Staff Handbook for

2025-2026

BANGOR UNION ELEMENTARY SCHOOL

"Small School, Big impact, One family."

Our Mission: We work as a team with families to serve learners by providing high quality instruction and rich educational experiences. We encourage, engage, and educate. We demonstrate being responsive to Each and Every Student while holding high academic standards. (Adopted 2023)

Our Vision: At Bangor Union School District, our vision is to provide a classically inspired education with an intimate family feel. We believe in getting to know our students as individuals and tailoring our approach to meet their unique needs. Our goal is to cultivate a love of learning and a desire to seek knowledge that lasts a lifetime.

We strive to create leaders that are effective communicators, capable of making a global impact from a small-town mindset. Our students are taught to think critically and creatively, to solve problems and make informed decisions. We aim to empower our students to become confident, independent thinkers and practiced orators who can navigate the challenges of the modern world with ease.

At Bangor, we are committed to growing leaders of personal liberty while serving the good of our community. We believe that education should be more than just a means to an end; it should be the way of a good life. We strive to grow leaders who embody the values of integrity, compassion, and civic responsibility. Our students are encouraged to develop a sense of service to others and engage in community service projects to develop civic responsibility.

Our ultimate goal is to create a school that is so inspiring and engaging that families are eager to enroll their children, and that we have a long waiting list for admission. We believe that this reflects the quality of education we provide and the sense of community we foster. We are committed to creating a school that students are proud to attend, families are proud to be a part of, and the community is proud to support. (Adopted 2023)

THE FORWARD:

Bangor Union Elementary School District also referred to as BUESD:

Whether you have just joined our staff or have been at Bangor Union Elementary School District for a while, we are confident that you will find our District to be a dynamic and rewarding place in which to work, and we look forward to a productive and successful association. We consider the employees of BUESD to be one of its most valuable resources. This handbook has been written to serve as the guide for the employer/employee relationship.

There are several things to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility

BANGOR UNION ELEMENTARY SCHOOL DISTRICT

Bangor Union Elementary

7549 Oroville-Bangor Highway P.O. Box 340 Bangor, California 95914
www.bangorunion.org 530-679-2434 FAX 530-679-1018

1-8th M-TH: 8:20-2:40pm Friday: 8:20-1:30pm TK/Kindergarten M-F 8:20-12:30pm

BOARD OF TRUSTEES

Ms. Barbara Dahl, President 530-679-2745

Ms. Amy DeSmet Mr. Cory Waters Mr. Cheyenne Bronson Mr. Ryan Miller

ADMINISTRATIVE STAFF

Superintendent/Principal **Scott Otis** sotis@bangorunion.org

Office Hours: M-TH 8-3:00pm **Friday: 8-2pm**

Main Office: District Secretary Chrisitina Atcheson **530-679-2434 x1** catcheson@bangorunion.org

Executive Assistant/Business Clerk Shyanne Valencia 679-2434 x405 svalencia@bangorunion.org

TEACHERS

TK-K	Rhonda Lococo	Rm 7	679-2434 x403	rlococo@bangorunion.org
1/2nd	Lee Thao	Rm 2	679-2434 x302	lthao@bangorunion.org
3/4th	Kelly Huddleson	Rm 3	679-2434 x303	khuddleson@bangorunion.org
5/6th	Lisa Marino	Rm 11	679-2434 x313	lmarino@bangorunion.org
7/8th	Stacy Bearden	Rm 8	679-2434 x308	sbearden@bangorunion.org
SPED/Steam	Shannon Meier	Rm 9 & 5	679-2434 x309/305	smeier@bangorunion.org

It is best to contact the teachers by email. If you prefer to speak with the teacher please leave a message before 8:15 or after 2:45pm. Your message is important and the teachers will get back to you as soon as possible. If urgent, contact the main office.

SUPPORT STAFF

Instructional Aides	Cammie Shankland	message w/office	cshankland@bangorunion.org
	Nichole Rozmaryn	message w/office	nrozmaryn@bangorunion.org
	Ashley Locke	message w/office	alocke@bangorunion.org
	Jeffrey Anderson	message w/office	janderson@bangorunion.org
	Vanessa Barney	message w/office	vbarney@bangorunion.org
Food Service, Cook	Colleen Brinker	679-2435 x316	cbrinker@bangorunion.org
Maint./Operation	Ararat Brinker	679-2434 x207	mot@bangorunion.org
Custodian	James Groze	message x315	jgroze@bangorunion.org
Bus/Van Driver	Cindy Kious	message w/office	ckious@bangorunion.org
Community Wellness Liaison	Korrin Brooks	message w/office	kbrooks@bangorunion.org

Panther Den: A.S.E.S After School Program **530-679-2434 x315** Foyer of multi-use room

M-TH 2:45-6pm Friday 1:30-6pm Messages are checked often after 3pm

Coordinator	Daneen Dugger	679-2434 x317	ddugger@bangorunion.org
	Cammie Shankland		cshankland@bangorunion.org
	Nichole Rozmaryn		nrozmaryn@bangorunion.org
	Ashley Locke		alocke@bangorunion.org
	Jeffrey Anderson		janderson@bangorunion.org
	Casi Blackson		cblackson@bangorunion.org

Student check-out from the program is located in the front entrance of the Multi-use room.

Please Note: If telephone service is disrupted, our Fax line is hardwired 530-679-1018 update 8/1/25

Bangor Union Elementary School District

2025 - 2026 SCHOOL CALENDAR

Board Approved 3/20/25 Board Ammended 8/7/25

Monday-Thursday 8:20-2:40pm *Every Friday 8:20-1:30pm*

JULY

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

7/4 - Independence Day

AUGUST

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
			13	13

8/11 & 12 All Staff In-Service Day

8/13- Classes Begin

SEPTEMBER

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			
			21	34

9/1- Labor Day - No School

9/25 Progress reports mailed

OCTOBER

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
			22	56

10/6 Local Holiday-No School

NOVEMBER

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
			14	70

11/6 1st Trimester Ends

11/11-Veteran's Day No Sch.

Parent Conferences &

Early Dismissal 11/19-11/21

11/24-11/28 No School

Thanksgiving Holiday

DECEMBER

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
			15	85

12/19 No ASES-After School

12/22-1/2 - No School

Winter Break

JANUARY

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
			19	104

1/5 Classes Resume

1/19 MLK Day - No School

1/16 Progress reports mailed

1/27 100 Days!

FEBRUARY

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
			15	119

2/16 - President's Day No School

2/17 - Lincoln's Observed No School

2/18-2/20 Break No School

MARCH

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
			22	141

3/3 2nd Trimester Ends

3/13 Report Cards sent home

APRIL

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	
			16	157

4/3-4/10 Spring Break No School

4/3 Certificated In-Service Day

4/13 Classes Resume

4/23 Open House

4/24 Progress reports mailed

MAY

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
			20	177

5/25 - Memorial Day No Sch.

JUNE

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			
			3	180

6/2 8th Grade Promotion

6/2 No ASES-After School

6/3 Last Day, Early Dismissal

6/3 No ASES-After School

6/19 Holiday

Please be sure to review the Attendance Policy in the Student/Parent Handbook. Your student will bring it home on the 1st day of school. Daily attendance is essential for best possible learning. Family vacations and appointments should be planned during non-school hours. Any questions? Call the office at 679-2434 x201

*40 Minimum Days

for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to the Administration. Neither this handbook nor any other District document confers any contractual right, either expressed or implied, to remain in the District's employ. Nor does it guarantee any fixed terms and conditions of your employment.

The procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.

This handbook and the information in it should be treated as confidential. No portion of this handbook should be disclosed to others, except BUESD employees and others affiliated with BUESD whose knowledge of the information is required in the normal course of business.

Some subjects described in this handbook are covered in detail in official BUESD Board Policy. Refer to these documents for specific information because the handbook only briefly summarizes those guidelines and benefits. Please note that the terms of the written insurance policies are controlling and override any statements made in this or other documents.

ATTENDANCE RECORDS (Students)

TEACHERS

1. Take roll in class using the Schoolwise attendance program by 8:45am.
2. Send absence notes, late/tardy notes and lunch count to the office by 8:45am.

ATTENDANCE OFFICE

1. Give student a late/tardy note to students arriving after the 8:20am final bell.
2. Verify excused and unexcused absences, mail 1 reminder home to clear absence.
3. Review daily attendance and enter notes received.
4. Prepare calendar month attendance verification for teacher to sign for future audit.
5. Maintain Independent Study Packets for attendance records.
5. Report to the administrator any students who have accumulated 10 days absences or 3 or more unexcused absences and process SARB letters.

ADMINISTRATOR

1. Council with excessively absent, truant, or tardy students and their parents and inform their teachers of action.
2. Review and sign letters to parents of students who have excessive absences/tardiness.
3. Review and refer to School Attendance Review Board, as needed.

REGISTER LEGENDS

EN - Enter - First day of attendance.
EX - First day not in class after leaving
UN - Unexcused absence.
T - Tardy more than 30 minutes.
late Late is less than 30 minutes
S - Suspension.
IS - Independent Study

ATTENDANCE- STUDENT

School attendance is vital to student success. Therefore, the following policies are in effect for the new school year.

1) Positive Attendance Eligibility: Students must have positive attendance of available school days to be eligible for field trips and extracurricular and co-curricular activities. This includes class field trips, athletics, dances, Shady Creek Science Camp, 8th Grade Promotion and other school sponsored activities. Exceptions will be at the Principals' discretion that may include extenuating medical or compelling emergency circumstances. Absences fully credited by Short-term Independent Study are exempt from this policy.

2) Chronic Absence Verification: Absences totaling more than 7 days total or 3 consecutive days require medical verification or they will be considered unexcused (Truant.)

LATE policy: Consequences per trimester
LATE – student arrives to school less than 30 minutes late (before 8:50am)

- 1st Verbal Warning to student/Written notification to parent
- 2nd Parent Conference – In person or telephone conference
- 3rd Unexcused tardy

Please be advised 3 late arrivals constitute one unexcused tardy

TARDY POLICY: student attendance yearly record
TARDY – student arrives to school more than 30 minutes after bell rings (after 8:50)

- 1st Verbal warning to student
- 2nd Parent Conference – In person or telephone conference
- 3rd Referral to Student Attendance Review Board (SARB)

Students who are present at school are counted for apportionment. Students who are absent are not counted. Notes for illness must continue to be written by parents, to keep track of compulsory attendance (SARB) laws. Short-term Independent Study packets can be offered if they will be gone from school more than five days. District Board approval for more than 10 consecutive days but not more than 20 days.

Attendance Incentives: In order to encourage/motivate students toward better attendance, students will be rewarded for perfect attendance:

Monthly: Each month that a child has perfect attendance, he/she will receive recognition

Trimester: Awards may include an afternoon of a feature movie, and a drawing to win the feature movie

Yearly: Students that have achieved perfect attendance for the year (May 31) will earn (2) Feather River Cinema Tickets

ATTENDANCE (STAFF) AND STAFF PUNCTUALITY

Vacation and holidays must be scheduled with one's supervisor in advance. Sick leave may be used in the case of emergency or sudden illness without prior scheduling. Patterns of absenteeism or tardiness may result in discipline even if the employee has not yet exhausted available paid time off. Please be on time, we all count on your role! Absences due to illnesses or injuries that qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance record. Medical documentation within the guidelines of the FMLA may be required in these instances.

Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. The first instance of a no call/no show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. A no call/no show lasting three days may be considered job abandonment and may be deemed an employee's voluntary resignation of employment.

AUDIO VISUAL EQUIPMENT & MATERIALS

Films, audio visual and digital materials are available from school library or streaming video. All movies should be rated G (per Ed Code as of 2023), or be cleared by the Principal. ***Any technology used in the classroom must have school appropriate rating.***

Teachers:

1. Each teacher has an assigned code to enter technology sources.
2. Return items for IRC.
3. Each teacher is responsible for returning IRC materials ON TIME. The IRC keeps track of overdue materials, informs the teacher by mail, and eventually charges for the "lost" unreturned materials. Teachers please make sure you keep track of materials you order from IRC. Lost materials will be billed to your classroom

Office:

1. Distribute communications to the staff from the I.R.C.

Administrator:

1. Communicate to staff any policy changes from the I.R.C. Remind teachers of overdue materials.

BELL SCHEDULE

Mon-Thurs	8:20 a.m.	School Begins, TK-8
	10:00-10:15	Recess TK-8
	2:40 p.m.	Dismissal 1-8
Friday	1:30 p.m.	Dismissal 1-8

(See detailed bell schedule that includes staggered lunches)

Bus riders will load immediately; walkers and students who will be riding home with parents must wait in front of Administration Building until the buses leave or be escorted to cars by parents. We have had some close calls when children run across the parking lot to a waiting car. A designated crosswalk attendant will cross walkers at the crosswalks after the buses have left. Students must wait for the crosswalk attendant to escort them from the school.

Early Dismissal, Every Friday at 1:30pm

Bangor Elementary School adopted the Professional Learning Community school model which incorporates regularly scheduled time for staff collaboration. Thus, we have revised our school bell schedule to allow for Early Dismissal Days each Friday at 1:30 for staff collaboration. This will allow our staff time to review standardized testing results, align scope and sequence of curriculum, plan instructional activities and professional growth, and engage in school wide planning

INFORMATION BULLETINS

Staff members will be kept informed of school-related functions and activities through appropriate bulletins and calendar entries. A bulletin with activities and cafeteria menu will be mailed to each family at the beginning of each month. Staff bulletins, "Week Ahead" are emailed every Sunday morning for the coming week, and posted in the staffroom. Please make sure you read this, then check the Staff Room white board for changes, absences, notices. The updated website should have this information available at all times.

Administrator/Secretary:

1. An annual calendar to be included in the STAFF handbook.
2. Post notices in Staff Room, as needed.
3. Write daily schedule and staffing changes on white board.
4. Distribute notices/calendar updates/event

CAFETERIA PROCEDURES

The Bangor School cafeteria qualifies for the Community Eligibility Provision through the National School Meal Program. Therefore, there is no charge for students to eat school breakfast, lunch, or afterschool snacks. However, there is an income verification form we ask that you voluntarily complete, to ensure additional funding available for other programs can be applied for by the district.

Teachers, upon the arrival of students, will take a hand count of the milk and lunches. This count is sent to the office by 8:45 a.m. All students arriving at school late or leaving after the lunch count is taken must check into the office and Cafeteria before leaving school for lunch count adjustments.

	Student Cafeteria Prices:	**Staff Cafeteria Prices**
Milk	**No Charge**	**$ .60**
Breakfast:	**No Charge**	**$ 4.94**
Lunch	**No Charge**	**$ 5.94**
Afterschool Program Snack	**No Charge**	**$ 3.00**

Cafeteria helpers may be selected from 4th to 8th graders. The workers at those times will leave class early to assist in the cafeteria during lunchtime. Student volunteers will be selected for each trimester and student will receive volunteer appreciation and incentives awards. Only students that have a C average are eligible. Grades 4-8 will give a schedule of helpers following this pattern. Monday 4th Grade, Tuesday 5th Grade, Wednesday, 6th Grade, Thursday 7th Grade and Friday, 8th Grade. This predicable schedule will reduce the "pleading" from students to do this job on a daily basis. This program should be scheduled and predictable.

Breakfast: Served 8am-8:12am Students released to class at 8:17am. All students are to report to the Multi-Purpose Room upon arrival to school. All teachers are to pick up their classes from the Cafeteria and walk their students to class.

2nd Breakfast: Students that **have not** already been served may be released at 10am to the cafeteria to participate in a Grab-n-Go 2nd Chance meal to eat during the regularly scheduled recess. Students not eating should be sent out of the cafeteria to the play area. The exception to this can be 5th- 8th Grade depending on individual behavior and needs of the cafeteria.

Lunch: Teachers (K-4) please walk your class to the cafeteria each day.
5th-8th Grade will proceed to cafeteria after their lunch recess has ended.
Confirm point of sale will be the responsibility of lunchroom monitor. (See Bell Schedule)

Be aware that food/snack sales on campus are federally regulated by type and time. Now that we offer breakfast, lunch and afterschool snack we are compelled to follow regulations to not compete with these programs. Class parties should not include replacement meals as a treat.

Teachers, please account for cafeteria field trip meals needed. Include all adults who will be eating a cafeteria lunch. Enough lunches will be prepared for those students and adults who have signed up for a cafeteria lunch. Please provide sufficient notice to cafeteria to allow for ordering and preparation.

All students are advised in the student handbook that they should bring lunch to school which is intended to be consumed at room temperature, or is contained in a temperature holding container. No student should expect the cafeteria staff or anyone else to heat food brought from home. No student should be near or operate any device capable of heating food or beverages, or that instrument will be removed.

The only authorized people/ staff that are to be in the kitchen are: The Cook/ Food Services Personnel, POS Help, Administration, ASES Management, and Maintenance staff. During Serving Time only these staff are allowed: The Cook/ Food Services Personnel, POS Help, Administration. Only students who are signed up for that day and time are allowed in the kitchen.

Student Study Team (SST)

A teacher who is faced with a behavioral or educational problem which seems to be beyond normal means or resources of resolution may initiate a Student Study Team Meeting. The Sped teacher has a prepared a guideline/form to follow and is available in a staff mailbox in the staffroom.

The conference will initially include the parent, teacher, Sped teacher, principal and student if requested. Selected teachers and consultants who are qualified to assist may be called to help.

Teachers Shall:

1. Complete the referral form.
2. Initiate the conference.
3. Relay background information to the administrator.
4. Contact parents or guardian to attend the meeting at an agreed upon time and date.

Principal or Sped teacher Shall:

1. Possibly initiate conference.
2. Schedule meeting time.
3. Prepare written documentation and maintain file of proceedings.
4. Council as needed.
5. Request assistance of others as needed.
6. Follow through on evaluation of outcome.

CITIZENSHIP AWARDS

Each Trimester, students who have who have demonstrated exemplary behavior with PBIS will receive prize drawings. Various incentives will be offered including Top Notch Award Booklets for students in various categories exhibiting exemplary citizenship.

SCHOOL COMMUNICATIONS

Mail: Staff mail will be placed in respective mail boxes in the staff room. Any magazines not wanted must be thrown out.

Notices: Information and notices will be pinned up in the staff room. Notices are to be approved for posting by the Principal or designee.

Telephone: Messages will be taken and given to staff member or left in mail boxes. Any student calls of an urgent or compelling nature must be made in the front office with adult permission and supervision. No classroom/teacher calls other than emergency should be taken when students are in an instructional setting.

County A.V. Bag: Information will be put into staff mailboxes.

Email: Each employee has an email account supervised by the County Office of Education. Please be aware that Board Policy 4040 directs staff to use school technology responsibly. The Superintendent is authorized to monitor the district's technology resources as necessary. There should not be a presumption of privacy for emails or internet usage. Be advised that all Bangor Technology should never be treated as a personal device.

UNITS OF CREDIT-SALARY SCHEDULE

Teachers are reminded to submit official documentation to the office regarding any unit credit toward advancement on salary schedule before September 30th, of any given year. No changes will be made after that date. Credit must be approved by Superintendent prior to enrollment in class.

CUMULATIVE FILE (Cum File)

Teachers: Maintain information found in each child's Cum file.

Complete Cum File by the end of the year or within 72 hours when a child transfers to another school.

Records are kept at school and left in the office files (not in classrooms overnight). Reviewing of files is to be done in the office.

Office Staff: Make records available to certificated staff at Bangor School. Make sure records are returned so they can be locked in office each night. Teachers will be notified when a CUME. record is requested. Teachers should make every effort to update CUME. folder within 72 hours of request. CUME record will be mailed upon completion. Notification of receipt of CUME. folders for students arriving at Bangor School will be given to appropriate teacher.

CONTENTS OF STUDENTS' CUM FILE

The records maintained by the district shall be divided into three major categories:

Category I are "Mandatory Permanent Records" which are to be maintained on a permanent basis. The mandatory record file shall contain the following information:

1. The legal name of the pupil.
2. The date of birth and method of verification.
3. The sex of the pupil.
4. The place of birth.
5. The name and address of the parent or guardian.
6. The entering and leaving dates of school or program enrollments.
7. All subjects taken and marks or credits given.
8. Verification of exemption from immunization requirements.
9. Any dates of promotion.

Category II Pupil cum file is to be called "Mandatory Interim Pupil Records." These records are to be maintained for the stipulated period of time required by law. These records are to include:

1. A log of entry (including parents, designated school officials, of eligible students).
2. Health information.
3. The participation in special education programs including required tests, case studies, authorizations and actions necessary to establish eligibility for admission or discharge.
4. Language training records.

5. Student progress notifications to parents.
6. Parent permission or refusal to release directory information.
7. Parent or guardian challenges to records content.
8. Parental authorization for student participation in specified programs.
9. Test results administered in the past three years.

Category III "Permitted Records" and is to contain the following information:

1. Counselor and teacher-rating and evaluation.
2. Test results.
3. Routine Discipline data.
4. Verified reports of behavioral patterns.
5. Attendance data.

CRITERIA FOR ACCESS TO STUDENT CUM FILE

Criteria to access of district cum records shall be as follows:

1. The district superintendent, as supervisor and custodian of the records.
2. An office staff person may be designated as the records clerk.
3. Any certificated or professional employee of the district office who needs access to the records in order to develop programs or counseling suited to the individual pupil's needs or to prepare for a hearing or conference in regard to student progress based on the contents of the records.
4. Access by other persons as provided by Ed Code 49076 relevant to the success of the student such as:
   A. Representatives of the school attendance review boards.
   B. Officials of other districts and agencies where enrollment of pupils is being considered.
   C. Authorized agents of the federal and state government.

RETENTION AND DESTRUCTION OF RECORDS

1. A copy of mandatory permanent records shall be permanently retained by the district office.
2. Mandatory interim records, unless forwarded to another district, may be disposed of after July 1 of the third year following student separation, with superintendent and district board approval.
3. Permitted records may be destroyed six months following a student separation from district upon review by the district superintendent or his/her designated staff representative.

DETENTION

Schedules for recess detention are provided for all staff members. Detention rooms are to be supervised during the entire period of detention.

DRESS CODE FOR STAFF: Dress for Success from Head to Toe

Be aware that staff attire sets the tone for the students at our school. Staff is expected to set a professional tone for the students. At the very minimum, the student dress code should be followed as an adult to set the proper example.

ELECTRONIC COMMUNICATION INTERNET USE

The following guidelines have been established for using the Internet, company-provided cell phones and e-mail in an appropriate, ethical and professional manner:

- Internet, company-provided equipment (e.g., cell phone, laptops, computers) and services may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing or pornographic nature.

- The following actions are forbidden: using disparaging, abusive, profane or offensive language; creating, viewing or displaying materials that might adversely or negatively reflect upon BUESD or be contrary to BUESD's best interests; and engaging in any illegal activities, including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and company-provided equipment such as cell phones and laptops.

- Employees may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only.

- Employees must not use the system in a way that disrupts its use by others. Employees must not send or receive large files that could be saved/transferred via thumb drives. Employees are prohibited from sending or receiving files that are not related to work.

- Employees should not open suspicious e-mails, pop-ups or downloads. Contact IT with any questions or concerns to reduce the release of viruses or to contain viruses immediately.

- Internal and external e-mails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside the company.

Right to Monitor
All District/School-supplied technology and District/School-related work records belong to the District and not to the employee. BUESD routinely monitors the use of supplied technology. Inappropriate or illegal use or communications may be subject to disciplinary action up to and including termination of employment.

EMPLOYMENT HOURS

1. Teachers will be on campus promptly at 8:00 a.m. each day and may leave after 3:00.
2. Teachers will be equitably scheduled for meetings usually on Fridays (early student release 1:30pm), Parent's Association, LCAP, Site Council Committee and some staff meetings. Staff meetings will be scheduled as needed on Friday. IEP Meetings are held as needed on various days.
3. Staff with yard duty or bus/walker's duty will arrive at their duty stations on time.
4. Instructional Aides/Librarian/Health Aide work hours are as assigned.
5. Food Service employees work hours are to be determined by program necessity.
6. Custodian's hours as assigned
7. District Secretary: 7:00 a.m. until 3:30pm.
8. EA/Payroll Clerk: 9-3:15pm
9. Maintenance work hours are 6:45 a.m. until 3:15 p.m.
10. After School Program Activity Team as assigned
11. Other positions may work staggered hours depending on duty assignment.
12. Required training, such as CPR/First Aid and Keenen Training Online will be scheduled primarily during regular scheduled day when possible

All staff should, on arrival, check mail box and activity white board before reporting to duties. No person is allowed to fill out time sheets of another. Please sign your time-card monthly after verifying its accuracy. **A paycheck cannot be issued without a signed and completely filled out time sheet turned in promptly. If you fail to turn in a time card and did not get paid, please speak to the Superintendent/ Principal as we can discuss professional obligations. ALL EXTRA HOURS AND/ OR PROJECTS/STIPENDS ARE GIVEN ONLY BY WRITTEN APPROVAL BY THE SUPERINTENDENT/ PRINCIPAL. No extra duty, variable or overtime hours are to be given without advanced written approval by the superintendent/principal.**

Comp time is to be severely restricted. Classified employees **must have prior approval** from the superintendent/principal to earn Comp Time. Employees are to receive initial approval from their immediate supervisor, who will request additional work time for the classified employee. Comp Time sheets are held in the office. Comp Time Sheets must be filled out and submitted, therefore and otherwise there is no such thing as Comp Time. The site administrator is to sign off on all Comp Time prior to submission to office staff.

Classified employees are to keep up-to-date green extra/over time sheets, in the event the school administrator grants prior authorization for extra/over time. These time sheets must be submitted to the office by the 25th of the month to insure prompt payment.

FACILITIES SECURITY

Teachers: Lock windows and doors before leaving. Turn off heaters, air conditioners, computers, and electronics. After School Program will secure rooms utilized.

Office: Secretary, EA/Payroll Clerk or Principal will lock up office area.

Shed: Custodial/Maintenance personnel will keep the sheds/storage secured at all times.

Cafeteria: Food Service Worker will secure food storage areas.

Gates: Last one to leave secures school/sets alarms. Gates are the only method the school has of restricting access to the school. Be advised that ALL gates must be locked at the end of the work day and during school/ ASES hours. The last person leaving the school is responsible for securing doors/gates/alarm

Final door check:

LAST PERSON TO LEAVE will secure utilized restrooms and classrooms before setting the alarm.

I.E.P. MEETINGS

Individual Educational Plan (I.E.P) Meetings will not be held during lunch hour, so the teacher will have the legal 30 minutes duty-free lunch time. The Team will find an appropriate time for the IEP. No Time cards will be approved for this vital educational duty unless in extreme circumstances and only with pre-approval. One General Education Teacher must always attend. If a meeting goes past 75 minutes, the team can "table" the meeting with (and sometimes without) parent consent. The "tabled" meeting must have an agreed upon resume date before ending.

STAFF ILLNESS/ABSENCES

Procedure:

A. Teacher Shall:
1. In case of sudden illness call 679-2434 x201, District Secretary to leave a message and text her personal phone.
2. If you know you will be absent ahead of time, tell the administrator and District Secretary as far ahead of time as possible and contact your preferred sub if applicable.
3. Be sure lesson plans are available for the substitute, as well as a substitute folder. Be sure to note yard and/or cafeteria duty.
4. Place seating chart in substitute folder.
5. Complete Absence Form for EA/Payroll Clerk, submit last day of month.
6. Keep in the office and submit by September 1st each year, "Emergency Sub Plans" that should be able to be executed at any time of the year. The sub needs direction/ work in case you are too ill to give planning. Three days of planning/ work/ direction are required.

B. Others:
1. Classified Staff call and leave a message on the secretary's voice mail at 679-2434 x201. Instructional aides, please leave a message also on your teacher's voice mail.
2. Maintenance/Transportation call substitute and/or secretary.
3. Secretary call Attendance clerk, and/or EA/Payroll Clerk

4 Absence Form for Business/Payroll Clerk, submit last day of month.

The number of accumulated sick days for each employee will be provided on Pay checks by the County Office monthly.

INJURY REPORTS

Call "911" Emergency

Please complete appropriate injury reports provided by Keenan and Associates immediately for injured student or adult, or notate on booboo log for minor attention.

Employee work place injury's please call to report:
Company Nurse Injury Hotline: 1-877-518-6702 CODE: NVS53

1) Injured worker notifies supervisor
2) Supervisor/Injured worker immediately calls injury hotline.
3) Company Nurse gathers information over the phone and helps injured worker access appropriate medical treatment

*Employees may not return to work without doctor's permission after an operation or extended illness.

INTERNET SUPERVISION

Teachers are expected to actively monitor student use of the internet and maintain security of internet over ride codes assigned. Student use of the internet shall only be for educational purposes during the instructional day. Staff will receive training in cyber bullying and should be especially alert to any cyber bullying issues involving their students. An Internet Use Agreement must be signed and on file for each student.

JOB DESCRIPTIONS

Teachers: Teachers are expected to:

1. Develop and maintain a safe, orderly, professional, and educationally-sound program and appropriate educational environment.
2. Develop lessons and instructional plans which address and meet the adopted Grade Level Standards adopted by the Board. and the California Common Core Standards.
3. Comply with all Board policies and state and federal laws and regulations.

Classified Employees:

All Classified employees have job descriptions and are expected to complete their job in a professional, competent, safe manner.

LESSON PLANS

Each teacher may be, at any time, required to write lesson plans for each day of the school year. Lesson books may be sought by and delivered to Administration. Copies of edited weekly lesson plans will be given to the Supt. /Principal on request. These lesson plans are to be functional directions which include the following:

1. Subject(s) for instruction, and curricular Standards including lessons addressing all subject areas: reading, math, oral language, written language, music, art, PE, science, social studies, spelling, etc. (See Board-approved K-8 Curriculum Outline and Grade-Level Expectancies and Grade Level Standards).
2. Text page numbers and specific Practice activities.
3. Time allotments for activities.
4. Grouping indications.

Note: The teacher must develop lesson plans for his/her Instructional Aide. These plans may or may not be part of the teacher's plans. If separate, they must be available for periodic review by the Supt. /Principal (do not throw out but hand in at end of the school year for categorical program verification). Educational Code 45344 states in part that "An Instructional Aide need not perform [his/her] duties in the physical presence of the teacher but the teacher shall retain [his/her] responsibility for the instruction and supervision of the pupils in [his/her] charge."
Teachers will retain responsibility for all instruction presented to students assigned their classrooms.

TEACHER'S MEETING/Collaborative Time

Teacher's meetings and collaboration will be held on designated Fridays. These days will be used for planning curriculum, teacher interactions, special projects, and other important items. Teachers are requested to be prompt at meetings. In return, every effort will be made to keep meetings brief.

NOTICES HOME

Notices/Flyers to parents will be distributed by the office staff by noon whenever possible.

PAYROLL DEDUCTIONS

Please see the Business/Payroll to update/change any payroll deductions before August 1, of any given year. Also make any changes to payroll and personnel information promptly, as soon as there is a change.

PHYSICAL EDUCATION

Participation in PE is a part of the regular school curriculum. Physical education is a critical part of a student's growth. It is very important for teachers to develop a PE program, which promotes a healthy, physically fit lifestyle. Teachers will develop PE activities, which teach skills, and promote good sportsmanship.

Any student who is unable to participate in the PE class for the day must bring a note from parents stating the reason and the anticipated length of time excused.

Students must be dressed and wear appropriate shoes to participate in PE activities.

PROFESSIONALISM/CONFIDENTIALITY

Staff members are expected to maintain a professional manner in relations with students, parents, other adults, and fellow staff members. This includes requiring students to address the staff with the respectful title of: Mr., Mrs., or Ms. (last name) while on school premises.

In the event a staff member has any kind of complaint, the appropriate complaint procedure should be followed, beginning with the Superintendent/Principal (the problem should first be discussed privately with the Superintendent/Principal.)

Staff members are expected to maintain complete confidentiality both during and outside the school day. This includes discussions about children by school personnel outside, especially comments of a negative or personal nature. It is unprofessional to undermine the position or standing of a Board member, the Administrator, or fellow staff member(s). Persons demonstrating any unprofessional behavior will be disciplined, as per Education Code and Board Policy, beginning with a verbal warning, and then a written reprimand placed in his/her personnel file, then disciplinary action by the School Board.

PURCHASES

Staff is expected to get a purchase approval from the administrator and a Purchase Order from the office staff **prior to buying items**. No technology should be purchased without prior administrative approval, due to the costs of maintaining equipment of differing systems. Items purchased that way will not be maintained at school expense.

SCHOOL SAETY PLAN

Staff is expected to be familiar with the school safety plan located in the Staff Room in binder.

SEXUAL HARASSMENT

All employees have a right to work in a workplace that is positive and supportive. In the event that an employee feels there is sexual harassment, the employee should immediately consult with the administration.

SMOKING

This is a non-smoking campus. Do not smoke on campus. No other use of tobacco is allowed.

SOCIAL MEDIA-ACCEPTABLE USE

Employees may not post financial, confidential, sensitive or proprietary information about the District/School, clients, employees or applicants.

Employees may not post obscenities, slurs or personal attacks that can damage the reputation of the District/School, clients, employees or applicants.

When posting on social media sites, employees must use the following disclaimer when discussing job-related matters, "*The opinions expressed on this site are my own and do not necessarily represent the views of* Bangor Union Elementary School District."

BUESD may monitor content out on the Internet. Policy violations may result in discipline up to and including termination of employment.

STAFF ROOM

The staff room is an area of confidentiality, and is for staff only. Children or students are not to enter. Students are not permitted to go for supplies or copies or loiter about the doorway. This room is designed as a break and workroom for the staff. Parents or visitors assisting the classrooms may utilize the copier or laminator, but are asked to do any artwork in the Specialists room or multi-purpose room. When discussing any student issue, please make sure no members of the public are in the office area, or close the door.

The entire staff is responsible for keeping the room clean. Personal or classroom supplies should not be kept in the staff room. Staff members are responsible for cleaning up after themselves, including leftover copying materials, dishes, and personal items. If you get a cafeteria meal, dishes are to be returned to the cafeteria.

STUDENT/PARENT HANDBOOK

A copy of the handbook is available in the front office, staffroom and each classroom. Staff is responsible for knowing and following the guidelines and rules presented. Questions should be clarified by the Principal.

STUDENT TEXTBOOKS

The student is expected to take care of the textbooks assigned him/her by teachers. The teacher is to clearly write the student's name and condition of the book in ink on the loan agreement form inside the front cover. Students must not write on any page or portion of the book. It is suggested that teachers make periodic checks of each student's books. Students are required to have book covers on all hardboard textbooks immediately after issue.

SUPERVISION- GENERAL

It is against Ed-Code to leave a child in your supervision in any space of room without staff or fingerprinted adult. An older child being in the room does not substitute for an adult staff. A child is defined in your supervision if you are the closest staff member or would have reasonable knowledge that the child is in a space without an adult. Please do not hand your keys to students to open doors, closets. Keys are only for staff use.

SUSPECTED CHILD ABUSE - Mandated Reporting

Any staff member is mandated to report to CPS within 24 hours any information they have about suspected child abuse. The person who sees or hears anything that causes concern is the person who must report it by phone and by form. The office has appropriate forms.

VISITORS/ STAFF FAMILY

Bangor is a special place and is family oriented. Administration wants to honor that, but also has a responsibility to the community, Board, staff and students to maintain campus order and safety. In the event of an emergency, Administration must know exactly who is on campus. In the event you have a family member, child, relative or close family friend, that you need to bring on campus before, during or after school (except as a sporting event spectator, or public event that has the community here) you need to notify the Superintendent/ Principal (and cc the Executive Assistant/ School Secretary) in an email or text and then get written permission and positive permission for that person(s) to be on campus anytime between 7:45 and 6:00PM when reasonably there will be Bangor Students on Campus. That permission is to be given reasonably and sparingly as we all have jobs to do and is the sole discretion of the Superintendent/ Principal. It is assumed that permission is given on a day by day basis, not in a continuous manner.

YARD DUTY

A yard supervisor needs to be on duty immediately after the dismissal bell rings. In an emergency, the yard supervisor should immediately ask someone to stand in for him/her if necessary. At no time should students be on the playground without supervision. School rules should be enforced and the agreed-upon method for violators should be followed. Correcting papers, playing with kids, sitting, cell phone or other electronic devices, and talking with other staff is not considered responsible supervision. Active supervision requires movement on the playground to monitor unsafe or antisocial behaviors. Yard duty schedules will be provided for staff. All staff should return to the classroom at the sound of the first bell signaling the end of recess so that students are supervised as they return to stand in line.

Maintaining Confidentiality

Our acronym for C.O.N.F.I.D.E.N.T.I.A.L. says it all:

C	Clearance to access student information comes with the responsibility to protect it
O	Only share information with those who have proper authorization
N	Necessity should dictate what you share and who you share it with (need to know basis)
F	Forward inquiries about students to the proper personnel
I	Identify the chain of command when handling confidential information
D	Defer to your supervisor if you are uncomfortable with an inquiry
E	Evaluate who is listening before sharing information
N	Not sharing is caring when it comes to confidential information
T	Treat confidential information as though your job depends on it – it does

I	Initiate the conversation if you feel confidentiality is being compromised
A	Any breach of confidentiality is unacceptable
L	Learn how to handle inquiries about students in courteous yet confidential ways

APPENDIX- LEGAL NOTIFICATIONS

Equal Employment Opportunity Statement

BUESD provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. BUESD complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

BUESD expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability or veteran status. Improper interference with the ability of BUESD employees to perform their expected job duties is absolutely not tolerated.

Anti-harassment Policy and Complaint Procedure

BUESD is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, BUESD expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment.

It is the policy of BUESD to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran. BUESD prohibits any such discrimination or harassment.

BUESD encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of BUESD to promptly and thoroughly investigate such reports. BUESD prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

Definitions of Harassment
Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting

such individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law or that of his/her relatives, friends or associates, and that a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

Individuals and Conduct Covered
These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to BUESD (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Complaint Process
Individuals who believe they have been the victims of conduct prohibited by this policy statement or who believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, Administration or any member of management.

When possible, BUESD encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. BUESD recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

BUESD encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, although no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.
Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately.

If a party to a complaint does not agree with its resolution, that party may appeal to BUESD's Director or Board President.

False and malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate disciplinary action.

Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA)

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of BUESD to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

The company will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to BUESD. Contact the Human Resource department with any questions or requests for accommodation.

Employee Classification Categories

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment-at-will relationship at any time is retained by both the employee and BUESD.

Nonexempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime.

Exempt employees are generally managers or professional, administrative or technical staff who ARE exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

BUESD has established the following categories for both nonexempt and exempt employees:

- **Regular, full time:** Employees who are not in a temporary status and who are regularly scheduled to work the company's full-time schedule of 37.5 hours per week. Generally, these employees are eligible for the full benefits package, subject to the terms, conditions and limitations of each benefits program.

- **Regular, part time:** Employees who are not in a temporary status and who are regularly scheduled to work less than the full-time schedule but at least 20 hours each week. Regular, part-time employees are eligible for some of the benefits offered by the company subject to the terms, conditions and limitations of each benefits program.

- **Temporary, full time:** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

- **Temporary, part time:** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work less than the company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Temporary workers are not eligible for company benefits unless specifically stated otherwise in company policy or are deemed eligible according to plan documents.

Background and Reference Checks

To ensure that individuals who join BUESD are well qualified and to ensure that BUESD maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's resume or application form. BUESD also complies with AB2534.

All offers of employment are conditioned on receipt of a background check report that is acceptable to BUESD. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead BUESD to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment.

Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job related.

BUESD also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

Internal Transfers/Promotions

Employees with more than twelve months of service may request consideration to transfer to other jobs as vacancies become available and will be considered along with other applicants. At the same time, the company may initiate transfers of employees between departments and facilities to meet specified work requirements and reassignment of work requirements.

BUESD offers employees promotions to higher-level positions when appropriate. Management prefers to promote from within and may first consider current employees with the necessary qualifications and skills to fill vacancies above the entry level, unless outside recruitment is considered to be in the company's best interest.

To be considered, employees must have held their current position for at least 12 months, have a satisfactory performance record and have no disciplinary actions during the last 12 months. Management retains the discretion to make exceptions to the policy.

Nepotism, Employment of Relatives and Personal Relationships

BUESD wants to ensure that corporate practices do not create situations such as conflict of interest or favoritism. This extends to practices that involve employee hiring, promotion and transfer. Nepotism will not circumvent or supersede the best practices as followed by our Administration. Any and all employees, related or not, will be treated with the same procedures of fairness and equity.

Each employment situation will be dealt with on an individual basis without regard to relationships with individuals working for BUESD. Each individual will be judged on the merit of their employment as determined by employee evaluations and standards set by the Administration

Progressive Discipline

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established.

BUESD supports the use of progressive discipline to address issues such as poor work performance or misconduct. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline policy has been designed consistent with our organizational values, HR best practices and employment laws.

Outlined below are the steps of our progressive discipline policy and procedure. BUESD reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on our organization.

The following outlines BUESD's progressive discipline process:

- **Verbal warning:** A supervisor verbally counsels an employee about an issue of concern, and a written record of the discussion is placed in the employee's file for future reference.

- **Written warning:** Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's personnel file. Employees should recognize the grave nature of the written warning.

- **Performance improvement plan:** Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a final warning or placed on a performance improvement plan (PIP). PIP status will last for a predetermined amount of time not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization. At the end of the performance improvement period, the performance improvement plan may be closed or, if established goals are not met, dismissal may occur.

BUESD reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion and discharge.

Separation of Employment

Separation of employment within an organization can occur for several different reasons.

- **Resignation:** Although we hope your employment with us will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign employment. Resigning employees are encouraged to provide two weeks' notice, preferably in writing, to facilitate a smooth transition out of the organization. Management reserves the right to provide an employee with two weeks' pay in lieu of notice in situations where job or business needs warrant such action. If an employee provides less notice than requested, the employer may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given.

- **Retirement:** Employees who wish to retire are required to notify their department director and the Human Resource department in writing at least one (1) month before the planned retirement date.

- **Job abandonment:** Employees who fail to report to work or contact their supervisor for three (3) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. The supervisor shall notify the Human Resource department at the expiration of the third workday and initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are ineligible to receive accrued benefits and are ineligible for rehire.

- **Termination:** Employees of BUESD are employed on an at-will basis, and the District/School retains the right to terminate an employee at any time.

Return of District/SchoolProperty
The separating employee must return all company property at the time of separation, including uniforms, cell phones, keys, PCs and identification cards. Failure to return some items may result in deductions from the final paycheck. An employee will be required to sign the Wage Deduction Authorization Agreement to deduct the costs of such items from the final paycheck.

The separating employee shall contact the Human Resource department as soon as notice is given to schedule an exit interview. The interview will be on the employee's last day of work or another day, as mutually agreed on.

Accrued vacation/sick leave will be paid in the last paycheck unless the employee resigned and did not give and work a full two weeks' notice. [Note: Check state laws on vacation payout at termination because some states may require the employer to pay out for all separations; see SHRM **Vacation/Sick/PTO Laws** by state.

Health insurance terminates the last day of the month of employment, unless an employee requests immediate termination of benefits. Information for Consolidated Omnibus Budget Reconciliation (COBRA) continued health coverage will be provided. Employees will be required to pay their share of the dependent health and dental premiums through the end of the month.

Rehire

Former employees who left BUESD in good standing and were classified as eligible for rehire may be considered for reemployment. An application must be submitted to the Human Resource department, and the applicant must meet all minimum qualifications and requirements of the position, including any qualifying exam, when required.

Supervisors must obtain approval from the Human Resource director or designee prior to rehiring a former employee. Rehired employees begin benefits just as any other new employee. Previous tenure will not be considered in calculating longevity, leave accruals or any other benefits.

An applicant or employee who is terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation will be ineligible for rehire.

WORKPLACE SAFETY

Drug-Free Workplace

BUESD has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, BUESD is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy applies to all employees and all applicants for employment of BUESD. The Human Resource department is responsible for policy administration.

Employee Assistance and Drug-Free Awareness
Illegal drug use and alcohol misuse have a number of adverse health and safety consequences. Information about those consequences and sources of help for drug/alcohol problems is available from the Human Resource department, whose members have been trained to make referrals and assist employees with drug/alcohol problems.

BUESD will assist and support employees who voluntarily seek help for such problems before becoming subject to discipline and/or termination under this or other policies. Such employees may be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety sensitive or that require driving or if they have violated this policy previously.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions unless directed to do so.

Work Rules
The following work rules apply to all employees:

- Whenever employees are working, are operating any company vehicle, are present on company premises, or are conducting related work off-site, they are prohibited from:
    - Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
    - Being under the influence of alcohol or an illegal drug as defined in this policy.

- The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body while performing company business or while in a company facility is prohibited.

- BUESD will not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.

- Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

Required Testing
The company retains the right to require the following tests:

- **Pre-employment:** All applicants must pass a drug test before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration.

- **Reasonable suspicion:** Employees are subject to testing based on observations by a supervisor of apparent workplace use, possession or impairment. Administration must be consulted before sending an employee for reasonable suspicion testing.

- **Post-accident:** Employees are subject to testing when they cause or contribute to accidents that seriously damage a company vehicle, machinery, equipment or property and/or result in an injury to themselves or another employee requiring off-site medical attention. In any of these instances, the investigation and subsequent testing must take place within two (2) hours following the accident, if not sooner.

- **Follow-up**: Employees who have tested positive, or otherwise violated this policy, are subject to discipline up to and including discharge. Depending on the circumstances and the employee's work history/record, [Company Name] may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies for a minimum of one (1) year but not more than two (2) years. If the employee either does not complete his/her rehabilitation program or tests positive after completing the rehabilitation program, he/she will be subject to immediate discharge from employment.

Consequences
Applicants who refuse to cooperate in a drug test or who test positive will not be hired.
Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated.
The first time an employee tests positive for alcohol or illegal drug use under this policy, the result will be discipline up to and including discharge.

Employees will be paid for time spent in alcohol/drug testing and then suspended pending the results of the drug/alcohol test. After the results of the test are received, a date/time will be scheduled to discuss the results of the test; this meeting will include a member of management and Administration. Should the results prove to be negative, the employee will receive back pay for the times/days of suspension.

Confidentiality
Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the medical review officer (MRO) shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files.

Inspections
BUESD reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline up to and including discharge.

Crimes Involving Drugs
BUESD prohibits all employees from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on company premises or while conducting company business. Employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.

Workplace Bullying

BUESD defines bullying as "repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment." Such behavior violates the company Code of Ethics, which clearly states that all employees will be treated with dignity and respect.

The purpose of this policy is to communicate to all employees, including supervisors, managers and executives, that the company will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. BUESD considers the following types of behavior examples of bullying:

- **Verbal bullying:** Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person's work area or property.
- **Gesture bullying:** Nonverbal threatening gestures or glances that convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

Violence in the Workplace

All employees, customers, vendors and business associates must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others.

Conduct that threatens, intimidates or coerces another employee, customer, vendor or business associate will not be tolerated. BUESD resources may not be used to threaten, stalk or harass anyone at the workplace or outside the workplace. BUESD treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor, security personnel, Administration. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees should promptly inform the Human Resource department of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged

to report safety concerns with regard to intimate partner violence. BUESD will not retaliate against employees making good-faith reports.

BUESD will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. BUESD will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, BUESD may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

BUESD encourages employees to bring their disputes to the attention of their supervisors or Administration before the situation escalates. BUESD will not discipline employees for raising such concerns

Safety

It is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all local, state and federal safety and health regulations and program standards, and with any special safety concerns for use in a particular area or with a client.

Although most safety regulations are consistent throughout each department and program, each employee has the responsibility to identify and familiarize her/himself with the emergency plan for his/her working area. Each facility shall have posted an emergency plan detailing procedure in handling emergencies such as fire, weather-related events and medical crises.

It is the responsibility of the employee to complete an Accident and Incident Report for each safety and health infraction that occurs by an employee or that the employee witnesses. Failure to report such an infraction may result in employee disciplinary action, including termination.

Furthermore, management requires that every person in the organization assumes the responsibility of individual and organizational safety. Failure to follow company safety and health guidelines or engaging in conduct that places the employee, client or company property at risk can lead to employee disciplinary action and/or termination.

The Health and Safety Committee and the safety director shall have the responsibility to develop and the authority to implement the safety and health program in the interest of a safer work environment.

Smoke-Free Workplace

It is the policy of BUESD to prohibit smoking on all company premises in order to provide and maintain a safe and healthy work environment for all employees. The law defines smoking as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind."

The smoke-free workplace policy applies to:

- All areas of company buildings.
- All company-sponsored off-site conferences and meetings.
- All vehicles owned or leased by the company.
- All visitors (customers and vendors) to the company premises.

- All contractors and consultants and/or their employees working on the company premises.
- All employees, temporary employees and student interns.

Employees who violate the smoking policy will be subject to disciplinary action up to and including immediate discharge.