

Tulare Joint Union High School District

Employee Handbook



2023-2024 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.

2023 Board Members

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

Tulare Joint Union High School District Administration

Dr. Lucy VanScyoc, Superintendent

Tammy Aldaco, Assistant Superintendent Human Resources and Business

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. Each employee is 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 Policy (RUP) for Computer Systems. More information is found in Section 7 of this handbook.

Employment Opportunities

All employment opportunities in the District are advertised through the online service provided by 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 ancestry, color, disability, ethnicity, gender, gender expression, gender identity, immigration status, marital status, religion, national origin, parental status, pregnancy status, race, sex, sexual orientation, 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 (see Appendix) as a condition employment. More information on reporting responsibilities is also available in the Appendix 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.

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.

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

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 or toll free by calling 1-800-94-AESOP (1-800-942-3767).

[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 at a reasonable time before the work day begins whenever possible. 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.

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](#)

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.

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 could result in a reduction in pay as described in the respective union contracts. Further sick leave considerations and accrual information is available in the respective union contracts.

The Sick Leave Transfer Request form for personnel who wish to transfer sick leave from or to another school district is available by contacting the Human Resources Department.

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

Melissa Arend, Payroll Clerk (Classified)
(559)688-2021 ext. 2946
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 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.

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. Snacks and alcohol will not be reimbursed. Meals will not be reimbursed if the staff member is traveling inside the TJUHSD boundaries. Tips cannot exceed 15%. If you are using a district vehicle you may not be reimbursed for mileage. District vehicles must be used 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. Employees choosing to use their own vehicles to travel do so at their own expense. 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.

[Mileage Reimbursement Form](#)
[Travel Expense Reimbursement Form](#)
[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 provides problem evaluation, referral, and short-term intervention services for help in dealing with issues such as: stress, anxiety, and depression; divorce and separation; conflict in the workplace; care of elderly parents; substance abuse; identity theft; family/relationship concerns; grief and loss; financial problems; life change; illness and disability; and domestic abuse. To request an appointment, call 1-800-498-9055.

- [EAP Benefit Overview](#)
- [EAP Avante Insurance Group Brochure](#)

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 I 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 TJUHS D employee with any COVID-related concerns should email Dereck Domingues at 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.

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.

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 Policy (RUP)

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 RUP at the start of every school year and submit a copy to the District. The full RUP is linked below:

Laserfiche (electronic submission)

<https://forms.tulare.k12.ca.us/Forms/rua>

Paper (print and sign submission)

[Employee Technology--RUP in Paper Format](#)

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.

“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: _____

A. REPORTING PARTY	NAME OF MANDATED REPORTER		TITLE		MANDATED REPORTER CATEGORY		
	REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS			Street	City	Zip	
	REPORTER'S TELEPHONE (DAYTIME) ()		SIGNATURE		TODAY'S DATE		
B. REPORT NOTIFICATION	<input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> COUNTY PROBATION		AGENCY				
	<input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)		ADDRESS		Street	City	
	OFFICIAL CONTACTED - TITLE		TELEPHONE		DATE/TIME OF PHONE CALL		
C. VICTIM One report per victim	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX	
	ADDRESS			Street	City	Zip	
	PRESENT LOCATION OF VICTIM			SCHOOL		CLASS	
	PHYSICALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO		DEVELOPMENTALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO		OTHER DISABILITY (SPECIFY)		
	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	
	VICTIM'S SIBLINGS		NAME		BIRTHDATE		SEX
VICTIM'S PARENTS/GUARDIANS		NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE		SEX	
VICTIM'S SUSPECT		NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE		SEX	
VICTIM'S PARENTS/GUARDIANS		ADDRESS		Street	City	Zip	
VICTIM'S SUSPECT		ADDRESS		Street	City	Zip	
VICTIM'S PARENTS/GUARDIANS		HOME PHONE		BUSINESS PHONE			
VICTIM'S SUSPECT		HOME PHONE		BUSINESS PHONE			
VICTIM'S PARENTS/GUARDIANS		SUSPECT'S NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE		SEX	
VICTIM'S SUSPECT		ADDRESS		Street	City	Zip	
VICTIM'S PARENTS/GUARDIANS		TELEPHONE		OTHER RELEVANT INFORMATION			
VICTIM'S SUSPECT		TELEPHONE		OTHER RELEVANT INFORMATION			
E. INCIDENT INFORMATION	IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX: <input type="checkbox"/> IF MULTIPLE VICTIMS, INDICATE NUMBER: _____						
	DATE / TIME OF INCIDENT			PLACE OF INCIDENT			
	NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incidents involving the victim(s) or suspect)						

SS 8572 (Rev. 12/02)

DEFINITIONS AND INSTRUCTIONS ON REVERSE

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

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

Sexual Harassment Prevention Policy–BP 4119.11 and 4219.11

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 Title IX Coordinator(s) may be contacted at:

Tammy Aldaco, Assistant Superintendent for Human Resources and Business
426 North Blackstone Street
Tulare, CA 93274
(559) 688-2021
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/las.
- 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 COMPANIA)

SEARCH CODE
(CÓDIGO DEL BÚSQUEDA)

Tulare Joint Union High School District	TUJ13
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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

School Calendar 2023-2024

Tulare Joint Union High School District									
School Calendar for 2023-2024									
Month	M	T	W	TH	F	Instructional Days	Staff Work Days	Significant Dates	Explanation
August 2023		1	2	3	4	16	3	August 7-9	First Teacher Duty Days
	7	8	9	10	11			August 10	First Day of School
	14	15	16	17	18				
	21	22	23	24	25				
	28	29	30	31				August 29	Back to School Night (Minimum Day)
September 2023					1	19	0	September 4	Labor Day
	4	5	6	7	8			September 13	Fair Day
	11	12	13	14	15				
	18	19	20	21	22				
	25	26	27	28	29				
October 2023	2	3	4	5	6	22	0	October 6	9-Week Grading Period
	9	10	11	12	13			October 11	PSAT (Minimum Day)
	16	17	18	19	20				
	23	24	25	26	27				
	30	31							
November 2023			1	2	3	16	0	November 10	Veteran's Day
	6	7	8	9	10			November 20-24	Thanksgiving Holiday
	13	14	15	16	17				
	20	21	22	23	24				
	27	28	29	30					
December 2023					1	13	1	December 20	Teacher Duty Day
	4	5	6	7	8			(1st Semester - 86 days)	
	11	12	13	14	15			December 21 -	Winter Vacation
	18	19	20	21	22			January 14	
	25	26	27	28	29			January 15	Martin Luther King Day
January 2024	1	2	3	4	5	12	0		
	8	9	10	11	12				
	15	16	17	18	19				
	22	23	24	25	26				
	29	30	31						
February 2024				1	2	19	0	February 12	Lincoln's Birthday
	5	6	7	8	9			February 19	President's Day
	12	13	14	15	16				
	19	20	21	22	23				
	26	27	28	29					
March 2024					1	16	0	March 15	9-Week Grading Period
	4	5	6	7	8				
	11	12	13	14	15				
	18	19	20	21	22				
	25	26	27	28	29			March 25	Spring Vacation
April 2024	1	2	3	4	5	21	0	April 1	
	8	9	10	11	12				
	15	16	17	18	19				
	22	23	24	25	26				
	29	30							
May 2024			1	2	3	22	0		
	6	7	8	9	10				
	13	14	15	16	17				
	20	21	22	23	24				
	27	28	29	30	31			May 27	Memorial Day
June 2024	3	4	5	6	7	4	1	June 6	Last Day of School (Min. Day)
	10	11	12	13	14			June 7	Last Teacher Duty Day

Total Student Instructional Days: 180

Minimum Days August 29 October 11 June 5 June 6	Graduation Mission Oak - June 5, 2024 Tulare Western - June 6, 2024 Tulare Union - June 7, 2024	Legend ○ - Legal Holiday ■ - Teacher Duty Day (No School)	□ - Grade Periods ■ - Non-School Day
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District Administration Roles and Responsibilities

 TULARE JOINT UNION HIGH SCHOOL District Administration Roles and Responsibilities			
HUMAN RESOURCES AND BUSINESS	CURRICULUM, TECHNOLOGY & ASSESSMENT	STUDENT SERVICES AND SPECIAL PROGRAMS	DIRECTOR I, CHILD WELFARE AND SAFETY
RECRUITMENT OF STAFF & TRAINING Vacancy Announcements Interview Process Teacher Contracts Temporary Contracts Personnel Reports/Agenda Preparation New Teacher Induction New Teacher Onboarding Mandated Board Policies Disciplinary Action (FRISK) Title IX Coordinator Uniform Complaint Procedures Equity Coordinator	CURRICULUM Professional Learning Communities (PLCs) New Course Proposals Course Registration Forms Course Catalog Registration Master Schedule A-G Approval Articulation with Feeder Schools Instructional Materials Textbook Clerks Professional Development New Teacher Training School Calendar	COLLEGE AND CAREER ADMINISTRATOR Career Technical Education (CTE) Pathways Oversee District Academies and Events Collaborate with National Academy Foundation (NAF) for Academy Certifications District CTE Advisory Board CTE Incentive Grant (CTEIG) Perkins Grant K12 Strong Workforce Grants Agriculture Incentive Grant (AIG) Supervise Work-Based Learning Coordinator Tulare/Kings College and Career Collaborative (TKCCC) Member Dual Enrollment CSET-Youth ISY Program Community College/University Liaison	SAFETY CPI Training Security Guards Safety Plans Safety Committee Meetings Threat Assessment Training Student Supervision-APs/Deans Positive Behavioral Interventions and Supports (PBIS) Revolution Notifications App Suspensions/Expulsions School Resource Officers (SROs) Sprigeo ALICE Training Recovery Resources SSIP Coaches-Campus Life Early Warning Student lists
EMPLOYEE EVALUATIONS Evaluation Timelines Probationary Teacher Monitoring Non-Reelection	PLANS/BUDGET Local Control and Accountability Plan (LCAP) ESSER I, II, and III Expanded Learning Opportunity Grant Educator Effectiveness Block Grant A-G Completion Grant School Accountability Report Cards (SARC) AVID Title II ELD/Title III Migrant Education Partner Meetings DELAC/DAC Budget Advisory Committee (BAC)	CATEGORICAL FUNDING Federal Program Monitoring (FPM) Title I Title IV CARS and Con App Submissions Federal Cash Management Submissions MediCal-MAA School Plans for Student Achievement - SPSA	EDUCATIONAL OPTIONS Home Hospital Independent Study Short Term Independent Study Ed Opts Committee Winter Formal and Prom District Liaison Facility Names Committee
LABOR RELATIONS Contract Proposals Negotiate District Calendar Grievance Response Assistance Seniority Lists - Classified and Certificated Personnel Matters Update, Review, Revise, Regulations Pertaining to Personnel	ASSESSMENTS Advanced Placement Exams CAASPP CAST ELPAC Physical Fitness Test	SOCIAL EMOTIONAL LEARNING - SEL Counselors Psychologists Social Workers Coordinate Mental Health Services with Youth Service Bureau (YSB) McKinney Vento (MKV) - Homeless Student District Liaison Foster Youth District Liaison	ATHLETICS District Athletics Student Athlete Drug Testing CIF/WYL
STAFFING Certificated Commitment Letters-Intent to Return Enrollment Projections Finalize Staffing Staff Transfer Requests Facilities and Staffing Analysis	EXTENDED LEARNING After School Courses Plato Homework Labs Winter Session Summer School	FIELD TRIPS Site Travel Budgets Approve Daily Field Trips Overnight Field Trips-Receive Board Approval	WELLNESS COORDINATOR Oversees Nurse, Health Aides and LVN's COVID Monitoring
EMPLOYEE INFORMATION/ ASSISTANCE Approval of District's Sports/Coaches Movement on Salary Schedule Monitor Credential Expiration Employee Counseling Maintain Personnel Files Injury and Illness Prevention Program CAL/OSHA Reporting	TECHNOLOGY Instructional Software Programs DnA and EduClimber Digital Citizenship Lessons	AFTER SCHOOL PROGRAM After School Programs (Pro Youth) @ TU, TW, MO and ACHS	ATTENDANCE Students Attendance Review Board (SARB) Truancy letters Attendance Coordinator/aides

District Directory by School

Administrative Employee	School Sites
Accelerated Charter High School	Accelerated Charter High School 3030
Principal: Wendi Powell	4136 North Mooney Boulevard (559) 687-7303
Asst. Principal: Cecilia Moraza	Principal Secretary: Valerie Valencia 2062
Mission Oak High School	Mission Oak High School 3836
Principal: Isidro Carrasco	3442 East Bardsley (559) 687-7308
Asst. Principal: Armando Martin	Principal Secretary: Ann Garcia 2308
Dean: Michelle Khal	AP Secretary: Brenda Najera 2518
Dean: Richard Torres	Counseling Secretary II: Corina Gomes 2323
AP Counseling: Megan Inchcliff	Counseling Secretary: Marie McPhetridge 2475
School Farm	School Farm 3375
Director: Mike Mederos	591 West Bardsley Avenue (559) 687-7390
	Director Secretary: Susanne Chavez 2211
Sierra Vista Charter High School	Sierra Vista Charter High School 3505
Principal: Dan Dutto	351 North K Street (559) 687-7384
Counselor: Sydney Hildreth	Principal Secretary: Jackie Medeiros 2070
Special Education	Special Education 3053
Director: Roger Robles	387 North "K" Street (559) 687-7351
	Director Secretary: Belinda Briano 2168
Tech Prep/Countryside High School	Tech Prep/Countryside High School 3305
Principal: Jonathan Farley	737 West Bardsley (559) 687-7400
Counselor: Lorena Venegas	Principal Secretary: Lizbeth Rivera 2434
Tulare Adult School	Tulare Adult School 3405
Director: Lori Morton	575 West Maple (559) 686-0225
Asst. Director: Robert Owen	Director Secretary: Filomena Rocha 2034
Counselor: Rosa Vargas	
Tulare Union High School	Tulare Union High School 3136
Principal: Michelle Nunley	755 East Tulare Avenue (559) 686-4761
Asst. Principal: Shanelle Herrera	Principal Secretary: Susanna Pena 2242
Dean: Kim Castro	AP Secretary: Brenda Aguayo 2126
Dean: Choon Chao	Counseling Secretary II: Michelle Ceja 2228
AP Counseling: Sara Zakarian	Counseling Secretary: Nataly Silva 2663
Tulare Western High School	Tulare Western High School 3236
Principal: Tou Lor	824 West Maple (559) 686-8751
Asst. Principal: Angela Robertson	Principal Secretary: Sandra Salazar 2618
Dean: Maria Ramirez	AP Secretary: Yolanda Pena 2438
Dean: Damien Romero	Counseling Secretary II: Yesenia Lopez 2144
Dean: Ariel Quezada	Counseling Secretary: Trish Torres 2695
AP Counseling: Leandra Garcia	Warehouse 2012
	715 West Bardsley (559) 687-7401
	Professional Development Room
	329 North "K" Street (559) 687-7424
District Office -- 688-2021	Agencies
Superintendent: Lucy VanSeyoc	C.O.S.: Tulare: (559) 688-3000 Visalia: (559) 730-3731
Asst. Sup Human Resources: Tammy Aldaco	Tulare City Fire Chief (559) 684-4300
Asst. Sup Curriculum, Tech and Assessments: Kevin Covert	Tulare City Manager (559) 684-4200
Asst. Sup Student Services: Maria Bueno	Tulare City Police Chief (559) 684-4245
Director Child Welfare & Safety: Dereck Domingues	Tulare City Schools (559) 685-7200
Chief Business Officer: Vivian Hamilton	Tulare County Office of Education (559) 733-6300
	Tulare Superior Community School (559) 685-2623
	Tulare Youth Service Bureau (559) 688-2043
	Visalia Unified School District (559) 730-7300
	District Fax: (559) 687-7317
	Human Resources Fax: (559) 656-8999
	Accounting Fax: (559) 687-7421

Collective Bargaining Unit Contracts

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

Salary Schedule Links

- [Classified Management Team/Confidential Salary Schedule](#)
- [Classified Salary Schedule](#)
- [Counselor's Salary Schedule](#)
- [Management Salary Schedule](#)
- [Special Services Salary Schedule](#)
- [Teacher Base Salary Schedule](#)
- [Teacher 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.

Annual Notification Checklist and Acknowledgement Form

It is a requirement for the District to provide employees with the following information. Please read each of the following policies and then complete the Google Form that is provided to you below the policies:

- 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](#)
- 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](#)
- Maintaining Appropriate Adult-Student Interactions [BP 4119.24](#)
- 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](#)
- [TIUHSD 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](#)

Acknowledgement Form– MUST COMPLETE THIS FORM BY August 22, 2023

The Tulare Joint Union High School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, ethnicity, gender, gender expression, gender identity, immigration status, marital status, religion, national origin, parental status, pregnancy status, race, sex, sexual orientation, 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 and Business, 426 North Blackstone, Tulare, CA 93274, 559-688-2021, tammy.aldaco@tulare.k12.ca.us and Section 504 Coordinator: Roger Robles, Director of Special Education, 387 North K Street, Tulare, CA 93274, 559-687-7351, roger.robles@tulare.k12.ca.us