personal necessity leave as established by code and District regulations. Auditors and State regulators feel misuse of this Education Code constitutes a "gift of public funds" for other than the intended use.

OTHER LEAVES

For details, refer to the "Leaves" Article in the Certificated Contract Agreement. Consult with your principal in advance whenever a leave of absence is requested.

See LOETA Contract for complete information on leaves.

GRIEVANCE PROCEDURE

Grievances may be filed for violations of the contract. Occasionally there is a problem that is not covered by your contract. In resolving such a problem, you should promptly present the issue to your principal in an informal discussion. Every effort will be made to secure a satisfactory resolution of the problem at this level. Representation by the Association is available. Call your site representative or chapter officer.

RETIREMENT

It is never too soon to talk about retirement. Certificated employees who are regularly employed become members of the [State Teachers Retirement System \(STRS\)](#).

Retirement options are explained in the Employee Contract. It is advisable to start making plans at least six months in advance.

Employees are advised to read Employee Contract, regarding Benefits and Retirement.

PUPIL RELATED MATTERS / PUPIL DISCIPLINE

Each school is required to have a school-wide discipline policy. It is both you and your principal's responsibility for ensuring that you are familiar with and comply with that policy.

HATE-MOTIVATED BEHAVIOR

Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the principal, Superintendent or designee, and law enforcement, as appropriate. Students demonstrating hate-motivated behavior shall be subject to discipline in accordance with Board policy and administrative regulation.

PUPIL SUSPENSION/EXPULSION NOTICE

All teachers of any student being suspended or expelled will be notified of the reason for the suspension or expulsion. This information, pursuant to educational code regulations, shall be kept in confidence and shall not be further disseminated. Any teacher wishing additional information can view a copy of the original suspension letter in the student's behavioral files.

Teachers who choose to suspend a student from class must do so in consultation with the principal.

PUPIL ACCIDENTS

School office staff will provide first aid treatment for students. If a student is unable to be moved, please contact the office immediately for assistance in handling the problem. The office has accident reports that must be completed for each accident on the school grounds or on a field trip. The teacher on duty must complete this form the same day of the accident.

PUPIL RECORDS

Federal and State legislation has been passed that allows parents access to their child's school records. The law provides a means for parents to challenge information in the file and to have it removed if they so wish.

It is necessary to keep all information in a student's file confidential. If information were revealed to another party, that party would then become involved if the situation became part of a court action. Notes used by the teacher become part of the pupil's confidential file. Teacher comments should be limited to **observable behaviors**. **Subjective comments should not be recorded.**

CONFIDENTIALITY

Confidentiality is an ethical, legal and professional responsibility of every school employee. The Education Code specifically prohibits an employee from giving out personal information concerning any pupil, except under judicial process, to any person other than a teacher or administrator of the school that the pupil attends.

Further, [the Family Rights and Privacy Act of 1974](#) embodies strict confidentiality safeguards and enforcement procedures.

CERTIFICATED PERSONNEL RESPONSIBILITIES

It is the responsibility of all certificated employees to be familiar with emergency and safe school procedures and their role in carrying out the directives provided in the plan. A Disaster and Safe School Preparedness Manual is available for review in each classroom and in the school offices. In the event of a disaster or school emergency each employee has been given a specific assignment. Employee assignments are included in the individual school plans of the Disaster and Safe School Preparedness Plan. Certificated employees are to remain on school grounds during an emergency, until personally released.

SECTION 8: CLASSIFIED EMPLOYEES

All regular non-teaching personnel employed by the Live Oak Elementary School District are known as "classified" employees.

AUTOMATIC BANK DEPOSITS

[Automatic payroll deposit](#) to a bank or credit union is available. Contact the payroll department with any questions 831-475-6333 ext. 232

CREDIT UNION

All employees are eligible to become members of the [Bay Federal Credit Union](#).

PROBATIONARY STATUS

Six months, or 130 days of paid service, whichever is longer. All probationary employees shall receive a formal written evaluation within the first sixty (60) days of employment and shall receive an additional formal evaluation conference within the first five (5) months of employment. *(Pending ratified agreement)*

Upon successful completion of the probationary period, regular employment will be granted. A probationary period must be served for every new classification to which an employee is appointed, whether it is the initial post with the District or one that was reached on a promotional basis.

REGULAR EMPLOYMENT

Regular employment is granted at the end of the employee's probationary period under the conditions specified above. Any employee designated as a regular employee shall be subject to suspension, demotion, or dismissal for cause only as determined by the Governing Board and the California Education Code.

Regular employees enjoy many rights and privileges. Among these benefits are:

- Sick leave benefits
- Paid vacation
- Paid holidays
- Progressive salary advancement through steps on the salary schedule
- Longevity stipends

[CalPERS](#) Retirement will be included for employees who work four hours or more per day. Employees that work at least six (6) hours per day and thirty (30) hours per week will receive the insurance benefits as negotiated into the CSEA Contract.

EMPLOYEE RECOGNITION

Various classified positions are identified by one of the following employee group representative definitions. These are: recognized representative employees (CSEA), non-recognized representative employees (temporary/crossing guards), independent classified management employees, and independent confidential employees.

COMPENSATION

CLASSIFIED SALARY SCHEDULE

The type of position to which they are assigned determines the employee's rate of pay. Employees are categorized by classification on a master salary schedule, which offers a beginning rate and a maximum rate of pay.

OVERTIME

Time and one-half will be taken in compensatory time off or paid for all work performed in excess of eight (8) hours in one day and/or forty (40) hours in one work week, or for employees regularly assigned to four (4) hours or more per day for the sixth (6th) consecutive work day. The administrator must authorize all overtime before the overtime is worked.

PAY DAY

Salary warrants (payroll checks) are normally issued on the last working day of each calendar month. Classified employees may receive their checks in ten monthly increments or twelve monthly increments. Employees

wishing to have twelve month deferred net pay must notify the Payroll Department no later than August 10th of each year.

SALARY DEDUCTIONS

Your salary is subject to mandatory deductions, including:

1. Federal Withholding Tax retained for the Collector of Internal Revenue on your
2. Federal Income Tax for the current year (the amount withheld is determined by your salary and the number of dependents claimed)
3. State Withholding Tax (same as #1)
4. FICA (Social Security System)
5. Worker's Compensation
6. State Unemployment
7. State Disability Insurance (SDI)
8. Monthly CSEA Dues

The payroll department must have a signed authorization to release a check to someone other than the employee (this includes spouses).

LONGEVITY PAY

Employees shall be eligible for a longevity payment as provided under the terms and conditions of the CSEA contract agreement.

ADVANCEMENT/PROFESSIONAL GROWTH

Professional growth is the purposeful engagement in study and related activities designed to retain and extend the high standards of the Classified bargaining unit members. The long-range effects are to provide increased knowledge, understanding, and skills in the participant's assignment.

Participation

1. All permanent bargaining unit members who work fifteen (15) or more hours per week and have completed three (3) years of service and who have completed three (3) semester units within the past three years shall have one career increment of an additional \$400 added to their annual salary.
2. After completion of six (6) years of service and completion of three (3) semester units within the past three years, one career increment of an additional \$400 (for a total of \$800) shall be added to a bargaining unit member's annual salary.
3. After completion of nine (9) years of service and completion of three (3) semester units within the past three years, one career increment of an additional \$400 (for a total of \$1,200) shall be added to a bargaining unit member's annual salary.

Procedures

1. Classified bargaining unit members are to submit the Unit Credit Acceptability Form #C with a course description to their principal who will forward the form to the curriculum and instructional services administrator **BEFORE** courses or activities are undertaken.

LEAVES AND ABSENCES

HOLIDAYS

The District agrees to provide all employees in the CSEA bargaining unit with holidays as agreed to in the current employee contract.

VACATIONS

Twelve-month employees earn fourteen (14) working days vacation annually. Regular employees working less than a full year, or working shorter hours, earn vacation ratio on a prorated basis. 10 month

After five years of service, twelve-month employees are eligible for seventeen (17) working days vacation per year, based upon a full year. After ten (10) years, vacation is accrued at eighteen (18) days vacation, plus one (1) additional day each year, until twenty-two (22) days per year is reached at the completion of the 14th year of an employee's service.

A holiday that falls during vacation time is counted as such and is not deducted from an employee's vacation leave. All vacation leave is to be scheduled with the employee's immediate supervisor.

PERSONAL NECESSITY LEAVE

Classified personnel may use a maximum of seven of their accrued sick leave days during each contract year for personal necessity pursuant to [Education Code 45207](#).

Acceptable reasons for the use of personal necessity leave days as prescribed by District Regulation and Education Code include:

1. Death of a member of the immediate family when the number of days of absence exceeds the limits set by bereavement leave provisions.
2. An accident involving the employee's person or property or the person or property of a member of the immediate family.
3. A serious illness of a member of the employee's immediate family.
4. Required court appearance.
5. Fire, flood, or other immediate danger to the home of the employee.
6. Personal legal business of a serious nature that the employee cannot disregard.

Items one and two do not need advance permission. Leave for personal necessity may be allowed for other reasons at the discretion of the superintendent (3 of the 7 days are granted without reason). Requests for the third day shall be submitted directly to the Superintendent for approval. However, no sick/personal necessity leave day (beyond 3) shall be granted for the purpose of personal convenience, for the extension of a holiday or vacation, or for matters which can be taken care of outside of working hours.

Yearly, District auditors randomly review employee attendance records to see if an individual's pattern of attendance is in violation of the reasons for the use of personal necessity leave as established by code and District regulations. Auditors and State regulators feel misuse of this Education Code constitutes a "gift of public funds" for other than the intended use.

SICK LEAVE

Regular classified employees are allowed twelve (12) days annually to be used as sick leave. This leave is prorated if you work less than a full year. Any unused portion is then accumulated year after year for future use.

CATASTROPHIC LEAVE PROGRAM

When a catastrophic illness or injury incapacitates an employee or a member of their family for an extended period of time, fellow employees may donate accrued vacation and sick leave credits to that employee under specific Education Code requirements. The superintendent or designee must receive a signed request from the employee's or their units(s) representative(s) in accordance with the District's catastrophic leave program.

Donations made under the catastrophic leave program shall be strictly voluntary ([Ed. Code 44043.5](#) - Catastrophic Leave).

OTHER LEAVES

There are conditions listed in your contract, for which leave without loss of pay is provided. An employee is to consult with their principal or supervisor in advance whenever a leave of absence is requested.

ATTENDANCE

Your supervisor will expect that you be punctual and conscientious in your attendance. However, when it is necessary for you to be late or absent from your assignment, notify the office as soon as possible. Upon return to work, be sure to complete a negative time sheet. Excessive absences and lateness may jeopardize your employment with the District.

GRIEVANCE PROCEDURE

Grievances may be filed for violations of the contract. A "grievance" is an allegation by the grievant that they have been directly and adversely affected by a violation of one or more of the specific provisions of the contract. In resolving such a grievance, you should promptly present the problem to your principal/supervisor in an informal discussion. Every effort will be made to secure a satisfactory adjustment of the problem at this level. For more information on this process, refer to Contract.

RETIREMENT

It is never too soon to talk about retirement. This is one of the most important "fringe benefits" - so important, in fact, that it is described for you as follows:

Classified employees of the school district who work four (4) hours or more are required by law to become members of the Public Employees Retirement System (PERS). Should you at some time in the future go to work for some other school district in the state, or for the State of California, your retirement membership will be transferred.

CLASSIFIED PERSONNEL RESPONSIBILITIES

It is the responsibility of all classified employees to be familiar with emergency procedures and their role in carrying out the directives provided in the plan. A Disaster Preparedness Manual is available for review in each classroom and in the school offices. In the event of a disaster each employee has been given a specific assignment. Employee assignments are included in the individual school plans in the Disaster Preparedness Manual. Classified employees are to remain on school grounds during an emergency, until personally released.

TERMINATION OF EMPLOYMENT / RESIGNATION

Employees who wish to resign from their job should submit a written resignation to their supervisor and to the District Office. Ample notice of intention to resign should be given. Normally, no less than two (2) weeks notice shall be given.

DISCHARGE/SUSPENSION

An employee may be discharged or suspended or demoted from their job for cause. This will be done in accordance with the law and the employee contract.

A regular employee who is suspended, demoted or discharged shall have full rights of appeal.

TERMINATION/LAY OFF

An employee's position may be eliminated due to a lack of funds or elimination of a position. This will be done in accordance with the law that is outlined in the education code. Employees to be terminated will be determined by the official seniority list. Determination to lay off will be made by the Live Oak School District's Governing Board.

Employees laid off will be placed on a rehire list and will have the first opportunity for reemployment for 39 months. Reverse order of seniority list shall be used.

CLASSIFIED SENIORITY LISTING

[California Education Code 45308](#) mandates that classified employees may be laid off for lack of work or lack of funds. If at some future time the District determines that it is necessary to layoff classified employees, the order of layoff will be determined by the seniority ranking as certified each January through annual employee review. Seniority is determined by hire date within a job classification.

DISMISSAL

A recommendation for dismissal may originate with the supervisor. Such recommendation shall be in writing to the superintendent. The superintendent shall investigate the recommendation and initiate dismissal action to be taken based on the charges, if found to be true.

Grounds for dismissal shall conform to **Board Policy and District Employee Contract**.

SECTION 9: ADMINISTRATORS

EVALUATIONS

Leaders engage in strategic personnel management and develop working environments in which staff have full access to the supports that help them improve their job performance.

- Leaders strategically recruit, hire/retain, induct, support and develop the most qualified staff as well as engage in succession planning.
- Leaders employ critical processes such as planning, implementing, advocating, supporting, communicating and monitoring in all leadership responsibilities in their department.
- Leaders create supportive working environments, which include professional development opportunities, time and space for collaboration, and access to professional learning communities.
- Leaders implement an effective process for evaluation of their staff with clear expectations, feedback, and follow up.
- Leaders document critical conversations as needed for constructive feedback, progressive discipline when necessary for the purpose of rehiring and or dismissal.
- Leaders are able to make decisions for the benefit of the school community, create goals and communicate strategies that support the district vision and mission as well as LCAP goals.

Administrators are responsible for evaluating their staff. The evaluation cycles vary from positions:

[Classified Evaluation Form](#)

- Classified Probationary: 60 Days & 5 months
- Classified Permanent: becomes permanent at 6 months and Annual on 3/15

[Certificated](#)

- Probationary and temporary unit members shall be evaluated in writing at least twice each school year. The first evaluation shall be no later than January 30.
- Permanent unit members with less than 10 years with the school district shall be evaluated in writing at least every other school year. If a unit member is scheduled to be evaluated during a leave of absence for one (1) semester or longer, the evaluation shall be postponed until the first year of return to duty.
- Permanent unit members with at least 10 years with the school district whose previous evaluation rated the employee as meeting or exceeding standards and who meet the criteria established in CA Ed. Code [44664](#).(a)(3) shall be evaluated in writing at least every five (5) years.

[Certificated Employees](#)

MANDATED REPORTER

Ensure that all staff complete the Mandated Child Abuse Reporter Module within the first six (6) weeks of each school year or within six (6) weeks of employment. Please ensure compliance and continued funding by allotting time for staff to complete the mandated training.

COMMON EDUCATIONAL ACRONYMS

ACSA	Association of California School Administrators
ADA	Americans with Disabilities Act
ADA	Actual Daily Attendance
AFDC	Aid to Families with Dependent Children (Free & Reduced Meals)
ASCD	Association for Supervision & Curriculum Development
C2C	Cradle to Career
CALPADS	California Longitudinal Pupil Achievement Data System
CBEDS	California Basic Educational Data System
CBET	Community Based English Teaching
CCR	Coordinated Compliance Review
CH	Communicatively Handicapped
COE	County Office of Education
CSEA	Classified School Employees Association
CSR	Class Size Reduction
CTA	California Teachers Association
DATE	Drug, Alcohol, and Tobacco Education Drug-Free Schools & Communities
DLI	Dual Language Immersion
DL	Distance Learning
DLT	District Leadership Team
DSA	Department of State Architect
DST	District Support Team
EAP	Employee Assistance Program
EEOC	Equal Employment Opportunity Commission
EIA	Economic Impact Aid
EL	English Learners
ELOP	Expanded Learning Opportunity Program
ELPAC	English Language Proficiency Assessments for California
EO	English Only
FACE	Family and Community Engagement
FEP	Fluent English Proficient
FTE	Full Time Equivalent
GATE	Gifted and Talented Education
IEP	Individualized Education Program
JPA	Joint Powers Agreement/Agency
LCAP	Local Control Accountability Plan
LCFF	Local Control Funding Formula
LH	Learning Handicapped
LOETA	Live Oak Elementary Teachers Association

MAA	Medi-Cal Administrative Activities	
MSDS	Material Safety Data Sheet	
NEA	National Educators Association	
NEP	Non-English Proficient	
OASIS	Opportunity Activities for Students Insisting On Success	
OSHA	Occupational Safety & Health Act	
OT	Occupational Therapist	
PAC	Parent Advisory Committee	
PERS	California Public Employment Retirement System	
PQR	Program Quality Review	
PTA	Parent Teacher Association	
RSP	Resource Specialist Program	
SARB	School Attendance Review Board	
SARC	School Accountability Report Card	
SBAC	Smarter Balanced Assessment Consortium	
SDC	Special Day Class	
SELPA	Special Education Local Plan Association	
SLIBG	School and Library Improvement Block Grant	
STRS	California State Teachers Retirement System	
TITLE I	Funds for schools with high percentages of children from	low-income families
	to help ensure that all children meet	challenging state academic standards
TITLE II	Improving Teacher Quality	
TITLE III	English Learner Programs	
TITLE IV	Well-rounded education, improve school conditions for student	learning and improve
	the use of technology	
TUPE	Tobacco Use Prevention Education	