

# 2024-2025 Staff Handbook

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### Our Vision

We will provide all students with a high quality and comprehensive educational experience in a supportive and equitable environment. We will prepare them for the next step in their educational development and equip them for a successful future.

### Nuestra Visión

*Proporcionaremos a todos los estudiantes una experiencia educativa integral y de alta calidad en un ambiente de apoyo y equidad. Los prepararemos para el próximo paso en su desarrollo educativo y los equiparemos para un futuro exitoso.*



### Our Mission

Each day we will promote a standard of excellence, through a lens of equity, in a culture of empathy, with an uncompromising student centered approach.

### Nuestra Misión

*Cada día promoveremos un estándar de excelencia, a través de un lente de equidad, en una cultura de empatía con un enfoque absoluto centrado en el estudiante.*

# Superintendent's Message



## EARLIMART SCHOOL DISTRICT

BOARD OF TRUSTEES  
Mike Fernandez, President  
Yolanda Duran, Clerk  
Gloria Borunda  
Albino Bueno  
Ruby Garcia

Jaime Robles  
SUPERINTENDENT

Maria Bustos  
HUMAN RESOURCES  
DIRECTOR

Jessikah Saechao  
CHIEF BUSINESS OFFICER

Dr. Regina Green  
STUDENT SUPPORT SERVICES  
DIRECTOR

Andrea Perez  
EDUCATIONAL SERVICES  
DIRECTOR

Steve Fusi  
MAINTENANCE, OPERATIONS,  
AND TRANSPORTATION DIRECTOR

Juan Jose Cadena  
INFORMATION SYSTEMS  
DIRECTOR

Jeannie Samari  
Food SERVICES  
DIRECTOR

Janice Shinault  
EARLIMART MIDDLE  
SCHOOL PRINCIPAL

Stephanie Mendes  
EARLIMART ELEMENTARY  
SCHOOL PRINCIPAL

Deborah Noe  
AULIA ELEMENTARY  
SCHOOL PRINCIPAL

July 2024

Earlimart Family,

I am so pleased to welcome you to the 2024-25 academic year. We continue to make great strides in all aspects of the organization. No matter where you look you can see the evidence of the undying commitment there is to our students, district and community. I thank you for what we have accomplished so far and I look forward to what is yet to come. We cannot deliver on the promise we have made to our students and community without the unwavering dedication of each and every one of you. Thank you for all you do for Earlimart!

In the Earlimart School District we strive to provide all students with a high quality and comprehensive educational experience in a supportive and equitable environment. We will work to prepare our students for the next step in their educational development and equip them for a successful future. Furthermore each day we will promote a standard of excellence, through a lens of equity, in a culture of empathy, through an uncompromising student centered approach. There is no other way.

I am very excited to continue the journey with all of you. I am excited for what lies ahead. I am excited for what we will build together. I am honored to serve alongside you on this journey.

Welcome Back!

Respectfully,

Jaime Robles  
Superintendent, Earlimart School District

785 E. Center Avenue  
P.O. Box 11970  
Earlimart, CA 93219

Office: 661-849-3386  
Fax: 661-849-2352  
[www.earlimart.org](http://www.earlimart.org)

## District Directory

## Board of Trustees



Mike Fernandez,  
President



Yolanda Duran,  
Clerk



Gloria Borunda,  
Trustee

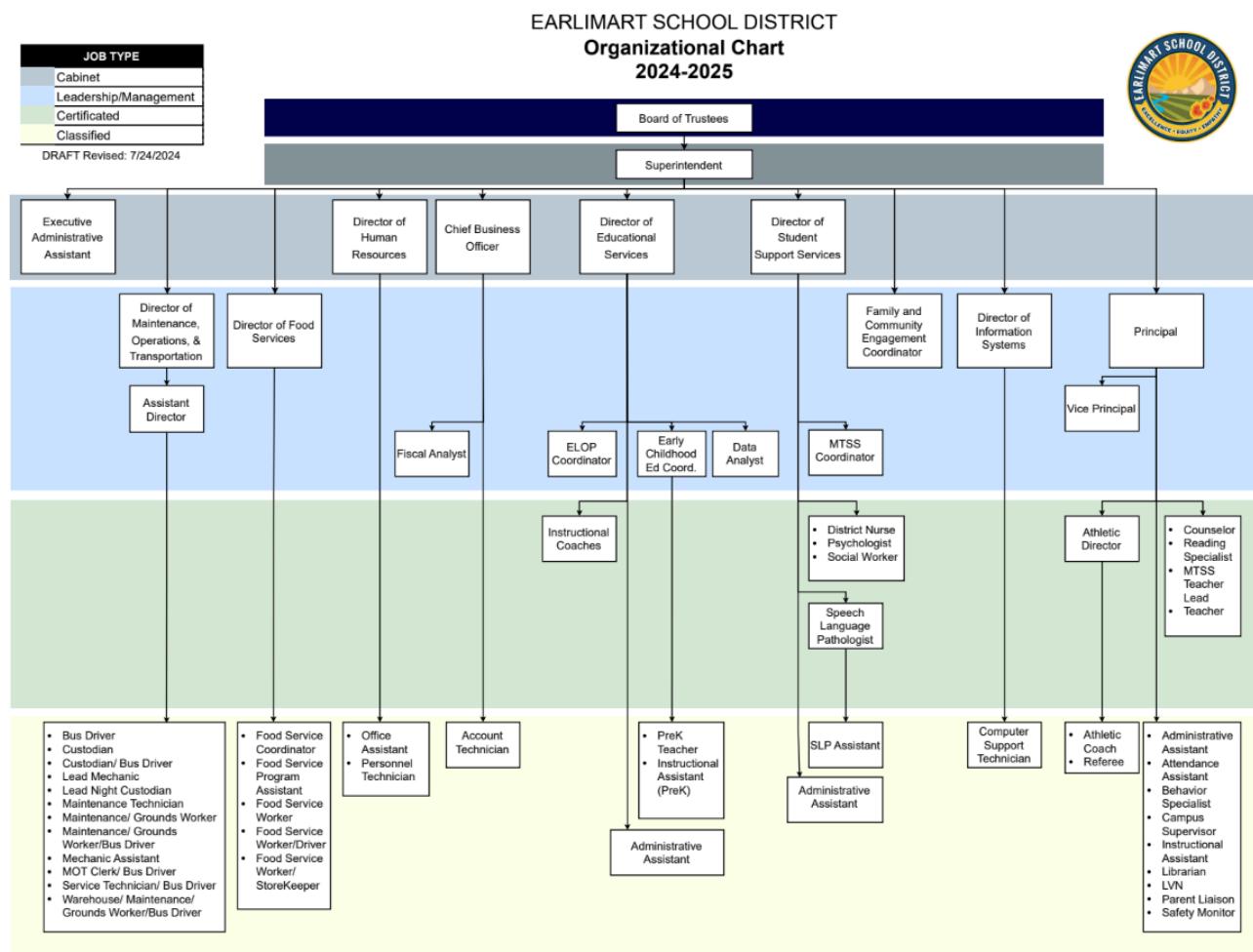


Ruby Garcia,  
Trustee



Albino Bueno  
Trustee

# Organizational Chart



# District Leadership

Placing students at the forefront of every decision is tasked by the District's Leadership team. Under the direction of the Superintendent, Cabinet Members and District Site and Department leaders work collaboratively to ensure that the operations of the district run efficiently.



Jaime Robles, Superintendent  
CABINET



Esmeralda Acuna,  
Executive Administrative  
Assistant



Andrea Perez, Director of  
Educational Services



Dr. Regina Green  
Director of Student  
Support Services



Jessikah Saechao,  
Chief Business Officer



Maria Bustos, Director of  
Human Resources

## DIRECTORS AND ADMINISTRATORS



Stephanie Mendes,  
Principal



Steve Fusi,  
Director of MOT



Joe Cadena,  
Director of Information  
Systems



Jeannie Samari,  
Director of Food  
Services



Clint Jones,  
Assistant Director of MOT

## Extended District Leadership



Irlanda Cisneros,  
Fiscal Analyst



Nancy Muñoz,  
Early Childhood  
Education  
Coordinator



Oscar Meza,  
Data Systems  
Analyst



Blanca Esparza,  
FACE  
Coordinator



Norma Lacey,  
ELOP  
Coordinator

# Department/Site Directory

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## District Office

785 E. Center Avenue, Earlimart, CA 93219 (661) 849-3386

Superintendent, Jaime Robles: [jrobles@earlimart.org](mailto:jrobles@earlimart.org)

Executive Assistant to Superintendent, Esmeralda Acuna: [eacuna@earlimart.org](mailto:eacuna@earlimart.org)

Family and Community Engagement Coordinator, Blanca Esparza: [besparza@earlimart.org](mailto:besparza@earlimart.org)

Human Resources Director, Maria Bustos: [mbustos@earlimart.org](mailto:mbustos@earlimart.org)

Office Technician, Rosie Zabala: [rzabala@earlimart.org](mailto:rzabala@earlimart.org)

Personnel Technician, Perla Hernandez: [phernandez@earlimart.org](mailto:phernandez@earlimart.org)

Chief Business Officer: Jessikah Saechao: [jsaechao@earlimart.org](mailto:jsaechao@earlimart.org)

Account Technician-Payroll/APY (L-Z), Raquel Aguirre: [raguirre@earlimart.org](mailto:raguirre@earlimart.org)

Fiscal Analyst, Irlanda Cisneros: [icisneros@earlimart.org](mailto:icisneros@earlimart.org)

Director of Educational Services, Andrea Perez: [aperez@earlimart.org](mailto:aperez@earlimart.org)

Expanded Learning Opportunities Coordinator, Norma Lacey: [nlacey@earlimart.org](mailto:nlacey@earlimart.org)

Administrative Assistant, Gladys Carreon: [gcarreon@earlimart.org](mailto:gcarreon@earlimart.org)

Early Childhood Education Coordinator, Nancy Muñoz: [nmunoz@earlimart.org](mailto:nmunoz@earlimart.org)

Data Systems Analyst, Oscar Meza: [omeza@earlimart.org](mailto:omeza@earlimart.org)

Director of Student Support Services, Dr. Regina Green: [rgreen@earlimart.org](mailto:rgreen@earlimart.org)

Administrative Assistant, Norica Zepeda: [nzepeda@earlimart.org](mailto:nzepeda@earlimart.org)

Director of Informations Systems, Joe Cadena: [jcadena@earlimart.org](mailto:jcadena@earlimart.org)

## MOT

416 N. State Street, Earlimart, CA 93219 (661) 849-4222

Director of MOT, Steve Fusi: [sfusi@earlimart.org](mailto:sfusi@earlimart.org)

Assistant MOT Director, Clint Jones: [cjones@earlimart.org](mailto:cjones@earlimart.org)

MOT Office Clerk/Bus Driver, Maria Meza: [mmeza@earlimart.org](mailto:mmeza@earlimart.org)

## Food Services

192 S. Church Road, Earlimart, CA 93219 (661) 849-2651

Director of Food Services, Jeannie Samari: [jsamari@earlimart.org](mailto:jsamari@earlimart.org)

Program Assistant, Rosalba Torres: [rtorres@earlimart.org](mailto:rtorres@earlimart.org)

## Alila Elementary School

850 W. Washington Avenue, Earlimart, CA 93219 (661) 849-4202

Principal at Alila Elementary School, Deborah Noe: [dnoe@earlimart.org](mailto:dnoe@earlimart.org)

Vice Principal at Alila Elementary School, Angelica Jimenez: [ajimenez@earlimart.org](mailto:ajimenez@earlimart.org)

Administrative Assistant, Maria Solis: [msolis@earlimart.org](mailto:msolis@earlimart.org)

Attendance Assistant, Laura Vielmas: [lvielmas@earlimart.org](mailto:lvielmas@earlimart.org)

## Earlimart Elementary School

192 S. Church Road, Earlimart, CA 93219 (661) 849-2651

Principal at Earlimart Elementary School, Stephanie Mendes: [smendes@earlimart.org](mailto:smendes@earlimart.org)

Vice Principal at Earlimart Elementary School, Latricia Donahue: [ldonahue@earlimart.org](mailto:ldonahue@earlimart.org)

Administrative Assistant, Concha Chaidez: [cchaidez@earlimart.org](mailto:cchaidez@earlimart.org)

Attendance Assistant, Lourdes Magaña: [lmagan@earlimart.org](mailto:lmagan@earlimart.org)

## Earlimart Middle School

599 E. Sutter Avenue, Earlimart, CA 93219 (661) 849-2611

Principal at Earlimart Middle School, Janice Shinault: [jshinault@earlimart.org](mailto:jshinault@earlimart.org)

Vice Principal at Earlimart Middle School, Matthew Green: [mgreen@earlimart.org](mailto:mgreen@earlimart.org)

Administrative Assistant, Elvira Valencia: [evalencia@earlimart.org](mailto:evalencia@earlimart.org)

Attendance Assistant, Sharon Gamboa: [sgamboa@earlimart.org](mailto:sgamboa@earlimart.org)

## 2024-2025 Academic Calendar

# EARLIMART SCHOOL DISTRICT

## 2024-2025 Academic Calendar

| July 2024 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| Su        | M  | Tu | W  | Th | F  | Sa |
| 1         | 2  | 3  | 4  | 5  | 6  |    |
| 7         | 8  | 9  | 10 | 11 | 12 | 13 |
| 14        | 15 | 16 | 17 | 18 | 19 | 20 |
| 21        | 22 | 23 | 24 | 25 | 26 | 27 |
| 28        | 29 | 30 | 31 |    |    |    |
| 0         |    |    |    |    |    | 22 |

| August 2024 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| Su          | M  | Tu | W  | Th | F  | Sa |
|             |    |    | 1  | 2  | 3  |    |
| 4           | 5  | 6  | 7  | 8  | 9  | 10 |
| 11          | 12 | 13 | 14 | 15 | 16 | 17 |
| 18          | 19 | 20 | 21 | 22 | 23 | 24 |
| 25          | 26 | 27 | 28 | 29 | 30 | 31 |
| 15          |    |    |    |    |    | 22 |

| September 2024 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| Su             | M  | Tu | W  | Th | F  | Sa |
| 1              | 2  | 3  | 4  | 5  | 6  | 7  |
| 8              | 9  | 10 | 11 | 12 | 13 | 14 |
| 15             | 16 | 17 | 18 | 19 | 20 | 21 |
| 22             | 23 | 24 | 25 | 26 | 27 | 28 |
| 29             | 30 |    |    |    |    | 20 |
| 20             |    |    |    |    |    | 20 |

| October 2024 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| Su           | M  | Tu | W  | Th | F  | Sa |
|              | 1  | 2  | 3  | 4  | 5  |    |
| 6            | 7  | 8  | 9  | 10 | 11 | 12 |
| 13           | 14 | 15 | 16 | 17 | 18 | 19 |
| 20           | 21 | 22 | 23 | 24 | 25 | 26 |
| 27           | 28 | 29 | 30 | 31 |    |    |
| 22           |    |    |    |    |    | 23 |

| November 2024 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| Su            | M  | Tu | W  | Th | F  | Sa |
|               |    |    | 1  | 2  |    |    |
| 3             | 4  | 5  | 6  | 7  | 8  | 9  |
| 10            | 11 | 12 | 13 | 14 | 15 | 16 |
| 17            | 18 | 19 | 20 | 21 | 22 | 23 |
| 24            | 25 | 26 | 27 | 28 | 29 | 30 |
| 15            |    |    |    |    |    | 18 |

| December 2024 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| Su            | M  | Tu | W  | Th | F  | Sa |
| 1             | 2  | 3  | 4  | 5  | 6  | 7  |
| 8             | 9  | 10 | 11 | 12 | 13 | 14 |
| 15            | 16 | 17 | 18 | 19 | 20 | 21 |
| 22            | 23 | 24 | 25 | 26 | 27 | 28 |
| 29            | 30 | 31 |    |    |    | 15 |
|               |    |    |    |    |    | 18 |

| January 2025 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| Su           | M  | Tu | W  | Th | F  | Sa |
|              | 1  | 2  | 3  | 4  | 5  |    |
| 5            | 6  | 7  | 8  | 9  | 10 | 11 |
| 12           | 13 | 14 | 15 | 16 | 17 | 18 |
| 19           | 20 | 21 | 22 | 23 | 24 | 25 |
| 26           | 27 | 28 | 29 | 30 | 31 |    |
| 14           |    |    |    |    |    | 21 |

| February 2025 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| Su            | M  | Tu | W  | Th | F  | Sa |
|               |    |    | 1  |    |    |    |
| 2             | 3  | 4  | 5  | 6  | 7  | 8  |
| 9             | 10 | 11 | 12 | 13 | 14 | 15 |
| 16            | 17 | 18 | 19 | 20 | 21 | 22 |
| 23            | 24 | 25 | 26 | 27 | 28 | 29 |
| 18            |    |    |    |    |    | 18 |

| March 2025 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| Su         | M  | Tu | W  | Th | F  | Sa |
| 2          | 3  | 4  | 5  | 6  | 7  | 1  |
| 9          | 10 | 11 | 12 | 13 | 14 | 15 |
| 16         | 17 | 18 | 19 | 20 | 21 | 22 |
| 23         | 24 | 25 | 26 | 27 | 28 | 29 |
| 30         | 31 |    |    |    |    | 20 |
|            |    |    |    |    |    | 21 |

| April 2025 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| Su         | M  | Tu | W  | Th | F  | Sa |
|            | 1  | 2  | 3  | 4  | 5  |    |
| 6          | 7  | 8  | 9  | 10 | 11 | 12 |
| 13         | 14 | 15 | 16 | 17 | 18 | 19 |
| 20         | 21 | 22 | 23 | 24 | 25 | 26 |
| 27         | 28 | 29 | 30 |    |    |    |
| 16         |    |    |    |    |    | 21 |

| May 2025 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| Su       | M  | Tu | W  | Th | F  | Sa |
|          |    | 1  | 2  | 3  |    |    |
| 4        | 5  | 6  | 7  | 8  | 9  | 10 |
| 11       | 12 | 13 | 14 | 15 | 16 | 17 |
| 18       | 19 | 20 | 21 | 22 | 23 | 24 |
| 25       | 26 | 27 | 28 | 29 | 30 | 31 |
| 21       |    |    |    |    |    | 21 |

| June 2025 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| Su        | M  | Tu | W  | Th | F  | Sa |
| 1         | 2  | 3  | 4  | 5  | 6  | 7  |
| 8         | 9  | 10 | 11 | 12 | 13 | 14 |
| 15        | 16 | 17 | 18 | 19 | 20 | 21 |
| 22        | 23 | 24 | 25 | 26 | 27 | 28 |
| 29        | 30 |    |    |    |    | 4  |
|           |    |    |    |    |    | 20 |

785 EAST CENTER AVENUE | P.O. BOX 11970

EARLIMART, CA 93219

[www.earlimart.org](http://www.earlimart.org)

661-849-3386

### INSTRUCTION TIME / HORARIO de INSTRUCCION

Earlimart & Alila Elementary Schools: 8:15 a.m. – 2:30 p.m.

Earlimart Middle School: 8:15 a.m. – 3:25 p.m.

### MINIMUM DAY / DIA MINIMO

(green & red numbered days / dias numerados verde y rojos)

Earlimart & Alila Elementary Schools: 8:15 a.m. – 1:45 p.m.

Earlimart Middle School: 8:15 a.m. – 1:30 p.m.

### KEY DATES / FECHAS CLAVES

First Day of School: 8/12/24

1st Trimester: 08/12/2024 - 11/1/2024

2nd Trimester: 11/4/24- 03/6/2025

3rd Trimester: 03/10/2025 - 06/5/2025

Fall Break: 11/25/2024 - 11/29/2024

Winter Break: 12/23/2024 - 01/10/2025

Spring Break: 04/14/2025 - 04/18/2025

Last Day of School: 06/05/2025

Instructional Days / Dias de Instrucción

Teacher Work Day / Días para Maestros

Staff Development / Día de Entrenamiento

Legal Holiday / Feriado Legal

# Parent Conference / Conferencia de Padres

BOARD APPROVED: 4/2/24

REV. 3/15/24

# Site Bell Schedules



## Earlimart Middle School 2024/2025 Bell Schedule

| 6th Grade Regular Day |           |          |          |
|-----------------------|-----------|----------|----------|
| Period                | Minutes   | Start    | End      |
| 1                     | 49        | 8:15 AM  | 9:04 AM  |
| 2                     | 49        | 9:07 AM  | 9:56 AM  |
| Break                 | 15 Min    | 9:56 AM  | 10:11 AM |
| 3                     | 49        | 10:14 AM | 11:03 AM |
| 4                     | Lunch: 45 | 11:06 AM | 11:51 AM |
| 5                     | 49        | 11:54 AM | 12:43 PM |
| 6                     | 49        | 12:46 PM | 1:35 PM  |
| 7                     | 49        | 1:38 PM  | 2:27 PM  |
| 8                     | 55        | 2:30 PM  | 3:25 PM  |

| 6th Grade Minimum Day |           |          |          |
|-----------------------|-----------|----------|----------|
| Period                | Minutes   | Start    | End      |
| 1                     | 34        | 8:15 AM  | 8:49 AM  |
| 2                     | 34        | 8:51 AM  | 9:25 AM  |
| Break                 | 15 Min    | 9:25 AM  | 9:40 AM  |
| 3                     | 34        | 9:42 AM  | 10:16 AM |
| 4                     | Lunch: 45 | 10:18 AM | 11:03 AM |
| 5                     | 34        | 11:05 AM | 11:39 AM |
| 6                     | 34        | 11:41 AM | 12:15 PM |
| 7                     | 34        | 12:17 PM | 12:51 PM |
| 8                     | 37        | 12:53 PM | 1:30 PM  |

| 7th and 8th Grade Regular Day |           |          |          |
|-------------------------------|-----------|----------|----------|
| Period                        | Minutes   | Start    | End      |
| 1                             | 49        | 8:15 AM  | 9:04 AM  |
| 2                             | 49        | 9:07 AM  | 9:56 AM  |
| Break                         | 15 Min    | 9:56 AM  | 10:11 AM |
| 3                             | 49        | 10:14 AM | 11:03 AM |
| 4                             | 49        | 11:06 AM | 11:55 AM |
| 5                             | Lunch: 45 | 11:58 AM | 12:43 PM |
| 6                             | 49        | 12:46 PM | 1:35 PM  |
| 7                             | 49        | 1:38 PM  | 2:27 PM  |
| 8                             | 55        | 2:30 PM  | 3:25 PM  |

| 7th & 8th Grade Minimum Day |           |          |          |
|-----------------------------|-----------|----------|----------|
| Period                      | Minutes   | Start    | End      |
| 1                           | 34        | 8:15 AM  | 8:49 AM  |
| 2                           | 34        | 8:51 AM  | 9:25 AM  |
| Break                       | 15 Min    | 9:25 AM  | 9:40 AM  |
| 3                           | 34        | 9:42 AM  | 10:16 AM |
| 4                           | 34        | 10:18 AM | 10:52 AM |
| 5                           | Lunch: 45 | 10:54 AM | 11:39 AM |
| 6                           | 34        | 11:41 AM | 12:15 PM |
| 7                           | 34        | 12:17 PM | 12:51 PM |
| 8                           | 37        | 12:53 PM | 1:30 PM  |





**Earlimart Middle School  
2024/2025 Bell Schedule  
Foggy Day**

| 6th Grade Regular Foggy Day |           |          |          |
|-----------------------------|-----------|----------|----------|
| Period                      | Minutes   | Start    | End      |
| 1                           | 40        | 9:45 AM  | 10:25 AM |
| 2                           | 40        | 10:27 AM | 11:07 AM |
| 3                           | 40        | 11:09 AM | 11:49 AM |
| 4                           | Lunch: 45 | 11:51 AM | 12:36 PM |
| 5                           | 40        | 12:38 PM | 1:18 PM  |
| 6                           | 40        | 1:20 PM  | 2:00 PM  |
| 7                           | 40        | 2:02 PM  | 2:42 PM  |
| 8                           | 41        | 2:44 PM  | 3:25 PM  |

| 6th Grade Wednesday Foggy Day |           |          |          |
|-------------------------------|-----------|----------|----------|
| Period                        | Minutes   | Start    | End      |
| 1                             | 23        | 9:45 AM  | 10:08 AM |
| 2                             | 23        | 10:10 AM | 10:33 AM |
| 3                             | 23        | 10:35 AM | 10:58 AM |
| 4                             | Lunch: 45 | 11:00 AM | 11:45 AM |
| 5                             | 23        | 11:47 AM | 12:10 PM |
| 6                             | 23        | 12:12 PM | 12:35 PM |
| 7                             | 23        | 12:37 PM | 1:00 PM  |
| 8                             | 28        | 1:02 PM  | 1:30 PM  |

| 7th & 8th Grade Regular Foggy Day |           |          |          |
|-----------------------------------|-----------|----------|----------|
| Period                            | Minutes   | Start    | End      |
| 1                                 | 40        | 9:45 AM  | 10:25 AM |
| 2                                 | 40        | 10:27 AM | 11:07 AM |
| 3                                 | 40        | 11:09 AM | 11:49 AM |
| 4                                 | 40        | 11:51 AM | 12:31 PM |
| 5                                 | Lunch: 45 | 12:33 PM | 1:18 PM  |
| 6                                 | 40        | 1:20 PM  | 2:00 PM  |
| 7                                 | 40        | 2:02 PM  | 2:42 PM  |
| 8                                 | 41        | 2:44 PM  | 3:25 PM  |

| 7th & 8th Grade Wednesday Foggy Day |           |          |          |
|-------------------------------------|-----------|----------|----------|
| Period                              | Minutes   | Start    | End      |
| 1                                   | 23        | 9:45 AM  | 10:08 AM |
| 2                                   | 23        | 10:10 AM | 10:33 AM |
| 3                                   | 23        | 10:35 AM | 10:58 AM |
| 4                                   | 23        | 11:00 AM | 11:23 AM |
| 5                                   | Lunch: 45 | 11:25 AM | 12:10 PM |
| 6                                   | 23        | 12:12 PM | 12:35 PM |
| 7                                   | 23        | 12:37 PM | 1:00 PM  |
| 8                                   | 28        | 1:02 PM  | 1:30 PM  |





## Alila Elementary School 2024-2025 Bell Schedule

| REGULAR DAY SCHEDULE |         |                |                   |              |           |
|----------------------|---------|----------------|-------------------|--------------|-----------|
| GRADE                | START   | RECESS         | LUNCH             | RECESS       | DEPARTURE |
| TK                   | 8:15 AM | 9:45-10:00 AM  | 11:15 AM-12:00 PM | 1:00-1:15 PM | 2:30 PM   |
| K                    | 8:15 AM | 9:45-10:00 AM  | 11:15 AM-12:00 PM |              | 2:30 PM   |
| 1                    | 8:15 AM | 10:00-10:15 AM | 12:00-12:45 PM    |              | 2:30 PM   |
| 2                    | 8:15 AM | 10:00-10:15 AM | 11:15 AM-12:00 PM |              | 2:30 PM   |
| 3                    | 8:15 AM | 10:00-10:15 AM | 11:15 AM-12:00 PM |              | 2:30 PM   |
| 4                    | 8:15 AM | 9:45-10:00 AM  | 11:15 AM-12:00 PM |              | 2:30 PM   |
| 5                    | 8:15 AM | 9:45-10:00 AM  | 11:15 AM-12:00 PM |              | 2:30 PM   |
| SDC                  | 8:15 AM | 9:45-10:00 AM  | 11:15 AM-12:00 PM |              | 2:30 PM   |

| MINIMUM DAY SCHEDULE |         |               |                   |              |           |
|----------------------|---------|---------------|-------------------|--------------|-----------|
| GRADE                | START   | RECESS        | LUNCH             | RECESS       | DEPARTURE |
| TK                   | 8:15 AM | 9:45-10:00 AM | 11:15 AM-12:00 PM | 1:00-1:15 PM | 1:45 PM   |
| K                    | 8:15 AM | 9:45-10:00 AM | 11:15 AM-12:00 PM |              | 1:45 PM   |
| 1                    | 8:15 AM | 9:45-10:00 AM | 12:00-12:45 PM    |              | 1:45 PM   |
| 2                    | 8:15 AM | 9:45-10:00 AM | 11:15 AM-12:00 PM |              | 1:45 PM   |
| 3                    | 8:15 AM | 9:45-10:00 AM | 12:00-12:45 PM    |              | 1:45 PM   |
| 4                    | 8:15 AM | 9:45-10:00 AM | 12:00-12:45 PM    |              | 1:45 PM   |
| 5                    | 8:15 AM | 9:45-10:00 AM | 11:15 AM-12:00 PM |              | 1:45 PM   |
| SDC                  | 8:15 AM | 9:45-10:00 AM | 12:00-12:45 PM    |              | 1:45 PM   |



## Earlimart Elementary School 2024-2025 Bell Schedule

| REGULAR DAY SCHEDULE |         |                |                   |           |
|----------------------|---------|----------------|-------------------|-----------|
| GRADE                | START   | RECESS         | LUNCH             | DEPARTURE |
| TK                   | 8:15 AM | 10:45-11:00 AM | 12:15 PM-1:00 PM  | 2:30 PM   |
| K                    | 8:15 AM | 10:30-10:45 AM | 12:15 PM-1:00 PM  | 2:30 PM   |
| 1                    | 8:15 AM | 9:45-10:00 AM  | 11:30 AM-12:15 PM | 2:30 PM   |
| 2                    | 8:15 AM | 10:30-10:45 AM | 12:15 PM-1:00 PM  | 2:30 PM   |
| 3                    | 8:15 AM | 9:45-10:00 AM  | 11:30 AM-12:15 PM | 2:30 PM   |
| 4                    | 8:15 AM | 10:30-10:45 AM | 12:15 PM-1:00 PM  | 2:30 PM   |
| 5                    | 8:15 AM | 9:45-10:00 AM  | 11:30 AM-12:15 PM | 2:30 PM   |

| MINIMUM DAY SCHEDULE |         |                |                   |           |
|----------------------|---------|----------------|-------------------|-----------|
| GRADE                | START   | RECESS         | LUNCH             | DEPARTURE |
| TK                   | 8:15 AM | 10:45-11:00 AM | 12:15 PM-1:00 PM  | 1:45 PM   |
| K                    | 8:15 AM | 10:30-10:45 AM | 12:15 PM-1:00 PM  | 1:45 PM   |
| 1                    | 8:15 AM | 9:45-10:00 AM  | 11:30 AM-12:15 PM | 1:45 PM   |
| 2                    | 8:15 AM | 10:30-10:45 AM | 12:15 PM-1:00 PM  | 1:45 PM   |
| 3                    | 8:15 AM | 9:45-10:00 AM  | 11:30 AM-12:15 PM | 1:45 PM   |
| 4                    | 8:15 AM | 10:30-10:45 AM | 12:15 PM-1:00 PM  | 1:45 PM   |
| 5                    | 8:15 AM | 9:45-10:00 AM  | 11:30 AM-12:15 PM | 1:45 PM   |

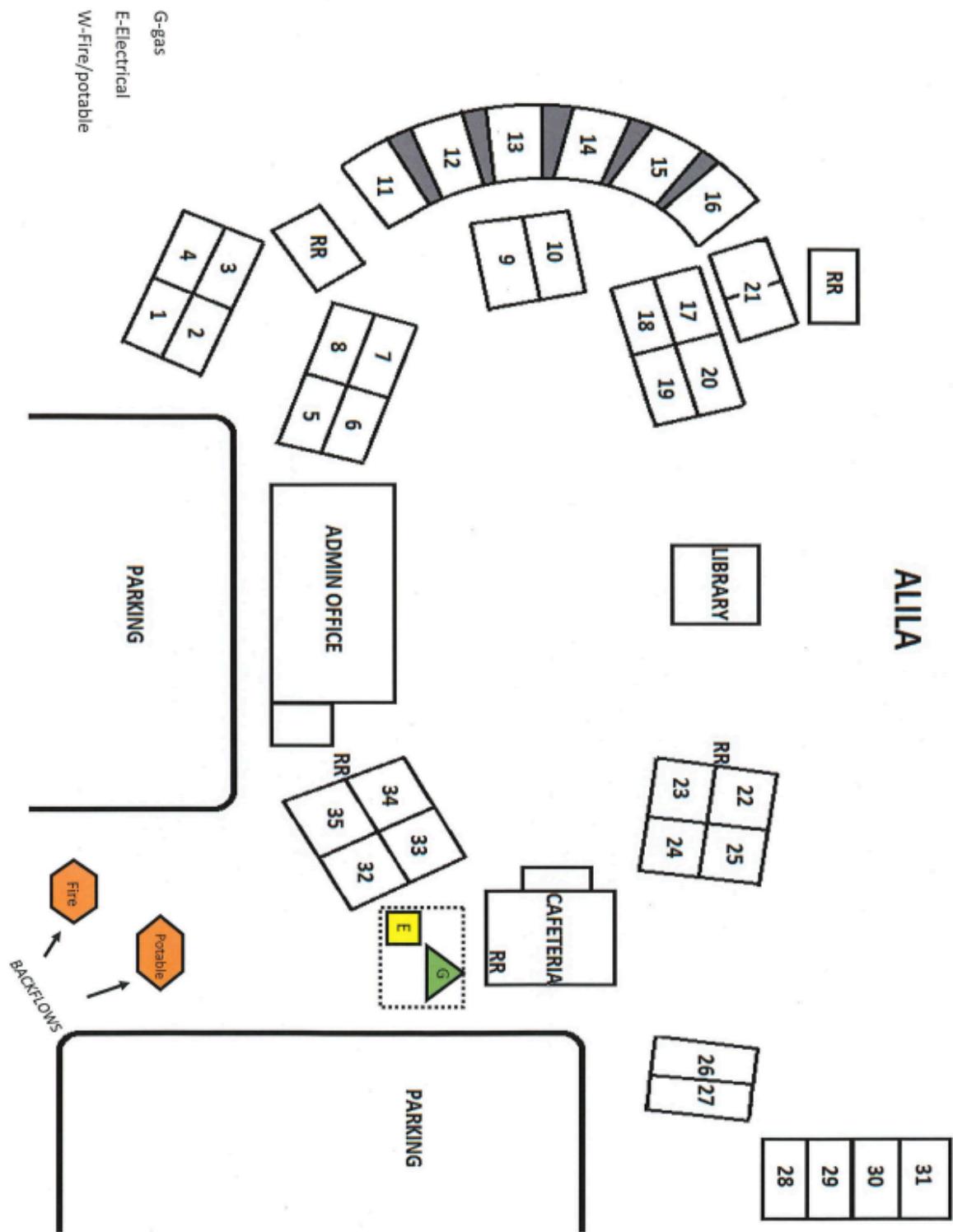
# Campus Maps

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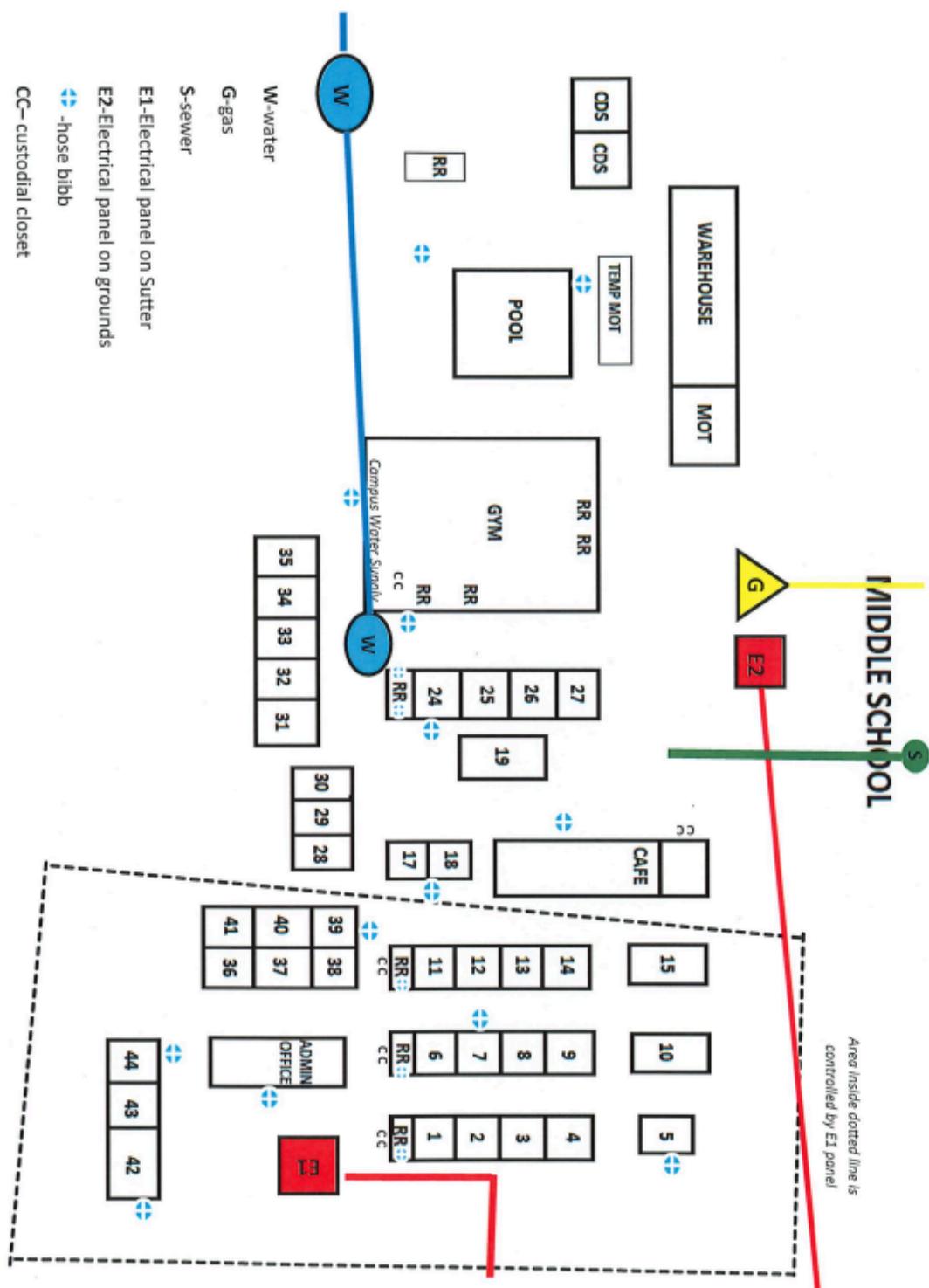
## District Office:



## Alila Elementary School:

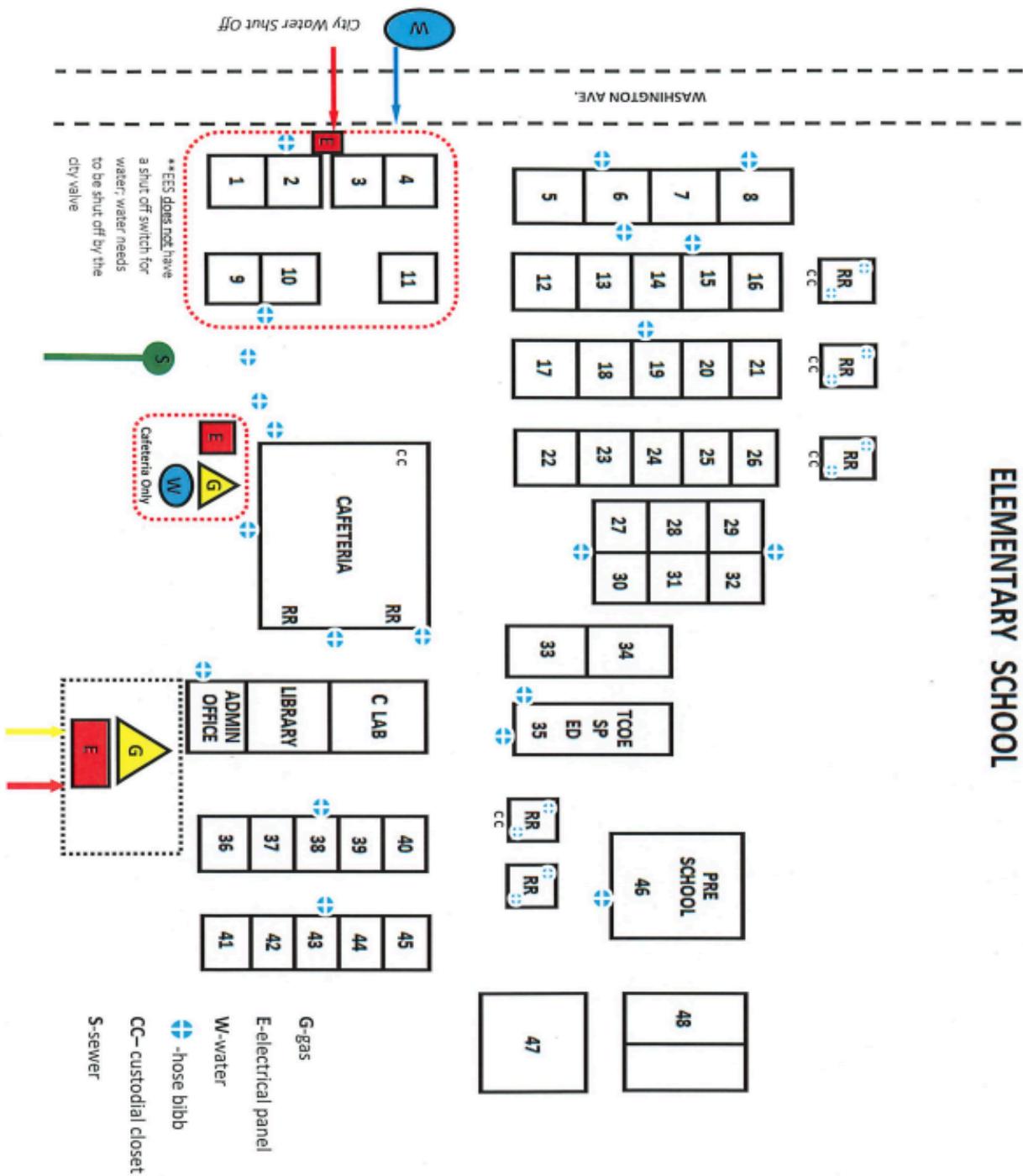


## Earlimart Middle School:



## ELEMENTARY SCHOOL

### Earlimart Elementary School:



# Union Information

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There are two (2) bargaining groups in the Earlimart School District; California School Employees Association (CSEA) Chapter 437 and Earlimart Teachers Association (ETA). All other employees are listed as part of either the Classified Management or the Certificated Management, these groups are considered unrepresented individuals.

California School Employees Association (CSEA)  
Negotiations Team

|  |  |
|--|--|
| <b>President<br/>Sujei Soto,<br/>Food Service Worker, Earlimart Elementary</b> |  |
| Antonio Hernandez  | Computer Support Technician, Earlimart School District |
| Adriana Silva Navarro  | Instructional Assistant-TK at Alila Elementary School  |
| Terri Hernandez  | Food Service Worker at Earlimart Elementary School     |
| Joseph Morquecho   | Maintenance/Grounds Worker                             |
|  |  |

Earlimart Teachers Association  
Negotiations Team

|   |  |
|---|--|
| <b>President<br/>Lori Newsome,<br/>Instructional Coach, District Office</b> |  |
| Debbie O'Neill, Vice President  | Teacher at Alila Elementary School     |
| Jessica Contreras   | Teacher at Alila Elementary School     |
| Abel Silva  | Teacher at Earlimart Middle School     |
| Michelle Saunders   | Teacher at Earlimart Elementary School |
| Fabiola Figueroa  | Teacher at Alila Elementary School     |

## Collective Bargaining Agreements

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Collective Bargaining Agreements are written contracts that are negotiated between employee groups and management. These agreements regulate the terms and conditions of employees at work. These are valuable resources to review and understand in regards to matters regarding your employment with Earlimart School District.

[CSEA Collective Bargaining Agreement](#)

[ETA Collective Bargaining Agreement](#)

# Board Policy

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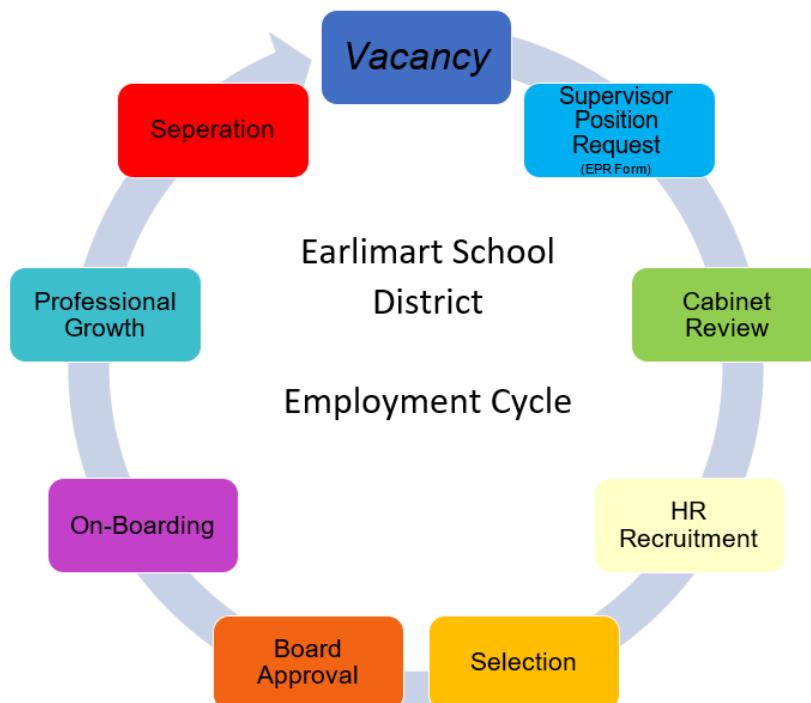
Board Policies and Article Regulations are the written regulations that govern the operations of the school district. These written policies can be found on our school website at <https://simbli.eboardsolutions.com/Index.aspx?S=36030766>. In the search box type in a keyword related to the topic you are needing to review. Both the Collective Bargaining Agreements and Board Policies are instrumental in ensuring in the compliance procedures.

## Employment

### Employment Cycle

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Earlimart School District focuses on hiring highly qualified individuals utilizing best practices in recruitment and selection of candidates. The following chart visually represents an employee's journey while employed with Earlimart School District.



# Employee Performance

There are various ways to monitor and provide an employee with performance feedback. Feedback is vital and crucial to the improvement and assurance of highly qualified staff. Documentation is vital in any performance review process and can be achieved in a few ways.

Some examples of documents to assist in performance reviews are:

- Progressive discipline letters
  - Conference summary
  - Written write ups
  - Letter of Reprimand
  - 45/90 notice
- Improvement plans
- Evaluation Forms

## Evaluations and Improvement Plans

- 1) Evaluations are also a critical tool to use to provide feedback to the employee.
  - i. A calendar of evaluation timelines is included in the resources page
- 2) Improvement plans can also be used to set specific goals to measure and review progress on said goals



### Evaluation Timelines

| Article XV (Classified)   |  |   |   |
|---|--|---|---|
| Probationary Period:  | 130 days   | Evaluation Timeline:  | End of 3rd and 6th month of employment  |
| Probationary Classified Staff   | 1 <sup>st</sup> formal observation   | At 3 <sup>rd</sup> month of employment/appointment            | Provide written formal notice to employee<br>Signed copy to employee<br>Original signed form to HR  |
|   | 2 <sup>nd</sup> formal observation   | At 6 <sup>th</sup> month of employment/appointment            | Provide written formal notice to employee<br>Signed copy to employee<br>Original signed form to HR  |
| • Probationary period ends at 130 <sup>th</sup> day of employment/appointment   |  |   |   |
| Permanent Status:   | After 130 days   | Evaluation timeline:  | Annually  |
| Permanent Classified Staff  | Formal observation   | 30 days prior to the end of the employee contract year        | Provide written formal notice to employee<br>Signed copy to employee<br>Original signed form to HR  |
| Article XIII (Certified)  |  |   |   |
| Probationary Period:  | 2 years  | Evaluation Timeline:  | 2 times per year<br>(1 <sup>st</sup> by November 30 <sup>th</sup> /2 <sup>nd</sup> by February 23 <sup>rd</sup> )                                 |
| Probationary Certificated Staff   | Pre-Evaluation Conference  | No later than 30 days from start of school year               |   |
|   | 1 <sup>st</sup> formal observation (due by November 30 <sup>th</sup> )               | No sooner than 5 working days after pre-evaluation conference | Provide written formal notice no later than 7 working days after formal observation date<br>Signed copy to employee<br>Original signed form to HR |
|   | 2 <sup>nd</sup> formal observation (due by November 23rd)                            | No sooner than 5 working days after pre-evaluation conference | Provide written formal notice no later than 7 working days after formal observation date<br>Signed copy to employee<br>Original signed form to HR |
| • Year 0/1 employee must be noticed by June 30 <sup>th</sup><br>• Year 2 employee must be noticed by March 15 <sup>th</sup> |  |   |   |
| Permanent Status:   | After 2 successful years of service (must possess at least a preliminary credential) | Evaluation timeline:  | At least 1 time every 3 years<br>Complete no later than 30 working days before the end of school year   |
| Permanent Certificated Staff  | Pre-Evaluation Conference  | No later than 30 days from start of school year               |   |
|   | Formal observation (due 30 days prior to end of school year)                         | No sooner than 5 working days after pre-evaluation conference | Provide written formal notice no later than 7 working days after formal observation date<br>Signed copy to employee<br>Original signed form to HR |

## Professional Responsibilities

### Professional Standards: Policy 4119.21

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Earlimart School District employees are expected to maintain the highest level of ethical standards. You are to exhibit professional behavior, follow district policies and regulations, abide by state and federal laws and exercise good judgment when interacting with students and other members of the Earlimart community. As an employee, you should make a commitment to acquire the knowledge and skills necessary to fulfill your responsibilities and you should focus on your contribution to the learning and achievement of students.

### Professional Dress: Policy 4119.22

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Professional dress and grooming by Earlimart School District Employees are to contribute to a productive learning environment and model positive behavior. Employees are expected to maintain professional standards of dress and grooming that demonstrate your high regard for education. You are expected to present an image consistent with your job responsibilities and assignments. Your dress and grooming should not endanger the health and safety of employees or students. All employees are held to the same standard as students. This includes:

- Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia which is vulgar, lewd, obscene, profane, or sexually suggestive or which promotes the use of alcohol, drugs, tobacco, or other illegal activity.
- Appropriate shoes must be worn at all times.
- Hats, caps, and other head coverings shall not be worn indoors.
- Clothes shall be sufficient to conceal undergarments. See-through tops and bare abdomens are prohibited.

### Confidentiality: Policy 4119.23

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Employees of the Earlimart School District should be aware of the confidentiality laws and requirements. Confidentiality refers to your obligation not to disclose or transmit information to unauthorized parties. Confidentiality extends to information about either individuals or organizations. In schools, districts, or state education agencies, that usually means establishing procedures that limit access to information about students or their families. This access extends to the school officials who work directly with the students, agency representatives who serve as evaluators or auditors, or individuals who act on behalf of authorized education officials. Two confidentiality laws included FERPA- Family Education Rights and Privacy Act and IDEA-Individuals with Disabilities Education Act.

## Civility: Policy 1313

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Staff, Students, Parents/Guardians and community members should be educated in the recognition, development and demonstration of civil behavior. Civil behavior is defined as polite, courteous, and reasonable behavior which is respectful to others and includes integrity, honesty, acceptance, timeliness, dependability, observance of laws and rules, and effective communication. Earlimart School District employees shall not communicate or behave in a manner that causes disruption; hinders the orderly conduct of the district operations, the educational program or any other district program or activity; or creates an unsafe learning or working environment.

## Sexual Harassment: Policy 4119.11

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

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

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.

# Technology Acceptable Use: Policy 4040

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The Earlimart School District (“District”) recognizes the value of computer and electronic resources to enhance the educational services, administration, and operation of its schools. To this end, the District provides the employee (“Employee”) with access to technology resources to include, but not limited to, the Internet, a Google Workspace account, and computing device(s), collectively referred to herein as “District Technology.” Pursuant to Board Policy and Administrative Regulation 6163.4, only an employee who submits a signature acknowledging receipt and agreement to the terms of use outlined in this Acceptable Use of Technology Agreement (“Agreement”) is authorized to use District Technology. By signing this Agreement, Employee acknowledges they have read and understand District policies, regulations, and guidelines outlining users’ obligations and responsibilities regarding the use of District Technology. Consistent with District policy, users have no expectation of privacy regarding the use of District Technology and any misuse or abuse of technology resources may result in forfeiture of District Technology privileges and/or legal action.

## **EMPLOYEE EXPECTATIONS & TERMS OF USE**

Employee agrees as follows:

- 1. Language** – I will use appropriate language. I will always be mindful that I am a representative of Earlimart School District and what I say and do can be viewed globally.
- 2. Netiquette** – I will be polite. I will not send or encourage others to distribute abusive messages.
- 3. Vandalism** – I will not use technology to practice digital vandalism. Digital vandalism includes malicious attempts to harm or destroy digital property, including data, of any user or system on the District’s network or on the Internet.
- 4. Privacy** – I will not reveal any passwords, home addresses, or personal phone numbers. I will not electronically publish or distribute pictures of others or myself without appropriate permission. I will not electronically publish or distribute any materials I have created or those of others without appropriate permission. I will not reveal or share student personal information without proper authorization and security.
- 5. Trespassing** – I will not attempt to access systems, directories, or files without authorization.
- 6. Digital Correspondence** – I understand that electronic messages sent to or from District Technology should not be considered 100% secure or private. Messages relating to or in support of illegal activities will be reported to authorities.
- 7. Digital Citizenship** – I understand it is my responsibility to utilize District Technology in a respectful and responsible manner and to execute the qualities of a positive digital citizen to include the following:

- a.** I may use District Technology for work-related and educational purposes only.
- b.** I will not submit, publish, display, or retrieve/download any inappropriate material including material that is defamatory, abusive, obscene, profane, gang-related, sexually threatening, offensive, or illegal.
- c.** I will not attempt to harm, modify, gain unauthorized access to district systems or data, destroy software, or interfere with security.
- d.** I will notify a system administrator if a password is lost or stolen, or if there is a reason to believe that someone has obtained unauthorized access to the system.
- e.** I will not use District Technology in a way that would disrupt the use of technology resources for others, including downloading, storing, distributing, or sharing any software or digital file (such as movies, music, text) in violation of copyright laws.
- f.** I will abide by copyright, trademark, and license restrictions.
- g.** I will not use District Technology to make any unauthorized purchases or to conduct any non-approved business.
- h.** I will report any misuse of District Technology to site administration and/or the Information systems department. Misuse can include but is not limited to sending/receiving messages that contain or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above.
- i.** I understand that all activities related to District Technology may be monitored and tracked.

## Drug and Alcohol-Free Workplace: Policy 4020

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The Earlimart School District is a drug-and alcohol-free workplace. As an employee you shall not use or be under the influence of any alcoholic beverage or controlled substance while on duty, on district property, or at district-related activity or event. An employee shall not unlawfully manufacture, distribute, dispense, possess, or use any alcoholic beverage or controlled substance. Any use of tobacco-related products and disposal of any tobacco-related waste are prohibited.

# Child Abuse Prevention and Reporting: Policy 5141.4

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All Earlimart School District employees are mandated reporters, as defined by law and administrative regulation. You are obligated to report all known or suspected incidents of child abuse and neglect. Child abuse or neglect includes the following: (Penal Code 11165.5, 11165.6)

- A physical injury or death inflicted by other than accidental means on a child by another person.
- Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code 11165.1.
- Neglect of a child as defined in Penal Code 11165.2
- Willful harming or injuring of a child or the endangerment of the person or health of a child as defined in Penal Code 11165.3.
- Unlawful corporal punishment or injury as defined in Penal Code 11165.4.

## Reporting Procedures

### 1. Initial Telephone Report

Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department. (Penal Code 11165.9, 11166)

Such reports shall be made to the following agency(ies):

Tulare County Child Welfare Services  
P.O. Box 671, Visalia, CA 93279  
559-730-2677 or 800-331-1585

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

### 2. Written Report

Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall prepare and either send, fax, or electronically transmit to the appropriate agency a written follow-up report, which includes a completed California Department of Justice (DOJ) form (BCIA 8572). (Penal Code 11166, 11168)

The DOJ form may be obtained from the district office or other appropriate agencies, such as the police department, sheriff's department, or county probation or welfare department. Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)

- a. The name, business address, and telephone number of the person making the report and the capacity that makes the person a mandated reporter
- b. The child's name and address, present location, and, where applicable, school, grade, and class
- c. The names, addresses, and telephone numbers of the child's parents/guardians
- d. The name, address, telephone number, and other relevant personal information about the person(s) who might have abused or neglected the child
- e. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information

The mandated reporter shall make a report even if some of this information is not known or is uncertain to the mandated reporter. (Penal Code 11167)

The mandated reporter may give to an investigator from an agency investigating the case, including a licensing agency, any information relevant to an incident of child abuse or neglect or to a report made for serious emotional damage pursuant to Penal Code 11166.05. (Penal Code 11167)

### 3. Internal Reporting

The mandated reporter shall not be required to disclose the mandated reporter's identity to a supervisor, the principal, or the Superintendent or designee. (Penal Code 11166). However, employees reporting child abuse or neglect to an appropriate agency are encouraged, but not required, to notify the principal as soon as possible after the initial telephone report to the appropriate agency. When so notified, the principal shall inform the Superintendent or designee. The principal so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board policy, and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing the necessary forms.

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

|   |  |  |                            |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |   |  |  |  |   |  |   |                          |  |  |                                |  |   |  |                             |                            |   |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |   |  |  |  |   |  |  |  |  |  |  |  |
|---|--|--|----------------------------|--|--|--|--|---|--|--|--|--|--|--|--|--|--|--|--|---|--|--|--|---|--|--|--|---|--|---|--------------------------|--|--|--------------------------------|--|---|--|-----------------------------|----------------------------|---|--|--|--|--|--|--|--|---|--|--|--|--|--|--|--|--|--|--|--|---|--|--|--|---|--|--|--|---|--|--|--|--|--|--|--|
|  <b>STATE OF CALIFORNIA</b><br>BCIA 8572<br>(Rev. 04/2017)   |  | DEPARTMENT OF JUSTICE<br>Page 1 of 2   |                            |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |   |  |  |  |   |  |   |                          |  |  |                                |  |   |  |                             |                            |   |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |   |  |  |  |   |  |  |  |  |  |  |  |
| <b>SUSPECTED CHILD ABUSE REPORT</b><br>(Pursuant to Penal Code section 11166)   |  |  |                            |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |   |  |  |  |   |  |   |                          |  |  |                                |  |   |  |                             |                            |   |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |   |  |  |  |   |  |  |  |  |  |  |  |
| <input type="button" value="Print Form"/> <input type="button" value="Clear Form"/>   |  |  |                            |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |   |  |  |  |   |  |   |                          |  |  |                                |  |   |  |                             |                            |   |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |   |  |  |  |   |  |  |  |  |  |  |  |
| <b>To Be Completed by Mandated Child Abuse Reporters</b><br><b>PLEASE PRINT OR TYPE</b>   |  |  |                            |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |   |  |  |  |   |  |   |                          |  |  |                                |  |   |  |                             |                            |   |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |   |  |  |  |   |  |  |  |  |  |  |  |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="width: 50%;"> <b>CASE NAME:</b><br/> <b>CASE NUMBER:</b> </td> <td colspan="2" style="width: 50%;"></td> </tr> <tr> <td colspan="4"> NAME OF MANDATED REPORTER <input type="text"/> TITLE <input type="text"/> MANDATED REPORTER CATEGORY <input type="text"/> </td> </tr> <tr> <td colspan="4"> REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS <input type="text"/> Street <input type="text"/> City <input type="text"/> Zip <input type="checkbox"/> DID MANDATED REPORTER WITNESS THE INCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO </td> </tr> <tr> <td colspan="4"> REPORTER'S TELEPHONE (DAYTIME) <input type="text"/> SIGNATURE <input type="text"/> TODAY'S DATE <input type="text"/> </td> </tr> <tr> <td colspan="4"> <input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> COUNTY PROBATION <input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services) <input type="checkbox"/> AGENCY<br/> ADDRESS <input type="text"/> Street <input type="text"/> City <input type="text"/> Zip <input type="text"/> DATE/TIME OF PHONE CALL </td> </tr> <tr> <td colspan="4"> OFFICIAL CONTACTED - NAME AND TITLE <input type="text"/> TELEPHONE <input type="text"/> </td> </tr> <tr> <td colspan="2"> NAME (LAST, FIRST, MIDDLE) <input type="text"/> </td> <td style="text-align: center;"> BIRTHDATE OR APPROX. 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| <b>II. TO WHOM REPORTS ARE TO BE MADE ("DESIGNATED AGENCIES")</b><br>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 (designated by the county to receive mandated reports), or the county welfare department. (PC section 11165.9)   |  |  |                            |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |   |  |  |  |   |  |   |                          |  |  |                                |  |   |  |                             |                            |   |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |   |  |  |  |   |  |  |  |  |  |  |  |
| <b>III. REPORTING RESPONSIBILITIES</b><br>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 <i>within 36 hours</i> of receiving the information concerning the incident. (PC section 11167(a).)   |  |  |                            |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |   |  |  |  |   |  |   |                          |  |  |                                |  |   |  |                             |                            |   |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |   |  |  |  |   |  |  |  |  |  |  |  |
| <b>IV. INSTRUCTIONS (continued)</b><br><b>SECTION B - REPORT NOTIFICATION:</b> 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.<br><b>SECTION C - VICTIM (One Report per Victim):</b> Enter the victim's name, birthdate or approximate age, sex, ethnicity, address, telephone number, 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 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.<br><b>SECTION D - INVOLVED PARTIES:</b> 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)).<br><b>SECTION E - INCIDENT INFORMATION:</b> 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.  |  |  |                            |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |   |  |  |  |   |  |   |                          |  |  |                                |  |   |  |                             |                            |   |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |   |  |  |  |   |  |  |  |  |  |  |  |

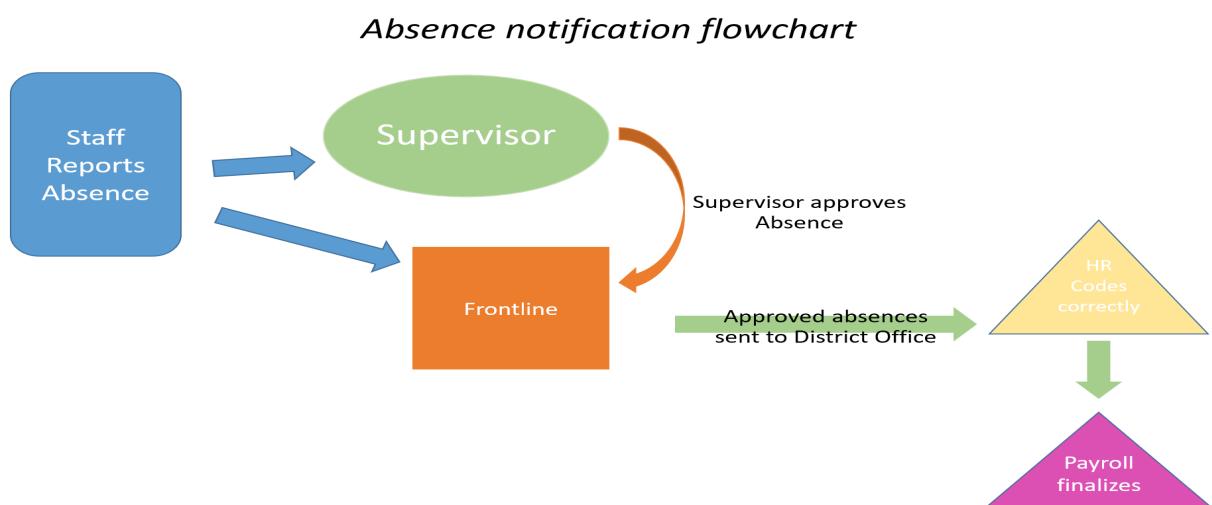
# Attendance

Earlimart School District Staff should be present to ensure adequate learning and positive school climate. If at any moment, you will not be in attendance for your duties. Please be sure to notify your supervisor as soon as possible. If the absence is already known, please notify your supervisor as soon as you become aware of your need to be absent. Notification to the supervisor should be conducted through email. Notifying your supervisor will help plan for coverage needs.

## Absence Notification

Employee attendance impacts our ability to serve our students. As an employee you are responsible to ensure that you are present for your duties. You are responsible to document your absence on Frontline as well as notifying your supervisor in order to find the appropriate coverage to fulfill your duties.

Unless an unforeseen emergency or illness arises, no attendance matter should come as a surprise. Both the employee and supervisor should be aware with ample time of the need to be absent. Substitute coverage is difficult to find so strategic planning in scheduling vacations, comp time, and other absence needs will be vital to our responsibility to serve students.



# Absence Management

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ESD utilizes the [Frontline Absence Management](#) System (formerly known as AESOP) to track employee absences and requests as well as the sub request system. All employees are required to also use a Work Schedule to pre-plan for the year. In addition to submitting their duty work schedule all employees must enter their absences on Frontline.

## Frontline Absence Reporting

- Absence Management system is used by ALL employees
- It is the employees responsibility to report every absence in the Frontline system
- Your supervisor will review your absences and determine if it will be approved or denied
- Your supervisor or front office staff are **not** responsible for notifying us of your absence or entering the absence in Frontline
- You must keep your supervisor informed of the absence that is being submitted
- If you do not report your absences in a timely manner, it could result in pay discrepancies

Please be sure to include brief notes in the *Notes to Administrator* section as to why you are absent. This is vital to ensure the correct and legal leave entitlement is being selected..

When creating a partial day absence, please be sure to select the *Custom* option and enter the appropriate time. In the *Notes to Administrator* section, include whether or not you took a lunch hour. This will insure the apportion time is deducted.

As the employee, your role is to make sure your absences have been inputted for the correct date along with the correct code. HR will review leave codes and process leave balances. Final reconciliation of time may result in pay docks through Payroll. Your supervisor will evaluate how to cover the responsibilities of the employee requesting time off. Refer to the CBA (collective bargaining agreement) for specifics on comp time and vacation.

# Absence Reasons

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1. **Sick Leave (Illness/Dr Appointment)**  
-for employees own illness and doctor appointments
2. **Personal Necessity (requires Pre-approval or justification for unanticipated request)**  
-for extension of bereavement  
-serious illness or death in employee's immediate family\*  
-appearance in court  
-accident involving person or property or the person or property of a member of his/her immediate family\*

- child related activities
- funeral for a distant relative, friend, neighbor or acquaintance
- compelling personal reason
- Religious holidays
- 3. Bereavement**
  - death of immediate family\* member
- 4. Jury Duty/Subpoena**
  - must provide proof of summons notifications to DO
- 5. Industrial Accident (Workmen's Comp)**
  - employee must provide appointment notifications to DO
- 6. Vacation (requires Pre-approval)**
  - no reason is required
  - can only be taken by 261 duty day employees
- 7. Comp Time**
  - requires pre-approval by Supervisor
- 8. No tell (Certificated only)**
  - no reason required
- 9. School Business**
  - for times when site personnel must be away from their regular duties for District/Site responsibilities (Management, any meeting/training out of district; Certificated/Classified when attending a meeting/training during contracted hours)
- 10. Other leave**
  - should be used when leave is taken for any other reason than those mentioned above

\*Immediate family: mother, father, grandmother, grandfather, or grandchild of the employee or of the spouse of the employee; the spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister of the employee; brother-in-law, sister-in-law, uncle, aunt, niece, nephew, step-father, step-mother, step-children, or any relative living in the immediate household of the employee.

## Family Care and Medical Leave Policy 4161.8

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The district shall not deny any eligible employee the right to family care or medical leave pursuant to the Family and Medical Leave Act (FMLA) or the California Family Rights Act (CFRA), or leave for pregnancy disability pursuant to California Pregnancy Disability Leave (PDL). The district shall not interfere with, restrain, or deny the exercise of an employee's right to any such leave, nor shall the district discharge, discriminate against, or retaliate against an employee for taking such leave, opposing or challenging an unlawful employment practice in relation to any of these laws, or being involved in any related inquiry or proceeding. (Government Code 12945, 12945.2; 2 CCR 11094; 29 USC 2615).

- To request leave on the basis of Family and Medical Leave of Act (FMLA), please complete the following [FMLA request form](#) and submit to Human Resources at least 30 days prior to leave (unless leave is unforeseen, in which case submit the form as soon as practical).

- The federal *Family and Medical Leave Act (FMLA)* and *California Family Rights Act (CFRA)* provide up to twelve weeks of unpaid, job protected leave to eligible employees for certain qualifying family and medical reasons.

## Professional Communications

As an employee in Earlimart School District you will often have to conduct communications with staff, parents, and outside community partners. Ensuring that all communication, verbal or written, is done with the utmost professionalism is an expectation. Not only will you be responsible for representing the district in a manner that aligns with the high standards expected of all Earlimart School District staff, but you will also be required to articulate information in a manner that does not violate any regulations.

- Verification of Employment
- Reference Calls
- Letters of Recommendation
- Professional Boundaries
- Contact with Human Resources

### Verification of Employment Calls

All employment verifications should be conducted out of the district office. In the event someone were to contact you, please refer the call to the main District Office.

### Professional Reference Calls vs. Personal References

Many times reference calls are made to you, you are able to provide a verbal professional reference call if you have directly supervised an employee. Remember that what you respond not only is reflective of yourself, but also of Earlimart School District. You are always encouraged to send those calls to the district office, particularly in cases where the employee separated from Earlimart School District in unfavorable circumstances. Personal reference calls should be made at your own discretion since they are based on a personal level basis for individuals. You may not associate yourself with the Earlimart School District for a Personal Reference.

# Letters of Recommendation

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Letters of recommendation on district letterhead or any letter that states your association to your employment require the review and approval of the Director of Human Resources or of the Superintendent.

Personal reference letters are made at your discretion but should not associate you in any way to your employment role with Earlimart School District.

## Professional Boundaries

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Strong working relationships greatly influence student and employee success. We must find professional ways to build these relationships in a safe, healthy, and professional manner at all times. The attached training provides awareness on how to ensure maintaining professional boundaries as educators.

## Records Request

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Follow the following flow of information to effectively request personnel records.

Access to personnel records is limited and confidential. Access to personnel files requires signed acknowledgement of access to records. In the event you, the employee, is requesting copies of your records, a written request must be completed. Once the completed form and associated fees are received, the district shall comply with legal record requests within 5 business days.



785 E. Center Ave. - P.O. Box 11970 - Earlimart, California 93219  
(661) 849-3386 - FAX (661) 846-2352

### Record Request Form

I, \_\_\_\_\_, representing \_\_\_\_\_  
Print Name Agency/Group/Self

request copies of the following record/s: (Please list the specific information/item requested and include as much descriptive detail as possible, i.e. titles, dates, committee names, etc.).

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I am the person identified for the records request, and am over the age of 18, and am making the request for records.

I am the parent or legal guardian of the identified minor (17 years or younger) and am making the request for records.

I am the appointed conservator of the adult (18 years or older) and am making the request for records.

Signature Date Email \_\_\_\_\_

Address City Zip Phone \_\_\_\_\_

\*Please allow for 5 business days to process this request.

### FOR DISTRICT USE ONLY

Request Received \_\_\_\_\_ Site/Dept. \_\_\_\_\_ by Date \_\_\_\_\_  
Name Evaluated and Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Comments: \_\_\_\_\_

Revised 7/27/24

Superintendent/Designee Signature Date \_\_\_\_\_

Party Notified \_\_\_\_\_ by \_\_\_\_\_ Charge \_\_\_\_\_ Date \_\_\_\_\_

# Complaint/Compliance Processes

Understanding the various channels of communication when a concern arises as an Earlimart School District employee are covered in this section. Earlimart School District encourages all parties to bring awareness to concerns that employees may have. In most instances, these concerns can be resolved at a lower level process by first discussing concerns with the immediate supervisor. In instances where additional intervention is needed, the following means to express concerns are available.

## Grievance Process

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It is important to understand the grievance processes listed in both Collective Bargaining Agreements. The following is a summary of the process:

A grievance is a claim by the Association or by one or more members that there has been a violation, misunderstanding, or a disagreement in the interpretation or application of the agreement.

Process:

### Classified (Article 8)

1. An informal attempt to resolve the claim is held
2. Within 20 days of occurrence, if resolution is not found than grievance rises to a formal Level 1. A written response by supervisor should be returned to grievant within 5 days of receipt of formal level 1 submission.
3. If the grievant still is not satisfied with decision provided in Level 1, then the form is submitted to the next level supervisor for review.
4. Within 5 days of receipt, the next level supervisor provide grievant with written response and attach to form.
5. If grievance is not resolved in Level 2, the Association shall seek the Superintendent to review within 5 days of receipt of response. This is considered Level 3.
6. Level 4 is when the resolution provided by the Superintendent did not satisfy the grievant and it is at this point where the grievance is sent to an arbitrator.

### Certificated (Article 8)

1. An informal attempt to resolve the claim is held
2. Within 10 days of occurrence, If resolution is not found than grievance rises to a formal Level 1. A written response by supervisor should be returned to grievant within 10 days of receipt of formal level 1 submission.
3. If the grievant still is not satisfied with decision provided in Level 1, then the form is submitted to the Superintendent or designee for review.
4. Within 10 days of receipt, the Superintendent or designee shall provide grievant with written response and attach to form.

5. If grievance is not resolved in Level 2, the Association shall seek a mediator to review within 15 days of receipt of response. This is considered Level 3
6. Level 4 is when the resolution provided by the mediator did not satisfy the grievant.

## Uniform Complaint Procedure: Policy 1312.3

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BP 1312.3 discusses a process known as the Uniform Complaint Procedure (UCP) that is used to investigate and resolve complaints alleging violations to state or federal laws, regulations in education, unlawful discrimination, harassment, intimidation, and/or bullying against any student, employee, or person participating in a district program or activity.

These matters are confidential and are typically handled through the Title IX team. The District UCP form is enclosed. Complaints involving allegations of child abuse or neglect, health and safety violations, employment discrimination, fraud, or Williams Uniform Complaint Procedures are referred to the appropriate authorities listed in the Board Policy.

## Title IX Team

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The Office of Civil Rights enforces Title IX of the Education Amendments of 1972. Title IX regulations apply to schools, local and state educational agencies, and any institution that receives federal funding.

The intent of Title IX is to protect individuals from discrimination based on sex.

[https://www2.ed.gov/about/offices/list/ocr/docs/tix\\_dis.html](https://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html)

|  |                                    |
|--|------------------------------------|
| Compliance Officer/Title IX Coordinator: | Maria Bustos-Flores                |
| Investigator:                            | Andrea Perez or Trained Supervisor |
| Decision Maker:                          | Maria Bustos-Flores                |
| Appeal Decision Maker:                   | Jaime Robles, Superintendent       |

## Safety

Safety and well-being of staff and students is a priority of the Earlimart School District. As an Earlimart District employee you should be familiar with safety plans and response to urgent/emergency situations. Valuable resources include but are not limited to the site's Comprehensive Safety Plans as well as the district's Injury Illness Prevention Plan.

## Identification Badges

All Earlimart School District Employees should have an Identification Badge at all times. This is to help identify school staff and provide campus safety. New employees shall be receiving an ID badge upon employment. The Identification Badge will include name, department, and site.

## Open/Closed Campus Policy

Any individual, including Earlimart School district personnel shall establish exiting and entering procedures. All parents, staff, and community members should be entering through one single point of entry. Visitors should be entering through the front office entrance when on school grounds.

- All gates will remain closed from 8:10 am to 2:30 pm at elementary campuses and 8:10 am to 3:25 pm at the middle school.
- Access to campus during school hours will only be available via the main entrance gates.
- All visitors are required to check in the front office for any on campus event.

## Comprehensive Safety Plan: Policy 0450

In any occasion, recall to follow the following response plans to emergencies.

1. Assess if medical or law enforcement is needed.
2. Contact said agencies first and immediately follow up with notice to the Superintendent. If related to personnel matters, contact Human Resources.
3. Gather witness statements, and protect all parties involved.
4. Document the incident and provide a report to HR upon request.

# Injury Illness Prevention Plan (IIPP)

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In order to maintain a safe and healthful work environment the Earlimart School District has developed an Injury & Illness Prevention Program for all employees to follow. Employee safety is a high priority for the Earlimart School District. We can reduce injuries and illnesses, increase productivity, and promote a safer and a healthier environment for all individuals at Earlimart School District.

If a work related injury occurs, refer to the Injury Illness Prevention Plan.

1. Contact: [Company Nurse Injury Hotline](#) 1 (877) 518-6702.
2. Document incident on [DWC-1 Form](#) and [Supervisor's First Report of Injury/Illness](#)
  - a. Sign and provide copies to employee and forward to HR
3. Provide any additional supervisors report requested by HR if needed.

# Workplace Violence Prevention Plan

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SB 553 would require an employer, as specified, to also establish, implement, and maintain, at all times in all work areas, an effective workplace violence prevention plan containing specified information. The bill would require the employer to record information in a violent incident log for every workplace violence incident, as specified.

*Workplace violence* - Any act of violence or threat of violence that occurs in a place of employment.

*Workplace violence* includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following four workplace violence types:

*Type 1 violence* - Workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

*Type 2 violence* - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

*Type 3 violence* - Workplace violence against an employee by a present or former employee, supervisor, or manager.

*Type 4 violence* - Workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

*Workplace violence* does not include lawful acts of self-defense or defense of others.

In the event an employee experiences any of the four types of violence listed above, they should report the incident to their supervisor as well as complete the following form [WVPP Incident Reporting Form](#). If any injuries are sustained, the appropriate authorities should be contacted including but not limited to law enforcement and/or Company Nurse.

## Company Nurse

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When injured on the job the employee should immediately notify the supervisor. The supervisor will then provide the employee with a DWC1 form and the Supervisor's First Report of Injury/Illness/Accident form. These forms help document the injury of the employee. If further medical attention is needed, the employee can call Company Nurse. Company Nurse is an injury hotline that gathers information over the phone and helps injured workers access appropriate treatment. Company Nurse is available 24 hours a day at 1-877-518-6702.

## Worker's Compensation

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The intent of Worker's Compensation is to compensate workers who are injured on the job. Earlimart School District employees are covered by Worker's Compensation when a work related injury occurs. All California Employers, public or private, are required by law to secure worker's compensation coverage. Worker's Compensation is no fault system - benefits cannot be denied due to employee negligence.

- Benefits include:
  - Death Benefits
  - Medical Treatment
  - Temporary Compensation
  - Permanent Compensation
  - Vocational Rehabilitation/Supplemental Job Displacement Voucher

# Payroll/Benefits

## Payroll Periods

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Timesheets must be submitted for any work completed during the month.

1. Submit timesheet to supervisor or administrative assistant
2. Department is responsible for verifying timesheets and account line(s)
3. Supervisor to review and provide signature of approval
4. Submit to District Office - Payroll

Timesheets are due on the 1st day of the month. Please be sure to allow enough time for your supervisor to review and approve your timesheet.

Timesheets are paid on the 15th of every month for prior month work. However, payroll finalizes one week before actual payday. If payroll does **not** receive your timesheet by the due date, your timesheet will **not** be processed until the following month. Every classification has its own timesheets, make sure you fill out the correct one.

### Certificated

- [Supplemental Timesheet](#) (pink paper)
  - Used for supplemental time
  - \* hours shall be compensated at the following rates according to the ETA agreement
- [Class Coverage Timesheet](#) (blue paper)
  - Used when no substitute teacher is available and students must be placed in other classes
- [Class Size Overage Timesheet](#) (blue paper)
  - Used when there is an excess of students in a classroom
  - \* excess enrollment shall be compensated at the following rates according to the ETA agreement
- [Relinquished Prep Period Timesheet](#) (green paper)
  - Used when a teacher is required to relinquish the prep period
  - period shall be compensated with 1 hours pay or 1 hours time off, at the teachers election
- [Substitute Teacher Timesheet](#) (yellow paper)
  - For the first 10 days, the substitute teacher rate is \$200/day, after the 10th day the substitute teacher rate is \$225/day

### Classified

- [Supplemental Timesheet](#) (pink paper)
  - Used for supplemental time
  - Used for classified substitutes that sub within the Earlimart School District (i.e. MOT department, Food Service Department, school sites).

## Expanded Learning Opportunities Program - ELOP

- [ELOP Timesheet \(Purple Paper\)](#)
  - Used for ELOP Program only. Club Leaders and Club Aides will fill out the timesheet accordingly and will be compensated according to board approved stipend rates. **ELOP timesheet will be paid out following the end of the club session.**

## Payroll Dock

---

When employees exhaust all leave hours, future approved absences are unpaid and posted as a dock. Absences are processed a month after they have occurred, therefore employees should expect a dock a month after. Docks are calculated depending on the absences reason, and will follow bargaining agreements and Ed Code.

All employees are notified through inter-district mail/Earlimart email *before* an upcoming dock will be posted. If an employee is out on a long term leave, dock notice will be mailed.

It is the employee's responsibility to keep track of their leave hours. It is highly important that all employees submit their **own** absences in a timely manner through the absence management system, [Frontline](#), in order to avoid any unwarranted docks. Employees can view leave balances and absence log history on the [Phoenix Eportal](#).

If the employee was docked in error, they will receive the amount docked within the first upcoming pay cycle (either mid-month or end-of-month payroll) after the finding.

## Deferred Net Pay

---

For classified employees who are paid 11 month employees, annual salaries may be paid in equal 12 monthly payments. Paid 11 month employees will not receive a paycheck in July, unless the [Deferred Pay Agreement](#) is submitted.

Classified employees who work less than 215 days are paid 11 months and are eligible for Deferred Net Pay.

## Direct Deposit

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All employees have the option to set up direct deposit.

In order to receive your paychecks through direct deposit, the [Direct Deposit Authorization Agreement](#) must be completed and a voided check or a form directly provided from the bank listing the routing and account number must be submitted.

When making a change to your direct deposit, a new form and documentation is required.

It is the employees responsibility to make sure information is valid and notify the Business Office of necessary changes.

## Employee Phoenix ePortal System

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The ePortal system provides TCOE and Tulare County school district employees the option to view absence and payroll information online from any location by using a username and password.

**Please note you will need to request a PIN from the Business Department prior to setting up an account.**

To set up your Phoenix Eportal please use the following link: <https://phoenix.tcoe.org/login>

1. Click on “Register New User”
2. Enter your PIN, along with the other information required.
3. Click “Verify”
4. Set up your Username, Password, and Security Questions
5. Click on the "Consent" tab.
6. Click "Yes" and save on both Payroll Stub and W-2

If you receive an error message, please contact the Business Department.

## Benefit Information

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### Self-Insured School of California (SISC)

- Eligible Earlimart School District employees are covered through SISC - Anthem Blue Cross. Please see ETA and CSEA bargaining unit agreements for eligibility information and amounts of district contribution toward health plans.
- All eligible new employees are required to fill out the [SISC HMO PPO Enrollment Form](#). If dependent information is filled out, proof of eligibility is required, [Eligibility Documentation Checklist](#).

- All eligible current employees who need to make changes to their membership must fill out the [SISC Membership Change Form](#). Proof of eligibility is required, [Eligibility Documentation Checklist](#). \* Please note changes can only be made when there is a qualifying event such as but not limited to, Marriage, Divorce, Childbirth, Adoption. Otherwise, changes will be made during the open enrollment period.
- See [2023-2024 Blue Cross PPO Enrollment Guide](#) for additional information.

#### SISC Benefit Summaries:

- [2023-24 Certificated Benefit Summary](#)
- [2023-24 Classified Benefit Summary](#)
- [2023-24 Confidential Management Benefit Summary](#)

## Retirement System

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Employees will pay into some form of retirement plan. Payment to the corresponding agency is facilitated through your regular monthly pay warrant but this is not something managed through ESD. For any inquiries regarding your retirement plans please contact your designated retirement system.

### California Public Employees Retirement System CalPERS

Full time classified staff can elect to enroll into the California Public Employees Retirement System (PERS) upon hiring or will be enrolled after employment. Part time classified employees can elect to enroll into PERS upon employment or will be enrolled after completing 1000 hours. Payment to the corresponding agency is facilitated through your regular monthly pay warrant but this is not something managed through ESD.

CalPERS 888-225-7377 (Classified)

### California State Teachers Retirement System CalSTRS

Certificated staff upon hiring, will have to elect to enroll in either the California State Teachers Retirement System (STRS) or California Public Employees Retirement System (PERS). Certificated staff will pay into the elected retirement system as soon as their employment begins.

CalSTRS 800-228-5453 (Certificated)

# Life Insurance

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Earlimart School District provides employer Paid Life Insurance for all permanent part-time and full-time employees.

Hartford: Group Life and AD&D Policy #873981

- Class 1: All Active Full-Time and Permanent Part-Time Certificated or Classified employees and Board Members - \$10,000.
- Class 2: All Active Full-Time and Permanent Part-Time Certificated Management, Classified Management, and Supervisory Employees - \$25,000

Employees must fill out/update the [Beneficiary Designation](#) form, as it protects you and your family. In the event a claim is filed, it will be processed accordingly. If you have no beneficiary on file it will delay distribution and may not go to your intended recipient.

# Conference Attendance

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All employees requesting to attend a professional development must follow the [Procedures when Requesting to Attend A Professional Learning Opportunity](#) and are required to submit a [Request to Attend A Professional Learning Opportunity prior to attending](#). First page of the form must be completed by you or the Administrative Assistant of your site.

- Please complete every section or state "N/A" if it does not apply
- Attendee and supervisor signatures are required
- Submit to Business Department for remaining approvals

*The request is to be submitted for ANY trainings/workshops.*

## ***Conference Registration:***

All conference registrations for travel are to be made by the employee or Administrative Assistant. The employee/ Administrative Assistant must submit a "Request to Attend Conference" form and requisition to the Accounts Payable Department as soon as possible to ensure that the conference registration is secured. All hotel reservation and transportation arrangements are the responsibility of the employee once the "Request to Attend Conference" form is approved. Every effort must be made to take advantage of the early registration discounts for conferences. It is understood that this is not always possible due to the lack of notice provided by the conference.

***To be reimbursed for expenditures you incur:***

- Turn in all itemized receipts for [Meal-Travel Expense Form](#) NOTE: Many times receipts are not itemized so you will need to request it. i.e. [Acceptable Receipt/Non Acceptable Receipt](#)
- An employee is eligible for meal reimbursement at the per diem rate while attending any meeting, convention, conference, or seminar on District business, unless meals are provided by the conference/event.
- To receive reimbursement, a conference agenda and a fully completed "Request to Attend Conference" form must be attached to the "Request to Attend Conference" form and submitted to the Business Department.
- Meals per diem rates reflect a total daily allowance of \$74.00, as follows: Breakfast: \$18.00 (travel commences prior to 7:00 a.m. and extends beyond 8:30 a.m.) Lunch: \$20.00 (travel commences prior to 11:30 a.m. and extends beyond 2:00 p.m.) Dinner: \$36.00 (travel commences prior to 5:30 p.m. and extends beyond 7:00 p.m.) Full Day: \$74.00 (this is the tentative maximum the employee will be reimbursed) \*See [www.gsa.gov](http://www.gsa.gov) for guidance on rates
- Tips: Must not exceed 20% Official travel, which takes the individual outside the boundaries of Tulare County during the entire mealtime hours, will render eligibility for meal reimbursement, based on when the employee was required to leave and return as noted above. If requesting meal reimbursement for a one-day trip, per IRS regulations, the reimbursement is treated as taxable wages. If lunch and/or dinner is offered at the conference/event, and the employee elects to purchase a separate meal, the District will not reimburse for this cost. If an employee elects to pay for meals for other attending employees, the District will only reimburse at the individual per diem rate.
- You may receive [Meal-Travel Expense Form](#) IF a District vehicle is not used for valid reasons. (The preference is to use a District vehicle.) The mileage rate is the IRS mileage rate updated every January.
- Mileage will be paid at the time of the current per mile rate established by the Internal Revenue Service ([www.irs.gov](http://www.irs.gov)) to those officials and employees required to use their privately-owned vehicle.
- When two or more people are departing from the same area and will be traveling to the same activity, carpooling with a minimum of two people per car is highly recommended to prevent a possible gift of public funds. Note: Economical use of District funds has priority over personal convenience or preference.
- Mileage reimbursement will only be provided to the employee owning the vehicle used for transportation.
- When a district vehicle or rental is arranged for the travel all employees are expected to use it. No mileage may be claimed for a personal vehicle under such circumstances unless there is no room or prior approval has been granted by the Superintendent or designee.
- All mileage shall be computed from the normal work location to the destination point and return using the most direct route.
- The employee must submit proof of mileage (i.e. Google Maps, MapQuest) to the Business Department when submitting the "Mileage Reimbursement".

\*The following are exceptions to the computation of mileage; however, the employee is still required to submit proof of mileage (i.e. Google Maps, MapQuest):

- Mileage will be computed from residence to destination if actual departure is from the residence and if the distance is less than the distance from work location to destination. For example, if an employee lives in Tulare and the conference is located in Visalia, mileage will be computed from Tulare to Visalia. If the conference is located in Bakersfield, mileage will be computed from the employee's normal work location to Bakersfield.

- Under no circumstances is mileage allowed between residence and normal work location. It is the responsibility of the employee to provide supporting documentation proving the selected mode of transportation is the least expensive travel option. Mileage will also be reimbursed to/from the conference and hotel, if applicable, with pre-approval per the "Request to Attend Conference" form. No mileage will be reimbursed for unofficial school business travel. Mileage between school sites will only be reimbursed if pre-approved by the superintendent or designee. Traveling between school sites must be a requirement of the job. A log of travel must be turned in by the end of the month and must be approved by the Principal/Department Head.

BP: 3350

## Reimbursement

I certify that the meal and /or mileage claim herein listed was incurred in the performance of my duties.

Claimant: \_\_\_\_\_ Principal/Supervisor: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Director Cur/Projects, \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Resignation/Employee Separation

The district recognizes that employment separation will eventually occur. This could happen for various reasons such as resignation or retirement, but when that day comes, we want to ensure employees are aware of the process and what should occur during that time.

## Resignation

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Employees should submit their notice of separation to their immediate supervisor who will forward the notice to Human Resources or the employee can notify Human Resources directly. Notice to the district should occur in writing. There is a district form titled "[Notice of Resignation](#)" and this form can be completed in its entirety and turned in as soon as the employee is aware they will be separating employment from Earlimart School District. The form provides ESD with valuable information such as the reason for separation, forwarding address for final payments, and feedback information to better assess how the district can improve. Once received, Human Resources will contact the employee to develop a check out plan on the employee's last working day.

## Retirement

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Employees planning on retiring should arrange a planning meeting months before anticipating their retirement date.

CalSTRS 800-228-5453 (Certificated)  
CalPERS 888-225-7377 (Classified)

## Disability/403B

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As an ESD employee you will not be paying into the state disability program, therefore, if an employee wishes to have disability benefits they will need to purchase these independently with an outside agency upon hire or during outside agencies open enrollment. The same applies for any other retirement plan offered other than those offered through CalSTRS and CalPERS. Please contact your preferred outside agency for more information.

## Final Pay Warrant

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Once an employee has submitted their notice of separation due to resignation or retirement, the information is submitted to Human Resources. Human Resources pulls reports to identify employee attendance records. If employees are separating employment with positive leave balances, sick leave is transferred to the next educational institution the employee moves to, or it is sent to either CalSTRS or CalPERS and is processed once an employee retires from said

retirement system. In the event the employee has negative balances, the overpayments are calculated and those amounts are deducted as part of the final pay warrant of the outgoing employee.

Employees should expect to receive their final paycheck on the following pay warrant distribution at the end of the same month. For employees separating after the 15th of the month, it is possible their final pay warrant will be on the last business day of the following month. The Business department is happy to assist in any of these inquiries.

**Early Separation:** Employees who terminate their employment with the District and have used more sick leave/vacation than they have accrued at the time of termination, shall have the equivalent cost of those hours deducted from their final pay warrant. If the final warrant is insufficient to compensate for the cost of the utilized but unearned leave, employees shall reimburse the District with any form of payment (except credit card) within ten (10) calendar days.

## FORMS/RESOURCES

|                      |   |
|----------------------|---|
| Employment Cycle     | <a href="#">Organizational Chart</a><br><a href="#">Employment Cycle</a><br><a href="#">Name/Address Change Form</a><br><a href="#">Resignation Form</a>  |
| Union Information    | <a href="#">Collective Bargaining Agreement ETA</a><br><a href="#">Collective Bargaining Agreement CSEA</a>   |
| Complaints           | <a href="#">Grievance Form (ETA)</a><br><a href="#">Grievance Form (CSEA)</a><br><a href="#">Uniform Complaint Procedure Form</a>   |
| Records              | <a href="#">Confidentiality Training</a><br><a href="#">Form Records Request</a>  |
| Employee Performance | <a href="#">Evaluation Timeline</a><br><a href="#">Evaluation Form (ETA/Certificated)</a><br><a href="#">Evaluation Form (CSEA)</a><br><a href="#">Evaluation Form (Content Expert)</a>                     |
| Employee Attendance  | <a href="#">Absence Management Training</a><br><a href="#">Work Schedule</a><br><a href="#">Leave Code Cheat Sheet</a><br><a href="#">FMLA Request Form</a><br><a href="#">Suspected Child Abuse Report</a> |
| Safety               | <a href="#">Injury Illness Prevention Plan</a><br><a href="#">DWC1</a><br><a href="#">Supervisor's First Report of Illness/Injury</a><br><a href="#">Workplace Violence Prevention Plan</a>                 |
| Payroll              | <a href="#">Supplemental Timesheet</a><br><a href="#">Request to Attend A Professional Learning Opportunity</a><br><a href="#">Meal-Travel Expense Form</a>   |