

# **Tulare Joint Union High School District**



## ***Employee Handbook 2025- 2026 School Year***

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## Section 1: Organizational Overview

### About Tulare Joint Union High School District

Located in Central California’s beautiful San Joaquin Valley, the Tulare Joint Union High School District boasts three comprehensive high schools—Tulare Union, Tulare Western, and Mission Oak; one continuation high school—Tech Prep; one community day school—Countryside; two charter high schools—Sierra Vista Charter High School and Accelerated Charter High School; Tulare Adult School; and a working school farm and nursery. Our staff of 603 employees proudly serves a clientele of more than 5,700 students.

### Tulare Joint Union High School District Board of Education

The TJUHSD Board of Trustees is composed of five elected members who freely dedicate their time and energy to serving our school community. Our board members know that the students should always come first; they make every decision with only the best interests of the students in mind.

#### 2025 Board Members

Tyler Ribeiro, Board President  
Craig Hamilton, Board Vice-President  
Kelly Nicholson, Board Clerk  
Laura Fonseca, Board of Trustee  
Cathy Mederos, Board of Trustee

### District Priorities

- Improve Student Outcomes and Performance
- Maintain Safe Schools
- Manage Facilities and Student Growth
- Maintain the Fiscal Integrity of the District and Fund the Board’s Priorities
- Staff the TJUHSD with Qualified Personnel and Maintain a Positive Work Environment
- Continue to Strengthen Internal and External Communication Systems

### Tulare Joint Union High School District LCAP Goals

- All students will demonstrate successful completion of a broad course of study and will meet the a-g requirements upon graduation, in order to be prepared to transition to college and a career.
- All English Learners will demonstrate improvement in their English language skills as evidenced through course grades, ELPAC scores and CAASPP scores.
- TJUHSD will maintain a positive learning environment where all students and parents feel welcomed, valued, safe and engaged in the academic success of our students.
- All students with disabilities will demonstrate improvement in their Academic Achievement as evidenced by course grades, CAASPP scores and graduation rates.
- Reduce the suspension rate of students at Countryside Community Day School and Tech Prep High School.

## **Tulare Joint Union High School District Administration**

Dr. Lucy VanScyoc, Superintendent

Tammy Aldaco, Assistant Superintendent Human Resources

Kevin Covert, Assistant Superintendent Curriculum, Technology and Assessment

Maria Bueno, Assistant Superintendent Student Services and Special Programs

Dereck Domingues, Director 1 Child Welfare & Safety

Vivian Hamilton, Chief Business Officer

## **Section 2: Employment**

This section outlines Tulare Joint Union High School District (TJUHSD) policies and procedures which define, in part, your role, rights and responsibilities as an employee of the District. You are required to become knowledgeable of these regulations, policies, and procedures. Questions related to policies, regulations, district procedures or other information contained in this handbook should be referred to the Human Resources Office.

### **Administrative Regulations and Procedures**

All Governing Board policies and regulations are easily accessible through a web-based service known as Gamut Online sponsored by CSBA (California School Board Association). The District policies page is available by following the link on the Tulare Joint Union High School District Board Policies webpage or directly through Gamut: [TJUHSD Board Policies](#)

### **Americans with Disabilities Act (ADA)**

The District will provide reasonable accommodations for applicants and for employees as required by the Americans with Disabilities Act. The Human Resources Department handles all known requests for reasonable accommodations.

### **Anti-Bullying Policy**

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

### **Code of Conduct**

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

## **Complaint Procedures**

District complaint policy recommends that every attempt be made to resolve complaints informally and at the lowest level possible. Notifying a supervisor of a concern before it becomes a complaint encourages early resolution.

When informal resolution is not possible, a formal complaint process is in place for parents, learners, and community members, as well as for employees. A full detailing of District complaint procedures including the Board Policy on Complaints and Administrative Regulations can be found on the district website.

Employees represented by unions may also seek union representation. Due to the confidential nature of complaints or investigations, the employee will only be allowed to include their union or legal representative during the investigation process. Grievance procedures are detailed in the bargaining unit contracts.

## **Confidentiality**

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

## **Dress Guidelines**

The Governing Board believes that since its employees serve as role models for the District, they should maintain professional standards of dress and grooming. Just as overall attitude and instructional competency contribute to a productive learning environment, so do appropriate dress and grooming.

School shall be a place where the best possible educational environment shall be created and maintained. Since staff serve as role models, he/she should maintain professional standards of dress and grooming. Just as overall attitude and instructional competency contribute to a productive learning environment, so do appropriate dress and grooming. Staff shall wear clothing that demonstrates his/her high regard for education and presents an image consistent with his/her job responsibilities.

## **E-mail**

Email is a common form of communication among employees, and between employees and the public we serve. The District uses Google's Gmail platform to host email addresses. Employees are assigned an email address following this standard protocol: `firstname.lastname@tulare.k12.ca.us`.

All employees are required to read and sign the Responsible Use Agreement (RUA) for Computer Systems. More information is found in Section 7 and on page 26 of this handbook.

## **Employment Opportunities**

All employment opportunities in the District are advertised through the online service provided by [www.edjoin.org](http://www.edjoin.org). The lists of both classified and certificated position openings are easily accessible with links from the Human Resources Department's web page. Additionally, all open classified and

certificated positions are sent to staff via email. An employee interested in an open position is encouraged to apply. The application process and forms required depend on the requirements of the specific position.

### **Equal Employment Opportunity**

It is the policy of the TJUHSD to enhance the quality of education and actively promote equal employment opportunities. The Board prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived race or ethnicity; ancestry; color; ethnic group identification; nationality; national origin; immigration status; sex; sexual orientation; sex stereotypes; gender; gender identity; gender expression; religion; religious creed; age; disability; medical condition; genetic information; pregnancy, false pregnancy, childbirth, termination of pregnancy, or related conditions or recovery; reproductive health decision-making; breastfeeding or related medical conditions; and parental, marital and family status, or association with a person or group with one or more of these actual or perceived characteristics. The Board also prohibits retaliation against any District employee or job applicant who complains, testifies or in any way participates in the District's complaint procedures instituted pursuant to this policy.

For a full reading of the District's Nondiscrimination in Employment policy, visit the School Board Policies webpage on the District website and use the GAMUT service referenced above. [TJUHSD Board Policies](#)

### **Mandated Reporting of Suspected Child Abuse**

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

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

Because all TJUHSD employees are considered "Child Care Custodians" and are mandated reporters under the law, each school district employee is required to sign and complete the Statement Acknowledging Requirement to Report Suspected Child Abuse as a condition of employment. Board Policies and Administrative Regulations are on page 33 of this handbook. More information on reporting responsibilities is also available on page 18 of this handbook.

### **Mandatory Online Training**

TJUHSD uses Safe Schools to offer on-line training specific to your position. You will be notified by Human Resources of specific modules you are required to complete each school year. Courses are located at [Keenan Safe Schools Training](#). Your username will be emailed to you when you receive your notification to complete your training.

## Separations

An employee who wishes to resign or retire from the District must write a letter that is signed by the employee and turn in to the Human Resources Department. If the employee prefers to complete a “Separation Form”, they may obtain a copy of this form by contacting the Human Resources Department.

At the end of the day of the employee’s last day, the employee will be expected to return any district owned items. This includes, but is not limited to, library books, computer, keys, etc. Please check with your principal and Human Resources for further information. You will no longer have access to your computer, email or files after your last day of employment so it is important to save any personal items you may need to your own personal device.

## Sexual Harassment Prevention Policy

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

The full Sexual Harassment Prevention Policy is included in Section 8: Appendix. Employees who become aware of a situation that violates the Sexual Harassment Policy should contact Human Resources immediately.

## Title IX: Non-discrimination

Nondiscrimination in Employment [BP 4030](#) and [AR 4030](#) prohibits unlawful discrimination against and/or harassment of District employees and job applicants on the basis of gender as defined by federal law in Title IX.

Additional Administrative Regulations that protect all students and employees from all sex-based harassment and discrimination include:

Employees: [BP 4119.11](#), [AR 4119.11](#), [AR 4119.12](#), [BP 4219.11](#), [AR 4219.11](#), [AR 4219.12](#),  
[BP 4319.11](#), [AR 4319.11](#), [AR 4319.12](#)

Students: [BP 5145.3](#), [AR 5145.3](#), [BP 5145.7](#), [AR 5145.7](#), [AR 5145.71](#)

## Tuberculosis Clearance

Tuberculosis is a serious, potentially life-threatening illness. To protect learners and staff from the effects of this disease, California Education Code Section 49406 requires all employees, upon initial employment, to present evidence that they are free from active tuberculosis. Evidence consists of a certificate of a skin test or chest X-Ray with a negative result. Employees must recertify their clearance every four years.



## Workplace Safety

Senate Bill (SB 553 requires nearly all California employers, including local education agencies, to establish, implement and maintain a workplace violence prevention plan.

- [Workplace Violence Prevention Plan](#)

The District is committed to safe and well-maintained learning facilities, offices and properties. In the case of any workplace safety or other hazard issue that may arise, employees are encouraged to contact their site administrator.

The Board of Trustees is committed to maximizing employee safety and believes that workplace safety is every employee's responsibility. Working conditions and equipment shall comply with standards prescribed by federal, state and local laws and regulations.

The Board expects all employees to use safe work practices and, to the extent possible, correct any unsafe conditions which may occur. If an employee is unable to correct an unsafe condition, he/she shall immediately report the problem to the Superintendent or designee. The Superintendent or designee shall promote safety and correct any unsafe work practices through education and enforcement.

The Superintendent or designee shall establish and implement a written injury and illness prevention program in accordance with law (Labor Code 6401.7).

- [Injury and Illness Prevention Plan](#)

No employee shall be discharged or discriminated against for making complaints, instituting proceedings, or testifying with regard to employee safety or health for participating in any occupational health and safety committee established pursuant to Labor Code 6401.7. (Labor code 6310)

An employee injured while performing district work must report the injury immediately to a supervisor and/or Human Resources. The District uses "Company Nurse" for injuries incurred. Once an injury occurs, you and/or your supervisor (site administrator) will call the Company Nurse Injury Hotline at (877) 518-6702 as soon as possible. See the Company Nurse flier in Section 8 of this handbook for more information on Company Nurse. Your supervisor will also complete an Accident Report using the following form: [Employee Accident Report](#)

If you need to file a report of vandalism in your classroom/office or with your vehicle that occurred on school grounds. Here are your forms that will need to be completed.

[Vandalism Report](#)

[Vehicle Vandalism Form - Certificated](#)

[Vehicle Vandalism Form - Classified](#)

## Section 3: Attendance / Leaves of Absence

This section details attendance procedures and the most common leaves of absence. Additional information on employees' rights and responsibilities regarding absences can be found in the respective employee union contract, if applicable.

## Absence Reporting

Service to our students depends on timely notification of absences. An employee who will be absent from work should contact his/her supervisor to inform him/her of the absence. Having adequate staffing each day is critical to the proper functioning of our learning communities and service to our students and their families.

The district uses an automated absence reporting system for all staff. Employees who need to report an absence can do so online at [www.aesoponline.com/navigator](http://www.aesoponline.com/navigator) or toll free by calling 1-800-94-AESOP (1-800-942-3767). Absences must be entered by **7:00 a.m.** on the day you are absent.

[Frontline Absence System Training Videos and Instructions](#)  
[Frontline User Computer Instructions](#)

## Attendance

All employees are expected to report to work at the time specified by their supervisor on a regular and consistent basis. Employees are expected to report absences through our online absence management system (Frontline) by 7:00 a.m. Absences of three days or more which are charged to sick leave may require medical verification. Failure to report absences, excessive absenteeism, and/or consistent tardiness may result in disciplinary action. If you are out of Sick Leave and continue to be absent, you may need to submit a medical note to verify your absence if it is deemed to be excessive or you are out three or more consecutive days.

## Conferences

All conferences are paid for by local, state or federal funds that are regularly audited. Employees registered to attend a conference are expected to attend the **entire** conference. If any portion of the conference is missed, the employee shall submit their absence through Frontline. **Employees may be required to reimburse the district for any costs incurred for conference time missed, including hotel and/or conference registration fees.**

## Family Medical leave Act (FMLA)

The FMLA entitles eligible employees to take paid or unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

- Family Medical Leave Act (FMLA), Family Rights Act (CFRA), Pregnancy Disability Leave Act (PDLA) California
  - Certificated FMLA–[AR 4161.8](#)
  - Classified FMLA–[AR 4261.8](#)
  - Management FMLA–[AR 4361.8](#)

## AB 2499–Victims of Violence Leave

- [AB 2499 -- Victims of Violence Leave](#)

## **Jury Duty**

Employees who receive Jury Duty summons should notify their supervisor when jury service is required. Employees called for jury service and who are dismissed from service before noon, shall report to work to complete their regular day. To verify the reason for the absence, upon return to work, proof of jury duty service or the jury summons must be uploaded to the absence report through Frontline or provided to Human Resources upon your return to work.

## **Requests for Extended Leave**

There are many reasons an employee may need a short or long term leave from work. Employees requiring a leave can contact the Human Resources Department directly for detailed information on eligibility. Conditions and requirements outlining an extended leave are detailed in full in the contracts linked below.

[California Teachers Association \(CTA\) Contract](#)

[CSEA Contract](#)

## **Sick Leave**

Sick leave is available to all employees. Employees that work less than full time, receive a prorated number of hours of sick leave.

An employee who returns from sick leave lasting three (3) days or more must submit a medical certification (doctor's note) for the absence and clearance to return to work. Exhausted sick leave will result in a reduction in pay. Further sick leave considerations and accrual information is available in the respective union contracts.

## **Vacation Leave**

Vacation is provided for the benefit and health of our employees. Employees who earn vacation leave are encouraged to take earned vacation each year. Earned vacation does not become a vested right until completion of the initial first six months of salaried employment.

## **Workers' Compensation**

The District seeks to create a safe and healthy work environment for all employees. An employee injured while performing district work must report the injury immediately to a supervisor and/or Human Resources. All injuries should then be immediately reported to the Company Nurse by calling **(877) 518-6702**. See the Company Nurse flier in Section 8 of this handbook for more information on Company Nurse.

An employee with an approved Workers' Comp claim has a maximum of 60 days of industrial accident leave as supported by a doctor's note. An employee whose claim is in delay or not approved must use available paid leave. For further details on Workers' Compensation, contact Human Resources and refer to your union contract, if applicable.

## **Section 4: Compensation/Pay Practices**

The information provided in this section includes compensation and pay practices. Specific questions or concerns regarding compensation should be addressed to the Payroll Department Contact included on the following page.

### **Break/Rest Periods**

Break and rest periods for District employees are allocated in agreement with the respective employee's union contract. Employees are encouraged to arrange such break and lunch periods with their supervisors to ensure continuity of service to our students and families.

### **E-Portal**

Tulare County Office of Education has a secure Employee Portal (E-Portal) which provides the option to view absence and payroll information on-line from any location by using a username and password. The E-Portal website can be accessed at: <https://phoenix.tcoe.org/login>. Interested employees should contact Human Resources to receive a district issued PIN.

### **Holidays**

The Tulare Joint Union High School District observes the following Holidays each academic year:

- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day
- Martin Luther King Day
- Lincoln's Day
- President's Day
- Good Friday
- Memorial Day
- Juneteenth

### **Paycheck Deductions**

Deductions made to employee payments differ depending on income tax withholding elections and other specific elections for benefits, credit unions, insurance, and flexible spending accounts. For questions regarding deductions, contact the Payroll Department.

### **Payroll**

The Payroll Department is responsible for processing payments for salaried and hourly employees as well as making any adjustments or changes to deductions, tax withholding, and other pay related services. The District will process salary payments in accordance with the Tulare County Office of

Education Uniform Salary Payment Schedule. These pay days are generally the 15th of the month and the last business day of the month.

### **Payroll Department Contact Information**

Berenice Zepeda, Payroll Clerk (Certificated)  
(559)688-2021 ext. 2822  
[payroll@tulare.k12.ca.us](mailto:payroll@tulare.k12.ca.us)

Melissa Arend, Payroll Clerk (Classified)  
(559)688-2021 ext. 2946  
[payroll@tulare.k12.ca.us](mailto:payroll@tulare.k12.ca.us)

### **Payment Methods**

District employees, whether salaried or hourly, can be paid by “paper warrants” (i.e. checks) or by direct deposit. Requests for direct deposit payments can be made by completing the Automatic Payroll Deposit Form. The form can be accessed from the district website by using the following link: [https://www.tjuhsd.org/Business\\_Services](https://www.tjuhsd.org/Business_Services) The form can be found under “Staff Resources”.

### **Timesheets**

Hours for work outside of an employee’s normal day must be submitted to Payroll by the first business day of the month in order for payment to be processed and paid the 15th of the following month or the last business day preceding the 15th. Timesheets must be signed by the employee and the principal/authorized personnel at each site where work is performed. The supervisor is responsible for inserting the proper budget code on each timesheet and submitting it for payment. Timesheets must be turned in **monthly**.

### **Travel & Conference**

Meals can be reimbursed (breakfast, lunch, dinner); this is only allowed if the conference does not provide meals. If a meal is provided and the staff member chooses not to eat the meal, then the meal they purchase is their own financial responsibility and will not be reimbursed. Alcoholic beverages will not be reimbursed. Meals will not be reimbursed if the staff member is traveling inside the TJUHSD boundaries. Tips cannot exceed 15%. It is preferred that an employee uses a District vehicle for transportation to and from conference locations. If you are traveling more than 100 miles round-trip, make sure to request a card for any fuel purchases. Non-employees are not permitted to travel in district vehicles. All requests for reimbursement of travel expenses must be submitted through the District's online system. Itemized receipts are required and must show the date and time of purchase. A copy of the conference registration must also be included. Meal reimbursements are limited to the per meal/per day maximum limits established by Board Policy 3350. If you have any travel questions email: [travel@tulare.k12.ca.us](mailto:travel@tulare.k12.ca.us)

### **Mileage Reimbursement Form**

### **Travel Expense Reimbursement Form**

- This claim must reflect only the actual out-of-pocket expenditures made, including tips (15% maximum).

- Original itemized receipts must be attached to this form. The maximum the district will pay is as follows:
  - Breakfast - \$10.00; Lunch - \$20.00; Dinner - \$40.00

### [Meal Reimbursement Form--Bus Drivers Only](#)

### **Reimbursement**

Items needed for the classroom need to go through the process of obtaining a purchase order and then using the purchase order to purchase your items. If a purchase order is not permitted by a particular company, one must talk to their principal about getting permission to use their CalCard to purchase the item.

## **Section 5: Benefits**

This section includes employment information specifically related to Health and Welfare and Retirement Benefits.

### **Benefits Enrollment**

Eligible TJUHSD employees receive health benefits under Self-Insured School of California – SISC. Eligible employees, their spouses, and dependents receive health coverage through Anthem/Blue Cross Insurance PPO, as well as a Vision coverage plan with VSP and dental care with Delta Dental.

More information on these benefits is available in the respective union contracts or by visiting the Staff Resources, under the Benefits section of the District webpage–[Staff Resources](#)

### **California Public Employees Retirement System (CalPERS)**

Full time hourly classified employees generally benefit from participation in the California Public Employees Retirement System (CalPERS). A part time hourly classified employee may also qualify. Employee and employer contributions are paid monthly. Employees who have been CalPERS members and/or who would like information about retirement and other benefits can do so through the CalPERS webpage. <https://www.calpers.ca.gov/>

### **California State Teachers Retirement System (CalSTRS)**

Salaried certificated employees usually participate in the CalSTRS pension benefit program. Benefits are based on age, service, and compensation. A supplemental benefit plan is also available as elected by members. Employees who have been CalSTRS members and/or who would like information about retirement and other benefits can do so through the CalSTRS webpage.

<https://www.calstrs.com/>

Before applying for a refund of the contribution you made to your CalSTRS account, carefully consider the consequences. Even if you think you may not return to teaching, applying for a refund may not be in the best long-term financial interest. The following information can help you make the best choice for your financial future. [STRS Refund--Consider the consequences](#)

## Employee Assistance Programs

TJUHSD employees who receive health benefits under Anthem Blue Cross are eligible for free, confidential, professional Employee Assistance Programs (EAP). EAP is a no-cost employee program to help you meet life's challenges. Assistance is there for your everyday problems and questions you may have in the following areas: finding child, elder or pet care; work on achieving work-life balance; parent a child with special needs; deal with addiction and recovery; set retirement goals; find mental health resources and information; and address financial or legal issues. You can connect by phone, in-person or online. You can call 800-999-7222 or visit [anthemEAP.com](https://www.anthemEAP.com).

- [SISC EAP Overview](#)
- [EAP Brochure](#)
- [EAP -- Talkspace](#)

## Retirement

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

## Section 6: General Information

The following section addresses general guidelines regarding employment with Tulare Joint Union High School District.

### Change of Address or Name Form

It is important that the District have access to updated employee contact information including home address, telephone number, and emergency contacts. The Change of Address or Name Form is available through the Human Resources Office. This form must be completed and returned back to the Human Resources Office **in person**. [Change of Employee Information Form](#)

## COVID-19

The District's Director of Child Welfare and Safety, Dereck Domingues, manages all COVID-related issues, concerns, policies, and notifications. By having a single source for information and action, the goal is to streamline actions in order to be more responsive to the needs of all staff and the community.

Any TJUHSD employee with any COVID-related concerns should email Dereck Domingues at [dereck.domingues@tulare.k12.ca.us](mailto:dereck.domingues@tulare.k12.ca.us) along with a notification to your immediate supervisor. This includes, but is not limited to, potential or actual exposure to COVID, COVID testing, family concerns, health and safety concerns related to your work environment, or any other employment-related COVID issues.

## **Emergency Preparedness and Disaster Training**

Emergency preparedness is an important part of ensuring the safety of our learners and employees. Employees should participate in the appropriate safety and disaster preparedness training provided in the on-going effort to keep students and staff safe.

## **Non-Smoking Policy**

The District is a tobacco and drug free workplace supported by Board Policy, Education Code, Health and Safety Code, and other state and federal statutes. For the safety and health of our learners, smoking is not permitted within 25 feet of a school or playground or district facility (Health and Safety Code 104495). For more information and legal references on the tobacco and drug free workplace refer to the Board Policy. [BP 3513.3](#) and [AR 3513.3](#)

## **Personal Calls, Email and Text Messages**

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

## **Use of District Supplies, Equipment, and Facilities**

District supplies, equipment (phone, computer, projector, etc.) as well as buildings and facilities are to be used strictly for District business unless there is written authorization from the immediate supervisor or appropriate administrator in charge.

## **Video Surveillance**

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

## **Volunteers**

Our learning communities are fortunate to have many parents and community volunteers who give their time to support learners in academic and enrichment programs. For information on how to use volunteers in our learning communities contact Human Resources.

## **Section 7: Policies**

This section includes specific policies and regulations as outlined in previous sections of this handbook.

### **Employee Technology - Responsible Use Agreement (RUA)**

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

The District e-mail system, email accounts, computer accounts and all other user accounts are owned by the District. All electronic mail activity utilizing the District server is monitored and logged. To provide for access to computer data when an employee is absent, account login and



passwords shall be provided to a supervisor or the Technology Director when requested. Computer use is provided for educational purposes and District activities; use of computers for personal use shall be minimal and comply with the restrictions listed in the Acceptable Use Policy for District Computer Systems.

**All employees are required to sign the RUA at the start of every school year and submit a copy to the District. The full RUP is listed below on pages 26 - 33. Please sign the Acknowledgement form on the last page as an agreement of the terms and conditions.**

### **Requirements of Reporting Suspected Child Abuse**

Section 11166 of the Penal Code requires any child care custodian, medical practitioner, nonmedical practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment who he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof **within 36 hours** of receiving the information concerning the incident. **Call the 24-hour Child Abuse Reporting Hotline: (800) 331-1585.** You will need to complete the [Suspected Child Abuse Report Form](#) and fax it to (559) 749-9811 or email it to [CWS\\_Screening\\_Team@tularecounty.ca.gov](mailto:CWS_Screening_Team@tularecounty.ca.gov).

“Child care custodian” includes, teachers, administrative officers, supervisors of child welfare and attendance, or certificated pupil personnel employees of any public or private school; administrators of a public or private day camp; licensed day care workers; administrators or community care facilities licensed to care for children; licensed day care workers; administrators of community care facilities licensed to care for children; head start teachers; licensing workers or licensing evaluators; public assistance workers; employees of a child care institution including, but not limited to, foster parents, group home personnel, and personnel of residential care facilities; and social workers or probation officers.

“Medical practitioner: includes physicians and surgeons, psychiatrists, psychologists, dentists, residents, interns, podiatrists, chiropractors, licensed nurses, dental hygienists, or any other person who is licensed under Division 2 (commencing with Section 500) of the Business and Professions Code.

“Nonmedical practitioner” includes state or county public health employees who treat minors for venereal disease or any other condition; coroners; paramedics; marriage, family or child counselors; and religious practitioners who diagnose, examine, or treat children. (PC §11166.5)

## DEFINITIONS AND GENERAL INSTRUCTIONS FOR COMPLETION OF FORM SS 8572

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

### I. MANDATED CHILD ABUSE REPORTERS

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

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

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

### III. REPORTING RESPONSIBILITIES

- Any mandated reporter who has knowledge of or observes a child, in his or her professional capacity or within the scope of his or her employment, whom he or she knows or reasonably suspects has been the victim of child abuse or neglect shall report such suspected incident of abuse or neglect to a designated agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof **within 36 hours** of receiving the information concerning the incident. (PC Section 11166(a).)
- No mandated reporter who reports a suspected incident of child abuse or neglect shall be held civilly or criminally liable for any report required or authorized by CANRA. Any other person reporting a known or suspected incident of child abuse or neglect shall not incur civil or criminal liability as a result of any report authorized by CANRA unless it can be proven the report was false and the person knew it was false or made the report with reckless disregard of its truth or falsity. (PC Section 11172(a).)

### IV. INSTRUCTIONS

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

### IV. INSTRUCTIONS (Continued)

- SECTION B - REPORT NOTIFICATION:** Complete the name and address of the designated agency notified, the date/time of the phone call, and the name, title, and telephone number of the official contacted.
- SECTION C - VICTIM (One Report per Victim):** Enter the victim's name, address, telephone number, birth date or approximate age, sex, ethnicity, present location, and, where applicable, enter the school, class (indicate the teacher's name or room number), and grade. List the primary language spoken in the victim's home. Check the appropriate yes-no box to indicate whether the victim may have a developmental disability or physical disability and specify any other apparent disability. Check the appropriate yes-no box to indicate whether the victim is in foster care, and check the appropriate box to indicate the type of care if the victim was in out-of-home care. Check the appropriate box to indicate the type of abuse. List the victim's relationship to the suspect. Check the appropriate yes-no box to indicate whether photos of the injuries were taken. Check the appropriate box to indicate whether the incident resulted in the victim's death.
- SECTION D - INVOLVED PARTIES:** Enter the requested information for: Victim's Siblings, Victim's Parents/Guardians, and Suspect. Attach extra sheet(s) if needed (provide the requested information for each individual on the attached sheet(s)).
- SECTION E - INCIDENT INFORMATION:** If multiple victims, indicate the number and submit a form for each victim. Enter date/time and place of the incident. Provide a narrative of the incident. Attach extra sheet(s) if needed.

### V. DISTRIBUTION

- Reporting Party:** After completing Form SS 8572, retain the yellow copy for your records and submit the top three copies to the designated agency.
- Designated Agency:** **Within 36 hours** of receipt of Form SS 8572, send **white copy** to police or sheriff's department, **blue copy** to county welfare or probation department, and **green copy** to district attorney's office.

### ETHNICITY CODES

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

Print

**SUSPECTED CHILD ABUSE REPORT**

Reset Form

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

CASE NAME: \_\_\_\_\_

PLEASE PRINT OR TYPE

CASE NUMBER: \_\_\_\_\_

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

SS 8572 (Rev. 12/02)

**DEFINITIONS AND INSTRUCTIONS ON REVERSE**

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

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

## **Sexual Harassment Prevention Policy–BP 4119.11, 4219.11 and 4319.11**

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

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

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

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

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to employees and others to whom the policy may apply
3. Ensuring prompt, thorough, fair, and equitable investigation of complaints
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

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

### **Sexual Harassment Reports and Complaints**

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

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

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

### **Title IX Coordinator**

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as well as to investigate and resolve sexual harassment complaints under AR 4030 - Nondiscrimination in Employment. The [AR 4219.12](#) policy will also be followed. The Title IX Coordinator may be contacted at:

Tammy Aldaco, Assistant Superintendent for Human Resources  
426 North Blackstone Street  
Tulare, CA 93274  
(559) 688-2021  
[tammy.aldaco@tulare.k12.ca.us](mailto:tammy.aldaco@tulare.k12.ca.us)



## Section 8: Appendix

### Company Nurse Information

**IN CASE OF WORKPLACE INJURY:**  
*ACCION a seguir en caso de un accidente en el trabajo*



**1-877-518-6702**

**▶ AVAILABLE 24 HOURS A DAY**

- 1▶** Injured worker notifies supervisor.  
*Empleado lesionado notifica a su supervisor.*
- 2▶** Supervisor / Injured worker immediately calls injury hotline.  
*Supervisor / Empleado lesionado llama inmediatamente a la línea de enfermeros/as.*
- 3▶** Company Nurse gathers information over the phone and helps injured worker access appropriate medical treatment.  
*Profesional Médico obtiene información por teléfono y asiste al empleado lesionado en localizar el tratamiento médico adecuado.*

EMPLOYER NAME  
(NOMBRE DE COMPAÑIA)

SEARCH CODE  
(CÓDIGO DEL BÚSQUEDA)

Tulare Joint Union  
High School District

TUJ13

#### Notice to Employer/Supervisor:

Please post copies of this poster in multiple locations within your worksite. If the injury is non-life threatening, please call Company Nurse prior to seeking treatment. Minor injuries should be reported prior to leaving the job site when possible.

**Visit us online: [www.CompanyNurse.com](http://www.CompanyNurse.com)**

## School Calendar 2025-2026

Tulare Joint Union High School District								
School Calendar for 2025-2026								
Month	M	T	W	TH	F	Instructional Days	Staff Work Days	Significant Dates
<b>August 2025</b>					1			
	4	5	6	7	8			August 11-13
	11	12	13	14	15	12	3	First Teacher Duty Days
	18	19	20	21	22			August 14
	25	26	27	28	29			First Day of School
								August 26
<b>September 2025</b>	1	2	3	4	5			Back to School Night (Minimum Day)
	8	9	10	11	12			September 1
	15	16	17	18	19	20	0	Labor Day
	22	23	24	25	26			September 10
	29	30						Fair Day
<b>October 2025</b>			1	2	3			
	6	7	8	9	10			October 8
	13	14	15	16	17	22	0	Staff Development (Minimum Day)
	20	21	22	23	24			October 10
	27	28	29	30	31			9-Week Grading Period
								October 31
<b>November 2025</b>	3	4	5	6	7			No School Day
	10	11	12	13	14			November 11
	17	18	19	20	21	14	0	Veteran's Day
	24	25	26	27	28			November 24 - 28
								Thanksgiving Holiday
<b>December 2025</b>	1	2	3	4	5			
	8	9	10	11	12			
	15	16	17	18	19	14	1	December 19
	22	23	24	25	26			Teacher Duty Day
	29	30	31					(1st Semester - 82 days)
<b>January 2026</b>				1	2			December 22 -
	5	6	7	8	9			January 9
	12	13	14	15	16	14	0	Winter Vacation
	19	20	21	22	23			
	26	27	28	29	30			January 19
								Martin Luther King Day
<b>February 2026</b>	2	3	4	5	6			
	9	10	11	12	13			February 9
	16	17	18	19	20	18	0	Lincoln's Birthday
	23	24	25	26	27			February 16
								President's Day
<b>March 2026</b>	2	3	4	5	6			
	9	10	11	12	13			March 13
	16	17	18	19	20	20	0	9-Week Grading Period
	23	24	25	26	27			
	30	31						March 30 -
<b>April 2026</b>			1	2	3			April 6
	6	7	8	9	10			Spring Vacation
	13	14	15	16	17	18	0	
	20	21	22	23	24			
	27	28	29	30				
<b>May 2026</b>					1			
	4	5	6	7	8			
	11	12	13	14	15	20	0	
	18	19	20	21	22			(2nd Semester - 98 Days)
	25	26	27	28	29			May 25
								Memorial Day
<b>June 2026</b>	1	2	3	4	5			June 9 - June 10
	8	9	10	11	12	8	1	Last Day of School (Min. Day)
								June 11
								Last Teacher Duty Day
<b>Total Student Instructional Days:</b>						180	5	
<b>Minimum Days</b>								
<b>Graduation</b>								
August 26								
October 8								
June 9								
June 10								
Tulare Western - June 9, 2026								
Tulare Union - June 10, 2026								
Mission Oak - June 11, 2026								
<b>Legend</b>								
○ - Legal Holiday								□ - Grade Periods
■ - Teacher Duty Day (No School)								□ - Non-School Day

Approved on: 11/16/23

## District Directory by School

<b>Administrative Employees</b>	
<b>Accelerated Charter High School</b>	
Principal: Sara Zakarian	
Asst. Principal: Cecilia Moraza	
<b>Mission Oak High School</b>	
Principal: Wendi Powell	
Asst. Principal: Armando Martin	
Dean: Jose Lopez	
Dean: Tammy Lampe	
AP Counseling: Megan Inchcliff	
<b>School Farm</b>	
Director: Mike Mederos	
<b>Sierra Vista Charter High School</b>	
Principal: Dan Dutto	
Counselor: Sydney Hildreth	
<b>Special Education and Support Systems</b>	
Executive Director: Gretchen VanderTuig	
<b>Tech Prep/Countryside High School</b>	
Principal: Esteban Casas	
Counselor: Abra McDowell	
<b>Tulare Adult School</b>	
Director: Krishna Adams	
Asst. Director: Robert Owen	
Counselor: Rosa Vargas	
<b>Tulare Union High School</b>	
Principal: Michelle Nunley	
Asst. Principal: Shanelle Herrera	
Dean: Damien Romero	
Dean: Choon Chao	
AP Counseling: Kim Castro	
<b>Tulare Western High School</b>	
Principal: Tou Lor	
Asst. Principal: Angela Robertson	
Dean: Maria Ramirez	
Dean: Ariel Quezada	
AP Counseling: Leandra Garcia	
<b>District Office -- 688-2021</b>	
Superintendent: Lucy VanScyoc	
Asst. Sup Human Resources: Tammy Aldaco	
Asst. Sup Curriculum, Tech and Assessments: Kevin Covert	
Asst. Sup Student Services: Maria Bueno	
Executive Director Child Welfare & Safety: Dereck Domingues	
Chief Business Officer: Vivian Hamilton	

<b>School Sites</b>	
<b>Accelerated Charter High School</b>	
4136 North Mooney Boulevard	(559) 687-7303
Principal Secretary: Erendida Gomez	2325
<b>Mission Oak High School</b>	
3442 East Bardsley	(559) 687-7308
Principal Secretary: Marie McPhetridge	2475
AP Secretary: Brenda Najera	2518
Counseling Secretary II: Corina Gomes	2323
Counseling Secretary: Amber Arriola-Mattson	
<b>School Farm</b>	
591 West Bardsley Avenue	(559) 687-7390
Director Secretary: Megan Elick-Jackson	2211
<b>Sierra Vista Charter High School</b>	
351 North K Street	(559) 687-7384
Principal Secretary: Jackie Medeiros	2070
<b>Special Education and Support Systems</b>	
133 North L Street	(559) 656-5085
Special Education Secretary: TBD	
<b>Tech Prep/Countryside High School</b>	
737 West Bardsley	(559) 687-7400
Principal Secretary: Lizbeth Rivera	2434
<b>Tulare Adult School</b>	
575 West Maple	(559) 686-0225
Director Secretary: Jacquelyn Gamez	2306
<b>Tulare Union High School</b>	
755 East Tulare Avenue	(559) 686-4761
Principal Secretary: Susanna Pena	2242
AP Secretary: Xochitl Cortez	2126
Counseling Secretary II: Michelle Ceja	2228
Counseling Secretary: Nataly Silva	2663
<b>Tulare Western High School</b>	
824 West Maple	(559) 686-8751
Principal Secretary: Sandra Salazar	2618
AP Secretary: Yolanda Pena	2438
Counseling Secretary II: Yesenia Lopez	2144
Counseling Secretary: Trish Torres	2695
<b>Warehouse</b>	
715 West Bardsley	(559) 687-7401
<b>Professional Development Room</b>	
329 North "K" Street	(559) 687-7424
<b>Agencies</b>	
C.O.S.: Tulare: (559) 688-3000	Visalia: (559) 730-3731
Tulare City Fire Chief	
(559) 684-4300	
Tulare City Manager	
(559) 684-4200	
Tulare City Police Chief	
(559) 684-4245	
Tulare City Schools	
(559) 685-7200	
Tulare County Office of Education	
(559) 733-6300	
Tulare Superior Community School	
(559) 685-2623	
Hope Horizon (Formally TYSB)	
(559) 688-2043	
Visalia Unified School District	
(559) 730-7300	
<b>District Fax: (559) 687-7317</b>	
<b>Human Resources Fax: (559) 656-8999</b>	
<b>Accounting Fax: (559) 687-7421</b>	



## Collective Bargaining Unit Contracts

- [California Teachers Association \(CTA\) Contract](#)
- [CSEA Contract](#)

## Salary Schedule Links

- [Classified Management/Confidential Salary Schedule](#)
- [Classified Salary Schedule](#)
- [Counselor Salary Schedule](#)
- [Certificated Administrator Salary Schedule](#)
- [Certificated Management Salary Schedule](#)
- [Teacher Salary Schedule](#)
- [Teacher Base Salary Schedule](#)
- [Special Services Salary Schedule](#)

## Uniform Complaint Procedures Annual Notice

### **Uniform Complaint Procedures (Ed. Code §§ 262.3, 33315; 5 C.C.R. §§ 4610, 4622, 4632)**

The District has established Uniform Complaint Procedures (“UCP”) to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees, and the non-compliance of the District’s Local Control and Accountability Plan. See Appendix for the District’s UCP.

The UCP addresses all allegations of unlawful discrimination, harassment, intimidation, or bullying against any protected group as identified in Education Code section 200 and 200, and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the District that is funded directly by, or that receives or benefits from any state financial assistance. The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- American Indian Education Centers and Early Childhood Education Program Assessments
- Bilingual Education
- California Peer Assistance and Review Programs for Teachers
- Career Technical and Technical Education; Career Technical; Technical Training
- Career Technical Education
- Child Care and Development
- Compensatory Education
- Consolidated Categorical Aid
- Course Periods Without Educational Content

- Economic Impact Aid
- Education of Students in Foster Care, Students Who Are Homeless, Former Juvenile Court Students Now Enrolled in a School District, and Children of Military Families
- Every Student Succeeds/No Child Left Behind
- Local Control Accountability Plans
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Student
- Regional Occupational Centers and Programs
- School Safety Plans
- State Preschool Health and Safety Issues
- Tobacco-Use Prevention Education

The **Assistant Superintendent of Human Resources** shall receive and investigate complaints submitted under the District's UCP and ensure District compliance with the law. For more information concerning the filing of uniform complaints, copies of the Board Policies and Administrative Regulations pertaining to the District's UCP are available free of charge upon request at the school office.

Except for complaints submitted under the District's Williams Complaint Procedures, a complainant may appeal a decision made under the District's UCP to the California Department of Education by filing a written appeal within **30** days of receiving the decision. The appeal must be accompanied by a copy of the complaint filed with the District and a copy of the District's decision.

A complainant may pursue available civil law remedies outside of the District's UCP. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable.

## Employee Technology Responsible Use Agreement



# Tulare Joint Union High School District

## *Employee Technology Responsible Use Agreement*

The purpose of this Responsible Use Agreement is to ensure a safe and appropriate environment for all employees. This Agreement notifies staff about the responsible ways in which District Technology may be used. The District recognizes and supports advances in technology and provides an array of technology resources for employees to use to enhance student learning, facilitate resource sharing, encourage innovation, and to promote communication. While these technologies provide a valuable resource to the District, it is important that employees' use of technology be appropriate for District purposes.

Pursuant to Board Policy 4040, only Users of District Technology who submit a signature acknowledging receipt and agreement to the terms of use outlined in this Agreement are authorized for full use of the District's Technology.

### **Terms of Use**

**Responsible Use:** District employees are only permitted to use District Technology for purposes which are safe (pose no risk to students, employees or assets), legal, ethical, do not conflict with their duties or the mission of the District, and are compliant with all other District policies. Usage that meets these requirements is deemed "proper" and "acceptable" unless specifically excluded by this policy or other District policies. The District reserves the right to restrict online destinations through software or other means.

Additionally, the District expressly prohibits:

1. Using District Technology for commercial gain;
2. Accessing District Technology for the purpose of engaging in any illegal activity;
3. Transmission of confidential information to unauthorized recipients;
4. Inappropriate and unprofessional behavior online such as use of threats, intimidation, bullying or "flaming";
5. Viewing, downloading, or transmission of pornographic material;
6. Using District Technology for the creation or distribution of chain emails, any disruptive or offensive messages, offensive comments about race, gender, disabilities, age, sexual orientation, religious beliefs/practices, political beliefs, or material that is in violation of workplace harassment or workplace violence laws or policies;
7. Engaging in unlawful use of District Technology for political lobbying;

8. Significant consumption of District Technology for non-business related activities (such as video, audio or downloading large files) or excessive time spent using District Technology for non-business purposes (e.g. shopping, personal social networking, sports related activities, etc.);
9. Knowingly or carelessly performing an act that will interfere with or disrupt the normal operation of computers, terminals, peripherals, or networks, whether within or outside of District Technology (e.g. deleting programs or changing icon names);
10. Infringing on copyright, license, trademark, patent, or other intellectual property rights; or
11. Disabling any and all antivirus software running on District Technology or “hacking” with District Technology.

**Accountability:** Users are prohibited from anonymous usage of District Technology. In practice, this means users must sign in with *their* uniquely assigned District User ID before accessing/using District Technology. Similarly, “spoofing” or otherwise modifying or obscuring a user’s IP Address, or any other user’s IP Address is prohibited. Circumventing user authentication or security of any host, network, or account is also prohibited.

**Personal Use:** District Technology is provided solely for the conduct of District business. However, the District realizes and is aware of the large role technology (especially the Internet and email) plays in the daily lives of individuals. In this context, the District acknowledges that a limited amount of personal use of District Technology is acceptable. This use must not interfere with the user’s job responsibilities; it cannot involve any activities expressly prohibited by this or any other District policy; and it should be limited to designated break periods and/or the User’s lunch break.

**Disclaimer:** The District cannot be held accountable for the information that is retrieved via the network. The District will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by the District Systems, System Administrators or your own errors or omissions. Use of any information obtained is at your own risk. This District makes no warranties (expressed or implied) with respect to: (a) the content of any advice or information received by the employee, or (b) any costs or charges incurred as a result of seeing or accepting any information; or (c) any costs, liability, or damages caused by the way the employee chooses to use his or her access to the network.

**Password Policy:** Passwords must not be shared with anyone and must be treated as confidential information. Passwords must be changed as often as required by the District’s IT department. All Users are responsible for managing their use of District Technology and are accountable for their actions relating to security. Allowing the use of your account by another user is also strictly prohibited. The creation or use of a password by an employee on District Technology does not create a reasonable expectation of privacy.

**Social Media:** Use of social media for work related purposes, or when representing yourself as acting in an official capacity must follow the District’s social media policy.

**Responsibility:** Users are responsible for their own use of District Technology and are advised to exercise common sense and follow this Agreement in regards to what constitutes appropriate use of District Technology in the absence of specific guidance.

**Revocation of Authorized Possession:** The District reserves the right, at any time, for any reason or no reason, to revoke a User's permission to access, use, or possess District Technology.

**Restriction of Use:** The District reserves the right, at any time, for any reason or no reason, to limit the manner in which a User may use District Technology in addition to the terms and restrictions already contained in this Agreement.

**Third-Party Technology:** Connecting unauthorized equipment to the District Technology, including the unauthorized installment of any software (including shareware and freeware), is prohibited.

**Personally Owned Devices:** If an employee uses a personally owned device to access District Technology or conduct District business, he/she shall abide by all applicable Board policies, administrative regulations, and this Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device relating to District business to disclosure pursuant to a lawful subpoena or public records request.

**Reporting:** If an employee becomes aware of any security problems (such as any compromise of the confidentiality of any login or account information) or misuse of District Technology, he/she shall immediately report such information to the Superintendent or designee.

**Consequences for Violations:** Violations of the law, Board policy, or this Agreement may result in revocation of the employee's access to District Technology and/or restriction of his/her use of District Technology. Further, misconduct related to the use of District Technology may lead to discipline, up to and including termination, in accordance with applicable collective bargaining agreements, District policy, and the Education Code. In addition, violations of the law, Board policy, or this Agreement may be reported to law enforcement or other agencies as deemed appropriate.

## **Enforcement**

**Record of Activity:** User activity with District Technology may be logged by System Administrators. Usage may be monitored or researched in the event of suspected improper District Technology usage or policy violations.

**Blocked or Restricted Access:** User access to specific Internet resources, or categories of Internet resources, deemed inappropriate or non-compliant with this policy may be blocked or restricted. A particular website that is deemed "Acceptable" for use may still be judged a risk to the District (e.g. it could be hosting malware), in which case it may also be subjected to blocking or restriction.

**No Expectation of Privacy:** Users have no expectation of privacy in their use of District Technology. Log files, audit trails and other data about user activities with District Technology may be used for forensic training or research purposes, or as evidence in a legal or disciplinary matter. Users are on notice that District Technology is subject to search and users are obligated to surrender any District owned electronic device in order to facilitate maintenance, inspections, updates, upgrades, and audits, all of which necessarily occur both frequently and without notice so that the District can maintain the integrity of District Technology. All data viewed or stored is subject to audit, review, disclosure and discovery.

Such data may be subject to disclosure pursuant to the Public Records Act (California Government Code section 6250 et seq.). Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by District Technology for sending or receiving private or confidential electronic communications. Further, System Administrators have access to all email and will monitor messages. Messages relating to or in support of illegal or inappropriate activities will be reported to the appropriate authorities and/or District personnel.

The District reserves the right to monitor and record all use of District Technology, including, but not limited to, access to the Internet or social media, communications sent or received from District Technology, and other uses within the jurisdiction of the District. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Employees should be aware that, in most instances, their use of District Technology (such as web searches or emails) cannot be erased or deleted. The District reserves the right to review any usage and makes a case-by-case determination whether the User's duties require access to and/or use of District Technology which may not conform to the terms of this policy.

#### **Disclaimer Notice in District Email**

The following disclaimer will be added to each outgoing email;

"CONFIDENTIALITY NOTICE: This communication and any documents, files or previous e-mail messages attached to it, constitute an electronic communication within the scope of the Electronic Communication Privacy Act (18 U.S.C.A. § 2510). This communication may contain non-public, confidential, or legally privileged information intended for the sole use of the designated recipient(s). The unlawful interception, use or disclosure of such information is strictly prohibited under 18 U.S.C.A. § 2511 and any applicable laws. If you are not the intended recipient, or have received this communication in error, please notify the sender immediately by reply e-mail or by telephone and delete any and all electronic and hard copies of this communication, including attachments, without reading them or saving them to disk. It is the recipient's responsibility to check this email and any attachments for the presence of viruses. The District accepts no liability for any damage caused by any virus transmitted by this email."

#### **Attorney-Client Privileged Communications**

Some of the messages sent, received or stored on the District electronic message system will constitute confidential, privileged communications between the District and its attorneys. Upon receipt of a message either from or to counsel, employees should not forward it or its contents to others inside the District or any other person outside the District without counsel's express authorization. Upon learning that a privileged and/or confidential communication has been received by or sent to any individual not intended to receive such a communication, employees must immediately notify the Superintendent so he/she may take appropriate steps to preserve the privilege.

### **California Public Records Act Request ("CPRA")/Litigation**

CPRA outlined in Government Code section 6250 et seq. is a law that requires inspection and/or disclosure of governmental records to the public upon request. Emails sent by employees, unless otherwise exempt by law, are subject to inspection and disclosure under the CPRA by any person making such a request.

Furthermore, email may also be subjected to disclosure as a result of litigation involving the District, the District's employees and elected or appointed officers or officials.

### **Security**

All data must be kept confidential and secure by the employee. The fact that the data may be stored electronically does not change the requirement to keep the information confidential and secure. Rather, the type of information or the information itself is the basis for determining whether the data must be kept confidential and secure. If this data is stored in a paper or electronic format, or if the data is copied, printed, or electronically transmitted, the data must still be protected as confidential and secured.

### **Definitions**

#### *Blogging*

An online journal that is frequently updated and intended for general public consumption.

#### *E-mail*

The electronic transmission of information through a mail protocol such as SMTP or IMAP. Typical e-mail clients include Microsoft Outlook.

#### *Chain e-mail*

E-mail sent to successive people. Typically, the body of the note has directions to the reader to send out multiple copies of the note so that good luck or money will follow.

#### *Employee*

Any individual employed by the District or its affiliated agencies or departments in any capacity, whether full or part-time, active or inactive, including interns, contractors, consultants and vendors.

#### *Flaming*

The use of abusive, threatening, intimidating, or overly aggressive language in an Internet communication.

#### *Hacking*

Gaining or attempting to gain unauthorized access to any computer systems, or gaining or attempting to gain unauthorized access to District Technology.

#### *District Technology*

All technology owned or provided by the District to authorized users, including Internet/Intranet/Extranet-related systems, computer hardware, software, Wi-Fi, electronic devices such as tablet computers, USB drives, cameras, smartphones and cell phones, telephones and data networks (including intranet and internet access), operating systems, storage media, wireless access points (routers), wearable technology, PDA's, network accounts, web browsing, blogging, social networking, and file transfer protocols, email systems, electronically stored data, websites, web applications or mobile applications, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through District-owned or personally owned equipment or devices

#### *Instant Messaging*

A type of communication service that enables the creation of a kind of private chat room with another individual in order to communicate in real time over the internet.

#### *Internet Resources*

Websites, instant messaging applications, file transfer, file sharing, and any and all other Internet applications and activities using either standard or proprietary network protocols. Examples of website that pose a risk to the District, or are counter to its mission, include malware repositories, sites advocating violence against civil society or against person based on race, religion, ethnicity, sex, sexual orientation, color, creed or any other protected categories, sites offering gambling activities, sites that are pornographic in nature, etc.

#### *IP Address*

Unique network address assigned to each computing device connected to a network to allow it to communicate with other devices on the network or Internet.

#### *Malware*

Malware is any software, application, program, email or other data or executable code which is designed to cause harm to a network or computer or violate any law, statute, policy or regulation in any way. Examples of harmful activity or intent are theft of personal information or intellectual property by phishing or other means, hacking, violation of copyright law (distributing or copying



written material without proper authorization), propagation of Spam emails, harassment, extortion, denial of service and facilitating access to illegal content (pornography, gambling, etc.). Accessing or storing malware is expressly prohibited unless authorized for research or forensic purposes by appropriately authorized and designated employees.

#### *Network*

Any and all network and telecommunications equipment, whether wired or wireless, controlled or owned by the District which facilitate connecting to the Internet.

#### *Phishing*

Attempting to fraudulently acquire sensitive information by masquerading as a trusted entity in an electronic communication.

#### *Sensitive Information*

Classified as Protected Health Information (PHI), Confidential Information or Internal Information.

#### *Spam*

Spam is an unsolicited nuisance Internet E-mail which sometimes contains malicious attachments or links to websites with harmful or objectionable content.

#### *Spoofing*

IP Address spoofing is the act of replacing IP address information in an IP packet with falsified network address information. Each IP packet contains the originating and destination IP addresses. By replacing the originating IP address with a falsified address a hacker can obscure their network address and hence the source of a network attack, making tractability of illegal or illegitimate internet activity extremely difficult.

#### *System Administrator*

District employees whose responsibilities include District Technology, site, or network administration. System Administrators perform functions including, but not limited to, installing hardware and software, managing a computer or network, auditing District Technology, and keeping District Technology operational.

#### *Unauthorized Disclosure*

The intentional or unintentional act of revealing restricted information to people, both inside and/or outside the District, who do not have a need to know that information.

#### *User or Users*

Individual(s) whether students or employees, full or part-time, active or inactive, including interns, contractors, consultants, vendors, etc. who have used District Technology, with or without the District permission.

#### *User ID*

Uniquely assigned Username or other identifier used by an employee to access the District network and systems.

### **Acknowledgement of Receipt & Agreement**

This agreement replaces any and all previously executed Responsible Use Agreement(s).

I have received, read, understand, and agree to abide by this Agreement, BP 4040 - Employee Use of Technology and other applicable laws and District policies and regulations governing the use of District Technology. I understand that there is no expectation of privacy when using District Technology or when using my personal electronic device for use of District Technology. I further understand that any violation may result in revocation of user privileges, disciplinary action, and /or appropriate legal action.

I hereby release the District and its personnel from any and all claims and damages arising from my use of District Technology or from the failure of any technology protection measures employed by the District.

### **Annual Notification Checklist and Acknowledgement Form**

**It is a requirement for the District to provide employees with the following information. Please read the Responsible Use Agreement (RUA) provided above and read each of the following policies below. Once you have read the RUA and policies provided to you, please complete the Acknowledgement - Google Form that is provided to you at the end of this document to acknowledge receiving and reading them:**

- Annual Notification to Parents/Guardians: [Annual Notifications](#)
- Child Abuse Prevention and Reporting [BP 5141.1](#) and [AR 5141.4](#)
- Code of Conduct–Policy for Interacting with Students – [Code of Conduct](#)
- Drug, Alcohol and Tobacco Free Workplace [BP 4020](#), [BP 3513.3](#) and [AR 3513.3](#)
- Employee Use of Technology [BP 4040](#)
- Family and Medical leave Act (FMLA) , California Family Rights Act (CFRA), California Pregnancy Disability Leave Act (PDLA) [AR 4161.8](#), [AR 4261.8](#), [AR 4361.8](#)
- Firearms on School Grounds [BP 3515.7](#)
- Infectious Diseases Precautions [BP 5141.22](#) and [AR 5141.22](#)
- Nondiscrimination in Employment [BP 4030](#) and [AR 4030](#)
- Pesticide Use Policy (Healthy Schools Act 2000) [Ed Code 17612](#)
- Sexual Harassment Policy [BP 4119.11](#) and [AR 4119.11](#)
- [TJUHSD Social Media Policy](#)–Slides and [Social Media Policy](#)
- Title IX Sexual Harassment Complaint Procedures [AR 4219.12](#)
- Maintaining Appropriate Adult-Student Interactions [BP 4119.24](#)
- Nondiscrimination in Employment [BP 4030](#) and [AR 4030](#)
- Uniform Complaint Procedures [BP 1312.3](#) and [AR 1312.3](#)

Click on this link below to complete and submit your form:

## **ACKNOWLEDGEMENT FORM**

**ALL EMPLOYEES MUST READ AND SUBMIT THIS FORM BY  
FRIDAY, AUGUST 29TH**

*The Tulare Joint Union High School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived race or ethnicity; ancestry; color; ethnic group identification; nationality; national origin; immigration status; sex; sexual orientation; sex stereotypes; gender; gender identity; gender expression; religion; religious creed; age; disability; medical condition; genetic information; pregnancy, false pregnancy, childbirth, termination of pregnancy, or related conditions or recovery; reproductive health decision-making; breastfeeding or related medical conditions; and parental, marital and family status, or association with a person or group with one or more of these actual or perceived characteristics. For questions or complaints, contact the Equity and Title IX Coordinator: Tammy Aldaco, Assistant Superintendent of Human Resources, 426 North Blackstone, Tulare, CA 93274, 559-688-2021, [tammy.aldaco@tulare.k12.ca.us](mailto:tammy.aldaco@tulare.k12.ca.us) and Section 504 Coordinator: Gretchen VanderTuig, Executive Director of Special Education and Support Systems, 133 North L Street, Tulare, CA 93274, 559-656-5085, [gretchen.vandertuig@tulare.k12.ca.us](mailto:gretchen.vandertuig@tulare.k12.ca.us).*