

# **COLLECTIVE BARGAINING AGREEMENT**

**BETWEEN**

**CHAFFEY JOINT UNION HIGH SCHOOL DISTRICT**

**AND**

**ASSOCIATED CHAFFEY TEACHERS  
CTA/NEA**



**Effective July 1, 2016 through June 30, 2019**

**Updated 3/12/19**

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# **ARTICLE 1**

## **AGREEMENT**

- 1.1 Except as otherwise provided herein, this Agreement shall remain in full force and effect through June 30, 2019 and thereafter shall continue in effect year-to-year until modified or amended, through negotiations, by one of the parties notifying the other, in writing, no later than March 15 of its intended revision.
- 1.2 Savings Clause. If any provision of this Agreement is held to be contrary to the law by a court of competent jurisdiction, such provision will be invalid, but, all other provisions will continue in full force and effect.
  - 1.2.1 It is further agreed that within ten (10) working days of receipt of notification of the court's decision, negotiations shall commence regarding matters related to such provision.
- 1.3 Agreement Prevails. It is understood and agreed that the specific provisions contained in this Agreement shall prevail over District practices and procedures and over state laws to the extent permitted by state law, and that in the absence of specific provisions in this Agreement such practices and procedures are discretionary with the District.
- 1.4 The District agrees to bargain the impact of decisions which change the terms and conditions of employment of unit members as defined in Government Code Section 3543.2 (Scope of Representation in Rodda Act) to the extent required by law.
  - 1.4.1 Article changes included in this Agreement which are brought about by the amendment or addition of statutory guarantees now provided in California or federal law shall be incorporated into this Agreement.
- 1.5 Maintenance of Regulations. The District agrees to maintain the existing Administrative Regulations 6050, 6050.1, 6050.2, and 6050.3, originally adopted July 6, 1982 and dealing with curriculum; 6060 and 6060.1, originally adopted July 6, 1982 and dealing with curriculum modification; 6080, and 6080.1, originally adopted July 6, 1982 and 6080.2 approved February 21, 2006, dealing with controversial issues, for the life of this agreement. Board Policy/Administrative Regulations shall be placed on SharePoint.

## **ARTICLE 2**

### **RECOGNITION**

- 2.1 The District recognizes the Association as the exclusive representative of all regular, full-time and part-time certificated employees (Education Code Section 44909), temporary employees as defined in Education Code Sections 44920 and 44921, including counselors, adult education teachers, school psychologists, resource specialists, speech-language pathologists (SLPs), nurses, certificated teacher librarians, activities directors, and athletic director; excluding those positions designated as management and/or supervisory by the Governing Board on April 5, 1976, PERB documents and Article 3 Definitions of the Collective Bargaining Agreement. The following classifications are specifically excluded from the bargaining unit: substitute teachers, coordinators, supervisory nurses, program specialists, project specialists, and directors.

Bargaining unit members shall not be assigned administrative duties.

## ARTICLE 3

### DEFINITIONS

- 3.1. **“Adjunct Duties”** responsibilities that are incidental and necessary to the fulfillment of a unit member’s assignment.
- 3.2. **“Adult School Teachers”** as used in this Agreement refers to unit members working the adult school program.
- 3.3. **“Assessment Support”** is assistance during State mandated testing.
- 3.4. **“Assignment”** means the department or departments within a school or schools, in case of a split assignment, to which the unit member is assigned.
- 3.5. **“Association”** means the Associated Chaffey Teachers, CTA/NEA, its officers, and representatives. The Association is the exclusive representative of the certificated bargaining unit in the District.
- 3.6. **“Bargaining Unit Member”** as used in this Agreement refers to regular full-time and part-time probationary and permanent certificated employees, special contract employees (Education Code Section 44909), temporary employees as defined in Education Code Sections 44920 and 44923, including counselors, school psychologists, speech-language pathologists, resource specialists, adult education teachers, nurses, and certificated teacher librarian, athletic directors, activities directors, and teachers on assignment who are members in current good standing with the Associated Chaffey Teachers.
- 3.7. **“Classroom Teacher”** refers to a bargaining unit member who is assigned to an instructional setting.
- 3.8. **“Collaboration Model”**: An instructional model designed to ensure success for mainstreamed pupils within the general education classroom setting. The model allows for general education and special education teachers to work simultaneously in a common classroom. Both general and special educators work together as equal partners, with both involved in all aspects of planning, teaching and assessment. Areas for collaboration shall include curriculum and instruction, assessment and evaluation, and classroom management and behavior.
- 3.9. **“Core Academic Subjects”** are: English, reading and language arts, mathematics, science, foreign languages, civics and government, economics, history and geography.
- 3.10. **“Day”** is a day in which unit members are required by contract to render service. **“Instructional Day(s)”** means any day(s) pupils are present for instruction.
- 3.11. **“Dependent”** means any spouse, domestic partner, or other person for which the unit member has physical or legal custody. Age limits and other requirements such as college attendance for children apply.

- 3.12. **“District”** is the Chaffey Joint Union High School District, its Board of Trustees, administration, and other designated representatives.
- 3.13. **“Domestic Partner”** means the person designated by a bargaining unit member who has met the requirements of California’s Family Code Section 297: has registered their partnership with the Secretary of State in California on the “Declaration of Domestic Partnership” form pursuant to Division 2.5 of the Family Code and obtained a notarized and certified copy of the “Declaration of Domestic Partnership” form and provided a copy of the form to the District.
- 3.14. **“Extra Duties”** are those duties of supervising pupils for reasons other than instruction performed after the work day.
- 3.15. **“Grievance”** is a claim by a unit member or the Association that there has been a violation, misinterpretation, or misapplication of this Agreement.
- 3.16. **“Hourly Rate of Pay”** means the daily rate of pay divided by 7¼ daily duty hours.
- 3.17. **“IEP (Individualized Education Program)”** is a written description for a pupil with a disability that is developed, reviewed, and revised in accordance with relevant federal and state laws and regulations.
- 3.18. **“IEP Team”**: A group of individuals responsible for identifying and evaluating pupils with disabilities; developing, reviewing, or revising an IEP for a pupil with a disability; and determining the placement of a pupil with a disability in the Least Restrictive Environment (LRE).
- 3.19. **“IEP Team Meeting”**: A prearranged meeting when school staff members, a parent, and others who have knowledge or special expertise regarding the child come together at the same time and place to discuss matters related to the identification, evaluation, educational placement, and the provision of Free and Appropriate Public Education (FAPE) for a pupil with a disability.
- 3.20. **“Immediate Family”** means any spouse, domestic partner, mother (stepmother, mother-in-law), father (stepfather, father-in-law), daughter (stepdaughter, daughter-in-law), son (stepson, son-in-law), great-grand parents, grandmother, grandfather, granddaughter, grandson, sister (stepsister, sister-in-law), brother (stepbrother, brother-in-law), niece, nephew, aunt, uncle, and any person living in the household of the unit member.
- 3.21. **“Immediate Supervisor”** means the unit member’s administrator, employed by the District who has direct responsibility for supervising the unit member. “Immediate Supervisor” is the lowest level administrator having immediate jurisdiction over the grievant and who has been designated by the District to resolve grievances.
- 3.22. **“Included Pupils”**: Pupils with an IEP who receive instruction in a general education setting.

- 3.23. **“Leadership Team”** the group of department chairs and others as selected by the Principal as described in Article 18.3.
- 3.24. **“Least Restrictive Environment”:** (LRE) To the maximum extent appropriate, pupils with disabilities are educated with pupils who are not disabled.
- 3.25. **“Leveling of Class”** includes overall pupil load as well as course enrollment.
- 3.26. **“Mainstreamed”:** Special education pupils receive instruction in general education classes with support and services.
- 3.27. **“Management Employee”** means any employee in a position having significant responsibilities for formulating District policies or administering District programs.
- 3.28. **“Paid Leave of Absence”** means that a unit member shall be entitled to receive wages and all fringe benefits, including, but not limited to, insurance and retirement benefits, return to the same or similar assignment which he/she enjoyed immediately preceding the commencement of the leave, and receive credit for annual salary increments provided during his/her leave.
- 3.29. **“Per Diem Rate of Pay”** means the unit member’s annual scheduled salary divided by the number of duty days required by the Agreement.
- 3.30. **“Placement”** means the initial school or schools to which the unit member is placed upon being employed by the District or returning from a discretionary leave of absence of one semester or more.
- 3.31. **“Preparation Period”:** A non-instructional period for bargaining unit members assigned to the classroom, utilized as preparation time, and by each classroom bargaining unit member in such manner as to enable further development and refinement of professional competence and greater instructional effectiveness in the classroom. Preparation time is a duty period and shall be used for professional assignment-related work, including, but not limited to, presentation for classes; preparation of instructional materials; preparation of or attendance at demonstration lessons, participation in employee training; conferences with the principal, regarding evaluation observations, parent conferences and classroom substitutions as per Article 10.5.4, lesson planning, and collaborating with colleagues on instructional strategies.
- 3.32. **“Principal”** shall mean principal or designee.
- 3.33. **"Professional Dress and Grooming"** Dress and grooming standards that present an image consistent with job responsibilities and assignment, and that do not endanger the health and safety of the unit member.
- 3.34. **“Reassignment”** means a change in the assignment.



- 3.35. **“Referred Participant Teacher”** is a teacher with permanent status who receives assistance to improve his or her instructional skills, classroom management, knowledge of subject, and/or related aspects of his or her teaching performance as a result of an unsatisfactory final evaluation.
- 3.36. **“Regular Day Employees”** as used in this Agreement refers to all regular part-time, full-time, permanent and probationary classroom teachers, and temporary employees, as defined in Education Code Sections 44920 and 44923, counselors, school psychologists, resource specialists, nurses, certificated teacher librarian, and speech-language pathologists.
- 3.37. **“Seniority”** means placement on the official District seniority list.
- 3.38. **“Site”** means a building or location where unit members work.
- 3.39. **“Special Education Pupils”**: A pupil who has a current IEP.
- 3.40. **“Summer Program Employees”** as used in this Agreement refers to unit members working during the summer months in the extended year program and/or summer school.
- 3.41. **“Superintendent”** shall mean superintendent or designee.
- 3.42. **“Supervisory Employee”** means any employee, regardless of job description, having authority in the interest of the employer to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or the responsibility to assign work to and direct them, or to adjust their grievances, or effectively recommend such action.
- 3.43. **“Supplemental Service Provider Member”** is a unit member employed, as described in this Agreement, to teach/tutor as a supplemental service to pupils or otherwise to provide supplemental services of an instructional nature to pupils. Participation of unit members of the District in providing supplementary service shall be voluntary.
- 3.44. **“Support Personnel”** refers to any bargaining unit member who is not a “classroom teacher” as defined above.
- 3.45. **“Transfer”** means the change in placement of unit member from one school to another.

- 3.46. **“Unit Members”** as used in this Agreement refers to regular full-time and part-time probationary and permanent certificated employees, special contract employees (Education Code Section 44909), temporary employees as defined in Education Code Sections 44920 and 44923, including counselors, school psychologists, speech-language pathologists, resource specialists, adult education teachers, nurses, and certificated teacher librarian, athletic directors, and activities directors; excluding those positions designated as administrative, management, and supervisory, by the Governing Board on April 5, 1976, substitute teachers, coordinators, supervisory nurses, program specialists, directors, project specialists and consultants.
- 3.47. **“Unpaid Leave of Absence”** means that a unit member shall be entitled to the same benefits accorded unit members who are on paid leave, excluding wages.
- 3.48. **“Voluntary Event”** a meeting or activity to which a unit member is not required to attend which shall have no negative consequences for non-attendance.

## **ARTICLE 4**

### **NEGOTIATION PROCEDURES**

#### **4.1 Reopeners of the Agreement**

- 4.1.1 The parties hereby agree that negotiations will reopen on or before July 1st of each year for the life of the contract on the following: Compensation (Article 26) and Fringe Benefits (Article 19), Calendar, and two additional articles. Additional articles may be reopened on mutual agreement of the Bargaining Agent and the District.

## **ARTICLE 5**

### **RIGHTS AND PROCEDURES**

- 5.1 District Rights. Except as limited by the law and the terms of this agreement, it is understood and agreed that the District retains all of its powers and authority to direct, manage and control to the full extent of the law, and the use of judgment and discretion in connection therewith. Included in but not limited to those duties and powers are the exclusive right to: determine its organization; direct the work of its employees; determine the time and hours of operation; determine the kinds and levels of service to be provided, and the methods and means of providing them; establish its educational policies, goals and objectives; insure the rights and educational opportunities of the pupils; determine staffing patterns; determine the numbers and kinds of personnel required; maintain the efficiency of District operation; determine the curriculum; build, move, or modify facilities; establish budget procedures and determine allocation; determine the methods of raising revenue; contract with ROP, San Bernardino County, WESELPA and other agencies for services not normally provided by bargaining unit members; take action on any matter in the event of an emergency as defined in Government Code Section 8558 (any such action taken shall have been necessitated by the emergency and shall be in effect only so long as the condition caused by the emergency exists); hire, classify, assign, evaluate, and promote employees; discipline employees pursuant to Education Code 44944; and terminate employees pursuant to Education Code 44955.
- 5.1.1 Notwithstanding any other provisions of this Article, the parties agree that this Article is not intended as a general or specific waiver of any right of the Association or unit members.
- 5.1.2 Counselors hired beginning with the 2004-2005 school year must possess and keep current a valid California single subject teaching credential and a valid California Pupil Personnel Services Credential or present written verification from an accredited institution that they qualify for a Pupil Personnel Services Credential and that an application is being processed. A candidate possessing a California Pupil Personnel Services Credential and a teaching credential other than a California single subject credential may be mutually agreed upon between the District and the Association.
- 5.1.3 All teachers must receive certification in Cultural, Language and Academic Development (CLAD) or its equivalent, no later than the first day of the 2009-2010 school year, in order to continue employment with the Chaffey Joint Union High School District. In order to qualify for reassignment under Article 23, bargaining unit members not assigned to the classroom must have met the above requirement.

## 5.2 Association Rights

- 5.2.1 Representation. The Association and its officers shall have the right to represent the members of the bargaining unit relating to all matters enumerated under the Rodda Act. (EERA 3543.5, 3543.1, 3543.2).
- 5.2.2 Use of Facilities. The Association and its officers shall have the right of reasonable use of District facilities for the purpose of transacting Association business provided such use does not interfere with the school program or duties of unit members, and provided further, an authorized Association representative obtains advance permission from the superintendent or designee regarding the time, place and type of activity to be conducted. A reasonable fee may be assessed for exceptional expense incurred by the District related to utilities, security, clean-up and unusual wear and damage as a result of use of the school facility by the Association.
  - 5.2.2.1 Bargaining unit members shall obtain permission and appropriately calendar the use of school facilities for voluntary events that do not violate the Collective Bargaining Agreement.
- 5.2.3 Use of Bulletin Boards, Mail Boxes, Mail Service and District E-Mail. The Association shall have the right to post notices with an appropriate Association identification regarding activities and matters of Association concern on bulletin boards. At least one bulletin board shall be provided at each school site in areas frequented by unit members. The size and location shall be mutually agreed upon by the ACT campus director and the site administration. The Association shall have use of District E-Mail and intra-District mail service, both incoming and outgoing, and mail boxes for communications to unit members regarding activities and matters of Association concern. Copies of all materials for general distribution shall be mailed to the Superintendent at the time the information is distributed.
  - 5.2.3.1 Bargaining unit members shall not utilize intra-District mail service, both incoming and outgoing, and mail boxes for other than official school business communications to unit members without written approval of the principal.
- 5.2.4 Association Business. The Association shall be permitted a minimum of fifteen (15) minutes at each faculty meeting. The Association business start time will be determined by mutual agreement.
- 5.2.5 The District, upon request by the Association, agrees to furnish to the Association, within ten (10) work days, all available information concerning the financial resources and certificated and classified staffing of the District. Such information shall include, but not be limited to: annual financial reports and audits, budgets, interim reports, J-9 Reports, assignment location of certificated personnel, tentative budgetary requirements and allocations, the agenda and minutes of all Board meetings and attachments thereto at the time of distribution to the Board, census and membership data, names, addresses and phone numbers of all unit members, salaries, benefits, and stipends paid thereto, educational background, longevity, and other employee information that may be used in representing unit members without cost to the Association.

- 5.2.6 Negotiation Information. The District shall furnish the Association upon request all information classified as public which is necessary and relevant for the Association to fulfill its responsibilities in connection with the negotiations and maintenance of the Collective Bargaining Agreement. Such information shall be provided within a reasonable time following the request.
- 5.2.7 Such information, by request of the Association, shall be supplied via electronic means if the District keeps such data in electronic format.
- 5.2.8 Association Leave. A maximum of twelve (12) work days shall be granted in any school year to the Association for legitimate Association business. Additional work days, which are in the best interest of the District, may be granted. Such leave shall be requested in writing by the ACT President at least two (2) work days in advance of the proposed leave. The Association shall reimburse the District for substitute costs resulting from such leave at the time of each absence, except that paid leave shall be granted for four (4) work days of the twelve (12) work days.
- 5.2.9 President's Leave. The Association President shall be provided with full-time released time at no loss of salary or other benefits for the duration of the Agreement. The base salary for the Association President will be determined by the President's appropriate placement on the teacher's salary schedule for a work year equal to that contracted prior to his/her election as President. The Association will submit a written request annually identifying the amount of additional salary which the President should receive for additional work days/hours beyond the normal contract work year. The Association will reimburse the District on a quarterly basis all costs for salary, employer retirement contribution for the amount which exceeds the base salary. The annual and monthly salary received by the Association President will be based on the combined total of the base salary and the additional duties salary as requested by the Association. The District shall not incur any additional cost from this Agreement article. The President shall return to his/her assignment with a preference given to return to the original site in the event a qualifying position is available and upon a written request. This sub-section is only applicable for the year of return from the Presidency.
- 5.2.10 Board Agendas. The District shall provide the Association one complete agenda for all Board of Trustees meetings on the same day that said agenda is delivered to Board Members. The service of the agenda shall constitute official notice of any proposed action by the Board of Trustees on items set forth in the agenda.

- 5.2.11 Association Meetings. Prior to the opening of school, the Association will calendar two (2) Tuesday afternoons per month for Association business. The District and site administrators shall avoid scheduling meetings in conflict with these meetings except for meetings called to deal with emergency situations. No unit member shall be denied the right to attend these Association meetings because of District or site meetings unless such meetings conflict with their regularly scheduled assignments.
- 5.2.12 Bargaining Unit Representatives to District Committees. The Association shall select or elect unit member representatives to school site councils, staff development committees, school discipline committees, school safety plan committees and other District advisory committees.
- 5.2.13 The District shall notify the Association of any new certificated classifications created and negotiate the impact and/or placement of any such classification in the certificated bargaining unit prior to Board action. Disputed cases shall be submitted to PERB for determination.

### 5.3 Unit Member Rights

- 5.3.1 Complaints or Charges. No negative and/or unsatisfactory evaluation, discipline, dismissal, or other adverse action shall be taken against a unit member due to complaints, information or material of a derogatory or critical nature or charges received from pupils, parents, District employees, and/or the public unless the administrator believes it is significant and the following procedures have been followed:
- 5.3.1.1 All complaints or charges, including sexual harassment charges, shall be received by the District without comment or prejudice.
- 5.3.1.2 A preliminary investigation of any complaint or charge may be made by an administrator. If this investigation reveals a serious or unresolved complaint or charge, the person making the original complaint or charge shall state the complaint or charge in writing and sign it. If the complainant refuses to do this, the charge shall be dropped.
- 5.3.1.3 Those involved shall receive written notification of the complaint or charge within five (5) working days after it has been reduced to writing and submitted to the District except as otherwise provided by law. A unit member shall have the right to Association representation at any conference or investigatory meeting.
- 5.3.1.4 If the complaint or charge cannot be resolved at the local school level, the superintendent shall make a thorough investigation of the alleged complaint or charge and attempt to effect a resolution. The term "resolution" as used in this section shall mean the resolution to the point that neither the charging party nor the unit member wishes to pursue this issue to another level.
- 5.3.1.5 In the event resolution cannot be effected by the superintendent, the superintendent or the employee may present findings to the Board of Trustees for

appropriate action. The employee(s) shall have the right to be present during the presentation of any information or evidence having bearing on the charge.

- 5.3.1.6 If the complaint or charge is presented to the Board of Trustees, it shall be received in executive session unless otherwise requested by the staff member being charged.
- 5.3.1.7 Complaints or charges which are withdrawn, shown to be false, or are not sustained by the grievance procedure, shall neither be placed in the unit member's personnel file nor utilized in any evaluation, assignment, or disciplinary or dismissal action against the unit member.
- 5.3.1.8 All information or proceedings regarding any complaint or charge shall be kept confidential by the District.
- 5.3.1.9 If the complaint or charge is found valid, the District may impose disciplinary action as designated in Article 13.
- 5.3.1.10 A member of the bargaining unit may not assist a pupil or parent in making a written complaint or charge against another unit member.

5.4 Non-Reappointment. If a unit member is not to be re-appointed to a special assignment or is removed during the year, the written reasons for non-reappointment or for removal shall be provided the unit member involved upon written request. Unit members shall not be removed during the school year from such appointments without cause.

## 5.5 Personal and Academic Freedom

- 5.5.1 Unit members have the responsibility for implementing the study of issues, subjects, and materials relevant to the assigned course of study. Among the objectives to promote this end are the following:
  - 5.5.1.1 Ability and the will to study complete life situations and to make intelligent choices from alternatives.
  - 5.5.1.2 Ability to analyze materials, to recognize propaganda, and to evaluate sources of information.
  - 5.5.1.3 Ability and the desire to make use of rational methods in considering a significant issue and in coming to decisions about them.
  - 5.5.1.4 Willingness to recognize the necessity for the value of differing viewpoints.
  - 5.5.1.5 Readiness to accept desirable compromise when necessary.
  - 5.5.1.6 Respect for minority position and acceptance of the right of minorities, through the democratic process, to attempt to become majorities.



- 5.5.2 The District has the responsibility to insure unit member's reasonable freedom in classroom presentations and discussions including controversial materials, providing said material is relevant to the course content and is within the scope of the law.
- 5.5.3 A unit member shall be entitled to full rights of citizenship. The personal life of a unit member is not an appropriate concern of the District for purposes of evaluation or disciplinary action.
- 5.5.4 The District shall prohibit discrimination because of race, color, national origin, religion, sex, sexual orientation, age, handicap, disability, marital status, economic status, political affiliation, domicile, membership in an employee organization, participation in the activities of an employee organization, union affiliation, or exercising the rights contained in this Agreement.
- 5.5.5 The District shall take reasonable steps to prevent any form of harassment against a unit member while performing the duties of employment.
- 5.6 **Waiver of Unit Member Benefits or Privileges.** No waiver of any of the benefits or privileges granted to any unit member of this Agreement or by District policy shall be valid unless approved in writing by the Association.
- 5.7 **Salary Reserve.** Contract employees not paid in twelve equal monthly payments may elect to participate in a Salary Reserve Plan as authorized by Education Code 45040.
- 5.8 **Representation.** A unit member shall be entitled to have present representatives of the Association when he/she is being reprimanded, warned, or disciplined.
- 5.9 **Personnel Files**
  - 5.9.1 **Right to Examine.** Each unit member shall have the right to examine and obtain copies at cost of all material in his/her personnel file, located in the District office, that is not restricted as confidential by Education Code Section 44031. Any material placed in the file shall be signed and dated by the person or persons who drafted it. The District shall make timely notification to any unit member when any material is to be placed in the file and before any action is to be taken. "Timely Notification" shall mean as soon as reasonably possible and long enough to reasonably prepare defense or response.
  - 5.9.2 **Right of Response.** The unit member shall sign any material placed in the file to indicate that he/she has seen the material, but the signature shall not necessarily indicate agreement with the contents. The unit member shall be given the right to attach a response to any materials placed in the file.
  - 5.9.3 **Right of Representation.** Upon written authorization by a unit member, a representative of the unit member shall be permitted to examine materials in the file.
  - 5.9.4 **Examination Log.** Each unit member's file shall have a log sheet upon which shall be recorded the name, date, and purpose for which an examination of the file is made by anyone. Access to the files by members of the District administration shall be on a need-

to-know basis. Board of Trustees members may request a review of a unit member's file at a personnel session of the Board of Trustees.

5.9.5 Notation of Resolution. The administration shall, upon request, make a notation in the files when a previous problem has been resolved.

5.9.6 On-site Files. Any file on a unit member kept at a site other than the central office shall be subject to all the same protections and rights of access as the central District file.

5.9.7 Removal of Derogatory Material. After seven (7) years, a unit member may request material of a derogatory nature be removed from his/her personnel file unless such material is currently involved in pending litigation. Evaluations are not subject to removal.

#### 5.10 Parent/Guardian Involvement and Information

5.10.1 Parent(s)/guardian(s) wishing to observe on campus during the instructional day shall submit a request to administration. Prior to the observation, administration will meet with the unit member and parent to determine the date, time, and duration of the visitation.

5.10.1.1 Administration shall ensure that a parent(s)/guardian(s) coming on to a work site for a scheduled observation shall check in at the main office. Personnel in the main office shall contact the unit member to be visited before the parent(s)/guardian(s) are allowed to leave the office to go to the unit member's work location at the site.

5.10.1.2 If, during the course of the observation, the parent(s)/guardian(s) presence becomes disruptive, the unit member shall have the authority to tell the parent(s)/ guardian(s) to leave the classroom.

5.10.1.3 The unit member shall report any incidents to the site administrator as soon after the incident as possible.

5.10.1.4 A disruptive parent/guardian shall not be allowed to observe the unit member's classroom again without agreement between an administrator and unit member.

5.10.2 Parent(s)/guardian(s) wishing to review materials for use in their pupil's classroom shall provide a written request to the pupil's teacher. Reasonable time will be afforded a unit member to gather requested information and materials prior to the visitation. Arrangements shall be made should a unit member wish to be present during review of materials.

#### 5.11 Annual Parent Notifications Required by Law

5.11.1 The District will adhere to the parent notification requirements as set forth in the provisions of the Elementary and Secondary Education Act.

5.11.2 If the District receives a request from a parent for information about the professional qualifications of his/her child's teacher(s), the District shall only provide information about the following:

- a) whether the teacher has met state qualifications and licensing criteria for the grade levels or subject area taught;
- b) whether the teacher has an emergency or waiver certification; and
- c) the degree(s) and certification held by the teacher and subject area for each degree or certification.

## 5.12 Instructional and Clerical Aides

5.12.1 The assignment of the instructional and clerical aides is determined by administration and Article 27.5. The certificated bargaining unit member has the responsibility to determine the work activities of the instructional and clerical aide(s) during the time the aide is assigned to the unit member.

5.12.2 No instructional or clerical aide or any other classified personnel of the District shall participate in or provide information for the evaluation of a unit member.

## 5.13 Teaching Conditions

5.13.1 Repairs, setup, and programming of educational technology, equipment, and instructional devices shall be made as soon as possible by qualified personnel. Communication regarding the current status of technology requests shall take place in a timely manner.

5.13.2 Except in emergencies, the District shall make every effort to address necessary repairs and maintenance of classrooms and District facilities at a time that will not interfere with the instructional program. Should the health, safety, or welfare of pupils or unit members be endangered, immediate action shall be taken by the District to correct the problem.

5.13.3 Unit members shall not be expected to use or purchase supplies or personal equipment for their assignment.

## 5.14 Grading/Progress Reports

5.14.1 Grading/Progress Reports for 9-12 grade levels shall be two (2) grading periods for all pupils at approximately the 9th and 18th weeks of each semester. Two (2) progress reports at approximately the 5th and 14th weeks of each semester will be required for all pupils who:

- a) are earning less than a C grade
- b) are in danger of failing
- c) have dropped two or more grade levels

Teachers are encouraged, but not required, to grade all pupils at progress reporting time.

5.14.1.1 Alternative Grading/Progress Report options may be considered by a vote of the certificated staff. See Appendix E for the specific steps to complete the process.

5.14.2 Grades will be due at 8:00 a.m. on the third day following the end of the grading period.

5.14.3 Teachers at continuation school are required to report grades and credits up to eight (8) times per year through the student electronic grade reporting system.

5.15 Temporary Unit Members

5.15.1 At the request of the Association President, the District shall provide a list of all Bargaining Unit Members in temporary positions including name, position, work site and length of contract.

5.15.2 Temporary unit members may apply for vacancies during the “inside” application process.

## **ARTICLE 6**

### **GRIEVANCE PROCEDURE**

#### **6.1 Grievance**

6.1.1 A “grievance” is a claim by a unit member or the Association that there has been a violation, misinterpretation, or misapplication of this Agreement. Actions to challenge or change the policies of the District as set forth in the Board Policy/Administrative Regulations, which are not in conflict with this Agreement, must be undertaken under separate legal process.

#### **6.2 General Provisions**

6.2.1 The time limits contained herein are considered maximum limits. However, they may be extended or reduced by mutual written agreement.

6.2.2 The grievant may be represented by authorized representatives selected by the Association at any conference or hearing. For this purpose, released time may be provided the grievant and the Association representatives at a time mutually agreed to by the grievant and by the District’s designee.

#### **6.3 Informal Level**

6.3.1 Before filing a written grievance, the grievant is encouraged to attempt to resolve it by an informal conference with the grievant’s immediate supervisor. The immediate supervisor or his designee shall confer with the grievant within five (5) work days of the request. Any time required in this attempt shall be added to the ten (10) work days period for filing the grievance at Level 1.

#### **6.4 Formal Level - Level 1 - School Level**

6.4.1 Within ten (10) work days after the grievant has knowledge of or reasonably should have knowledge of the event which caused the grievance, the grievant must present such grievance in writing on the appropriate form to the immediate supervisor. An extension of time may be granted by mutual agreement of the Association and the District.

6.4.2 This statement shall include the circumstances involved and the remedy sought.

6.4.3 The supervisor shall communicate a decision to the employee in writing within ten (10) work days after receiving the grievance. If the supervisor does not respond within the time limits, the grievance shall proceed to the next level.

6.4.4 Within the above time limits, either party may request a personal conference with the other party. The Association shall be notified by the District prior to such a meeting in sufficient time to provide representation.

#### **6.5 Formal Level 2 - Superintendent’s Level**

- 6.5.1 In the event the grievant is not satisfied with the decision at Level 1, the grievant may appeal the decision on the appropriate form to the superintendent within ten (10) work days.
- 6.5.2 This statement should include a copy of the original grievance, the decision rendered, and reason(s) for the appeal.
- 6.5.3 The superintendent shall communicate a written decision within ten (10) work days after receiving the appeal. Either the grievant or the superintendent may request a personal conference within the above time limits. The Association shall be notified by the District, prior to such a meeting, in sufficient time to send representatives. If the superintendent does not respond within the time limits, the grievant may request the Association to proceed to arbitration.

#### 6.6 Formal Level 3 - Mediation

- 6.6.1 If the grievant or the Association is not satisfied with the decision at Level Two, it may, within ten (10) days, submit a written request for mediation of the grievance. In this event the Association shall, within five (5) days, submit to the California State Conciliation Service a written request for the immediate services of a Mediator.
  - 6.6.1.1 The function of the Mediator shall be to assist the parties to achieve a mutually satisfactory resolution of the grievance. At the outset of this process, the Mediator shall schedule a meeting at a mutually agreeable time for the purpose of resolving the matter through mediation.
  - 6.6.1.2 If a satisfactory resolution of the grievance is achieved by means of this mediation process, both parties to the grievance shall sign a written statement to that effect, and thus waive the right of either party to any further appeal of the grievance.
  - 6.6.1.3 The District and the Association have agreed that this level (Level Three of this Grievance Procedure) may be waived by mutual agreement. If no satisfactory settlement is reached within ten (10) days following the first meeting with the Mediator, either party may appeal the grievance to the next level (Level Four).

#### 6.7 Formal Level 4 - Arbitration

- 6.7.1 In the event the grievant is not satisfied with the decision at Level 2, the grievant may, within ten (10) work days of the decision or the date the decision was due, request the Association to submit the grievance to arbitration.
- 6.7.2 If the Association agrees to submit the grievance to arbitration, it will so notify the superintendent and the American Arbitration Association (AAA) within fifteen (15) work days of the request. Except as otherwise agreed in writing, the parties shall then be bound by the Voluntary Labor Arbitration Rules of the AAA and the award of the arbitrator.

6.7.3 The arbitrator shall have no power to add to, subtract from, or modify the terms of the Agreement or the written policies, rules, regulations and procedures of the District.

6.8 Miscellaneous Provisions

6.8.1 The parties agree that the costs and fees of arbitration shall be borne by the District if the grievance is sustained and by the Association if the grievance is denied. In the event the grievance is sustained in part and denied in part, the arbitrator shall determine the appropriate share of costs to be assessed each party.

6.8.2 If the Board of Trustees wishes to review the grievance and the superintendent's proposed decision, the superintendent shall notify the grievant within the ten (10) work day time limit referred to in Section 6.5.3 above, and that time limit shall then be automatically extended to twenty (20) work days.

6.8.3 All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and will not be kept in the personnel file of any unit member.

## **ARTICLE 7**

### **ORGANIZATIONAL SECURITY**

#### **7.1 Dues Deduction**

- 7.1.1 Any unit member who is a member of the Associated Chaffey Teachers/CTA/NEA, or who has applied for membership, may sign and deliver to the Association an assignment authorizing deduction of unified membership dues, initiation fees and general assessments in the Association. Pursuant to such authorized deduction, the District shall deduct one-tenth (1/10) of such dues from the regular salary check of the unit member each month for ten (10) months. Deductions for unit members who sign such authorization after the commencement of the school year shall be appropriately prorated to complete payments by the end of the school year.
- 7.1.2 With respect to all sums deducted by the District pursuant to Sections 7.1.1 above for membership dues, the District agrees promptly to remit such monies to the Association accompanied by an alphabetical list of unit members for whom such deductions have been made.
- 7.1.3 The Association agrees to furnish any information needed by the District to fulfill the provisions of Section 5.3



## **ARTICLE 8**

### **MANAGEMENT PROPOSALS**

- 8.1 It is agreed and understood that there will be no strike, work stoppage, slow-down, unlawful picketing or refusal or failure to fully and faithfully perform job functions and responsibilities, or other interference with the operation of the District by the Association or by its officers, agents, or members during the term of the Agreement, including compliance with the request of other labor organizations to engage in such activity.
- 8.2 The Association recognizes the duty and obligation of the representatives to comply with the provisions of this Agreement and to make every effort toward inducing all employees to do so. In the event of a strike, work stoppage, slow-down or other interference with the operations of the District by employees who are represented by the Association, the Association agrees in good faith to take all necessary steps to cause those employees to cease such action.
- 8.3 During the term of this Agreement, the District agrees that it shall not engage in a lock out involving unit members.
- 8.4 It is agreed and understood that any employee violating this Article may be held accountable subject to the due process procedure.
- 8.5 This Article shall be suspended and have no effect should the parties fail to reach agreement in negotiations over any topic properly reopened after completing the impasse procedures of the Rodda Act.

## **ARTICLE 9**

### **SAFETY**

#### **9.1 Safe Working Conditions**

- 9.1.1 Bargaining unit members shall not be required to work in unsafe conditions or to perform tasks that endanger their health, safety or well-being.
- 9.1.2 Upon written notification, the District shall make every effort to eliminate or correct any unsafe, hazardous condition, or harassment.
- 9.1.3 The District shall comply with provisions of the California Occupational Safety and Health Act and the California Labor Code.
- 9.1.4 In the event of an emergency school or District closure, including but not limited to natural disaster, quarantine, or government order, unit members shall receive their daily rate of pay and benefits. If make-up work days are required by law, the District shall negotiate the form of making up the work days with the Association.
- 9.1.5 The District shall notify and keep the Association President informed of the issues related to the Article 9.1.1 through Article 9.1.4.
- 9.1.6 Each school year, the District shall provide each department with first aid kits containing gloves, breathing barriers, first aid book, flashlight and basic first aid supplies.
- 9.1.7 The site safety committees shall work to provide each classroom and major work area with an alert system to be used only for emergency purposes, or as an indicator that a bargaining unit member is in need of help.
- 9.1.8 The District shall keep all school grounds and facilities free of unwanted rodents, pests, and insects such as ants, roaches, and fleas. If insecticides or poisons are used, the District shall notify unit members of the names of the chemicals used at least one week in advance of their use. The District shall apply them only at times when unit members and pupils are not present, allowing sufficient time for toxic effect to wear off before humans re-enter the affected area.
- 9.1.9 Administration shall monitor cleanliness in the instructional setting.

#### **9.2 Abuse, Assault, Battery or Threat of Such Against a Unit Member**

- 9.2.1 Report of Incidence. Any abuse, assault, battery, or threat of force directed toward unit members at any time or place, which is related to school activity or school attendance, shall be reported to the immediate supervisor and/or site administration. As required by Education Code Section 44014 (a), the unit member and the administration shall promptly report the same to the appropriate law enforcement authority.

9.2.2 The District shall provide support and assistance, to unit members who may have been assaulted while in performance of their duties.

### 9.3 Pupil Suspension from Class

9.3.1 A unit member may suspend a pupil from his/her class for the day of the suspension and the day following, for offenses enumerated in Section 48900 of the Education Code, and shall report the suspension to the principal/designee and send the pupil to the principal/designee for appropriate action.

9.3.1.1 The District shall annually provide the most current version of Education Code Section 48900 to unit members and as revisions occur.

9.3.2 The unit member shall notify the parent in a timely manner and participate in any subsequent parent conference. The principal or designee shall facilitate in carrying out this obligation of the unit member including sending of notices to parents or guardians and the scheduling of meetings at mutually acceptable times. The principal or designee shall attend the conference if the unit member or parent requests.

9.3.3 The pupil shall not be returned to the bargaining unit member's class during the period of suspension without the bargaining unit member's concurrence.

9.3.4 The pupil shall not be placed in another regular class during the period of suspension. If the pupil is assigned to more than one class per day, this section shall apply only to classes scheduled during the same time as the class from which the pupil was suspended.

### 9.4 Pupil Suspension From School

9.4.1 A bargaining unit member may refer a pupil for suspension from school to the principal (or his/her designee) for any acts enumerated in Education Code Section 48900 and/or 48915.

9.5 Bargaining unit members may, but are not required to allow a suspended pupil to complete assignments and to take tests missed during the period of suspension.

9.6 The District agrees to meet with representatives of the Association upon request to discuss problems concerning teacher and site safety. The District agrees to respond in writing within ten (10) work days.

9.7 The District and the Association agree to continue participation in the Safety Task Force for the term of this Agreement.

## **ARTICLE 10**

### **HOURS AND ADJUNCT DUTIES**

#### **10.1 Length of Workday**

10.1.1 Hours. Unit members who are assigned to the classroom are required to be on campus and perform school based services fifteen (15) minutes prior to the start of their first assigned period and remain for seven (7) hours, fifteen (15) minutes, except as in Article 10.5.6. Unit members not assigned to the classroom are required to be on campus fifteen (15) minutes prior to the start of the school day and remain for seven (7) hours and fifteen (15) minutes to provide essential school functions, except as in Article 10.5.6.

10.1.1.1 Counselors and school psychologists are required to be on campus fifteen minutes prior to the start of the school day and remain for eight (8) hours inclusive of lunch Monday-Thursday and seven (7) hours and fifteen (15) minutes inclusive of lunch on Fridays except as in Article 10.5.6 and Article 10.1.1.1.1.

10.1.1.1.1 An alternate schedule may be used by counselors to accommodate parent conferences as long as total hours remain the same.

10.1.2 Amendments to Prescribed Teaching Hours. The provisions of Article 10.5.1 may be amended, if required, for the establishment of new or revised programs involving flexible schedules or other varying time blocks under the following conditions:

10.1.2.1 If approved by a two-thirds (2/3) secret ballot vote of at least 85 percent of the certificated staff assigned to the site involved, (See Appendix E) and there is no increase in the hours per week, as stated in Section 10.1.1. Unit members may cast an absentee ballot.

10.1.2.2 Once a two-thirds (2/3) secret ballot vote of the certificated staff involved is approved as set forth in Article 10.1.2.1 above, the selection of which flexible schedule to be implemented, will be determined by a majority vote of at least 85 percent of the certificated site staff and reviewed by ACT REP Council.

10.1.2.3 After a three (3) year period with the non-traditional schedule, a simple majority vote of at least 85 percent of the certificated staff assigned to the site shall be required to retain, adjust, or revert back to the traditional schedule. The Association and the District may mutually agree to reconsider at an earlier date.

10.1.2.4 The weekly schedule shall not exceed 7.25 hours per day and preparation time will be a minimum of 275 minutes a week except for weeks containing special arranged days. A special arranged day is defined as any day other than a regular school day.

10.1.2.5 The schedule shall have staff development/collaboration, school wide staff meetings, and department meetings within the workday.

10.2 Professional Day. The above hours and duties constitute a unit member's professional day.

10.3 Early Release. Upon prior request, the principal may release a unit member during the minimum on-campus duty day, provided such request does not interfere with the unit member's instructional, professional or other assigned responsibilities.

10.4 Duty-Free Lunch Period. Except for unit members at the District alternative schools, a duty-free lunch period at least equivalent to the pupil lunch period shall be provided for each full-time unit member. The duty-free lunch period shall not be less than thirty (30) consecutive minutes. Passing time shall be excluded from the thirty (30) minutes. Unit members at the District alternative schools shall be entitled to at least thirty (30) minutes duty-free lunch period.

#### 10.5 Work Load/Adjunct Duties

10.5.1 Number of Periods. The number of periods assigned each full-time unit member who is assigned to the classroom shall be six (6). Five (5) of these shall be instructional periods and one (1) period shall be for preparation and shall be free of any assigned activities, except for IEP activities, meetings with supervisors regarding evaluation observations, 504 meetings, parent conferences, and classroom substitution as in 10.5.4.

An additional exception to the use of a preparation period will occur during a full professional development pull out day.

The number of periods (instructional sessions) at the online high school will be five (5). Full time bargaining unit members at the online high school will teach five sessions and have one preparation period which shall be free of any assigned activities, except for IEP activities, meetings with supervisors regarding evaluation observations, meeting with supervisors and staff, and parent conferences.

10.5.1.1 The 6/4 work assignments (i.e., responsibility to teach six (6) classes in the fall and only four (4) classes in the spring.)

10.5.1.1.1 When a 6/4 work assignment is voluntarily agreed to by a unit member and a site administrator, the daily teaching loads shall be adhered to proportionately.

10.5.1.1.2 Teachers assigned to a 6/4 schedule shall work six periods inclusive of lunch during the first semester (7.25 hours). During the second semester, the teacher shall work four periods with a prep period, exclusive of lunch. All unit members shall be given an equal opportunity for such an assignment when the master schedule permits doing so. When a 6/4 work assignment is agreed to by the unit member and the respective site administrator, the individual's work day may include a conference period before or after the regular school day. Such 6/4 arrangements are to be considered commitments subject to mutual agreement in the event that changes are deemed necessary for the second semester.

- 10.5.1.2 No Bargaining Unit Member assigned to the classroom shall be required to change rooms more than two times per day. The maximum number of different rooms assigned shall be three (3).
- 10.5.1.3 Site administration shall work with the campus director to make every effort to maintain a maximum of three (3) preparations for a veteran teacher, and a maximum of two (2) preparations for a first-year teacher.
- 10.5.2 A unit member who holds a valid teaching credential in the subject area may accept a sixth instructional period (except as in Article 12.6, 12.8, 12.9) provided that the District cannot hire an additional teacher and the Association agrees. Administration shall provide all certificated staff members with an equal opportunity to teach a sixth instructional period when one exists during their conference period. (See Appendix A).
- 10.5.3 Only one subject may be assigned to an instructional period. Two levels of a subject may be assigned provided there is mutual agreement between that teacher and site administration. If the unit member is probationary, the administration will notify the campus director or the Association. This does not prohibit a multilevel subject, as defined in the Course Description, from being assigned to an instructional period.
- 10.5.4 The principal shall make a reasonable effort to assign unit members to a classroom substitution on an equitable basis. The unit member assigned to a period of substitution shall be paid one-fifth (1/5) of step one, Class D, per diem, rate. At the principal's discretion, a counselor who possesses a valid teaching credential will be eligible to substitute in a classroom.
- 10.5.5 Classroom Substitution. When a teacher is absent for three or more teaching periods, the District shall make a reasonable effort to obtain a substitute.
- 10.5.6 Adjunct Professional Duties. Unit members (including part-time unit members) are required to perform necessary professional adjunct duties.
  - 10.5.6.1 Unit members who are assigned to the classroom are required to do adjunct duties that include but are not limited to lesson planning, program development, instructional material preparation, paper grading, parent conferences and communications, and student advisement. These duties also include providing instruction, supervision, and direction for aides assigned to the teacher during direct teaching periods. (Education Code 54482)
    - 10.5.6.1.1 Bargaining unit members shall communicate with parents and administration, in a timely fashion, in person, via telephone, e-mail and/or voice mail.
  - 10.5.6.2 Unit members who are not assigned to the classroom are required to do adjunct duties that are particular to their assignment. These duties include but are not limited to instruction, pupil supervision, pupil/parent advisement, due process

hearings, pupil support, career guidance, recognition program, parent contacts and conferences with parents and/or teachers.

10.5.6.3 Non-Classroom Duties. Unit members (including part-time unit members) are required to attend school-wide staff meetings, department meetings, staff development/collaboration, one back-to-school, report card, or open house night. Unit members (including part-time unit members) may be required to attend professional growth activities, staff development meetings, and to participate in necessary pupil supervision or work assignments.

10.5.6.3.1 Based on input from the site leadership team, a school may have one additional voluntary back-to-school, report card or open house night.

10.5.6.3.2 Unit members at continuation schools, Community Day may be required to attend up to two back-to-school, report card or open house nights.

10.5.6.4 Staff Meetings. There shall be one school wide staff meeting per month not to exceed one and one-half (1½) hours in length that will include all bargaining unit members. The school wide staff meeting that occurs on the non-instructional day prior to the start of school is not included in the one per month count. When a majority of staff agrees, the staff meetings may occur after school. When period-by-period meetings are called by the administration in lieu of a staff meeting, the unit member has the option of attending the meeting during his/her preparation period or attending an identical meeting held before or after school on the same day. On shortened pupil days, the staff is required to attend seven and one-quarter (7¼) hours. School meetings on these days shall be designated as follows:

One Week – School-Wide Staff Meeting

One Week – Department Meetings

One Week – Staff Development/Collaboration with Department

One Week – Staff Development/Collaboration

Fifth Week – Staff Development/Collaboration developed by site leadership committee

10.5.6.4.1 Unit members may work with administration to determine collaboration content.

10.5.6.4.2 During a school's WASC visitation year, or the year prior to the visitation, up to four (4) days may be granted by the District as minimum days for pupils consisting of 240 minutes of instruction. Unit members shall utilize the remainder of the regular workday for WASC.

10.5.6.4.3 The Association and Superintendent may mutually agree to a special staff meeting as necessary.

10.5.6.5 Back-to-School Nights. A minimum day of 240 minutes shall be held the day of the required back-to-school, report card or open house night, unless the site Principal and Campus Director agree it should be held the day after, and the

following day is not a scheduled shortened pupil day. Back-to-school, report card or open house night shall not exceed three (3) hours per event.

10.5.6.5.1 Article 10.5.6.5 does not apply to voluntary back-to-school, report card or open house nights.

10.5.6.6 Assignments. Assignment shall refer to an assignment for pupil supervision or duties necessary for the operation of the event.

10.5.6.6.1 The number of supervision or work assignments shall be no more than two (2) and shall be assigned to all unit members on an equitable basis. The District shall make a good faith effort to fill all non-paid work assignments on a volunteer basis. Graduation and baccalaureate shall be assigned to a unit member every third or every other year with no more than one third ( $1/3$ ) of the staff being assigned for graduation and baccalaureate. If additional staff is needed, a unit member may volunteer to have graduation count as one of their two assigned duties. An assignment that exceeds three (3) hours shall be counted as two (2) assignments. No assignment shall count for more than two (2) assignments. An event on Saturday, Sunday, or non-work day or off campus events shall be on a voluntary basis and shall count as two (2) assignments, exclusive of graduation or baccalaureate. Paid assignment shall count as a supervision or work assignment when the unit member makes a request of administration that a paid duty count as one of their required supervision or work assignments. If the request is granted the unit member will not be paid for this duty.

10.5.6.6.1.1 Teachers assigned to continuation schools will be assigned to graduation each year.



#### 10.5.6.6.2 Assignment Categories

<b><u>Non-Paid Sports Categories</u></b>	<b><u>Paid Sports Categories</u></b> <b><u>(Rate \$30.00 per paid event)</u></b>
	All CIF Finals
Boy's Basketball (Varsity)- Supervision	Score Keeper, Announcer, Timer, Clock, Ticket Seller, Ticket Taker
Boy's Basketball (JV)- Supervision	Score Keeper, Announcer, Timer, Clock, Ticket Seller, Ticket Taker
Boy's Soccer (All Levels)- Supervision	
Freshman Football-Supervision	Score Keeper, Clock, Chains
Girl's Soccer (V/JV)– Supervision	
Girl's Basketball (V/JV)– Supervision Worker (Voluntary)	Clock, Score Keeper
Girl's Volleyball (V/JV)– Supervision Worker (Voluntary)	
Swimming (Co-ed)–Supervision Timer (Voluntary)	
Powder Puff Football– Supervision	
Track (Co-ed) Worker (Voluntary)	
Varsity Football – Supervision	Ticket Seller, Spotter, Score Book, Announcer, Timer, Clock, Ticket Taker, Chains
Water Polo (Co-ed all levels) – Supervision	
Wrestling – Supervision	Timer
<b><u>Performing Arts (Ticket Seller and Taker, Supervision)</u></b>	
There shall be no more than fourteen (14) performing arts events assigned as duties per school year	
Cabaret Scholarship Concert	Dinner Theatre
Jazz and Band Concert	Spring Concert Play
Spring Dance Production	Dance Concert
Spring Production	Spring Choral Concert
Spring Band Concert	Winter Drama
Fall Play	Fall/Winter Dance Show
Band Concert	Winter Concert

<b><u>Dances (Supervision)</u></b>	
There shall be no more than five (5) dances assigned as duties per school year including the Prom	
Additional events that require supervision by bargaining unit members may be added to the above list with prior written approval from Associated Chaffey Teachers	

- 10.5.6.7 If a unit member is absent from school on the day of an assignment, the administration shall find a substitute. This constitutes a missed assignment and must be made up. If the unit member is unable to make-up the duty during the current school year, an additional duty will be assigned the following school year.
- 10.5.6.8 If a unit member is unable to fulfill an assignment and notifies the administration in writing at least twenty-four (24) hours before the event, the Administration shall find a substitute. The assignment shall be made up if the substitute does not perform the assigned duties. If the unit member does not notify the administration at least 24 hours before the event, this shall be counted as a missed assignment and must be made up. Emergency situations will not be subject to this provision and will be evaluated on a case-by-case basis.
- 10.5.6.9 No unit member shall be assigned to more than one assignment in any five (5) day period unless the unit member requests the assignment.
- 10.5.6.10 New staff members added after the original assignments are made will be given their fair share of assignments from the original list. Assignments for staff yet to be hired shall be made with the original assignments.
- 10.5.6.11 Prior to first day of the school year a comprehensive list of extra duty assignments shall be given to the campus director and a copy shall be sent to the Association and District Personnel Office. Revisions may be made to cover unique problems or events scheduled after the list was completed and/or revised. The revised list shall be sent to the Association and all unit members by the second week of school.
- 10.5.6.12 By the end of the second week of school, a comprehensive list of extra duty assignments shall be given to all unit members, and a copy shall be sent to the Association and District Personnel Office. Revisions may be made to cover unique problems or events scheduled after the list was completed. The revised list shall be sent to the Association.
- 10.5.7 Alternative Schools. The articles contained elsewhere in this agreement are modified and/or not applicable as follows:
- 10.5.7.1 A maximum of 50 percent of the teaching positions in the District Alternative Studies Program (ASP) may be placed on a modified work year schedule to accommodate program needs as determined by the District with the agreement

of the Association. Teachers will be notified of their work year as indicated in 17.2.1.

## 10.6 Work Year

10.6.1 The duty days for regular day employees shall be as follows:

- 10.6.1.1 One hundred eighty (180) instructional days plus two (2) non-instructional work days prior to the school year for a total of one-hundred eighty-two (182) work days. Bargaining unit members at the online high school may teach an alternate schedule but shall not exceed the 180 school days per year. Mandatory meetings shall take no more than a total of three (3) hours during the non-instructional day(s).
- 10.6.1.2 Counselor's work year shall be one hundred-ninety-two (192) work days. Five (5) consecutive work days will be scheduled within the eight (8) days prior to the first non-instructional day and five (5) consecutive per diem days will be scheduled within the seven (7) days of the conclusion of the school year. The above-mentioned work days shall be scheduled by site administration. The additional work days shall be scheduled no later than May 15<sup>th</sup>.
- 10.6.1.3 School Psychologist's work year shall be one hundred-ninety-two (192) work days. Five (5) consecutive work days will be scheduled prior to the first non-instructional day and five (5) per diem work days will be scheduled within the seven (7) days of the conclusion of the school year. The above-mentioned work days shall be scheduled by site administration. The additional work days shall be scheduled no later than May 15<sup>th</sup>.
- 10.6.1.4 The number of scheduled work days for summer employees and adult school teachers are to be determined by the District.
- 10.6.1.5 Specialists assigned paid duty days in addition to the regular work year as specified in 10.6.1.1-10.6.1.3. These duty days for teacher librarians and resource specialists shall be advertised and assigned as early as possible. In the event any specialist elects not to serve, the additional work days shall be assigned in an equitable manner.
- 10.6.1.6 In the event of an emergency closure of District facilities, including but not limited to natural disaster, quarantine, or government order, unit members shall receive their daily rate of pay and benefits. If make-up days are required by law, the District shall negotiate said work days with the Association.
- 10.6.1.7 Up to a maximum of 50 percent of the teaching positions in the District Alternative Studies Program (ASP) may be placed on a modified work year schedule to accommodate program needs as determined by the District with the agreement of the Association. Teachers will be notified of their work year as indicated in 17.2.1.

10.6.1.8 The negotiated school year calendars listing all instructional days, non-instructional days, and holidays are incorporated into this agreement and attached as Appendix G.

## 10.7 Preparation Time

10.7.1 In the event that a unit member accepts a sixth (6) instructional period, he/she shall be available as necessary to fulfill the responsibilities of the position, parent and pupil conferences, IEP activities, and meetings with supervisors regarding evaluation observation as needed.

10.7.2 A unit member who is on a part-time teaching assignment shall be assigned a conference period prorated on the basis of their assignment.

## 10.8 Three Year Out-of-Classroom Assignment Limitations

10.8.1 School Site Out-of-Classroom Assignments. There is a three (3) year limit on out-of-classroom assignments. Bargaining unit members who fill these positions will do so utilizing Article 17.2.

10.8.2 Non-School Site Out-of-Classroom Assignments. All bargaining unit employees who are assigned to non-school or non-classroom assignments (excluding teacher librarians, counselors, nurses, school psychologists, Instructional/Technology coaches and speech language and hearing specialists), shall not be permitted to continue in such positions for more than three (3) years. There is no assurance of a minimum length for such assignments. On completion of such an assignment, the employee shall not, for a minimum of two (2) years, be eligible for succeeding non-school or non-classroom assignments.

## 10.9 Recognizing that unit member contact with pupils is the primary responsibility of the District's professional staff and that professional staff effectiveness, in part, depends upon positive District support, the District shall:

10.9.1 Provide teachers required to move from one classroom to another after the start of the work year with the necessary release time and timely physical assistance to facilitate the transition.

10.9.2 Ensure that in any case where a teacher determines that there is an unsatisfactory working relationship between that teacher and an aide assigned to his/her classroom, the teacher may initiate a request to the principal or designee to meet to attempt to resolve the matter.

10.9.3 Not require unit members to perform special medical procedures unless they have been specifically trained to do so and are provided with necessary assistance.

## 10.10 Assessment Schedule

- 10.10.1 All bargaining unit members shall be assigned duties equitably during the scheduled assessment time. The final assessment schedule will be developed by administration and the campus director and in accordance to Article 10.5.1 no later than fourteen (14) days prior to State mandated assessment dates.
- 10.10.2 When periods are modified to accommodate assessments, preparation time shall be equitable among teachers. Teachers, who have extra preparation time due to the testing schedule, shall provide assessment support during that extra time.
- 10.10.3 Unit members not assigned to the classroom shall be required to provide assessment support.

## 10.11 Unit Members Assigned Duties at More Than One School

- 10.11.1 Unit members assigned duties at more than one school shall be provided adequate work space, supplies, access to a desk and appropriate storage space.

## **ARTICLE 11**

### **CLASS SIZE/CASE LOAD**

#### **11.1 Case Load**

11.1.1 On the basis of a five (5) period teaching assignment, regular day classroom teachers may be assigned a pupil load of 172 for first and second semesters. Teachers at the continuation high school shall be assigned a pupil load not to exceed 125 based on an average class size ratio of 25:1. Pupil load for teachers at the online high school will be evaluated annually.

11.1.1.1 Leveling of classes shall occur within eighteen (18) school days after the start of first semester and eight (8) days after the start of the second semester.

11.1.1.2 If a teacher's pupil load is 173-176 as approved by administration eighteen (18) days into the first semester and/or eight (8) days into the second semester, the teacher will be compensated \$1,000. If the teacher's pupil load is 177-179 as approved by administration eighteen (18) days into the first semester and/or eight (8) days into the second semester, the teacher will be compensated \$2,000. If the teacher's pupil load exceeds 179 as approved by administration eighteen (18) days into the first semester and/or eight (8) days into the second semester, the teacher will be compensated \$2,500. A teacher may receive up to one stipend per semester. For the 2016-17 and 2017-18 school years, each comprehensive site shall not exceed five (5) stipends, with the exception of Etiwanda, Los Osos, and Rancho Cucamonga High Schools being allowed more than five (5) stipends.

11.1.1.2.1 When a teacher determines that their pupil load exceeds 172, they shall notify administration. If the pupil is not rescheduled by the end of the following work day, the teacher shall receive compensation as in 11.1.1.2.

11.1.1.3 On the basis of a five (5) period teaching assignment, physical education teachers may be assigned a pupil load of 240. At alternative schools, physical education classes shall not exceed 40 pupils.

11.1.1.4 Teachers who teach a combination of traditionally large classes shall have a class load for the other classes prorated at a ratio of 172/5 per class.

11.1.2 The District shall attempt to maintain a pupil/teacher ratio at the District alternative schools so as to provide maximum state apportionment as specified in Education Code 41711.

11.1.2.1 Teachers at continuation high schools who teach a combination of physical education and other classes shall have a class load for the other classes prorated at a ratio of 125/5 per class.

### 11.1.3 Counselor Case Loads

11.1.3.1 Counselors at the comprehensive high schools may be assigned a school-wide average caseload of 499 pupils.

11.1.3.2 Counselors at the continuation high schools may be assigned a District-wide average caseload of 350 pupils. This number shall not be exceeded by more than fifteen (15) percent.

11.1.3.3 The District shall maintain one (1) counselor for Adult School as long as the average daily attendance (ADA) is 500 or more pupils.

11.1.4 Speech-language pathologists' caseload shall not exceed the limits established in Education Code Section 56363.3.

## 11.2 Class Size

11.2.1 Pupil load per class shall not exceed three (3) classes at 34 pupils and two (2) classes at 35 pupils, except as follows:

- a) Traditionally large classes.
- b) 13 additional classes at each site may be enrolled at 35 pupils. No teacher may be assigned to more than 2 of these classes.
- c) Honors/AP classes may exceed 35 if the teacher agrees prior to pupil placement.
- d) PE classes shall not exceed 50 pupils.

11.2.2 There shall be a maximum of one (1) AP class of fewer than 20 pupils per bargaining unit member.

11.2.3 Traditionally large classes shall include the following:

All Instrumental Music  
All Choral Music  
All auxiliary units to Marching Band  
Pep Squad  
All Associated Student Body Classes  
Dance\* (Except Advanced Dance)  
Yearbook\*  
Newspaper/Journalism\*  
Drama\* (Except Stage Crew)  
Athletics Class  
\* Maximum of 40 pupils except upon mutual consent.

11.2.4 Pupil load per class at continuation high schools shall not exceed 26 except that 9 classes at the site may be enrolled at 27 pupils or as in 11.1.1.3.

11.2.5 Pupil load per class at Community Day School shall not exceed 22 except as in 11.1.1.3.

- 11.2.6 Teachers at continuation high schools who teach a combination of physical education and other classes shall have a class load for other classes prorated at a ratio of 125/5 per class.
- 11.2.7 In computer lab classes, the number of pupils shall not exceed the number of normally functioning student computers.
- 11.2.8 The maximum alternative school physical education class shall be at 40.
- 11.2.9 The District will make every effort not to exceed enrollment of 15 students in adaptive physical education classes.
- 11.2.10 Upon the request of the campus director and/or Association President, the site administrator shall make available all necessary information regarding master schedules, class lists, and other pertinent information regarding class size.
- 11.2.11 District reserves the right to increase caseload by five (5) (3 classes at 35 and 2 classes at 36) beginning in the 2018-19 school year and thereafter.



## **ARTICLE 12**

### **OTHER DUTY ASSIGNMENTS**

#### **12.1 Nurses, Teacher Librarians, School Psychologists**

##### **12.1.1 Nurses**

12.1.1.1 The District shall make every effort to assign at least nine (9) full-time equivalent nurses, one to be assigned to each comprehensive high school and the Alternative Education site.

12.1.1.2 Nurses shall not be required to administer medications or medical procedures that are beyond the scope of their training.

##### **12.1.2 Teacher Librarians**

12.1.2.1 The District shall assign one (1) full -time teacher librarians to the library at each comprehensive high school.

##### **12.1.3 School Psychologists**

12.1.3.1 The District shall employ at least nine (9) full-time equivalent school psychologists to be assigned at the discretion of the District.

#### **12.2 Nurses, LSH Specialists, and School Psychologists are site personnel.**

#### **12.3 Athletic Class Assignments**

12.3.1 The District shall provide up to eight (8) athletic periods per semester, at each comprehensive high school. The athletic class shall be considered a traditionally large class and enrollment shall not exceed 100 pupils except football and track. If a football or track class exceeds 100 it shall be limited to athletes from the respective sport.

12.3.2 A unit member may be assigned only one (1) semester athletic class period a year. The following exceptions apply allowing for two (2) semester athletic class periods a year:

1. The athletic director
2. The football coach
3. One additional teacher/coach may be selected by the principal of each site and shall be assigned each year on an equitable basis.

The teacher/coach shall be responsible for accurate attendance accounting and grading for the entire semester, even if the season of the sport has ended.

12.3.3 No specific sport or program may be staffed for more than one athletic class period in a given semester.

12.3.4 The site principal or administrative designee shall designate the assignment of the unit member to an athletic class period as per 10.5.2 and Appendix A.

12.3.5 Athletics class period shall be one of the unit member's five assigned teaching periods.

12.3.5.1 If the principal determines the assignment of an athletic class period causes the necessity for a sixth class period in any department, the assignment of that sixth period shall follow the department rotation (Appendix A).

12.3.5.2 An athletic class assignment shall be for one semester, and shall be assigned on an equitable basis.

12.4 Title IX requirements shall be considered in the selection process.

12.5 Director of Athletics

12.5.1 Director of Athletics. The Director of Athletics shall be given release time of two (2) instructional periods to perform prescribed duties. The number of periods assigned shall be six (6). Three (3) of these shall be instructional periods, one (1) period shall be free of any assigned activities as defined in section 10.5.1, and two (2) periods to perform prescribed duties. Directors of Athletics are not eligible to teach an extra teaching period. Secretarial support shall be provided from existing resources for the Director of Athletics.

12.6 Director of Activities

12. 6.1 Director of Activities. The Director of Activities shall be given release time of two (2) instructional periods to perform prescribed duties. The number of periods assigned shall be six (6). Three (3) of these shall be instructional periods, one (1) period shall be free of any assigned activities as defined in section 10.5.1, and two (2) periods to perform prescribed duties. Directors of Activities are not eligible to teach an extra teaching period. Secretarial support shall be provided from existing resources for the Director of Activities.

12.7 G.A.T.E. Advisor

The G.A.T.E Advisor shall be given release time of one (1) instructional period to perform prescribed duties. The number of periods assigned shall be six. Four of these shall be instructional periods; one period shall be free of any assigned activities as defined in section 10.5.1, and one period to perform prescribed duties. G.A.T.E. advisors are not eligible to teach an extra teaching period.

## 12.8 Special Education Advisor

The Special Education Advisor shall be given release time of two instructional periods to perform prescribed duties (27.13). The number of periods assigned shall be six. Three of these shall be instructional periods; one period shall be free of any assigned activities as defined in section 10.5.1, and two periods to perform prescribed duties. Special education advisors are not eligible to teach an extra teaching period.

## 12.9 Title I Advisor

The number of periods assigned shall be six (6). One (1) period shall be free of any assigned activities as defined in section 10.5.1. Title I Advisor with release time are not eligible to teach an extra teaching period.

## 12.10 Extra teaching Period Eligibility

Any teacher given release time is not eligible to teach an extra teaching period with the exception of Department Chairs.

## 12.11 Other Duty Position Announcements - Bargaining Unit Members at each school site shall be notified by District e-mail with a five (5) day application period when positions listed herein become available. Unit members shall be given preferential consideration in filling extra duty position, when qualifications are essentially equal. The ACT Campus Director will be involved in interviews for open instructional positions.

## ARTICLE 13

### DISCIPLINE

13.1 No permanent or probationary unit member shall be disciplined without just cause. The terms “discipline,” “disciplinary action,” and “suspension” for purposes of this Article, mean suspensions without pay not to exceed two (2) consecutive work days. Suspension for more than two work days may be imposed with the concurrence of the Association.

13.2 In administration of this Article, the District shall observe the following progressive remediation steps:

- a) A verbal reprimand.
- b) A conference with the unit member which is memorialized in a conference summary document but not placed in the personnel file.
- c) A written warning which is placed in the personnel file.
- d) A written reprimand which is placed in the personnel file.
- e) Imposition of a suspension not to exceed two (2) consecutive work days. Suspension for more than two (2) work days may be imposed with the concurrence of the Association.

In the event of major or serious infractions, the District may impose discipline without following the progressive steps set forth above. In addition, the content of oral or written communications in steps a, b, c, d, and e above, shall not be subject to the grievance procedure.

13.2.1 If the progressive remediation steps fail to correct the disciplinary concern, an involuntary transfer may be utilized as a step in the disciplinary process.

13.3 In the event of a suspension under the provisions of this Article, the following provisions shall apply:

- a) Prior to imposing a suspension without pay, the District shall provide the unit member with written notice thereof which shall include the cause or causes for disciplinary action in a specific statement of charges. A conference shall be held between the unit member and their immediate supervisor or other appropriate administrator, at which time the unit member shall have the opportunity to respond to the charges and any written materials upon which the charges are based. The unit member may be represented by the Association during this conference.
- b) After the conference, the immediate supervisor or other appropriate administrator shall decide whether or not to impose a suspension without pay and give the unit member written notice thereof.

- c) Upon being served with written notice of suspension, the unit member may request a hearing before an arbitrator who shall be chosen by mutual agreement between the District and the Association. If mutual agreement cannot be reached within five (5) calendar days after a request for hearing is received, the parties shall request a list of five (5) potential arbitrators from the State Conciliation Service. As soon as the list of five (5) potential arbitrators is received, the parties shall strike names and the remaining individual shall serve as arbitrator.
  - d) The unit member must file the request for hearing under Section (c) above with the Superintendent's office no later than five (5) calendar days (excluding days the District Office is closed) after receiving the notice of suspension. Failure to file a written appeal within the five (5) day period shall be deemed a waiver of any right to a hearing.
  - e) The arbitrator shall prepare written findings and a decision within thirty (30) calendar days after the close of a hearing. The decision shall be binding on all parties, but the arbitrator shall have authority only to affirm, modify or revoke the suspension without pay. Any modification shall be limited to increasing or decreasing the number of suspension days and, if the suspension is reduced or revoked, the unit member shall be entitled to back pay for the number of suspension days rescinded.
- 13.4 The cost of an arbitrator shall be borne equally by the District and the Association. Each party shall bear its own costs of representation at the hearing.
- 13.5 Nothing contained in this Article shall be construed to limit or restrict the authority of the governing board to dismiss, suspend or take other disciplinary action under the Education Code or other applicable law. Suspensions shall be subject to the due process procedure set forth in this Article and the grievance procedure shall not apply.

## **ARTICLE 14**

### **STAFF DEVELOPMENT**

#### **14.1 Staff Development Program**

14.1.1 The District and Associated Chaffey Teachers (ACT) recognizes the importance of continuous staff development and will provide a staff development program that improves the quality of instruction through expanded and improved professional development that maximizes pupil learning. Staff Development Committees shall be established at each comprehensive high school and the District. Bargaining unit members may be required to receive staff development training during the school day.

14.1.1.1 Staff development consists of specific training activities which focus on instructional methods, teaching strategies, classroom management and other training designed to improve pupil performance.

14.1.1.2 All staff development activities shall be in accordance with the School Development Plan and support State and District goals.

14.1.1.3 The Site Staff Development Committee (SSDC) will develop the staff development plan which meets the needs of that site. The SSDC shall be composed of the principal or designee, a support provider from the Peer Assistance for Teachers (PAT) program and teachers elected by teachers. A representative from other non-administrative certificated personnel and/or an employee who provides direct pupil support in the classroom may be members of the committee. The majority of committee members shall be teachers.

14.1.1.4 The District Staff Development Committee (DSDC) shall have as its purpose the coordination and recommendation of staff development needs on a District-wide basis. The DSDC shall be composed of three (3) administrators appointed by the superintendent and one (1) teacher from each site SSDC selected by ACT.

14.1.1.5 The District shall provide staff development for new programs that are implemented at the school sites.

## ARTICLE 15

### EVALUATION

15.1 Evaluation Procedure. The provisions of this Article apply to all unit members except as otherwise provided herein or as limited by Article 25 of this Agreement relating to summer program and adult school teachers. This provision establishes a procedure of systematic appraisal of an employee's work performance on a regular basis. The primary purpose of any employee evaluation is to improve educational instruction and to develop a high professional competence on the part of each employee.

15.1.1 It is recognized that a system of periodic evaluation is essential to assist teachers in developing competency and realizing their potential. It is further recognized that information gathered through such a system will enable District decisions, for which a unit member's competence is relevant, to be made in a just and equitable manner.

15.1.2 Unit members to be evaluated during a particular year shall be advised of the criteria (teaching and objective standards) upon which the evaluation is to be based, and notified of the identity of their evaluator no later than the second (2<sup>nd</sup>) week of October of the year in which the evaluation is to take place. The unit member being evaluated and the evaluator shall meet no later than the fourth (4<sup>th</sup>) week of October to discuss:

- a) objectives and standards to be achieved during the evaluation period;
- b) the manner in which observations and conferences will occur; and
- c) the final evaluation date.

15.1.3 Evaluations shall be conducted according to the following schedule:

15.1.3.1 Probationary and temporary unit members shall be evaluated in writing at least once each school year.

15.1.3.2 Permanent unit members shall be evaluated at least every other school year except as per 15.1.3.3.

15.1.3.3 Unit members with permanent status who have been employed at least ten (10) years with the school District, are highly qualified as defined in 20 U.C.S. Sec 7801 (ESEA), and whose previous evaluation rated the employee as meeting standards, shall be evaluated every five years. Administration reserves the right to observe a unit member at any time.

15.1.3.3.1 A unit member may be evaluated upon a change in position or location.

15.1.3.4 Temporary and probationary unit members with three (3) or more years in the District shall be evaluated at least every other year.

- 15.1.3.5 In the case of a scheduled evaluation, observations shall begin no later than December 1st. Scheduled evaluations for permanent unit members shall be every other year except as in 15.1.3.3.
- 15.1.4 During the course of the evaluation period circumstances may change which require modification of the original objectives and standards. The unit member and evaluator may mutually agree on a change of those objectives and standards in a manner prescribed in section 15.1.2 above. However, a conference must be held in order to communicate any changes with the unit member.
- 15.1.5 The primary evaluator shall be the principal to whom the unit member is immediately responsible or a designee who has the authority to effectively evaluate the unit member. In the case of a unit member assigned to more than one school, there will be one evaluation done by one principal. The evaluator will be determined by mutual agreement between the involved principals; a principal who does not evaluate shall have input into the process. Department chairpersons or other unit members shall not participate in or have input in the evaluation of any fellow member of the bargaining unit.
- 15.1.6 The evaluation process shall include the following activities:
- 15.1.6.1 Formal classroom observations shall last at least thirty (30) minutes followed by a conference with written feedback within ten (10) working days of the observation. A unit member who receives an unsatisfactory evaluation shall, upon request, be entitled to additional classroom observations, evaluation conferences and written evaluation. Such entitlement includes a pre-observation conference.
- 15.1.6.1.1 Satisfactory Evaluation:  
If the formal observation is satisfactory, the final evaluation may be based on that observation.
- 15.1.6.1.2 Unsatisfactory Evaluation
- 15.1.6.1.2.1 To receive an unsatisfactory evaluation, the unit member must be provided three (3), thirty (30) minute formal observations. The first formal observation shall occur before December 1<sup>st</sup> of their scheduled evaluation year. If the formal observation is unsatisfactory, the administrator shall begin the development, placement, and subsequent monitoring of an Improvement Plan.
- 15.1.6.1.2.2 If the final evaluation is unsatisfactory, the unit member will be assigned to the Peer Assistance and Review program. The unsatisfactory evaluation (15.1.14) shall be attached to the Improvement Plan and the administrator will continue to monitor the unit member's progress through observations.



- 15.1.6.1.2.3 The administration will continue to monitor and revise the Improvement Plan. If performance continues to be unsatisfactory between April of the current school year and December 15 of the subsequent school year, the administrator will issue another unsatisfactory evaluation.
  - 15.1.6.2 In the case of unsatisfactory evaluation(s), the evaluator shall take positive action to assist the unit member in correcting any cited deficiencies. The evaluator's role to assist the unit member shall include, but not be limited to, the following:
    - 15.1.6.2.2 Direct assistance to implement such recommendations.
    - 15.1.6.2.3 Provisions of additional resources as necessary, without cost to the unit member, to be utilized to assist with improvements.
    - 15.1.6.2.4 Techniques to measure improvement.
    - 15.1.6.2.5 Time schedule to monitor progress.
- 15.1.7 In preparing the final evaluation for placement in the unit member's personnel file, the evaluator shall rely primarily upon data collected through classroom observations and evaluation conferences. Any deficiencies which may have been brought to the attention of the unit member, and subsequently corrected, shall not be included in the final evaluation form. Unsubstantiated statements shall not be included in the evaluation.
- 15.1.8 A final evaluation conference between the unit member and evaluator shall be held no later than thirty (30) days prior to the end of the school year to discuss the content of the final evaluation. In the event the unit member disputes the content, the unit member may prepare a written statement, which shall be attached to the final evaluation. The final evaluation form shall contain only ratings of "satisfactory" and/or "unsatisfactory."
- 15.1.9 Unit members shall not be required to participate in the evaluation(s) and/or observation(s) of other unit members except as provided for in the Peer Assistance and Peer Review (PAR) Section (Article 16).
- 15.1.10 The evaluation of unit members, pursuant to this Section, shall not include or be based upon the following:
  - 15.1.10.1 Complaints or charges made against a unit member that are not found valid by Section 5.3.1 of this Agreement.
  - 15.1.10.2 Results of any tests utilized for the purpose of a School Improvement Plan.
  - 15.1.10.3 The success, or lack thereof, of the site to meet the required API/AYP growth targets.

- 15.1.10.4 Assessments and/or recommendations of the Scholastic Audit Team assigned to the school as a result of Program Improvement, Corrective Action, and/or Restructuring or by other identified teams/individuals such as a School Assistance and Intervention Team (SAIT).
- 15.1.10.5 Utilization of any Classroom Walk-Through (CWT) techniques.
- 15.1.10.6 The success, or lack thereof, of an instructional or clerical aide in the performance of tasks assigned by the unit member.
- 15.1.10.7 The personal life or lifestyle of a unit member, their personal opinions, scholarly, literary, or artistic endeavor of a unit member.
- 15.1.10.8 Intercoms and television cameras used for communications and monitoring safety conditions shall not be used for the purposes of evaluation.
- 15.1.10.10 Achievement of objectives stated in Individual Educational Programs (IEPs) of special education pupils.
- 15.1.10.11 Sustained reading time of a lengthened regular class period.
- 15.1.11 An Association representative(s) may be present at meetings described in this Article which the bargaining unit member reasonably believes might result in or become disciplinary.
- 15.1.12 Unit members shall be evaluated on the following six (6) California Standards for the Teaching Profession (CSTP):
  - 1. Engaging and Supporting All Students In Learning.
  - 2. Creating and Maintaining Effective Environments for Student Learning.
  - 3. Understanding and Organizing Subject Matter for Student Learning.
  - 4. Planning Instruction and Designing Learning Experiences for All Students.
  - 5. Assessing Students For Learning.
  - 6. Developing as a Professional Educator.
- 15.1.12.1 The evaluation of first-year temporary and probationary unit members shall focus on two (2) standards (as numbered above):
  - 2. Creating and Maintaining Effective Environments for Student Learning.
  - 4. Planning Instruction and Designing Learning Experiences for All Students.
- 15.1.12.2 The evaluation of second-year temporary and probationary unit members shall focus on three (3) standards (as numbered above):

1. Engaging and Supporting All Students In Learning.
3. Understanding and Organizing Subject Matter for Student Learning.
5. Assessing Students For Learning.

15.1.12.3 Evaluation of permanent, probationary and continuing temporary [three (3) or more years in the District] unit members may include all six (6) standards unless the unit member and evaluator mutually agree to focus on fewer than six (6).

15.1.12.4 The parties acknowledge that student assessment data is one of many data points relevant to the overall review of classroom teaching performance, and that such data is to be considered and used solely as a formative assessment tool to inform and shape adjustments to the instructional strategies, methods and emphases, to influence and guide the establishment of each teacher's performance objectives and strategies for the current year, and to influence upcoming classroom observations and other traditionally utilized assessment tools regarding classroom methods, skill levels and effectiveness.

15.1.13 A permanent teacher, whose most recent performance evaluation contains three (3) or more unsatisfactory ratings on Teaching Standards 1, 2, 3, 4 or 5 shall receive an overall rating as unsatisfactory and after completion of 15.1.14 shall participate in the District's Peer Assistance and Review Program. An unsatisfactory rating shall occur in a single teaching standard when three (3) or more of the sub-standards are marked "Does Not Meet Standards". A permanent teacher who receives an unsatisfactory rating in any teaching standard may be required to complete an improvement plan.

15.1.14 In the case of a permanent unit member who receives an unsatisfactory evaluation(s), the evaluator shall identify standards needing improvement and shall continue to monitor and develop an improvement plan with specific recommendations for improvement (see Appendix B). In the development of the improvement plan, the evaluator will seek suggestions for assistance from the bargaining unit member. The plan will include assistance the evaluator provides the unit member in correcting any cited deficiencies. The evaluator's role to assist the unit member shall include, but not be limited to, specific training activities and classroom observations in the teaching/instructional areas identified as unsatisfactory.

15.1.14.1 In the case of a first and/or second year unit member who receives a "needs improvement" and/or "does not meet standards," the evaluator shall identify standards needing improvement, and complete Appendix B.

15.1.14.2 In the case of a permanent unit member who receives an overall satisfactory rating but receives ratings on multiple sub-standards which do not meet standards, the evaluator shall identify standards needing improvement, and complete Appendix B.

- 15.1.15 A Referred Participant Teacher is a teacher with permanent status who receives assistance to improve his or her instructional skills, classroom management, knowledge of subject, and/or related aspects of his or her teaching performance as a result of an unsatisfactory final evaluation.
- 15.1.16 Evaluation forms used shall be by mutual agreement of the Association.
- 15.1.17 Self-evaluation shall not be required by any unit member.
- 15.1.18 A written evaluation of a unit member's other duty assignment shall be made upon written request from the unit member (it does not include work or supervision assignments).
- 15.1.19 Evaluation Response. The unit member shall receive a dated copy of all written evaluations to be placed in their personnel file, which shall be signed by the evaluator and the bargaining unit member. Provisions shall be made for:
- a) comments by the unit member being evaluated as required by Education Code Section 44031, and
  - b) a statement that the unit member's signature does not necessarily indicate approval of the evaluation, but does indicate that the unit member has read the document and has been provided the opportunity to respond.
- 15.1.20.2.3 The CWT of the bargaining unit member shall not be performed by the primary evaluator.
- 15.1.20.2.4 A good-faith effort will be made to provide feedback to the bargaining unit member within three (3) days and provide reflection time with the teacher.
- 15.1.20.2.5 Provide staff development that improves the learning of all pupils.
- 15.1.20.3 Use of CWT in a bargaining unit member's evaluation shall result in the evaluation not being placed in the bargaining unit member's personnel file.
- 15.1.20.4 All CWTs must be equitable.
- 15.1.20.5 CWTs cannot be substituted for observations.

## ARTICLE 16

### PEER ASSISTANCE AND REVIEW

#### 16.1 Peer Assistance for Teachers Program (PAT) Including Review

The Peer Assistance for Teachers (PAT) program is a collaborative effort between the Chaffey Joint Union High School District and Associated Chaffey Teachers (ACT). It is the vision of the District and ACT to develop and retain high-quality professional teachers who have the ability to maximize student potential and learning.

Therefore, the parties agree to provide a program that improves the quality of instruction through expanded and improved professional development and peer assistance. Teachers in the program are viewed as having the potential to be high quality professional educators who deserve the best resources available in the interest of meeting District standards.

The PAT program provides support providers who have had substantial recent experience in classroom instruction and demonstrate exemplary teaching ability. They will provide assistance for all first and some second year teachers and others who are having difficulty and in need of help. The PAT Program encompasses several assistance programs:

- The Beginning Teacher Support and Assessment (BTSA) Induction Program for qualified first and second year beginning teachers and qualified out-of-state teachers
- Fully credentialed teachers new to the District and/or the profession
- Interns
- Volunteer assistance programs for experienced teachers who request help
- Self-Referred Teachers
- Peer Assistance and Review Program (PAR) for permanent teachers who receive an unsatisfactory final evaluation

While the Peer Assistance for Teachers Program offers resources for teacher assistance, it does not usurp the direct responsibility of school administrators to conduct evaluations and make recommendations concerning the continuing employment of teachers to the full extent of the Education Code. Teachers in the program will receive their regular evaluations from their administrators.

##### 16.1.1 PAT Joint Panel

The PAT Program is supervised and evaluated by a Joint Panel composed of three (3) administrators (appointed by the superintendent) and four (4) teachers (appointed by ACT). Members of the Joint Panel will include the Association President, or designee, Vice President and two other members selected by ACT to serve a two-year term beginning June 1, and three (3) administrators appointed by the District. The Chair alternates annually between teachers and administrators. A panel year is defined as June 1st to May 31st. The Joint Panel uses a consensus model for decision-making. PAR support provider shall be selected by the majority vote of the panel (Education Code 44502). The PAT Joint Panel shall establish its own meeting schedule and operational procedures. To meet, at least five

(5) members of the panel must be present. A quorum must include at least three (3) teachers. Such meetings may take place during the regular workday in which event teachers who are members of the Joint Panel will be released from their duties without loss of pay.

The Joint Panel is charged with the following authority and responsibilities:

- Directs the management and oversees the implementation of the PAT program
- Meets with support providers quarterly to receive reports
- Evaluates the PAT program
- Evaluates referrals for intervention
- Develops the Program Budget
- Interviews and selects the support providers
- Monitors the effectiveness of the PAT program
- Develops a format for support providers' final report
- Approves modifications to the PAT program prior to submission to the State for approval
- Approves the professional development and training programs for support providers and beginning teachers in the program
- Annually determines training needs for Joint Panel members
- Approves trainers and/or training providers for the support providers s
- Determines number of voluntary participants and their needs annually
- Schedules the assignment(s) of the support providers
- Approves all forms related to the program including application forms, report forms, etc.

## 16.2 Staff Development Director

The Staff Development Director will provide support to the Joint Panel and the support providers; give direction, and evaluate the support providers.

The Staff Development Director has the following roles and responsibilities:

- Implements the PAT Program as approved by the Joint Panel
- Implements the PAT Program professional development and training programs as approved by the Joint Panel
- Schedules the assignments and work of the support providers with the approval of the Joint Panel
- Maintains and monitors confidentiality
- Monitors continuously the overall effectiveness of the PAT program
- Recommends to the Joint Panel adjustments to the program designed to meet the needs of the teachers in the programs while maintaining program standards
- Provides information to the Joint Panel on the performance of the support providers and content mentors
- Provides information to the Joint Panel for the annual report
- Provides information to the Joint Panel for development of the Program Improvement Plan

- Monitors the budget as developed by the Joint Panel and the District and approved by the Board of Trustees
- Provides the first line of support for the resolution of issues and problems brought by the support providers
- Implements the decisions of the Joint Panel

### 16.3 Support Providers

#### 16.3.1 Selection Criteria for Support Providers

The criteria for the selection of support providers will include the following:

- Possesses a clear California Teacher Credential
- Has taught in the Chaffey District for a minimum of three (3) years and has permanent status as a teacher
- Demonstrates an ability to work successfully with culturally diverse students and staff
- Demonstrates outstanding professional teaching ability
- Demonstrates strong communication skills
- Demonstrates ability to work collaboratively and cooperatively with other staff members
- Demonstrates leadership ability or potential within his/her profession
- Demonstrates extensive knowledge of a variety of instruction strategies and classroom management skills and is able to utilize them
- Demonstrates an understanding of the Collective Bargaining Agreement

#### 16.3.2 Selection Process

There is an application form specifically for the position of support provider. An announcement of openings will be distributed annually and as needed throughout the District for these positions with an application deadline.

Applications will be accepted and kept on file for future consideration based on the expansion and/or needs of the program. In addition to submitting a properly completed application form, each applicant is required to provide:

- A personal resume that addresses qualifications and experience as it relates to the roles and responsibilities for a support provider.
- Three (3) confidential reference letters from:
  - a) Site principal or immediate supervisor at the applicant's site.
  - b) The department chair or a teacher at the applicant's site.
  - c) Association representative at the applicant's site.

The Joint Panel will review the applications and identify teachers as finalists to be interviewed. Candidates for interview will be observed by panel members in his/her assignment. The Board will select support providers from this group of applicants. All

application references are treated with the strictest confidentiality and will not be disclosed except as required by law.

### 16.3.3 Assignment Status

Applicants who are not selected as support providers will be notified in writing. Those who are selected by the Joint Panel as support providers will:

- Continue in their current assignment until the Joint Panel determines the need for a support provider.
- If assigned, work full-time as a support provider until the Joint Panel determines the service is no longer needed. Generally assignments will be for the school year and will not continue more than three (3) years except as in 16.7.4.11. As needed, a one-year extension can be added to the term with mutual agreement of ACT. Once an individual has served as a support provider, the individual may reapply to be a support provider after returning to his/her regular duties for a period of two years.

### 16.3.4 Support Provider Roles and Responsibilities:

- Develops a sustaining and supportive mentoring relationship based on the needs of each teacher which is characterized by openness, sharing, reflection, trust, and confidentiality
- Provides outside support to each teacher in the form of guidance, assistance, and information that builds on the teacher's previous knowledge and leads to effective professional practices
- Works with each teacher to develop improvement plans or an Individual Induction Plan
- Participates in all the professional development activities provided for the support provider up to a maximum of twelve (12) work days. Support providers may need to complete an additional three (3) work days for which they shall receive pay determined by the Staff Development Pay Formula. Additional school-year training dates will be determined by the Joint Panel
- Provides up to three (3) days in-service for new teachers prior to the opening of school and other scheduled meeting times
- Assists teachers in developing and maintaining an individual portfolio that is used in the formative assessment process
- Assists participating teachers by demonstrating, observing, coaching, conferencing, referring, or by other activities which in their professional judgment will assist the participating teacher
- Collaborates with content mentors and site administrators, when appropriate, to support qualitatively the developmental growth of each teacher
- Provides feedback on program effectiveness to the Joint Panel
- Attends training meetings as required by the PAR program
- Understands the California Standards for the Teaching Profession
- Contributes to research through surveys and evaluation tools
- Meets formally and informally with teachers in the program on a regular basis
- Dedicates a minimum of one hour per week to support each teacher



- Performs all of the required assessments and completes the necessary documents and surveys in a timely manner
- Meets quarterly with Association leadership
- Documents all observations, visitations and meetings
- Meets with the site principal and the referred teacher to establish goals for the referred teacher's improvement in the PAR Program

## 16.4 Content Mentors

The content mentor will collaborate with the support provider and the site administrator to offer specialized assistance in the area of specific, content-oriented curriculum delivery. The content mentor will be given release time to observe the teachers in the program and/or demonstrate excellent teaching practice.

### 16.4.1 Content Mentor Selection Criteria

- Possesses a clear California Teaching Credential
- Has taught in the Chaffey District for at least one (1) year
- Demonstrates an ability to work successfully with culturally diverse students and staff
- Demonstrates outstanding professional teaching ability
- Demonstrates strong communication skills
- Demonstrates ability to work collaboratively and cooperatively with other staff members
- Demonstrates leadership ability or potential within the teaching profession
- Demonstrates extensive knowledge and use of a variety of instruction strategies and classroom management skills and is able to utilize them

### 16.4.2 Content Mentor Roles and Responsibilities

- Mentors in a supportive and reflective manner and maintains confidentiality
- Assists support providers in working with teachers in the program in a specific content area by mentoring with classroom assistance, instructional strategies and techniques related to developing successful lessons that are content specific
- Works collaboratively and cooperatively with other staff members to assist teachers
- Demonstrates strong communication skills

### 16.4.3 Content Mentor Selection Process

An application process will be developed that outlines content-specific, instructional-delivery expertise exemplified by the content mentor. A District-wide cadre of content mentors will be established. Content mentors can serve at any site when appropriate. Content mentors will have release time to assist teachers in the program and will be compensated on a fee-per-service basis for work done outside school hours. The support provider, the site principal and the ACT campus director will collaborate on the assignment of a content mentor to a teacher in the program. In assigning a content mentor, emphasis will be placed on establishing a caring, trustful, and sensitive match between content mentor and a teacher in the program.

## 16.5 Teachers In The Program

Based on available funding and desire to maintain a 1:16 ratio between support providers and teachers in the program, the Joint Panel will annually select participants for the program from the following tiers:

- A) Teachers who shall be admitted to the PAT program are:
  - Beginning teachers
  - Referred teachers
  - BTSA qualified teachers or qualified out-of-state teachers
  - Fully credentialed teachers new to the District and/or the profession
  - Intern
- B) Teachers who may be admitted to the program based on the decision of PAT Joint Panel:
  - 1) Self-referred
  - 2) Volunteer teachers who receive assistance from a content mentor

### 16.5.1 Beginning Teachers

All preliminary credentialed teachers will participate in the BTSA program for the purpose of clearing their credential. The PAT program may also include interns, out-of-state teachers and those new to the profession teachers who are not credentialed but are authorized under emergency permits. The PAT program shall be the primary provider of assistance and support to beginning teachers who possess a preliminary credential or intern permit.

### 16.5.2 Referred Teachers

The Joint Panel reviews and acts upon Referrals for Intervention. A referred teacher is a teacher with permanent status who as a result of two or more unsatisfactory ratings on his/her final evaluation is referred to the Joint Panel for assistance and support. This assistance and support shall be designed to strengthen the referred teacher's instructional skills, classroom management, knowledge of subject matter, and/or any other aspects of his/her teaching performance.

The Joint Panel shall assign a support provider(s) to referred teachers. Additional support providers may be assigned by the Joint Panel at any time the panel determines a need for additional support exists.

When an administrator refers a permanent teacher for the intervention process, the administrator shall notify the teacher and the Joint Panel in writing. Such notification shall include the basis for seeking the assistance.

The referred teacher shall have the right to submit a request in writing, to the Joint Panel for a different support provider. He/she will state the reasons why the support provider should be replaced and have those reasons considered.

The intervention process includes the following:

- The support provider meets with the referred teacher
- The support provider meets with the principal and referred teacher to discuss the case at which time the principal identifies problems and offers suggestions for improvement
- Following the joint meeting with the support provider, referred teacher, and principal, the support provider and the referred teacher meet to discuss the assistance program, establish mutually agreed upon performance goals, and develop the assistance plan. The support provider and referred teacher will meet with the principal to review the proposed plan and discuss any input. The support provider will observe the referred teacher and monitor the teaching performance as it relates to performance goals
- Assisting participating teachers by demonstrating, observing, coaching, conferencing, referring or by other activities which, in their professional judgment, will assist the participating teacher
- During the referred teacher's stay in the program, the support provider will frequently observe the teacher, having both pre-observation and post-observation conferences as often as practical. Content mentors may be included as frequently as deemed necessary by the support provider
- The support provider shall monitor the progress of the referred teacher and shall provide periodic written reports to the referred teacher for discussion and review
- The support provider will communicate with the principal regarding the type of contact and activities the support provider has engaged in with the referred teacher while attempting to meet the established goals for improvement prior to submitting them to the Joint Panel.

### 16.5.3 Self-Referred Teachers

A self-referred teacher is a teacher with permanent status whose most recent evaluation is satisfactory and who volunteers to participate in the Peer Assistance and Review Program. The self-referred teacher shall be provided with peer assistance in those areas that are mutually agreed to by the self-referred and support provider. The self-referral program is a one (1) semester program with reapplication required each semester. Participants must notify the Joint Panel and support provider of the intent to participate in the program less than (1) one semester.

A self-referred participant may request the Joint Panel to assign a support provider to provide peer assistance. The support provider shall play no role in the evaluation of the teacher performance of the self-referred or the volunteer participant. All communication between the support provider and the self-referred shall be confidential; and without the written consent of the self-referred participant, shall not be shared with others, including the site principal, the evaluator, or the Joint Panel.

The participant will work collaboratively with the support provider in the development of an assistance plan based on the California Standards for the Teaching Profession. This plan will include goals, classroom observation and pre and post observation conferencing and reflection. The Joint Panel will consult the support provider and the Program Director regarding participant re-application based on the progress toward achievement of established goals.

16.5.4 Volunteer Teachers. Any teacher who needs support and assistance may request a content mentor be assigned to them. Teachers will receive assistance only and not participate in a performance review.

## 16.6 Status Reports and Evaluations

The Peer Assistance for Teachers program is designed primarily to provide assistance, feedback and support for beginning and experienced teachers. The assessment aspect of the PAT program exists to ascertain and assess the impact of the program on teachers as professional educators, classroom instruction and student achievement.

The PAT program assessments and the District evaluations are completely separate and distinct processes. Information received through consultation with a support provider is not to be used by a principal in completing a teacher's evaluation. In order to promote the highest levels of trust, observation data and discussion between the teacher and the support provider shall remain confidential. Principals will evaluate teachers consistent with District policies and the Collective Bargaining Agreement.

The Joint Panel is updated at regular intervals on the progress being made by teachers. When a teacher exits the program, a summary report is completed by the support provider and is submitted for review by the Joint Panel. This report shall be deemed without prejudice and will include the following information:

- Date the teacher began in the program
- Hours of observations
- Feedback provided
- Date the teacher exited the program

The Joint Panel will provide appropriate information to the teacher and the site principal relating to beginning, induction, intern, volunteer, self-referred, BTSA, and referred teachers.

The support provider's final report shall be submitted to and discussed with the referred teacher to receive his or her input and signature before it is submitted to the Joint Panel. The referred teacher shall have the right to submit a written response within twenty (20) work days and have it attached to the final report. The referred teacher shall also have the right to request a meeting with the Joint Panel and to be represented at this meeting by the Association representative of his or her choice.

The results of the referred teacher's participation in the PAT program shall be made available for placement in his or her personnel file and may be used in the evaluation of the referred teacher. Timelines will be determined by the Evaluation Policy in the Collective Bargaining Agreement.

The Joint Panel is also updated at regular intervals on the level of program participation and the overall progress of the program. The Joint Panel is also involved in the development and assessment of program activities and events as they relate to program standards. The Joint Panel makes recommendations based on participant feedback regarding the effectiveness of program sponsored workshops and the quality and relevance of professional development providers.

## 16.7 Working Conditions

16.7.1 Joint Panel. Teachers who are members of the Joint Panel shall be released from their regular duties to attend meetings without loss of pay or benefits.

16.7.2 The Joint Panel's meetings will normally take place during the regular teacher workday.

16.7.3 For necessary summer meetings, teachers on the Joint Panel will be compensated at their per diem rate for a maximum of two summer meetings.

16.7.3.1 Teacher members of the Joint Panel shall be exempt from any other assignments as required in Section 10.5.6.6 of the Collective Bargaining Agreement.

16.7.3.2 The District agrees to hold harmless and provide a defense to the Association and any Association selected member of the Joint Panel against any claim, courses of action, damages, grievances, administrative proceedings or any other litigation arising from the Association's participation in the Peer Assistance for Teachers Program including Peer Review.

## 16.7.4 Support Provider:

16.7.4.1 Shall have a one hundred-eighty-two (182) day work year and, in addition, must be available for training and in-service during the summer for up to a maximum of twelve (12) work days. Support providers may need to complete additional work days for which they shall receive pay determined by the Staff Development Pay Formula.

16.7.4.2 Shall have a salary determined by appropriate placement on the teacher salary schedule, plus a stipend of \$5,000.

16.7.4.3 Report to the Joint Panel and work under the direction of the staff development director.

16.7.4.4 Begin work year on July 1st of each year.

16.7.4.5 Perform neither management nor supervisory functions.

16.7.4.6 Shall have all rights of a bargaining unit member.

16.7.4.7 Shall have the right to return to their previous school site and department upon completion of the assignment.

- 16.7.4.8 Shall have the responsibility for no more than sixteen (16) teachers in the program.
- 16.7.4.9 Are District employees and shall be exempt from other assignments as required in Section 10.5.6.6.1 of the Collective Bargaining Agreement.
- 16.7.4.10 If for any reason a support provider is unable to complete the duties of the position for a period exceeding twenty (20) work days, the Joint Panel may select an alternate teacher from a list of approved applicants, or by the provisions listed in Section 16.4.1 to complete the assignment of the absent support provider.
- 16.7.4.11 When a support provider is selected as an alternate for one semester and retained for the following school year he/she may be entitled to complete up to a three (3) year term.
- 16.7.4.12 Support Provider who voluntarily request a leave of absence for a period exceeding ninety (90) work days may be reassigned to his/her original site in the event a qualifying position is available.
- 16.7.4.13 The employer agrees to provide a defense for the support provider against any claims, causes of action, damages, grievances, administrative proceedings or any other litigation arising from the support provider's participation in the Peer Assistance for Teachers Program including Peer Review.

#### 16.7.5 Content Mentors:

- 16.7.5.1 Will work with the support providers in determining needs and assignments.
- 16.7.5.2 Shall have release time to assist a teacher.
- 16.7.5.3 Shall be paid a stipend of \$100.00 per teacher.
- 16.7.5.4 Shall be compensated for teacher assistance outside school hours (as approved by the Joint Panel) on a fee-per-service rate of \$25 per hour.

#### 16.7.6 Teachers in the Program

- 16.7.6.1 All proceedings and materials related to evaluations, reports, and other personnel matters shall be strictly confidential. Therefore, Joint Panel members and support providers may disclose such information only as necessary to administer the PAT program.
- 16.7.6.2 Referred teachers have the right to be represented throughout these procedures by the Association representative of his or her choice.

## 16.8 Collective Bargaining Agreement

The Collective Bargaining Agreement between the Associated Chaffey Teachers and the District may not be violated in implementing the Peer Assistance for Teachers program. All rights of a bargaining unit member under Law and Agreement shall be honored.

## **ARTICLE 17**

### **TRANSFER AND REASSIGNMENT**

#### **17.1 Filling of Vacancies**

17.1.1 The District reserves the right to make placements, assignments, reassignments and to transfer unit members pursuant to the provisions of this Article which shall apply to all unit members except as otherwise provided herein, or as limited by Article 25 of this Agreement relating to summer program and Article 22 relating to adult school teachers.

#### **17.2 Procedures for Assignment and Reassignment.**

17.2.1 Each continuing unit member shall be given a tentative written notice no later than the close of the school year of the next year's assignment. New teachers shall be given written notice at the time of hiring or reasonably soon thereafter. When possible, such notice shall specify the teaching location, grade level(s), and subject area to which the unit member will be assigned.

17.2.1.1 Bargaining unit members may appeal to administration for review of their teaching assignment.

17.2.1.2 A unit member shall have the right to discuss changes to their schedule with administration.

17.2.1.3 Administration determines assignments and the master schedule. Upon their discretion, administration shall make a reasonable effort to seek input from department chairs and/or individual members before changes are made.

17.2.2 Reassignment requests. A unit member may request a reassignment from his/her principal.

17.2.3 Involuntary reassignment shall occur only when volunteers are not available.

17.2.4 Unit members affected by a reassignment shall be given five (5) working days prior notice and, upon request, written reasons for the change of assignment.

17.2.5 Unit members who are reassigned after the beginning of the instructional school year shall be granted a duration of instructional duty-free time for preparation and orientation equivalent to one (1) period for each period reassigned.

#### **17.3 Procedures for Involuntary Transfers**

To maintain curricular integrity and campus stability, a bargaining unit member may be involuntarily transferred by District Management whenever such a transfer is in the best educational and/or operational interest of the District as defined by the management of the District.

Involuntary transfers shall be considered for the following reasons: A decrease in enrollment, elimination of program(s) and/or funding; opening and closing of schools, certification adjustments, or as determined necessary by the superintendent or designee. The Superintendent



may consult with ACT president prior to the transfer and provide rationale for each instance of transfer.

17.3.1 A unit member being involuntarily transferred shall be allowed to indicate their preferences for any vacancy for which he/she is qualified.

17.3.2 An involuntary transfer shall not result in the loss of compensation on the salary schedule, seniority or any fringe benefits to the transferred bargaining unit member.

17.3.3 Upon request, a written reason for the transfer will be provided to the unit member.

17.3.4 In 2021-2022, the Association and District will review the usage of the new transfer language, specifically, the involuntary transfers made under the new language. If the Association and District agree that the transfers were made in accordance with the purpose of the transfer language, the Association may agree to make the new transfer language permanent.

17.3.5 Certificated staff may not be involuntarily transferred if:

17.3.5.1 A transfer might impact a program negatively and the District and the Association mutually agree;

17.3.5.2 They are serving in the current year and will be continuing in that position for the following year as athletic director, activities director, head varsity coach, yearbook advisor, department chair, special education advisor, or newspaper advisor.

17.4 The involuntary transfer shall be based on the following considerations:

17.4.1 Seniority within the District

The following seniority system shall be considered to identify the involuntary transfer(s):

17.4.1.1 Longest number of years of District seniority as defined by the Education Code

17.4.1.2 Longest number of years of consecutive service at the school or site

17.4.1.3 Longest number of years of service with the department

17.4.2 Credential, major, minor.

17.4.3 Experience in the subject/work area of needs. If all factors are equal, the unit member with the least seniority in the District shall be transferred.

17.5 Unit members with the same initial date of service shall have their seniority number determined by lottery.

17.5.1 The lottery shall be conducted in the presence of at least two (2) Association representatives.

17.5.2 A unit member involuntarily transferred shall not be involuntarily transferred again for a period of five (5) school years.

17.5.3 Unit members being transferred shall be given at least five (5) working days notice.

17.5.4 Any unit member involuntarily transferred after the commencement of the school year shall be entitled to a District paid substitute for one day to assist the employee in accomplishing the transfer. Any unit employee involuntarily transferred within ten (10) calendar days of the beginning of the school year shall be assisted by the District in the movement of the employee's materials and supplies.

17.5.5 One (1) day of instruction duty-free time for preparation and orientation shall be given to a unit member who is involuntarily transferred unless the transfer occurs prior to the beginning of the instructional school year.

17.5.6 Unit members involuntarily transferred shall have the privilege of first consideration for transfer to the original position or its equivalent.

#### 17.6 Procedures for Voluntary Transfer

17.6.1 Unit members may apply for voluntary transfer by completing the approved District Certificated Transfer Form. The voluntary transfer form shall be kept on file by the Personnel Office until the transfer is accomplished or the applicant, in writing, withdraws the request. The District shall maintain the request on file for one (1) school year, after which it shall be deemed withdrawn. Such transfer may take effect during the school year or at the beginning of the next school year.

17.6.1.1 The District shall not deny a teacher in a special education assignment the right to apply for a transfer to a vacant position for which the unit member has an appropriate credential.

17.6.2 All vacancies shall be announced by local school bulletins, personnel bulletins, or e-mail. Copies shall be sent to the Association. The closing date shall not be less than five (5) working days from the effective date of the posting or announcement and shall contain a closing day for submitting a request for transfer.

17.6.2.1 No assignments to fill the open positions shall be made until after the closing date.

17.6.2.2 Each posting must contain information on work location, subject area(s) to be taught, required credential(s) and special qualification(s), if applicable.

17.6.3 Whenever the District opens a new school, the provisions of this article shall apply only to 80 percent of the positions identified to staff the new site. All other positions shall be filled in accordance with District needs.

- 17.6.4 Unit members may file an application for transfer with the Personnel Office. Applications of all qualified unit members shall be considered. Unit members will not be eligible for voluntary transfer during the first year of their probationary period.
- 17.6.5 The following criteria shall be used in selecting an applicant for the posted position to effectively meet the demonstrated needs and efficient operation of the District:
  - 17.6.5.1 Interview
  - 17.6.5.2 Seniority
  - 17.6.5.3 Appropriate credential authorization; preferably a preliminary or clear credential
  - 17.6.5.4 CLAD/BCLAD/CTEL or equivalent
  - 17.6.5.5 The recent experience and training of the unit member compared to those of other candidates for the position to be filled
  - 17.6.5.6 Review of previous performance evaluations and/or work history and habits
  - 17.6.5.7 Extra service
  - 17.6.5.8 Site staff balance in terms of gender and/or ethnicity
- 17.7 Application of Criteria
  - 17.7.1 Interview: A unit member shall have an opportunity for an interview
  - 17.7.2 Seniority: Years of teaching experience and training related to the subject
  - 17.7.3 Major/Minor Credential: Any valid credential which authorizes service in the subject.
  - 17.7.4 CLAD/BCLAD/CTEL or equivalent
  - 17.7.5 Seniority: Years of teaching experience and training related to the subject
  - 17.7.6 Evaluations: The last two (2) performance evaluations must have an overall satisfactory rating.
  - 17.7.7 Review of personnel files
  - 17.7.8 Extra Service: i.e., coaching, AVID, yearbook, activities, journalism, GATE, WASC, academic decathlon, etc.
- 17.8 If a unit member's request for a voluntary transfer is denied, the unit members shall, upon request, be granted a meeting with the administrator who denied the request to discuss the reasons for the denial.
- 17.9 Applications in Absentia
  - 17.9.1 A unit member may apply for voluntary transfer to positions that are not yet vacant where the unit member will be unavailable to school site information due to vacation or leave status. Such application shall be submitted to the Personnel Office and shall include the telephone number and address at which the unit member may be reached. The application

shall be effective only for the duration of the vacation or leave. The District shall make reasonable effort to contact the unit member at the address or telephone number listed in the application. The unit member shall be available for personal interview upon request.

- 17.10 When a vacancy occurs as a result of shifts of pupils from school to school for re-organization purposes, the District shall be required to post notices and consider volunteers.

## ARTICLE 18

### DEPARTMENT CHAIRS (LEADERSHIP)

#### 18.1 Department Chairpersons Leadership Advisory Committee (Leadership Team)

18.1.1 The Leadership Team at each high school is comprised of department chairpersons as listed in Section 18.3 of this Article and is formed to provide an advisory function from the department they represent to the principal as indicated in Board Regulation 2230. This Leadership Team shall also include the function of information gathering and dissemination.

#### 18.2 Teachers elected as chairpersons shall discuss curriculum and instruction issues which directly affect the school including the development of the master schedule, curriculum development, school instructional site budget, and other topics specifically related to members of the committee.

The function and purpose of this committee does not diminish the role, function, or authority of the Local Curriculum Steering Committee.

18.2.1 Administrators shall consult with department chairpersons prior to initiating the development of the master schedule. Teachers shall make their teaching preferences known to the administrator in writing through the department chairperson. A unit member shall retain the right to consult with the administrator regarding his/her assignment.

#### 18.3 The Leadership Team will be composed of the principal, who will be the chairperson, and representatives who have been elected to represent their respective instructional department from:

1. English
2. Math
3. Social Studies
4. Special Education
5. Science
6. Visual and Performing Arts (Art, Music and Drama)
7. Foreign Language
8. Career Technical Education (Industrial Technology, Business and Home Economics)
9. Physical Education
10. The Association Campus Director or designee shall serve as a regular member of the Leadership Team

18.3.1 These individuals shall comprise the minimum regular membership of the Leadership Team including the teacher librarian. Other individuals such as a counselor, activities director, athletic director, or special education advisor, etc., may be included by the principal.

18.3.2 Individuals with split assignments such as two (2) English, two (2) social science, and one (1) math will have a choice of belonging to the English or social science department for voting purposes. A unit member with this type of assignment may not be nominated as a

department chairperson unless no other member of the department has more than two (2) assignments within the department.

#### 18.4 Selection of Department Chair Leadership Members

- 18.4.1 The department chairperson will be elected by the end of the third week of April every two (2) years. The Principal and the site representative of the Association shall conduct the election. Any challenges by a department member shall be handled by the ACT Elections Committee pursuant to the ACT Bylaws and Standing Rules.
- 18.4.2 The department chairpersons shall be democratically elected by their department members. In an election where more than one candidate receives votes, the principal may choose not to accept the candidate receiving the highest number of votes, in which case the candidate with the second highest number of votes shall be declared the department chair. Tie votes shall be decided by the Principal.
- 18.4.3 Department chairpersons cannot serve as a representative without being duly elected. Department chairpersons begin to serve at the Leadership Team meeting immediately following their election. In order to be a nominee for their respective departmental area as defined in Section 18.4.2 above, a unit member must have at least three (3) assignments in the department or area that they are to represent and be highly qualified in the subject area according to ESEA standards (shall have a preliminary or clear credential in the department subject area). In the event that a bargaining unit member does not have three (3) assignments in a single department or area, he/she may be nominated from a department or area in which he/she has two (2) assignments.
- 18.4.4 If a vacancy develops after the initial election, the department shall have a special election to fill the vacant seat or seats. The same election procedures as outlined above will be followed.
- 18.4.5 The administration shall annually assess the department's effectiveness utilizing the Department Effectiveness Survey (Appendix D).

#### 18.5 Meetings/Procedures

- 18.5.1 Meetings will be held at least once a month and by mutual agreement as often as deemed necessary. The agenda will be prepared in advance by the principal; however, any member of the committee may add to the agenda at any time up to and including the day of the meeting. The site budget, including department allocations, will be discussed at least twice a year with notification to the committee of any changes in allocation to the site made by the District. The principal and/or members of the committee may invite resource people to attend meetings of the committee from time to time as necessary.
- 18.5.2 Minutes of the Leadership Team meetings shall be recorded by a person mutually selected by the committee and the principal. Published minutes shall be distributed to all staff members as soon as possible following the completion of the meeting. The person responsible for distribution of the minutes will endeavor to distribute the minutes of the previous meeting at least five (5) duty days prior to the next meeting. The minutes shall

reflect the mutual concerns of the principal and the committee members relative to the content of the meeting.

18.5.3 The development process of the master schedule for each semester is to be discussed by the Leadership Team in sufficient time as to have any concerns addressed.

18.5.4 The individual teaching assignment of teachers is the responsibility of the administration. Department chairpersons may be asked for their input on the master schedule; however, the department chairperson shall not make the assignment.

18.6 Department Chairperson – Duties and Responsibilities (Appendix C)

## **ARTICLE 19**

### **HEALTH & WELFARE BENEFITS**

#### **19.1 Group Insurance Plans**

The District shall provide for regular day employees and their dependents medical, dental, prescription, and vision insurance provided by carriers selected by the District Insurance Committee to which ACT shall appoint representatives. Verification of eligible dependents is required at the time of enrollment. Verification of eligible dependents shall include qualifying documents of dependent status. Children shall be considered eligible dependents up to their twenty-sixth (26<sup>th</sup>) birthday. The District will provide medical coverage for the domestic partner of an employee effective at the time District insurance carriers make it available at no increased cost with certification of the Declaration of Domestic Partnership. Summer program employees shall not be eligible for these benefits. Adult school unit members shall be entitled to the same health and welfare benefits as provided by existing District procedures.

##### **19.1.1 Medical Plan**

19.1.1.1 Medical insurance premiums will be paid by the District to the extent they do not exceed the Kaiser Family Plan. A unit member may select a plan that costs more or less than the Kaiser Family Plan Rate. The unit member shall pay the difference between the cost of the premium of the Kaiser Family Plan Rate and any plan that has a higher premium cost.

##### **19.1.2 Dental Plan**

19.1.2.1 The maximum dental coverage will be two-thousand dollars (\$2,000) per year, and will include two (2) prophylactic treatments per twelve (12) months. The maximum orthodontia coverage shall be two-thousand dollars (\$2,000).

##### **19.1.3 Vision Plan**

19.1.3.1 Vision insurance will be provided for the employees and dependents of employees.

#### **19.2 Life Insurance Plan**

19.2.1 Death Benefits. The District will provide to all regular day employees a fully paid death benefit, excluding suicide, of at least fifty thousand dollars (\$50,000). For new employees, this shall begin on September 1st. If employed after September 1<sup>st</sup>, this benefit shall begin on the first of the month following employment.

19.2.2 In the event of the death of a unit member or retiree receiving Health Benefits, the surviving spouse and/or dependents shall have continued coverage for that month and the following month in order to have time to decide whether or not to continue coverage.



19.2.3 Part-time Employees' Fringe Benefits. The District shall continue to provide the fringe benefit package on the basis of 1/5 for each period assigned for part-time regular day employees.

### 19.3 Duration of Benefits

19.3.1 Duration Following Termination. Should a regular day employee's employment terminate following the last day of the school year, and before the commencement of the ensuing school year, such employee shall be entitled to continued coverage under the health, dental, and vision plans until August 31<sup>st</sup> of the ensuing school year. Employees shall be covered for twelve (12) months for continuing employees beginning July 1st and ending June 30th. Should an employee terminate employment during the school year, coverage shall continue until the end of the month.

### 19.4 Tuberculosis Examination

19.4.1 When a unit member is required to undergo a tuberculosis examination, such examination shall be at District expense based on whatever fee may be established by the San Bernardino County Health Department. Unit members shall provide proof of TB clearance in the intervals as prescribed by Education Code 49406.

### 19.5 Tax Sheltered Programs

19.5.1 Eligible unit members may participate in tax sheltered programs authorized by Section 403 (B) of the Internal Revenue Code with the District providing payroll deduction for this purpose.

### 19.6 Property Damage

#### 19.6.1 Reimbursement Privileges

19.6.1.1 The District shall provide for reimbursement of personal property that is used for and is necessary to the fulfillment of the unit member's responsibility to the District when such property is lost, destroyed, or damaged by action of arson, burglary, or vandalism.

19.6.1.1.1 When a unit member's vehicle is vandalized on school property and located in the staff designated parking area, a \$200 reimbursement toward the employee's insurance deductible shall be made upon receipt that repairs have been completed. At the time the employee notices the vandalism, he/she must report such vandalism to a site administrator and file a report with law enforcement. A claim for reimbursement must be filed within six (6) months of the incident. The District will make reasonable efforts to provide a safe environment for employee vehicles.

- 19.6.1.2 Reimbursement Limits. The amount of such reimbursement cannot exceed four hundred dollars (\$400.00) nor will the District reimburse unit members for property valued less than fifty dollars (\$50.00).
- 19.6.1.3 Reimbursement Eligibility. The unit member is not eligible for reimbursement if loss or damage is due to the employee's negligence in care of or placement of such articles as determined by the District.
- 19.6.1.4 Reimbursement Application. Reimbursement shall be made only when written approval on the appropriate District form for the use of personal property in the school was given before the property was brought to school and when the person or persons bringing the property and the principal agree on the value.
- 19.6.1.5 Reimbursement, Replacement, Repair. The District may repair or replace eye glasses, hearing aids, dentures, watches, or articles of clothing necessarily worn or carried by the employee which are damaged, while in the line of duty without fault or negligence of the unit member. The District may pay either the repair cost or the actual value of the item at the time the damage occurred, whichever is the lesser. Replacing or repairing of such items will be limited to damages or values exceeding ten dollars (\$10), but not in excess of two hundred dollars (\$200).
- 19.6.1.6 Subrogation Rights. In the event a payment is made under this policy, the District will, to the extent of such payments, be subrogated to any right of the employee to recover compensation for such damaged property. The District will be entitled to enforce its subrogation right in any court of competent jurisdiction.

## 19.7 Retirement Benefits

- 19.7.1 Continuation of Benefits. Bargaining unit members who retire after fifty-five (55) years of age and have completed fifteen (15) years of full-time service in the District, shall have premiums paid by the District for medical insurance, paid prescription, dental, and vision plans for the retiree and his/her eligible dependents until the retiree is eligible for Medicare. Medical insurance premiums will be paid by the District to the extent that they do not exceed the rate of the Kaiser Family Plan. For plans exceeding the Kaiser Family Rate, the retiree must, by December 1st of each year, provide the Personnel Office twelve (12) checks in amounts equal to the monthly difference between Kaiser Family Plan and the cost of the plan chosen.

Dental insurance shall have a maximum of two thousand dollars (\$2,000) yearly and two thousand dollars (\$2,000) maximum orthodontia coverage.

Premiums will be prorated for part-time regular day employees who have complete fifteen (15) years of service, based on percent of time employed at the time of retirement. However, if a part-time regular day employee has previously met the full-time requirement of fifteen (15) years, the premiums will be paid in full.

Coverage will continue until the retiree qualifies for Medicare or reaches age 65.

- 19.8 Long-Term Service Retirement. Bargaining unit members who were employed prior to the 2003-2004 school year who retire after twenty-eight (28) or more years of full-time service in the District and are 55 years of age or older, shall have premiums paid by the District for medical insurance, paid prescription, dental, and vision plans for the retiree and his/her eligible dependents.

Medical insurance premiums will be paid by the District to the extent that they do not exceed the rate of the Kaiser Family Plan. For plans exceeding the Kaiser Family Rate, the retiree must, by December 1<sup>st</sup> of each year, provide the Personnel Office twelve (12) checks in amounts equal to the monthly difference between Kaiser Family Plan and the cost of the plan chosen.

Dental insurance shall have a maximum of two thousand dollars (\$2,000) yearly and two thousand dollars (\$2,000) maximum orthodontia coverage.

- 19.8.1 Member Paid Participation. Unit members, who elect to, may continue to participate in the health and welfare benefits program of the District after retirement by paying the premium directly to the District.

- 19.8.2 Limits of Member Paid Participation. Such participation may be in any or all such programs, not including life insurance death benefit, available to regular day employees, at the option of the unit member.

- 19.8.3 Overlapping Coverage. In the event of coverage by the same plan of a retiree whose spouse continues to be employed by the District, the retiree will remain on the employee's plan. At such time, the District will supplement Medicare with a plan which will provide comparable benefits.

The retiree will have the option of returning to the District health plan as the subscriber in the event the spouse does not remain in the employment of the District or does not qualify for full coverage at retirement.

## ARTICLE 20

### RETIREMENT

#### 20.1 Pre-Retirement Part-Time Employment Plan

20.1.1 The Board of Trustees shall provide the following pre-retirement part-time employment plan, subject to conditions set forth below.

- 20.1.1.1 Minimum Age. The regular day employee must have reached the age of fifty-five (55) to attain eligibility in the plan.
- 20.1.1.2 Duration of Employment. The regular day employee must have been employed full-time in a position requiring certification for at least ten (10) years, of which the immediately preceding five (5) years were full-time employment, all in the District.
- 20.1.1.3 Optional Participation. The option of part-time employment must be exercised at the request of the regular day employee and can be revoked only with the mutual consent of the employer and the regular day employee, except that such regular day employee shall be subject to lay-off according to Section 44922 of the Education Code and Dismissal for cause.
- 20.1.1.4 Pro-Rata Salary. The part-time regular day employee shall be paid a salary that is pro-rata of the salary the unit member would be earning had the employee not elected to exercise the option of part-time employment (based on 20 percent proportions), but shall retain all other rights and benefits for which the employee makes the payments that would be required if the unit member remained in full-time employment.
- 20.1.1.5 Health Benefits. The part-time regular day employee shall receive health and welfare benefits in the same manner as a full-time regular day employee.
- 20.1.1.6 Minimum Contract. The minimum part-time employment shall be the equivalent of one-half (1/2) of the full-time position.
- 20.1.1.7 Application for Participation. It is the responsibility of the regular day employee to submit a written request for part-time employment status prior to March 1st of the current school year.
- 20.1.1.8 Restrictions. A regular day employee may not participate in this retirement plan for more than five (5) years.
- 20.1.1.9 Return to Full-Time Status. Once a regular day employee has elected to be on a part-time status, such regular day employee cannot return to full-time employment status, except by mutual agreement between the District and the unit member.

- 20.1.1.10 Seniority Rights. A regular day employee who is on part-time employment status will accrue seniority on the same basis as a regular full-time day employee.
- 20.1.1.11 Appointment to Part-Time Status. The final determination as to which employees, if any, will participate in this program and the form of part-time employment rests within the sole discretion of the Board of Trustees.
- 20.1.1.12 Duration of Program. The program will be in operation only so long as the District can be assured that a savings will accrue to the District; and furthermore, in case of a reduction in force, the expansion of the plan would automatically be suspended if a replacement unit member is not available at a salary level which would guarantee a savings over a five year period.
- 20.1.1.13 Implementation. Prior to implementation of the part-time (reduced) pre-retirement workload, the unit member must provide written verification of approved participation from CalSTRS (California State Teachers Retirement System) to the Personnel Office.

## 20.1 Resignation from the District

- 20.2.1 If a unit member submits a resignation which is effective within the current month after the County payroll deadline, the final pay warrant may be delayed until ten (10) work days after the end of the calendar month or pay period during which the services are performed.

## **ARTICLE 21**

### **LEAVES**

#### **21.1 Administrative Leave**

- 21.1.1 Superintendent's Authorization. The superintendent may provide a unit member leave with pay to attend a professional meeting in the member's field of instruction or service, to attend a professional conference as a representative of the school or District, to participate in a state or regional education committee workshop as a representative of the school or District, to attend other schools to observe instructional practices, or to serve on Fair Hearing Panels.
- 21.1.2 Fair Hearing Panel Compensation. Unit members who serve on paid Fair Hearing Panels during the hours of their regular duty day shall remit to the District the amount of compensation received for such service. Unit members who receive compensation for service on panels outside their regular duty day shall be entitled to retain such compensation.
- 21.1.3 Advance Authorization. Administrative leave authorization must be obtained in writing in advance of the requested activity.

#### **21.2 Bereavement Leave**

- 21.2.1 Time Allowance. A unit member shall be entitled to a maximum of three (3) days of paid leave of absence, or five (5) days if travel of more than 400 miles round trip is involved or is the executor of the estate of the deceased, in the event of the death of any person in the unit member's immediate family or if the unit member is the closest surviving relative of the deceased in the event there are no surviving family members as defined in 21.2.2 (closest does not refer to geographic proximity). This leave shall not be deducted from sick leave.
- 21.2.2 Immediate Family Defined. For the purposes of this Article, an immediate family member shall be defined as: spouse, son, daughter, grandchild, son-in-law, daughter-in-law, mother, father, sister, brother, sister-in-law, brother-in-law, grandmother, grandfather, great-grandmother, great-grandfather, niece, nephew, aunt or uncle of the unit member or of the spouse of the unit member, or any person living in the immediate household of the unit member.
- 21.2.3 For purposes of this article, foster family relationships shall be defined as equivalent to immediate family relationships.

#### **21.3 Child Bearing Preparation, Child Rearing, or Adoption Leave**

- 21.3.1 Advance Notice. Leave without pay for childbearing preparation, child rearing or adoption shall be granted to a unit member upon written request. Such request shall be made as soon as practicable, but under no circumstances less than fifteen (15) days prior to the date on

which the leave is to begin except in cases of adoption where the date of the child's arrival is not known fifteen (15) days in advance.

21.3.2 Dates, Duration & Extension of Leave. The determination as to the date on which the leave shall begin and the duration of such leave shall be made at the discretion of the superintendent in light of the needs of the unit member and the scheduling and replacement problems of the District. The duration of such leave shall automatically terminate on June 30th in the school year in which such leave is granted. An additional leave, not to exceed one work year, may be granted upon written request of the unit member.

21.3.3 Early Termination of Leave. If a unit member is on leave for childbearing, child rearing, or adoption and in the event of a miscarriage or death of child subsequent to childbirth or adoption, the unit member may request an immediate assignment to a unit position. If there is a vacancy for which the unit member is qualified, the District shall assign the unit member to a position as soon as practicable.

21.3.4 Emergency Allowance. Paid leave not to exceed two (2) work days in any given school year shall be granted to a unit member to take care of emergencies relating to the birth or adoption of a child. This leave shall be granted in cases where sick leave and pregnancy disability leave do not apply. The District may require the unit member to submit verification of the emergency.

#### 21.4 Industrial Accident Leave

21.4.1 Eligibility. Unit members shall be entitled to industrial accident leave according to the provisions of Education Code Sections 44984 for personal injury which has qualified for workers' compensation under the provisions of workers' compensation laws of the State of California as a self-insured agency.

21.4.2 Duration. Unit members shall be eligible for up to ninety (90) working days during which the schools of the District are required to be in session or when the employee would otherwise have been performing work for the District in any one fiscal year for the same industrial accident. This leave may be extended by the Board at its discretion in cases of serious assault and battery that has rendered the unit member incapacitated for an indeterminate period of time.

21.4.3 Physical Examination. The District, at its expense, has the right to have the unit member examined by a physician to assist in determining the length of time which the unit member will be temporarily unable to perform assigned duties and the degree to which a disability is attributable to the injury involved. The unit member shall select the physician from a list prepared by the District, or pre-designate a physician of their choice and have it noted in their personnel file prior to an injury occurring.

21.4.4 District Reimbursement. For any work days of absence from duty as a result of the same industrial accident, the District shall deduct from the unit member's salary warrant the amount of such disability indemnity actually paid to and retained by the unit member.

#### 21.5 Jury/Subpoenaed Unit Member Leave

21.5.1 Paid Leave. Unit members shall be provided paid leave for regularly called jury duty or to appear in court due to a no personal fault subpoena issued by the court. "No personal fault" indicates that the unit member is a witness or a defendant found zero percent liable.

21.5.2 Verification. The unit member shall submit an absence report form for each such absence, accompanied by a "Jury Duty Certification" or a copy of the subpoena.

## 21.6 Sick Leave

21.6.1 Annual Allowance. Full-time unit members shall be entitled to ten (10) work days leave with full pay for each school year for purposes of personal illness or injury. Unit members who work less than full-time shall be entitled to a pro-rata portion of the ten (10) work days leave as the number of hours per week of scheduled duty relates to the unit member in a comparable position.

21.6.2 Extended Illness Benefits. After all entitled leave and all accumulated sick leave as described elsewhere in this Agreement is exhausted, additional non-accumulated leave shall be available for a period not to exceed five (5) calendar months. If the school year terminates before the five-month period is exhausted, the unit member may take the balance of the five-month period in a subsequent school year. The amount deducted for leave purposes from the unit member's salary shall be the amount actually paid a substitute employee employed to fill the position during the leave, or if a substitute is not employed, the amount that would have been paid a substitute. If at this time the unit member is still unable to return to work and has exhausted all entitled paid and unpaid leave, he/she shall be placed on a reemployment list. A permanent unit member shall be placed on a reemployment list for thirty-nine (39) months and a probationary unit member is placed on a twenty-four (24) month reemployment list. A unit member may receive only one (1) five-month period per accident or illness.

21.6.3 Accumulation. If a unit member does not utilize the full amount of sick leave as authorized in any school year, the amount not utilized shall be accumulated from year to year.

21.6.4 Verification. For legitimate District reasons, upon request, a unit member shall be required to present a medical doctor's certificate verifying the personal illness or injury. The District, at its expense, may require a unit member to visit a certified medical specialist to verify the unit member's illness or injury. The unit member shall select the medical specialist from a list prepared by the Association and the District. If the report concludes that the absence is not due to a personal illness or injury, or that the illness is not sufficiently severe to warrant continued absence, then the superintendent or designees after notice to the unit member, may refuse to grant such leave.

21.6.5 Advance Notice. Whenever possible a unit member must follow the absence notifications procedures.

21.6.6 School Notification. The unit member must follow the absence notification procedure. The teacher must order a substitute teacher by calling the substitute calling system (AESOP). At this time, the AESOP will ask the teacher for a starting and ending date. If the teacher



returns to work prior to the ending date that was originally given to the machine, the teacher is responsible for calling the AESOP and canceling the job number. Failure to notify the AESOP may result in a payroll deduction up to a substitute's daily rate or subtraction of a day of sick leave, whichever the unit member chooses.

21.6.7 Partial Day Sick Leave. A unit member who is absent for less than a full day shall be charged for no less than one (1) hour of such leave. Beginning in 2013-2014, sick leave for unit members must be converted to hours. Sick leave is currently assigned in six (6) segments based on the six (6) period full time assignment including preparation period. For purposes of sick leave records, a day will be converted to six (6) hours. A unit member who is absent any portion of an hour will be charged one-sixth ( $1/6$ ) of a day's sick leave or one (1) hour; between one (1) and two (2) hours will be charged two-sixths ( $2/6$ ) or two (2) hours; between two (2) and three (3) hours, three-sixths ( $3/6$ ) or three (3) hours; between three (3) and four (4) hours, four-sixths ( $4/6$ ) or four (4) hours; between four (4) and five (5) hours, five-sixths ( $5/6$ ) or five (5) hours; over five (5) hours, a full day or six (6) hours.

21.6.7.1 Unit members assigned to non-classroom positions shall be assessed partial sick leave in an equitable manner.

21.6.7.2 When converting remaining hours to days for retirement purposes, the number of hours will be divided by six (6) and reported as days or percentage of days.

21.6.8 Statement of Accrued Sick Leave. District shall provide each unit member with a written statement of accrued sick leave total and entitlement for the school year as soon as administratively practicable.

## 21.7 Personal Leave

21.7.1 Allotment. Each full-time unit member shall be entitled to use seven (7) days of the paid sick leave allotment during each school year as personal leave. Personal leave may not be used for concerted activities, extending a holiday, or for purposes of personal convenience or social commitment.

Unit members, who work less than full time, shall be entitled to a prorated portion of the seven (7) days leave as to the number of hours per week of scheduled duty relates to the number of hours for a full-time unit member in a comparable position.

21.7.2 Advance Notification, Verification. Whenever reasonably possible, a unit member shall inform the appropriate management person before taking personal leave. When it is not reasonably possible to inform the appropriate management person as stated above, the unit member, upon return, shall submit on the personal leave form verification that the personal leave was not used for purposes described in paragraph 21.7.1 above.

## 21.8 Pregnancy Disability Leave

21.8.1 Qualifications and Duration. Unit members are entitled to use sick leave solely for disabilities caused or contributed to by pregnancy, miscarriage, childbirth, and recovery

there from. The length of the leave, including the date on which the leave shall commence and the date on which the duties are to be resumed, shall be determined by the unit member and the unit member's physician and set forth on an appropriate form supplied by the District.

21.8.2 Paternity Leave. Unit members are entitled to use personal leave solely for disabilities caused or contributed to by pregnancy, miscarriage, childbirth, and recovery of their spouse. The length of the leave, including the date on which the leave shall commence and the date on which the duties are to be resumed, shall be determined by the unit member and the unit member's physician and set forth on an appropriate form supplied by the District.

21.8.3 Leave Without Pay. When all other leaves available herein are exhausted, a unit member may be entitled to leave without pay for the purposes set forth.

## 21.9 Sabbatical Leave

21.9.1 Education Code Compatibility. Sabbatical leaves granted by the District shall be in accordance with Education Code Sections 44966-44974.

21.9.2 Application. An applicant for sabbatical leave must submit a request no later than April 15th of the school year preceding the school year in which the leave is requested. The District shall give notice to an applicant within sixty (60) days of the approval or rejection of the application.

21.9.3 Number and Conditions. The District may grant up to eight (8) sabbatical leaves each year based on:

21.9.3.1 Reasonable distribution of the applicants by schools within the District

21.9.3.2 Relative merits of the reasons for desiring leave

21.9.3.3 Whether leave has been taken previously

21.9.3.4 Seniority

21.9.4 Sick Leave Applicability. In the event of a serious accident or illness which would prevent the unit member from completing the leave agreement, the conditions of sick leave would prevail. Verification of this circumstance, including a medical doctor's statement, must be sent by certified mail to the Personnel Office within ten (10) days of the occurrence.

21.9.5 Salary, Fringe Benefits, Retirement. While on sabbatical leave, a unit member shall receive one-half salary, one-half retirement credit, and full fringe benefits. The unit member may choose to receive full retirement credit by paying all the added costs, with no added costs to the District.

21.9.6 Sabbatical Report. The unit member shall submit a written and/or oral report to the Board of Trustees within six (6) months of return to active service.

- 21.10 Catastrophic Leave Program. Individuals within the certificated bargaining unit may be eligible to participate in the catastrophic leave program if they satisfy the following requirements.
- 21.10.1 Unit members seeking to participate in catastrophic leave who also have workers' compensation claims against the District are eligible, but they may not receive more than a full day's compensation for any day of paid entitlement.
  - 21.10.2 Eligible unit members interested in receiving such benefits shall submit a "Request to Participate in Catastrophic Leave" form which is available from the Personnel Office. In those instances where a medical condition or other facts make this impossible or impractical, requests submitted by their designated representative on the behalf of unit members shall be considered.
  - 21.10.3 Eligibility shall be determined by the District upon receipt of a "Request to Participate in Catastrophic Leave" which is to be accompanied by verification of catastrophic illness or injury of the unit member or a member of his/her immediate family.
  - 21.10.4 Situations appropriate for catastrophic leave may involve any circumstance that might reasonably be expected to incapacitate the employee for an extended period of time [thirty (30) days or more] thus requiring the employee to take time off from work which may create a financial hardship. Catastrophic leave would most likely involve illness or accidents, but other situations may be considered on their individual merits.
  - 21.10.5 Unit members determined to be eligible may only participate in catastrophic leave after they have exhausted all accrued paid leave credit, excluding extended sick leave which provides differential pay entitlement for five (5) months pursuant to Education Code Section 44977.
  - 21.10.6 Unit members may contribute to the catastrophic leave program on the behalf of a fellow unit member in accordance with the following procedures:
    - 21.10.6.1 Unit members who seek to contribute their accrued sick leave to a fellow unit member shall submit an "Authorization for Transference of Sick Leave" form to the Personnel Office. This form shall indicate the number of days which are being authorized for transference and the name of the unit member designated to receive credit for the sick leave days contributed. All such contributions shall be in increments of one (1) full day.
    - 21.10.6.2 Sick leave contributions provided for unit members are to be placed in a pool to be maintained by the Personnel Office. On a weekly basis and through the use of a lottery system, the names of the individual sick leave shall be deducted from the accrued entitlement of those individuals. Each person's name shall be placed in the pool in accordance with the number of days they have authorized for deduction. Sick leave which is authorized for transference and is not used shall not be deducted from the unit member making the contribution.

21.10.6.3 After an initial sick leave pool has been created for a unit member determined to be eligible for catastrophic leave, additional unit members may contribute to the pool through the above procedures and their names shall be added to a weekly lottery described in item 2.10.6.2 above.

21.10.6.4 The Personnel Office shall apprise participating unit members of the results of the weekly lotteries and confirmation shall also be provided at the time that the sick leave credit is transferred to the unit member receiving this benefit. All transfers of leave credit shall be irrevocable by the unit members.

21.10.7 As catastrophic leave is utilized by unit members determined by the District to be eligible, records shall be kept by the Personnel Office regarding the costs involved. The Associated Chaffey Teachers (ACT) may request information regarding this program at any time to ensure proper implementation.

## 21.11 Family Care and Medical Leave

21.11.1 The District shall grant, upon request of a unit member, up to a maximum of twelve (12) weeks of unpaid leave during any twelve (12) month period for the following reasons:

- a) In order to care for the spouse, son, daughter, or parent of the unit member, if such spouse, son, daughter, or parent has a serious health condition.
- b) Because of a serious health condition that makes the unit member unable to perform the functions of the position of such unit member.

21.11.2 The District shall grant, upon request of a unit member, up to a maximum of twelve (12) weeks of leave during each school year for maternity or paternity leave once the employee has exhausted all available sick leave, including accumulated sick leave in compliance with Education Code 44977.5.

21.11.3 While on this leave, the District shall provide the unit members with all health and welfare benefits provided in Article 19 of this Agreement.

21.11.4 The unit member must be restored to his/her former position upon returning from this leave.

21.11.5 The unit member retains all rights of employment while on this leave including seniority, salary advancement, and participation in optional benefits programs.

21.11.6 Leaves under this section shall run consecutively with other leaves available to the unit member.

## 21.12 Other Leaves Without Pay

Upon recommendation of the superintendent and approval of the Board of Trustees, leave without pay may be granted for a period not to exceed one (1) school year for purposes such as voluntary government service, care of a member of the immediate family who is ill, long-term illness of the unit member, service in an elected public office, or professional study or research. The applications for such leaves shall be in writing. In addition, a unit member on such leave shall notify the District Personnel Office by February 15th of the school year as to an intent to return to employment in the District or to apply for an additional leave. Failure to so notify the District will be considered an abandonment of the unit member's position.

## 21.13 Leave Status

21.13.1 Return From Leave. Unless otherwise provided in this Article, a unit member on unpaid leave of absence shall be entitled to return to a position comparable to that held at the time the leave commenced and may continue to participate in the health and welfare programs provided in the Agreement upon advancement to the District of the appropriate premium costs; but the unit member shall not receive seniority and tenure credit, nor credit for annual salary increments provided during such leave.

21.13.2 Return from Paid Leave. Unless otherwise provided in this Article, a unit member on paid leave of absence shall be entitled to return to a position comparable to that held at the time the leave commenced, receive health and welfare benefits provided in this Agreement, receive credit for annual salary increments provided during such leave, and receive seniority credit.

## 21.14 Leave(s) While Holding Elective Public Office

21.14.1 Unit members shall be provided the opportunity to exercise the duties attendant to holding an elective public office to which they have been duly appointed or elected. This shall be in the form of Leave of Absence for Holding Elective Public Office.

21.14.2 Leaves While Maintaining Full-time District Employment. Leave of absence may not exceed four (4) work days in any one calendar month for a unit member holding public office while maintaining full-time employment with the District. Such leaves will be granted with a deduction in pay equaling one dollar (\$1.00) above the current daily rate paid for substitute replacements for each day or half-day of absence granted under this policy.

21.14.2.1 Full-Day Leave. Upon request to his/her immediate administrator, a unit member may request up to a maximum of four (4) full work days per month. When requesting two (2) or more work days in sequence, requests must be made at least forty-eight (48) hours in advance of the need for such leave. A unit member may not, while on leave, request another leave for the next full or half-day.

21.14.2.2 Half-Day Leave. Upon request to his/her immediate administrator, a unit member may request up to a maximum of eight (8) one-half (1/2) day leaves.

- 21.14.2.3     Emergency. In an emergency situation the unit member may be granted leave in excess of the above limits by the superintendent or designee.
- 21.14.2.4     Aggregate Leave
  - 21.14.2.4.1     No class hour or period may have more than a total of four (4) absences accrued against it for purposes of the policy in any calendar month, when combining full or half-day leaves.
  - 21.14.2.4.2     The total number of leave days taken in one (1) school year may not exceed twenty (20).
  - 21.14.2.4.3     Leave days may not be cumulative from month to month or year to year.
- 21.14.3     Full-Time Elective Office. In the event the elective office is a full-time occupation, an unpaid leave of absence of not less than one (1) semester, encompassing the first term of office, shall be granted providing the unit member has achieved permanent status in the District. For purposes of the provision, an elective public office is determined to be a full-time occupation when a unit member must, in order to carry out elective duties, be absent from assigned work days beyond those authorized leaves of absence available to all unit members.
- 21.14.4     Use of District Facilities and Personnel. At no time may a unit member absent him/herself from assigned duties and responsibilities or from pupils who are under his or her supervision in order to confer with any party by telephone or in person concerning the duties or responsibilities of said public office. School District employees shall not be responsible for sending or receiving messages for a unit member attendant to his or her duties while holding an elective public office, except in case of emergency. Such inquiries and messages received will be directed to the unit member's place of public office. The involvement of other District personnel during their working hours, to assist in performing the duties or responsibilities of said public office, is prohibited. The use of District telephones, computers, reproduction machines or other office materials is prohibited in performing the duties or responsibilities of said public office, whether during or after the unit member's regular work hours. Exceptions to this section shall be made in times of emergency.

## **ARTICLE 22**

### **ADULT EDUCATION**

Adult School Teachers. The articles contained elsewhere in this Agreement are modified and/or not applicable to adult school teachers as stated below.

- Article 10.6      Hours and Work Year. Not applicable
- Article 11.1      Class Size. Not applicable
- Article 15.1      Evaluation Procedure. Not applicable
- Article 15.1.19   Evaluation Response. Not applicable
- Article 17        Assignment, Transfer, and Filling of Vacancies. Not applicable
- Article 21.2      Bereavement Leave. Not applicable
- Article 21.3      Child Bearing Preparation, Child Rearing, or Adoption. Not applicable
- Article 21.4      Industrial Accident Leave. Not applicable
- Article 21.6      Sick Leave. Sections 21.6.5, 21.6.6, 21.6.7, 21.6.8, are not applicable.
- Article 21.9      Sabbatical Leave. Not applicable.
- Article 21.12     Other Leaves Without Pay. Not applicable.
- Article 21.13     Leave Status. Not applicable.
- Article 26        Compensation and Fringe Benefits. Not applicable

#### **22.1    Duty Hours**

- 22.1.1 The hours may be increased by mutual consent between the unit member and his/her principal/supervisor. Each instructional hour in the adult school will consist of a maximum of sixty (60) minutes of instruction.
- 22.1.2 The District shall provide the Association with a teacher work year calendar as early as possible prior to the start of an adult school year. Such calendar(s) shall be published to all unit members.
- 22.1.3 When funding for the corrections program is enhanced or reduced, the work year calendar for that program may be modified at the discretion of the district.

22.1.4 Instructors shall not be compensated when classes must be cancelled and are not rescheduled by the adult school teacher with the approval of the adult school principal or designee.

22.1.5 A teacher shall be compensated at their regularly hourly rate for a Chaffey Adult School professional activity. A teacher shall not be compensated for a professional development activity or other district activity that is not approved by the Chaffey Adult School.

## 22.2 Assignment and Transfer

22.2.1 Adult school teachers shall be assigned according to the staffing needs of the District adult schools. Said assignments shall be consistent with the tenure requirements of the Education Code. The assignment of an adult school teacher may include more than one (1) adult school and/or site.

22.2.2 Seniority for purposes of assignment in the Adult Education Program is determined based on a unit member's first date of service in the District.

22.2.3 Assignments shall not be made in an arbitrary or capricious manner.

22.2.4 Adult school teachers will be selected for additional teaching hours based on staffing needs as determined by the principal, using the following criteria:

1. Program needs
2. Availability
3. Compliance of tenure hours requirements under the provisions of the Education Code.
4. Credential of applicants
5. Seniority

22.2.4.1 When an adult school teacher is interested in additional hours, the appropriate form shall be completed. This form shall provide the bargaining unit member with an opportunity to identify his/her interests in teaching additional hours. A completed form is required for consideration.

22.2.4.2 The District shall provide all adult school teachers written notice through posting regarding open teaching positions.

## 22.2.5 Transfer to Comprehensive/Continuation Schools

22.2.5.1 Permanent adult school teachers may be considered as inside employees and apply for transfer within the District as openings become available.

22.2.5.2 Permanent adult school teachers transferring to Comprehensive/Continuation Schools shall be granted credit based on their



years of service at Adult School. One year of credit shall be given for each year of service which the teacher worked for twenty-five (25) hours per week for 75 percent of the school year.

## 22.3 Reassignment

22.3.1 All reassignments of permanent and probationary adult school teachers from site to site or reassignments within the site in the adult school system shall be accomplished in accordance with the following:

22.3.1.1 Permanent and probationary adult school teachers shall be consulted prior to any reassignment.

22.3.1.2 No reassignment shall be made arbitrarily or capriciously.

## 22.4 Evaluation Procedure

22.4.1 Evaluation Procedure. If an evaluation conference occurs, it shall be in writing and shall be completed and delivered within ten (10) working days and, where administratively practicable, shall be preceded by at least one observation. Observations that reveal unsatisfactory performance shall be followed by a personal discussion with the evaluator within two weeks. An unsatisfactory evaluation shall include specific recommendations for improvement and professional assistance to be given.

22.4.1.1 Evaluation Response. The unit member shall receive a dated copy of all written evaluations to be placed in the personnel file, which shall be signed by the evaluator and the bargaining unit member. Provisions shall be made within the document for:

(1) Comments by the unit member being evaluated as required by Education Code Section 44031, and

(2) A statement that the unit member's signature does not indicate approval of the report, but does indicate that the unit member has read the document and has been provided the opportunity to respond.

22.4.2 The primary evaluator shall be the principal or assistant principal. Bargaining unit members shall not participate in or have input in the evaluation of any fellow member of the bargaining unit.

22.4.3 The evaluation of adult school bargaining unit members shall not include or be based upon the following:

22.4.3.1 Complaints or charges made against a unit member

22.4.3.2 Utilization of any CWT techniques

- 22.4.3.3 The success, or lack thereof, of an instructional or clerical aide in the performance of tasks assigned by the unit member
- 22.4.3.4 The personal life or lifestyle of a unit member, their personal opinions, scholarly, literary, or artistic endeavor of unit member
- 22.4.3.5 Intercoms and television cameras used for communications and monitoring safety conditions shall not be used for the purposes of evaluation, discipline, or discharge of unit members except as required by law.
- 22.4.3.6 Deficiencies, which may have been brought to the attention of the unit member, and subsequently corrected

## 22.5 Adult School Salary

- 22.5.1 The salary schedule for adult school teachers is set forth in Article 26, Sections 26.1.15, 26.1.15.1 and 26.1.15.2.

## 22.6 Leaves

- 22.6.1 Bereavement Leave. An adult education teacher is entitled to three (3) consecutive work days leave to be taken within a five (5) calendar day period of time, when regular school is in session or five (5) consecutive days when regular school is in session for the period of time in which the unit member is scheduled to perform work in adult education.

### 22.6.2 Child Bearing Preparation, Child Rearing, or Adoption Leave

- 22.6.2.1 Paid leave not to exceed one (1) day for the period of time in which the adult education teacher is scheduled to perform work in adult education shall be granted to take care of emergencies relating to the birth or adoption of the child. This leave shall be granted in cases where sick leave and pregnancy disability leave do not apply.

### 22.6.3 Industrial Accident Leave

- 22.6.3.1 Unit members may utilize up to sixty (60) days during which the schools of the District are required to be in session or when the employee would otherwise have been performing work for the District in any one (1) fiscal year for the same industrial accident. This leave may be extended by the Board at its discretion in cases of serious assault and battery or work related injury, which had rendered the unit member incapacitated for an indeterminate period of time.

## 22.7 Health and Welfare Benefits

- 22.7.1 Adult school unit members employed a minimum of 12 hours per week shall be entitled to the same health and welfare benefits as provided by existing District procedures (Appendix F Fringe Benefit Costs for Adult Education Teachers).

22.7.2 Adult school teachers taking a voluntary reduction in hours, shall have their health and welfare benefits adjusted on a prorated basis.

22.8 Class Size

22.8.1 Class size shall not fall below 20 enrolled pupils to fiscally support the cost of operating a class. Classes that drop below the minimum number may only continue with the approval of the adult school principal or designee.

## **ARTICLE 23**

### **REDUCTION IN FORCE**

- 23.1 All provisions of the Education Code relating to the procedures for layoff are incorporated into this agreement as fully set forth.
- 23.2 Bargaining unit members not assigned to the classroom.
  - 23.2.1 In the event of a reduction in force, nurses, teacher librarians, school psychologists, and counselors who hold a valid teaching credential for 9-12 curriculum that is taught in the District and, beginning with the first day of the 2009-2010 school year, a certification in Cultural Language and Academic Development (CLAD) or its equivalent, shall be reassigned to the classroom based on accrued District seniority.

## ARTICLE 24

### INTERNS WITH THREE (3) OR MORE YEARS EXPERIENCE

#### 24.1 Interns

24.1.1 Interns teach on an Intern Credential with support from a buddy teacher at their site and a university supervisor. Interns may not coach extracurricular activities nor be required to attend meetings that conflict with his/her responsibilities at their respective institute of higher learning. The intern teacher will attend department and faculty meetings and parent teacher conferences when appropriate. If there is a conflict between university training and District training, university meetings shall take priority during the internship year.

##### 24.1.1.1 Intern Responsibilities

24.1.1.1.1 Obtain an intern credential for the instructional program of his/her classroom

24.1.1.1.2 Share intern teaching experiences with a buddy teacher at the school site

24.1.1.1.3 Prepare thoroughly and carefully for each day of teaching

24.1.1.1.4 Meet all expectations for first year teachers in the District

24.1.1.1.5 Keep a notebook for university supervisor, including lesson plans

24.1.1.1.6 Meet with and implement the suggestions of his/her university supervisor

24.1.1.1.7 Attend classes at a university or other off-campus site

24.1.1.2 Interns shall be released by the principal to attend meetings that are his/her responsibility at their institute of higher learning.

24.1.2 The intern shall be released for two (2) school days so that he/she can attend in-services at the university during the winter quarter. The District will not charge the intern in any way for these days, including having him/her take sick or personal leave.

24.1.3 Unit members who are interns shall assume full teaching and legal responsibility for classes from the first day of the teaching assignment as a paid employee of the Chaffey Joint Union High School District. The secondary intern teacher is responsible for all responsibilities of a contractual teacher.

24.1.4 The on-site coach/buddy shall receive one (1) day for classroom observation. An intern shall have the right to submit a request in writing to the Joint Panel for a different

coach/buddy. He/she will state the reasons why the coach/buddy should be replaced and have those reasons considered.

24.1.5 The on-site coach/buddy shall be selected by the intern and the administrator.

## **ARTICLE 25**

### **SUMMER SCHOOL**

- 25.1 The provisions contained in this article shall apply to all summer school instructional programs offered by the District for the benefit of pupils.
- 25.2 Summer Salaries
  - 25.2.1 Summer School Salary shall be paid at their hourly rate of pay for on-line instruction and direct teaching models.
- 25.3 Bargaining unit members shall report to assigned summer school classrooms fifteen minutes before classes start and remain up to fifteen minutes after the completion of the last class. The overall daily time period shall not exceed five (5) hours and fifty (50) minutes
- 25.4 Leaves
  - 25.4.1 Administrative Leave may be authorized by the superintendent as in Article 21.1.1.
  - 25.4.2 Bereavement Leave shall be granted in accordance with article 21.2.
  - 25.4.3 Child bearing preparation, child rearing, or adoption leave shall be granted in accordance with Article 21.3.
  - 25.4.4 Industrial Accident Leave shall be granted in accordance with Article 21.4.
  - 25.4.5 Jury/Subpoenaed unit member leave shall be granted in accordance with Article 21.5.
  - 25.4.6 A unit member is entitled to utilize the sick leave provision of this Agreement during the summer employment; in addition a unit member is provided an additional one (1) day of cumulative sick leave. A summer school employee who is new to the District shall be entitled to one (1) day of sick leave during the summer session, followed by a salary differential for a maximum of seventeen (17) summer session days.
  - 25.4.7 Each full-time unit member shall be entitled to use only one (1) day of the paid sick leave allotment during the summer school session as personal leave in accordance with the conditions in Article 21.7.1. Unit members who have accepted a summer school assignment must be available for the duration of the summer school assignment. Any exceptions will be made by the Assistant Superintendent of Alternative Instruction or Assistant Superintendent of Personnel.
  - 25.4.8 Pregnancy Disability Leave not applicable during summer school.
  - 25.4.9 Sabbatical Leave not applicable during summer school.
  - 25.4.10 Catastrophic Leave not applicable during summer school.

- 25.4.11 Family Care and Medical Leave not applicable during summer school.
- 25.5 Summer School Employment Procedures. The District agrees to maintain the summer school employment procedures Administrative Regulation 4120.1 (Revised 12/10/13) in full force and effect for the term of this agreement. When multiple classes of the same course are assigned to more than one teacher, the teacher highest on the seniority list from the home site shall have their classes filled first. When it is necessary to condense any of these classes due to low enrollment, the teacher highest on the seniority list from the home site shall be given first consideration. Teacher selection for other than regular summer school positions shall follow the interview process.
- 25.6 Qualifications. Any bargaining unit member with a valid credential or permit and meets ESEA highly qualified teacher requirements in the subject area they will teach in summer school shall be considered as a qualified applicant for a summer school assignment.
- 25.6.1 A unit member who has received an unsatisfactory final evaluation during the regular school year shall not be eligible to teach summer school until he/she receives a satisfactory final evaluation.
- 25.7 All applicants shall be notified of the tentative selection or non-selection for a summer school assignment by May 1st. A listing of those tentatively selected shall be available at the school site.
- 25.8 All grievances related to summer school assignments must be filed with the District by May 15th. All grievances arising from this Article shall commence at Level II of the procedure. For assignments made after May 1st, the grievance must be filed within 10 working days of the assignment. Before filing a written grievance, the grievant should attempt to resolve it by an informal conference with the grievant's immediate supervisor.
- 25.8.1 Grievances arising during summer shall be resolved in accordance with Grievance Procedure Article 6.2.
- 25.9 Class Size Limitations for Summer School.
- 25.9.1 Summer school classes shall be enrolled at a maximum of 34 pupils with the exception of physical education, which shall not exceed 48 pupils.
- 25.10 Evaluation Procedure. If an evaluation conference occurs, it shall be in writing and shall be completed and delivered within ten (10) working days, and shall be preceded by at least one observation. Observations that reveal unsatisfactory performance shall be followed by a personal discussion with the evaluator within two weeks. An unsatisfactory evaluation shall include specific recommendations for improvement and professional assistance to be given. Unit members who receive an unsatisfactory evaluation during summer school shall not be referred to PAR.
- 25.11 On-line Instruction
- 25.11.1 At the District's discretion, on-line courses may be offered in place of, or in addition to, regular summer program courses.



- 25.11.2 Salary for on-line courses shall be paid at the hourly rate of pay.
- 25.11.3 Unit members who teach an on-line course, must have a valid credential, meet HQT certification and demonstrate proficiency in web-based instruction and assessment.
- 25.11.4 Unit members who teach two classes (sections) during a summer assignment will move to the bottom of the rotation list
- 25.11.5 Teachers employed for the summer at a school other than the one where they are normally employed will then be rotated to the bottom of their own school's list, just as though they had taught at their "home" campus.

## ARTICLE 26

### SALARIES

#### 26.1 Salary Schedule

##### 26.1.1 Operation of the Salary Schedule.

- 26.1.1.1 Preparation and Experience. When new regular day employees are hired, they will be placed on the schedule according to their preparation and experience. Credit for teaching elsewhere shall be granted on the basis of one (1) step per year for full time teaching, before employment, with the maximum number of steps granted not to exceed nine (9) steps, effective for all new hires for the 2001-2002 school year.
- 26.1.1.2 Work in Progress. A certificated employee of a school District who qualifies for a salary increase shall be paid the increased salary not later than three regular pay periods or three months, whichever is longer, after the employee files proper documentation. The District shall additionally pay the employee daily interest on the amount owed to the employee calculated from the date that the employee was entitled to the salary increase (Education Code 45048).
- 26.1.1.3 In-Service Credit. Recommendation for approval of in-service courses or workshops for salary credit shall be submitted to the superintendent or designee.
- 26.1.1.4 Class Advancement. A regular day employee may advance in more than one class per year, if qualified, and the provisions of Section 26.1.1.2 above are met.

##### 26.1.2 Class Placement on the Salary Schedule-

###### 26.1.2.1 Class placement is determined according to the following:

Class A Bachelor's Degree or possession of a valid California Teaching Credential.

Class B Bachelor's Degree plus fifteen (15) semester units.

Class C Bachelor's Degree plus thirty (30) semester units. Unit members must possess a preliminary or clear California Credential.

Class D Bachelor's Degree plus forty-five (45) semester units or a Master's Degree.

Class E Bachelor's Degree plus sixty (60) semester units or Bachelor's Degree plus forty-five (45) semester units including a Master's Degree.

Class F Bachelor's Degree plus seventy-five (75) semester units or Bachelor's Degree plus sixty (60) semester units including a Master's Degree or a Master's Degree plus thirty (30) semester units.

- 26.1.2.2 Transcript Files. Complete transcripts of records from an accredited college must be filed with the Personnel Office in order to justify class placement. These transcripts will remain the property of the District.
- 26.1.2.3 Excess Graduate Units. Any graduate units taken in excess of the minimum requirements for the Bachelor's Degree and earned prior to its awarding date may be counted in excess of the Bachelor's Degree. It will be the responsibility of the employee to provide documentary evidence that any such units were in excess of the minimum requirements for the Bachelor's Degree.
- 26.1.2.4 Vocational/Work Experience Credit. For the purpose of initial class placement, a unit member may be granted vocational/work experience credit up to a maximum of nine (9) years in Class A. This credit may be granted to attract highly qualified individuals who have vocational/work experience that would be beneficial to the District.
- 26.1.2.5 Vocational/Work Experience Credits Verification. Work experience units may be used only for the original placement on the salary schedule. Vocational experience may be verified by either an original letter or a photocopy of the original as follows:
- a) Name of the employer or company on letterhead stationery.
  - b) Inclusive dates of full-time employment.
  - c) Type of work performed.
  - d) Position of the person who signs the verification (owner, president of the company, personnel director, etc.).
- 26.1.2.6 Driver Education and Designated Subject Credentialed teachers who lack the Bachelor's Degree will be placed in Class A and may advance to the top step of that class.
- 26.1.2.7 ROTC Placement. Teachers assigned to teach ROTC coming off active duty are required to receive compensation in an amount equal to their base pay in the military, plus allowances, minus monthly retirement pay. This amount will vary based on rank and years of service in the military. This

amount is computed by the service branch of the individual and is known as Minimum Instructor Pay (MIP). Placement on the salary schedule will be the highest class and lowest step above the MIP for each individual teacher.

- 26.1.2.8 Any employee restricted to step advancement on the salary schedule based on the Collective Bargaining Agreement in excess of one year will only be granted one step when the requirement is met regardless of experience.

### 26.1.3 Class Advancement on the Salary Schedule

- 26.1.3.1 Post-Bachelor's Degree Credit. All units submitted for credit on the Certificated Salary Schedule beyond the Bachelor's Degree must be earned in an accredited college or university or by local school district in-service units.
- 26.1.3.2 Advancement with Lower Division Units. Lower division units may be accepted for advancement on the salary schedule with prior approval of the superintendent, based upon the relevancy of the course content to the teacher's instructional field.
- 26.1.3.3 Advancement with Upper Division or Extension Units. All units other than lower division earned in an accredited college or university or in an extension program of an accredited college or university are acceptable for class advancement. Units earned outside of the unit member's credential authorization area must be pre-approved by the Assistant Superintendent.
- 26.1.3.4 Advancement with Military Service Units. Any military service courses that earn academic credit for an academic degree may be applied for class advancement on the schedule.

26.1.4 Step Advancement on the Salary Schedule. Unit members who have worked seventy-five percent (75%) of the school year shall be granted one and only one step on the salary schedule for each year of service in the District until the maximum in the unit member's class is reached. Unit members who receive an unsatisfactory evaluation and, after completing the Improvement Plan and PAR, receive a second unsatisfactory evaluation, shall not be eligible for step advancement. The unit member whose first day of District service is on or after July 1, 1999 must possess a clear California credential to move beyond step seven (7).

26.1.5 Unit Conversion. Quarter units are converted to semester units by multiplying quarter units by two-thirds ( $\frac{2}{3}$ ). If this multiplication results in a fraction that, when added to the other semester units, is within one-half ( $\frac{1}{2}$ ) unit from the required units for qualifying for the next column, then the fraction shall be rounded out to the next whole number and the unit member shall be placed on the next column.

26.1.6 Unit Account. Once per school year, the District shall provide regular day employees, upon request, a statement of the number of units the District has on file for them.

### 26.1.7 Certificated Salary Index

	Class A BA	Class B BA + 15	Class C** BA + 30	Class D BA + 45 or MA	Class E BA + 60 or BA + 45/MA	Class F BA + 75 Or BA + 60/MA or MA + 30
Horizontal Change	.07	.07	.07	.07	.07	.07
Vertical Change	.06	.06	.06	.06	.06	.06
Step						
1	1.00	1.07	1.14	1.21	1.28	1.35
2	1.06	1.13	1.20	1.27	1.34	1.41
3	1.12	1.19	1.26	1.33	1.40	1.47
4	1.18	1.25	1.32	1.39	1.46	1.53
5	1.24	1.31	1.38	1.45	1.52	1.59
6	1.30	1.37	1.44	1.51	1.58	1.65
7	<u>1.36</u>	<u>1.43</u>	<u>***1.50</u>	<u>***1.57</u>	<u>***1.64</u>	<u>***1.71</u>
8	*1.42		1.56	1.63	1.70	1.77
9	*1.48		1.62	1.69	1.76	1.83
10	*1.54		1.68	1.75	1.82	1.89
11	*1.60		1.74	1.81	1.88	1.95
12			1.80	1.87	1.94	2.01
13			1.86	1.93	2.00	2.07
16-18			1.92	1.99	2.06	2.13
19-21			1.98	2.05	2.12	2.19
22-24			2.04	2.11	2.18	2.25
25-27			2.10	2.17	2.24	2.31
28+			2.16	2.23	2.30	2.37

\*Applies only to Driver Education and Designated Subject Credentialed Teachers who lack a BA Degree

\*\*Unit members must possess a preliminary or clear credential to move to Class C. This applies to unit members whose first day of service is on or after July 1, 2002.

\*\*\*In columns C, D, E, and F the unit member must possess a clear California credential in their assigned subject area in order to move beyond Step 7. This applies to unit members whose first day of service is on or after July 1, 1999.

26.1.8 Salary Base and Salary Schedule. The salary schedule minimum shall be \$50,856 effective July 1, 2018.

26.1.8.1 Chaffey Joint Union High School District Certificated Salary Schedule.

<div> <div>3/12/2019</div> <div> <b>CHAFFEY JOINT UNION HIGH SCHOOL DISTRICT</b>  <b>2018-2019</b>  <b>CERTIFICATED SALARY SCHEDULE</b>  <b>182 Days Workyear</b> </div> </div>						
	<i>Class A</i>	<i>Class B</i>	<i>Class C **</i>	<i>Class D</i>	<i>Class E</i>	<i>Class F</i>
Step	BA	BA + 15	BA + 30	BA + 45 or MA	BA + 60 BA + 45/MA or MA + 15	BA + 75 or BA + 60/MA or MA + 30
1	\$50,856	\$54,416	\$57,977 *	\$61,536	\$65,096	\$68,656
2	\$53,908	\$57,468	\$61,028	\$64,587	\$68,148	\$71,708
3	\$56,959	\$60,519	\$64,078	\$67,639	\$71,199	\$74,758
4	\$60,011	\$63,571	\$67,130	\$70,690	\$74,251	\$77,810
5	\$63,062	\$66,621	\$70,182	\$73,742	\$77,302	\$80,861
6	\$66,114	\$69,673	\$73,233	\$76,793	\$80,353	\$83,913
7	\$69,165	\$72,724	\$76,284 ***	\$79,845 ***	\$83,404 ***	\$86,964 ***
8 *	\$72,216		\$79,336	\$82,895	\$86,456	\$90,016
9 *	\$75,267		\$82,388	\$85,947	\$89,507	\$93,067
10 *	\$78,318		\$85,439	\$88,998	\$92,559	\$96,119
11 *	\$81,370		\$88,490	\$92,050	\$95,610	\$99,169
12			\$91,541	\$95,101	\$98,662	\$102,221
13-15			\$94,593	\$98,153	\$101,713	\$105,272
16-18			\$97,644	\$101,204	\$104,763	\$108,324
19-21			\$100,696	\$104,256	\$107,815	\$111,375
22-24			\$103,747	\$107,306	\$110,867	\$114,427
25-27			\$106,799	\$110,358	\$113,918	\$117,478
28-			\$109,850	\$113,409	\$116,969	\$120,530
<p>* Applies only to Driver Education and Vocational Education teachers who lack a B.A. degree</p> <p>** Unit members must possess a preliminary or clear California credential to move to Column C. This applies to unit members whose first day of service is on or after 7/1/02</p> <p>*** In columns C,D, E, and F, the unit member must possess a clear California credential in their assigned subject area in order to move beyond Step 7. This applies to unit members whose first day of service is on or after 7/1/99</p>						

26.1.9 Additional Compensation and Benefit

26.1.9.1 Fringe Benefit Cash Differential. Additional money due a unit member from the fringe benefit package shall be paid monthly.

26.1.9.2 Social Security on Non STRS. All unit member pay that does not qualify for STRS withholding shall be subject to withholding of the legally required amounts for Social Security effective July 1, 1986. Effective February 1, 1987, adult education teachers shall be included. Those teachers hired after March 31, 1986 shall be exempt from this provision.

26.1.9.3 Compensation for Staff Development. Certificated staff shall be compensated for participation in voluntary staff development activities determined by the following formula:

Placement on the Certificated Salary Schedule:

Pay per day = ----- x.85

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(Number of days in the current work year as defined in 10.6.1.1 of this Agreement)

The maximum compensation a unit member receives shall not exceed the State funded rate.

Staff development completed and reported between June 11th and August 10th shall be paid by September 1st. All other staff development shall be paid quarterly.

A day of staff development compensation must be at least as long as the contracted workday. A day of staff development can be conducted over several calendar days.

26.1.9.4 Sixth (6<sup>th</sup>) Teaching Period. Regular day employees, voluntarily assigned to an sixth (6<sup>th</sup>) teaching period on a regular and continuing basis shall be compensated for such teaching at one-fifth (1/5) of the teacher's daily rate. Daily rate shall be determined by the following formula:

Current Contract Salary

----- = Per Diem Rate

182

(Number of days in the current work year as defined in 10.6.1.1 of this Agreement)

26.1.9.5 Part-time Regular Day Employees Pay Formula. Part-time regular day employees assigned to teach on a part-time basis shall be compensated for such teaching at one-fifth (1/5) of the teacher daily rate times the number of periods assigned. Daily rate shall be determined by the following formula:

Contract Placement x Periods Assigned x 1/5

----- = Daily Rate

(Number of days in the current work year as defined in 10.6.1.1 of this Agreement)

- 26.1.9.6 Allowable Weeks. Varsity football shall be allowed the same number of weeks in a season as the highest allowable number of regular weeks in any sport as authorized by C.I.F.

26.1.9.7 Table of Other Duty Pay Codes – Coaching

<b>Table of Other Duty Pay Codes</b>	<b>Total Stipends In District</b>	<b>Fixed Stipend</b>
Baseball – Head Varsity Coach	8	\$4,675.00
Baseball - Asst. & Non-Varsity Coach	16	\$3,415.00
Basketball - Head Varsity Coach (Boys and Girls)	16	\$4,675.00
Basketball - Asst. & Non-Varsity Coach (Boys and Girls)	32	\$3,415.00
Cross Country - Head Varsity Coach (Boys and Girls)	16	\$4,675.00
Cross Country - Asst. & Non-Varsity Coach	0	\$3,415.00
Football - Head Varsity Coach	8	\$5,040.00
Football - Asst. & Non-Varsity Coach	64	\$3,415.00
Golf - Head Varsity Coach	8	\$4,675.00
Golf - Asst. & Non-Varsity Coach	0	\$3,415.00
Soccer - Head Varsity Coach (Boys and Girls)	16	\$4,675.00
Soccer - Asst. & Non-Varsity Coach (Boys and Girls)	16	\$3,415.00
Softball - Head Varsity Coach	8	\$4,675.00
Softball - Asst. & Non-Varsity Coach	16	\$3,415.00
Swimming - Head Varsity Coach (Boys and Girls)	16	\$4,675.00
Swimming - Asst. & Non-Varsity Coach	0	\$3,415.00
Tennis - Head Varsity Coach (Boys and Girls)	16	\$4,675.00
Tennis - Asst. & Non-Varsity Coach	0	\$3,415.00
Track & Field - Head Varsity Coach (Boys and Girls)	16	\$4,675.00
Track & Field - Asst. & Non-Varsity Coach (Coed)	8	\$3,415.00
Volleyball - Head Varsity Coach	8	\$4,675.00
Volleyball - Asst. & Non-Varsity Coach	16	\$3,415.00
Water Polo - Head Varsity Coach (Boys and Girls)	16	\$4,675.00
Water Polo - Asst. & Non-Varsity Coach		\$3,415.00
Wrestling - Head Varsity Coach	8	\$4,675.00
Wrestling – Asst. & Non-Varsity Coach	8	\$3,415.00
Asst. & Non-Varsity Coach – Principal Discretion	16	\$3,415.00



#### 26.1.9.8 C. I. F. Playoffs

- 26.1.9.8.1 Coaches will receive a stipend of ten percent (10%) of their coaching pay for each week they are active in C.I.F. playoffs.
- 26.1.9.8.2 Team Sports. If a team participates in C.I.F. playoffs, only the assigned varsity and assistant varsity coaches qualify for extra pay at the contractual weekly rate.
- 26.1.9.8.3 Individual Sports or Individual Athletes. In individual sports or where individual athletes are involved in C.I.F. playoffs, only the head varsity coach or his/her designee will qualify for extra pay at the contractual weekly rate.
- 26.1.9.8.4 The following are considered team sports: Baseball, Basketball, Field Hockey, Football, Soccer, Softball, Volleyball, and Water Polo. All others are designated as individual sports.
- 26.1.9.8.5 All unit members assigned extra duty at C.I.F. playoff games, except coaches, shall be paid a stipend of no less than thirty (\$30) per event.
- 26.1.9.8.6 State and National Academic Decathlon Competition. If students participate in state or national competition, the assigned teacher or designee shall receive ten percent (10%) of their stipend for each week they are active in the competition.

#### 26.1.9.9 Other Duty Assignments Pay Codes\*

<b>Other Duty Assignment Stipends</b>	<b>Fixed Stipend</b>
504 Advisor (up to 10 without release)	\$500.00
504 Advisor (11-50 without release)	\$1,500.00
504 Advisor (51-100 without release)	\$2,500.00
504 Advisor (101-200 without release)	\$3,500.00
504 Advisor (101-200 with release)	\$2,000.00
Academic Decathlon (no Academic Dec. class)	\$3,675.00
Academic Decathlon (with Academic Dec. class)	\$2,625.00
Academic Decathlon Assistant (as determined by principal)	\$1,050.00
Academy Advisor	\$3,150.00
Academy advisor Assistant	\$1,575.00
Assistant Band Director**	\$1,575.00
Assistant Director of Activities (as determined by principal)	\$2,100.00
Assistant Pep Squad (as determined by principal)	\$1,575.00
Assisted Technology Assessment (current SLP)	\$4,500.00
AVID Advisor 1-5 sections (one stipend per school)	\$1,050.00
AVID Advisor 6 -10 sections (one stipend per school)	\$1,575.00

AVID Advisor 11 or more sections with release period (one per school) Release period beginning 2015-2016	\$2,100.00
Band Director**	\$4,725.00
Choral Director	\$2,625.00
Dance*	\$265.00
Director of Activities (with release, 2 periods)	\$4,725.00
Director of Athletics (with release, 2 periods)	\$4,987.50
Dramatics*	\$265.00
EL Advisor (no release time)	\$3,675.00
EL Advisor (with release, 1 period)	\$2,625.00
EL Advisor (with release, 2 periods)	\$2,100.00
FBLA	\$1,000.00
Drill Team	\$2,625.00
G.A.T.E. Advisor (no release time)	\$3,675.00
G.A.T.E. Advisor (with release, 1 period)	\$2,625.00
Intramural Recreation Facilitator (per semester)	\$1,575.00
Link Crew	\$1,050.00
Mock Trial (per semester)	\$790.00
Newspaper	\$2,000.00
Orchestra Director	\$895.00
Pep Squad	\$3,675.00
Renaissance Advisor (no release time)	\$4,200.00
Renaissance Advisor (with release, 1 period)	\$3,150.00
Science Olympiad	\$525.00
Solar Cup Competition	\$525.00
Special Education Advisor (with release, 2 periods)	\$4,725.00
Speech and Debate (per semester)	\$1,800.00
Title I Advisor (no release time)	\$3,675.00
Title I Advisor (with release, 1 period)	\$2,625.00
Title I Advisor (with release, 2 periods)	\$2,100.00
Title I Advisor (with release, 3 periods)	\$1,575.00
Title I Subject Area Advisor (no release time)	\$3,150.00
Title I Subject Area Advisor (with release time)	\$2,100.00
Title III Advisor (no release time)	\$3,675.00
Title III Advisor (with release, 1 period)	\$2,625.00
Title III Advisor (with release, 2 periods)	\$2,100.00
WASC Site Leader (1 period release during semester before and semester of the visit)	\$3,150.00
WASC Site Leader mid-term report	\$525.00
Yearbook	\$2,000.00

\*Per week for time outside the classroom as determined and pre-approved by principal

\*\*If there is an excess of 200 pupils in Marching Band enrolled in a teacher's class, the District will provide an Assistant Band Director stipend for the first semester only.

Maximum number of release periods will be two (2) per bargaining unit member. Each comprehensive principal may designate up to three (3) bargaining unit members to have three (3) release periods.

#### 26.1.9.10 Special Assignments Pay Codes

##### 26.1.9.10.1 Department Chairs – Comprehensive High Schools

<u>Sections in Department</u>	<u>Release Period(s)</u>	<u>Index*</u>
10-19	0	.057
20-34	0	.120
35-54	0	.162
55-79	0	.185
80-129	0	.206
130-up	0	.256
35-54	1	.049
55-79	1	.059
80-129	1	.073
130-up	2	.083

\*Index figure multiplied by Step 1, Class A, of the Certificated Salary Schedule. Sections include total number within the department including those of the department chair.

Beginning with the 2006-2007 school year, Department Chairs with thirty-five (35) sections or more, shall have the option of a non-teaching period with lower index or no release period with higher index upon approval from the District. A department chair will not be compensated an extra one-fifth ( $1/5$ ) of the teacher's daily rate unless they teach six (6) periods.

##### 26.1.9.10.2 Department Chairs – Continuation High Schools\*\*\*

<u>Sections in Department</u>	<u>Release Period(s)</u>	<u>Index*</u>
5-10	0	.036
11-19	0	.078
20 plus	0	.120

\*Index figure multiplied by Step 1, Class A, of the Certificated Salary Schedule.

\*\*Sections include total number within the department including those of the department chair.

\*\*\*The above index will apply effective with the 2006-07 school year.

Sections included in the department total include those sections assigned to the department chair but do not include team, advisory, or homeroom periods.

Departments at continuation high schools are defined in subject areas as: English, Social Studies, Math, Science, PE, Special Education, Career Technical Education, and Fine Arts or departments with fewer than five (5) sections may be combined to allow for department representation. Department Chairs shall perform duties and responsibilities as outlined in Appendix C.

### 26.1.9.10.3 Teacher Librarians

Teacher Librarians shall be designated as Department Chairpersons with .120 Department Chairs index.

### 26.1.9.10.4 Nurses

One (1) nurse shall be designated as Department Chairperson with a .070 Department Chair index.

### 26.1.9.10.5 Work Experience

One (1) work experience teacher shall be designated as Department Chairperson with a .070 Department Chair index.

## 26.1.10 Salary Schedule-Counselors

3/12/2019			
CHAFFEY JOINT UNION HIGH SCHOOL DISTRICT COUNSELOR SALARY SCHEDULE 2018-2019 - 192 days			
	<i>Class D</i>	<i>Class E</i>	<i>Class F</i>
Step	BA + 45 or MA	BA + 60 BA + 45/MA or MA + 15	BA + 75 or BA + 60/MA or MA + 30
1	\$67,603	\$71,515	\$75,426
2	\$70,956	\$74,867	\$78,777
3	\$74,307	\$78,218	\$82,129
4	\$77,661	\$81,571	\$85,482
5	\$81,013	\$84,925	\$88,834
6	\$84,365	\$88,276	\$92,187
7	\$87,717	\$91,628	\$95,540
8	\$91,070	\$94,980	\$98,891
9	\$94,421	\$98,332	\$102,244
10	\$97,774	\$101,685	\$105,596
11	\$101,126	\$105,036	\$108,948
12	\$104,479	\$108,390	\$112,300
13-15	\$107,831	\$111,742	\$115,653
16-18	\$111,182	\$115,093	\$119,005
19-21	\$114,535	\$118,446	\$122,358
22-24	\$117,888	\$121,799	\$125,709
25-27	\$121,239	\$125,150	\$129,061
28+	\$124,591	\$128,502	\$132,414

26.1.10.1 Part-time Adult School Counselor Rate. Any additional part-time adult school counselor shall be paid at the following rate: Adult school hourly teaching rate plus seven (7) percent stipend rate based on their placement on salary schedule.

#### 26.1.11 Salary Schedule- School Psychologists

26.1.11.1 A unit member who has been a member of the bargaining unit prior to being appointed to school psychologist shall be advanced four (4) steps in his/her placement on the salary schedule or to the top step of his or her class, whichever is less.

3/12/2019			
CHAFFEY JOINT UNION HIGH SCHOOL DISTRICT SCHOOL PSYCHOLOGIST SALARY SCHEDULE 2018-2019 - 192 days			
	Class D	Class E	Class F
Step	BA + 45 or MA	BA + 60 BA + 45/MA or MA + 15	BA + 75 or BA + 60/MA or MA + 30
1	\$70,131	\$74,190	\$78,246
2	\$73,609	\$77,666	\$81,723
3	\$77,085	\$81,143	\$85,201
4	\$80,564	\$84,622	\$88,679
5	\$84,041	\$88,100	\$92,157
6	\$87,519	\$91,577	\$95,633
7	\$90,996	\$95,054	\$99,112
8	\$94,475	\$98,532	\$102,589
9	\$97,951	\$102,009	\$106,067
10	\$101,429	\$105,487	\$109,545
11	\$104,907	\$108,965	\$113,022
12	\$108,385	\$112,442	\$116,499
13-15	\$111,861	\$115,919	\$119,977
16-18	\$115,338	\$119,397	\$123,455
19-21	\$118,817	\$122,875	\$126,933
22-24	\$122,295	\$126,353	\$130,409
25-27	\$125,772	\$129,829	\$133,887
28+	\$129,249	\$133,307	\$137,365

#### 26.1.12 Salary Schedule-Specialists

26.1.12.1 Resource Specialists Salary = Placement on the Certificated Salary + Step 1, Class A x .05 with a clear credential (Only applicable to unit members in specialist positions on or before August 30, 2001.)

26.1.12.2 Speech Language Pathologist Salary Schedule

<b>CHAFFEY JOINT UNION HIGH SCHOOL DISTRICT</b> <b>2018-2019</b> <b>CERTIFICATED SLP SALARY SCHEDULE</b> <b>182 Days Workyear</b>							3/12/2019
	<i>Class A</i>	<i>Class B</i>	<i>Class C</i>	<i>Class D</i>	<i>Class E</i>	<i>Class F</i>	
Step	BA	BA + 15	BA + 30	BA + 45 or MA	BA + 60 BA + 45/MA or MA + 15	BA + 75 or BA + 60/MA or MA + 30	
1 - 5	\$66,215	\$69,952	\$73,690	\$77,428	\$81,166	\$84,904	
6	\$68,096	\$71,763	\$75,429	\$79,097	\$82,763	\$86,429	
7	\$71,239	\$74,906	\$78,571	\$82,239	\$85,905	\$89,573	
8			\$81,715	\$85,382	\$89,050	\$92,715	
9			\$84,858	\$88,524	\$92,192	\$95,858	
10			\$88,001	\$91,668	\$95,335	\$99,001	
11			\$91,145	\$94,810	\$98,477	\$102,144	
12			\$94,287	\$97,953	\$101,621	\$105,287	
13-15			\$97,430	\$101,097	\$104,763	\$108,429	
16-18			\$100,572	\$104,238	\$107,906	\$111,573	
19-21			\$103,716	\$107,382	\$111,049	\$114,716	
22-24			\$106,858	\$110,525	\$114,192	\$117,859	
25-27			\$110,002	\$113,668	\$117,335	\$121,002	
28-			\$113,143	\$116,811	\$120,477	\$124,145	

26.1.15 Summer School Salaries

26.1.15.1 Summer School Salary shall be paid at their hourly rate of pay for on-line instruction and direct teaching models.

26.1.15.2 Valley View summer school summer tutorial rate shall be \$41.33

26.1.16

Work Experience Teachers - Hourly Rate

When the pupil load for work experience teachers exceeds the state maximum as provided in the Education Code the work experience teacher shall be paid an additional amount at the Home Teaching hourly rate and each additional one-fifth (1/5) or portion thereof of the state maximum if unit member voluntarily accepts the additional pupil load.

26.1.17 Driver Education/Driver Training and Vocational Education Compensation

26.1.17.1 Driver education and vocational education. Driver education and vocational education teachers who lack the BA Degree will be paid under Class A of the Salary Schedule and may advance to the top of that class.

26.1.17.2 Driver Training. Driver training teachers shall be compensated at the Home Teaching hourly rate for all instruction beyond the driver training teacher's regular workday.

26.1.18 Unit Member Travel

26.1.18.1 Classroom teachers who are assigned classes at more than one (1) school as part of their primary assignment shall receive twenty-five hundred dollars (\$2,500) additional compensation for travel expenses and loss of preparation time.

26.1.18.2 Other Travel Allowance. Unit members assigned non-classroom duties at more than one school, home teaching, or others with duties which require travel, shall receive a mileage allowance for the use of their personal vehicles providing such use is for official District use as determined by the District and the unit member obtains prior written authorization from the site. The amount paid for mileage allowance will be the maximum Internal Revenue Service Code Rate.

26.1.18.3 School Psychologists and Speech and Language Specialists Travel Allowance. School Psychologists and Speech and Language Specialists who have been authorized to travel on District business and must furnish their own transportation, will be paid a mileage allowance equal to the maximum Internal Revenue Service Code Rate.

26.1.19 Before and After-School Programs

26.1.19.1 The hourly rate for before and after-school programs shall be \$51.33 per hour.

26.1.20 Salary Errors

26.1.20.1 Salary overpayments that are identified by either the District or an employee, and confirmed by the District's Personnel Department, will be collected from the employee to correct any salary error that exists in the current school year in which the salary error is discovered and up to one prior school year if the salary error existed for more than one school year. Repayment of funds due to the District shall be scheduled by written agreement between the District and the employee. The period of repayment shall not exceed two complete school years. The Association agrees to counsel employees with regard to repayment obligations.

26.1.20.2 Salary underpayments that are identified by either the District or the employee, and confirmed by the District's Personnel Department will be reimbursed to the employee to correct any salary error that exists in the current school year in which the salary error is discovered and up to one prior school year if the salary error existed for more than one school year.

26.1.21 Classroom Substitution Rate. The classroom substitution rate shall be as follows:

Base Salary, Step 1, Class D x 1/5

182



## **ARTICLE 27**

### **SPECIAL EDUCATION**

#### **27.1 Local Plan Development**

- 27.1.1 When developing and/or updating a Special Education Local Plan (SELP), the District shall notify the Association of its intent to do so and shall inform the Association of the number of general and special education teachers that need to be selected for the SELP Committee. The selection process for these unit members shall be conducted by the Association. Bargaining unit members shall be released from their regular duties for purposes of serving on the SELP Committee.
- 27.1.2 When developing and/or updating a SELP, the SELP Committee shall survey unit members whose duties would be impacted by the plan in order to determine their recommendations.

#### **27.2 Reorganization Rights**

- 27.2.1 Prior to reorganizing a Special Education Local Plan Area, the District shall meet and negotiate with the Association regarding its impact as applicable to the Rodda Act.

#### **27.3 Individual Educational Program (IEP)**

- 27.3.1 Unit members who participate in meetings for an Individualized Educational Program (IEP) beyond their conference period shall be granted release time from their regular duties.
- 27.3.2 The District shall make every effort to schedule IEP meetings during the school day.
- 27.3.3 Teachers assigned a pupil with an IEP shall be provided a copy of the IEP (IEP At-A-Glance) of the incoming pupil within one (1) week of enrollment or notified that the IEP is pending.
- 27.3.4 The District recognizes that some individual pupils may not meet or exceed the growth projected in the annual goals and objectives of the pupil's Individualized Education Program. In such instances, a unit member's accountability shall be limited to having implemented the resources provided by the District.
- 27.3.5 Release time may be provided for each full time special education teacher to work on IEPs at the discretion of the principal. This time will be approved and scheduled with site administration in advance. Special education teachers are required to be present in the workplace the entire day.

## 27.4 Fair Hearings

- 27.4.1 When a unit member is required to participate in a fair hearing or other due process procedure, the District shall provide the unit member with release time without loss of compensation.
- 27.4.2 Counsel retained to represent the District in any such hearing shall consult with the unit member regarding preparation for the hearing.

## 27.5 Instructional Assistant Assignment

- 27.5.1 All special education teachers shall have an instructional assistant assigned to work with them during direct teaching assignments, not to include preparation periods and collaboration periods. The special education advisor and assigned teacher will propose the assignment of the special education instructional assistant to be presented for the approval of the site administration.
- 27.5.2 The site principal or assistant principal shall assign the instructional assistant. Department Chairs shall not have input in the assignment process or be consulted. The administrator in charge shall consult with the special education teacher on the assignment of the instructional assistant. Department Chairs shall not move, reassign or evaluate assistants assigned to the teacher.

## 27.6 Resource Specialist

- 27.6.1 Resource specialist caseload shall not exceed twenty-eight (28) pupils unless a waiver is granted by the State Department of Education. The Association shall be notified prior to the request for waiver being sent to the SDE.

## 27.7 Professional Development

- 27.7.1 The utilization of new instructional models shall not be required of unit members assigned to special education positions until after the District has provided released time for and offered appropriate training to unit members regarding the use of such models.
- 27.7.2 All teachers possessing a mild-to-moderate credential and serving in a mild-to-moderate assignment must receive Highly Qualified Teaching (HQT) certification in a core subject area; i.e. English, math, science or social science no later than the last day of the 2010-2011 school year. Teachers who do not meet HQT certification in at least one core subject area shall meet with the Assistant Superintendent of Personnel and develop a plan to meet HQT certification requirements by October 1, 2009.
- 27.7.3 All teachers possessing a mild-to moderate credential must possess an Autism Authorization prior to October 31, 2013.

## 27.8 Special Education/General Education – Co-Teaching

The Chaffey Joint Union High School District and Associated Chaffey Teachers jointly support the least restrictive educational environment for pupils with disabilities.

- 27.8.1 Special education teachers who co-teach with general education teachers (collaboration model) deliver specialized instruction within the classroom.
- 27.8.2 Site administration will make every effort to assign teachers who are co-teaching to a common preparation period.
- 27.8.3 Teachers assigned to co-teaching periods shall be present in the assigned classroom the entire period.
- 27.8.4 Special education teacher's co-teaching assignment shall not include more than two (2) general education teachers.
- 27.8.5 Every effort shall be made to accommodate mutual co-teaching requests.

## 27.9 Teachers will follow the placement recommendations of the IEP.

## 27.10 Support for collaboration between general education teachers and special education teachers

- 27.10.1 Prior to or within the first quarter of the school year, training shall be offered for teachers who teach remedial level or special education classes.
- 27.10.2 Staff development training shall be offered for unit members with “included” pupils in their classes.
- 27.10.3 Requests for additional support shall be mutually agreed upon by teacher/unit member and administration.
- 27.10.4 If a teacher/unit member disagrees with the range of supports and services recommended by the IEP, that teacher/unit member may request a meeting with an administrator and/or parent to determine more appropriate supports and services for the pupil.

27.10.4.1 The teacher/unit member is required to provide the accommodations written into the IEP until the IEP is revised.

## 27.11 General education teachers who are assigned special education pupils shall not be required to participate in a co-teaching class setting.

- 27.11.1 Special Education unit members and administration shall mutually agree on the number of co-teaching periods. No unit member shall be required to co-teach for more than two (2) subjects.

## 27.12 Special Education Inclusion

- 27.12.1 When five (5) or more pupils with an IEP are mainstreamed in a general education class, the teacher may request a meeting with the appropriate administrator to resolve the issue.
- 27.12.2 If the number of special education pupils exceeds one-third (1/3) of the total class size assigned to a full inclusion class, a special education teacher or an instructional assistant will be assigned to the classroom with the teacher's approval. The District will make every effort to ensure that classes are balanced to limit the number of classes that exceed one-third (1/3) of the total class size.

## 27.13 Special Education Advisor

- 27.13.1 The responsibilities of the special education advisor include but are not to be limited to:
  - 27.13.1.1 Facilitation of IEP meetings.
  - 27.13.1.2 Facilitation of collaboration.
  - 27.13.1.3 Provide in-District alternative placements for special education pupils.
  - 27.13.1.4 Provide expertise and guidance in the area of special education compliance.
  - 27.13.1.5 Assist counselors and case carriers in monitoring graduation requirements of special education pupils.
  - 27.13.1.6 Assist counselors and case carriers in coordinating intervention programs outside the regular school day.
  - 27.13.1.7 Assist counselors and case carriers in coordinating transition plans for special education pupils in career technical education programs.
  - 27.13.1.8 Calendar timelines for legal requirements directly associated with special education.
  - 27.13.1.9 Provide expertise in “response to intervention.”
  - 27.13.1.10 Facilitate instructional programs at the site to assist with program improvement requirements.

## **ARTICLE 28**

### **CONSULTATION**

- 28.1 The parties agree that the District, by maintaining the Administrative Regulations listed in Article 1.5 meets for the duration of this agreement its obligation to consult with the Association on curricular matters as specified in Government Code Section 3543.2.
- 28.1.1 The Association shall have the exclusive right to oversee the selection of membership to the Local Curriculum Steering Committee (LCSC). Membership shall consist of two (2) members from each subject area chosen for a two (2) year term. Members for any one subject area shall be chosen on alternate years to provide continuity. The Association shall elect or select (Article 5.2.12) unit members from each site to the District Curriculum Steering Committee (DCSC).
- 28.1.2 The Association may exercise its right to consult on proposed changes to Board Policies or proposed new Board Policies. The right to consult will be for input only and not for approval.
- 28.1.3 In the event the Association exercises its right to consult, the parties shall meet as soon as practicable to exchange information, options, proposals, and recommendations in order to make a good faith effort to reach a resolution on matters where there may be differences of opinion.
- 28.1.4 The District shall give full consideration to proposals made by the Association prior to making a determination of policy of course of action.

## ARTICLE 29

### TEACHER INDUCTION

29.1 The District and Association agree to collaborate on the Induction Program.

29.1.1 The Joint Panel shall:

- Establish rules of procedures for the panel
- Establish the selection process and evaluation instrument for professional development providers
- Conduct an annual program evaluation making recommendations for improvement
- Develop procedures to facilitate cooperation among eligible new hires, their teacher training institutions, and the District's Personnel Department

29.1.2 Joint Panel meetings may take place during the regular school day in which event teachers who are members of the Joint Panel will be released from their duties without loss of pay.

29.1.3 The Induction Program design will meet the Standards of Quality and Effectiveness for Professional Teacher Induction programs and focus on the California Standards for the Teaching Profession, state adopted academic content standards and performance levels for pupils, and state-adopted curriculum frameworks. The Induction Program will adhere to all requirement of AB2042 Induction Program.

29.1.4 The Joint Panel shall implement an Induction Program design which is in adherence to the Collective Bargaining Agreement.

29.2 The District and Association agree to cooperate in the design and implementation of programs to improve the quality of instruction through expanded and improved professional development related to the Induction Program.

29.3 Bargaining unit members shall not be required by the District to participate in an Induction Program.

29.4 The Joint Panel will collect feedback about program quality and effectiveness from participants.

29.5 The Induction program is not a substitute for the contractual evaluation procedure in Article 15 of the Agreement.

29.6 The unit members participation records, including but not limited to, notifications, time lines, program participation, feedback about levels of participation, special assistance, etc., shall remain the property of the unit member and shall not be placed in the unit member's personnel file. The District may maintain only those records necessary to prove participation and completion of the

program. These records shall be confidential and shall not be shared with the unit member's immediate supervisor or the District administration.

- 29.7 The final report shall not be placed in the unit member's personnel file. When the unit member has successfully completed the Induction Program, a certificate of completion shall be issued and the certificate shall be placed in the unit member's personnel file.
- 29.8 The unit member shall have the right to begin a new Induction Program with a different provider at any time.
- 29.9 The Joint Panel uses a consensus model for decision-making in the Induction Program.

## **ARTICLE 30**

### **TECHNOLOGY AND RELATED CONTRACT PROVISIONS**

30.1 In recognition of the fact that technological devices and software are changing rapidly and that no contract provision can foresee the nature of these changes, the District and the Association agree to form a Technology for Instruction Oversight Committee to make recommendations to the superintendent or his/her designee and the Association President or his/her designee proposing appropriate actions to deal with such technological changes. The Association and the District agree that recommendations are to relate only to the issues at hand and are not to apply to future circumstances, which must be examined on their own merits.

30.1.1 The Committee shall be composed of the Tech Coaches, nine (9) Association appointees (one per each school site), two (2) District appointees and one (1) mutually agreed upon classified and/or management appointee.

30.1.2 The Committee shall conduct a technology and technology-related needs assessment.

30.1.3 The Committee shall recommend equipment, network access and software selection use and staff development; as well as revision or alteration of procedures for computer use or for pupil supervision and other district wide instructional technology decisions.

The District and Association direct the Technology for Instruction Committee to review the purpose and structure of the committee and make recommendations for necessary revisions.

30.2 The Association shall have the use of the District e-mail/website to communicate with their unit members.



## SIGNATURE PAGE



## SIGNATURE PAGE

DATE: February 7, 2019

Handwritten signature of Kurt Burger in black ink.

Kurt Burger  
ACT President

Handwritten signature of Kevin Uhl in black ink.

Kevin Uhl

Handwritten signature of Trevor Rogerson in black ink.

Trevor Rogerson

Handwritten signature of Russell Kline in black ink.

Russell Kline

Handwritten signature of David Masterson in black ink.

David Masterson

Handwritten signature of Jennifer Bales-Gutierrez in black ink.

Jennifer Bales-Gutierrez

Handwritten signature of Ken Odoro in black ink.

Ken Odoro, Ph.D.  
Assistant Superintendent

Handwritten signature of Rick Wiersma in blue ink.

Rick Wiersma  
Assistant Superintendent

Handwritten signature of Eduardo Zaldivar in black ink.

Eduardo Zaldivar  
Principal

Handwritten signature of Julie Prestsater in blue ink.

Julie Prestsater  
Principal

## APPENDIX A

The following procedures have been developed in order to:

1. Systematize and provide guidelines for the selection of a unit member to accept a sixth (6th) instructional period.
2. Provide all certificated staff members with equal opportunity to teach a sixth (6th) period within their department.

### A. Department Lists

- (1) There shall be established at each school within the District a "Rotation List for Teaching a Sixth Instructional Period." There shall be one (1) such list for each department within the school. A teacher shall be included on the list in the department he/she is currently teaching or on the list of another department of which he/she is credentialed to teach. Continuation and Community Day School are separate schools.
- (2) The initial list of teachers will be based on seniority in the District, with new teachers going to the bottom of the list in the year that they are employed. Teachers from within a department shall have continuing priority over counselors and teachers from another department.
- (3) Each list in each school will be revised and announced by May 1st, reflecting preceding sixth (6th) period service and staff additions. New teachers will be added to the bottom of the list after the rotation reflecting the preceding semester's service.

If a teacher declines a sixth (6th) instructional period, he/she will retain his/her position on the rotation list. Once a teacher teaches a sixth (6th) instructional period for two (2) semesters, his/her name shall be moved to the bottom of the rotation list.

When a unit member is assigned a sixth (6<sup>th</sup>) instructional period, they shall retain that sixth (6<sup>th</sup>) instructional period for the entire year unless that sixth (6<sup>th</sup>) instructional period is closed.

Former teachers of our District, returning to the District following a break in employment, will be placed on the list as though they are teachers new to the District. Teachers on a leave of absence, however, will retain their position on the list.

- (4) A teacher with an unsatisfactory evaluation may not teach a sixth (6<sup>th</sup>) period until they have achieved a satisfactory evaluation.

- (5) A teacher who is involuntarily transferred shall be placed on the rotation list according to the date of last 6<sup>th</sup> period assignment.
- (6) A teacher who voluntarily transfers shall be placed at the bottom of the rotation list after current teachers but before new teachers.

## APPENDIX B

### CHAFFEY JOINT UNION HIGH SCHOOL DISTRICT

### IMPROVEMENT PLAN

EMPLOYEE \_\_\_\_\_ GRADE/SUBJECT \_\_\_\_\_

*Evaluator* \_\_\_\_\_

*TIME PERIOD FOR IMPROVEMENT PLAN* \_\_\_\_\_

---

CHECK STANDARDS    1 ☐    2 ☐    3 ☐    4 ☐    5 ☐    6 ☐

AREAS NEEDING IMPROVEMENT FOR STANDARD \_\_\_\_\_ ARE:

RECOMMENDATION FOR ASSISTANCE BEING PROVIDED ARE:

AREAS NEEDING IMPROVEMENT FOR STANDARD \_\_\_\_\_ ARE:

RECOMMENDATION FOR ASSISTANCE BEING PROVIDED ARE:

(Attach additional pages as needed)

---

IMPROVEMENT PLAN ESTABLISHED:

EVALUATOR \_\_\_\_\_ DATE \_\_\_\_\_

EMPLOYEE \_\_\_\_\_ DATE \_\_\_\_\_

NOTE: Attach to Evaluation Report

## **APPENDIX C**

### **DEPARTMENT CHAIRPERSONS – DUTIES AND RESPONSIBILITIES**

#### Curriculum

1. Provide leadership in development of new course offerings
2. Coordinate development of course outlines
3. Maintain active file of curriculum guides and outlines
4. Study modern trends in curriculum for possible adoption
5. Be responsible for department budgetary expenditures
6. Be responsible for department instructional and audio-visual materials
7. Examine and evaluate new texts, teaching materials, and equipment

#### Operations

8. Call and organize regular department meetings
9. Provide assistance to the local school administration in the scheduling of teaching assignments and in the development of the master schedule
10. Involve department members in establishing department policies and procedures
11. Arrange rotation and distribution of books, instructional materials, and equipment
12. Inventory books, instructional materials, supplies, and equipment
13. Approve requests for supplies, equipment, maintenance and repairs
14. Order texts and supplementary texts
15. Coordinate co-curricular activities including contests, awards, etc.

#### Professional Leadership

16. Participate in selection and orientation of teachers
17. Develop continuity in the instructional program through consultation and advisement of the program
18. Encourage professional growth through advanced education, in-service training, and participation in professional associations related to the discipline

19. Inform the department of new methods, techniques, materials, etc.
20. Inform department of new trends, legislation, etc., affecting the instructional program.

#### Liaison

21. Maintain continuous liaison with administration and with chairpersons in same department of other schools of the District and with their counterparts in the feeder schools. Shall attend appropriate District meetings
22. Maintain liaison with the department's representatives to school and District curriculum committees
23. Meet regularly with the principal and other department chairpersons within the school (The name of this official group varies from school to school.)
24. Act as spokesperson for the department
25. Other non-administrative duties as assigned

## **APPENDIX D**

**DO NOT WRITE YOUR NAME ON THIS PAPER**  
***(RETURN COMPLETED SURVEY TO PRINCIPAL)***

**School Name** \_\_\_\_\_

**Department** \_\_\_\_\_

### **DEPARTMENT EFFECTIVENESS SURVEY**

1. Has student learning improved?  
Please share examples of improved student learning that are attributed to common instructional commitments within your department or Achievement Team (Grade Level or Content Team)
  
2. Has classroom instruction improved?  
Please share examples of improved classroom instruction that are attributed to common instructional commitments within your department or Achievement Team (Grade Level or Content Team)
  
3. Is the department functioning effectively?  
Comments:
  
4. Are department course outlines up to date?  
Comments:
  
5. Has your department or grade level team established common learning objectives? What are they?  
Comments:
  
6. Is your department adequately meeting your needs for classroom materials?  
Comments:

7. Has your department adopted and integrated new technology to improve student learning?  
Comments:

8. How are department members involved in collaborative staff development?  
Comments:

9. Are department meetings held monthly?  
Comments:

10. Are Achievement Team meetings held monthly?  
Comments:

11. What do you especially like about your department?

**RETURN COMPLETED SURVEY TO YOUR PRINCIPAL  
(4/13)**



## **APPENDIX E**

### **Varying Time/Block Schedules**

The following procedures have been developed in order to provide guidelines for the school site to consider the establishment of a flexible and/or varying time block schedule. All votes shall follow the guidelines for voting in STEP TWO unless specifically noted otherwise.

#### **STEP ONE IDENTIFY**

1. Form a committee

A committee consisting of four (4) bargaining unit members (director, one (1) rep and two (2) additional teachers from the site selected from a pool of teachers who wish to participate in this process) and three (3) administrators will be established.

2. Identify the new or revised program involving flexible schedules or other varying time blocks that you want to explore.
3. Communicate the concept of your proposed revised program involving flexible schedules or other varying time blocks to all certificated staff.

#### **STEP TWO VOTE TO EXPLORE**

4. Guidelines for voting

- a. Secret ballot shall be conducted in accordance with procedures in the ACT Bylaws
- b. All Certificated staff shall be provided the opportunity to vote
- c. All Certificated staff shall be provided clear access to the polling place
- d. Absentee ballots shall be provided for certificated staff who request them in accordance with the established timeline
- e. Certificated staff shall be presented with the timeline for the vote
  - i. Create a timeline
  - ii. Set a date and location for the vote by all certificated staff to explore (or to select schedule or to implement depending on what step in the process you are on)
  - iii. 15 calendar day notice of the vote
  - iv. Deadline for requesting an absentee ballot
  - v. An absentee ballot 10 days prior to vote

##### *Sample timeline*

*Sept. 1                      Notification of vote including date and voting location*

*Sept. 5                      Last day to request an absentee ballot*

*Sept. 15                    Vote to be conducted*

5. Vote to explore

ACT shall conduct a secret ballot vote of all certificated staff at the school site to determine if the school would like to explore a flexible and/or varying time block schedule. This vote requires approval by a two thirds (2/3) vote of at least 85 percent of the certificated staff assigned to the site.

#### **STEP THREE VOTE FOR SCHEDULE TO BE CONSIDERED**

6. Prior to the development of an alternate work day schedule, all certificated staff at the site shall be surveyed for input and suggestions through a formal written survey developed by

the committee that was established to begin this process. The committee will then collaborate and explore flexible and/or varying time block schedules to be presented to the site staff.

7. If multiple schedules are to be considered, the school site staff shall take a vote to determine which flexible and/or varying time block schedule they would like to establish for the following school year. A majority vote of at least 85 percent of the certificated staff assigned to the site shall be required to establish the flexible and/or varying time block schedule to be considered.

#### **STEP FOUR *VOTE TO IMPLEMENT***

8. After the flexible and/or varying time block schedule has been selected for consideration, a two-thirds (2/3) vote of at least 85 percent of the certificated staff assigned to the site shall be required to select either the traditional schedule or the flexible and/or varying time block schedule. In addition, continuance of the flexible schedule will require a simple majority vote of the certificated staff assigned to the site following the procedures outlined in Article 10.1.2.3.

#### **STEP FIVE *ANNUAL REVIEW***

The unit members at the site shall annually review the effectiveness of the schedule to determine if changes need to be implemented.

#### **ADDITIONAL CONSIDERATIONS**

1. A special arranged day is any day in which the class schedule is altered such as:
  - Rally/assembly days • Minimum day • Testing day • Late start day • Finals • Career day
2. All comprehensive high schools will make every effort to have a schedule which approximates 65,280 minutes per school year.

# APPENDIX F

## Fringe Benefit Costs for Adult Education Teachers

### CHAFFEY JOINT UNION HIGH SCHOOL DISTRICT BENEFIT COSTS FOR ADULT EDUCATION TEACHERS EFFECTIVE JANUARY 1, 2019 - DECEMBER 31, 2019

HOURS WORKED		12 HOURS / 40%		13 HOURS / 43%		14 HOURS / 47%		15 HOURS / 50%		
	TENTHLY RATE	DISTRICT PAYS	EMPLOYEE PAYS	DISTRICT PAYS	EMPLOYEE PAYS	DISTRICT PAYS	EMPLOYEE PAYS	DISTRICT PAYS	EMPLOYEE PAYS	
KAISER										
1 PARTY		657.46	262.98	394.48	282.71	374.75	309.01	348.45	328.73	328.73
2 PARTY		1,314.91	525.96	788.95	565.41	749.50	618.01	696.90	657.46	657.46
FAMILY	1	1,860.58	744.23	1,116.35	800.05	1,060.53	874.47	986.11	930.29	930.29
UNITEDHEALTHCARE HMO										
1 PARTY		810.79	324.32	486.47	348.64	462.15	381.07	429.72	405.40	405.40
2 PARTY		1,621.61	648.64	972.97	697.29	924.32	762.16	859.45	810.81	810.81
FAMILY		2,302.67	744.23	1,558.44	800.05	1,502.62	874.47	1,428.20	930.29	1,372.38
UNITEDHEALTHCARE ADVANTAGE										
1 PARTY		645.10	258.04	387.06	277.39	367.71	303.20	341.90	322.55	322.55
2 PARTY		1,290.22	516.09	774.13	554.79	735.43	606.40	683.82	645.11	645.11
FAMILY		1,832.10	744.23	1,087.87	800.05	1,032.05	874.47	957.63	930.29	901.81
UNITEDHEALTHCARE PPO										
1 PARTY		1,500.78	600.31	900.47	645.34	855.44	705.37	795.41	750.39	750.39
2 PARTY		3,211.66	744.23	2,467.43	800.05	2,411.61	874.47	2,337.19	930.29	2,281.37
FAMILY		4,397.27	744.23	3,653.04	800.05	3,597.22	874.47	3,522.80	930.29	3,466.98
DELTA DENTAL PPO										
FAMILY	2	178.85	71.54	107.31	76.91	101.94	84.06	94.79	89.43	89.43
	3									
VSP										
FAMILY	2	16.91	6.76	10.15	7.27	9.64	7.95	8.96	8.46	8.46

HOURS WORKED		16 HOURS / 53%		17 HOURS / 57%		18 HOURS / 60%		19 HOURS / 63%		
	TENTHLY RATE	DISTRICT PAYS	EMPLOYEE PAYS	DISTRICT PAYS	EMPLOYEE PAYS	DISTRICT PAYS	EMPLOYEE PAYS	DISTRICT PAYS	EMPLOYEE PAYS	
KAISER										
1 PARTY		657.46	348.45	309.01	374.75	282.71	394.48	262.98	414.20	243.26
2 PARTY		1,314.91	696.90	618.01	749.50	565.41	788.95	525.96	828.39	486.52
FAMILY	1	1,860.58	986.11	874.47	1,060.53	800.05	1,116.35	744.23	1,172.17	688.41
UNITEDHEALTHCARE HMO										
1 PARTY		810.79	429.72	381.07	462.15	348.64	486.47	324.32	510.80	299.99
2 PARTY		1,621.61	859.45	762.16	924.32	697.29	972.97	648.64	1,021.61	600.00
FAMILY		2,302.67	986.11	1,316.56	1,060.53	1,242.14	1,116.35	1,186.32	1,172.17	1,130.50
UNITEDHEALTHCARE ADVANTAGE										
1 PARTY		645.10	341.90	303.20	367.71	277.39	387.06	258.04	406.41	238.69
2 PARTY		1,290.22	683.82	606.40	735.43	554.79	774.13	516.09	812.84	477.38
FAMILY		1,832.10	986.11	845.99	1,060.53	771.57	1,116.35	715.75	1,172.17	659.93
UNITEDHEALTHCARE PPO										
1 PARTY		1,500.78	795.41	705.37	855.44	645.34	900.47	600.31	945.49	555.29
2 PARTY		3,211.66	986.11	2,225.55	1,060.53	2,151.13	1,116.35	2,095.31	1,172.17	2,039.49
FAMILY		4,397.27	986.11	3,411.16	1,060.53	3,336.74	1,116.35	3,280.92	1,172.17	3,225.10
DELTA DENTAL PPO										
FAMILY	2	178.85	94.79	84.06	101.94	76.91	107.31	71.54	112.68	66.17
VSP										
FAMILY	2	16.91	8.96	7.95	9.64	7.27	10.15	6.76	10.65	6.26

1 THE MAXIMUM AMOUNT THE DISTRICT WILL PAY IS DETERMINED BY THE KAISER FAMILY RATE.  
THE DISTRICT WILL NOT PAY MORE THAN THE APPLICABLE PERCENTAGE OF YOUR CHOICE OF PLAN, (NOTE KAISER FAMILY RATE).

2 WITH A MINIMUM OF 12 HRS WORKED/WEEK - LIFE INSURANCE IS AVAILABLE AT NO COST.

OVER

PERSONNEL, 9/5/18

**CHAFFEY JOINT UNION HIGH SCHOOL DISTRICT**  
**BENEFIT COSTS FOR ADULT EDUCATION TEACHERS**  
**EFFECTIVE JANUARY 1, 2019 - DECEMBER 31, 2019**

HOURS WORKED		20 HOURS / 67%		21 HOURS / 70%		22 HOURS / 73%		23 HOURS / 77%	
	TENTHLY RATE	DISTRICT PAYS	EMPLOYEE PAYS	DISTRICT PAYS	EMPLOYEE PAYS	DISTRICT PAYS	EMPLOYEE PAYS	DISTRICT PAYS	EMPLOYEE PAYS
KAISER									
1 PARTY	657.46	440.50	216.96	460.22	197.24	479.95	177.51	506.24	151.22
2 PARTY	1,314.91	880.99	433.92	920.44	394.47	959.88	355.03	1,012.48	302.43
FAMILY	1,860.58	1,246.59	613.99	1,302.41	558.17	1,358.22	502.36	1,432.65	427.93
UNITEDHEALTHCARE HMO									
1 PARTY	810.79	543.23	267.56	567.55	243.24	591.88	218.91	624.31	186.48
2 PARTY	1,621.61	1,086.48	535.13	1,135.13	486.48	1,183.78	437.83	1,248.64	372.97
FAMILY	2,302.67	1,246.59	1,056.08	1,302.41	1,000.26	1,358.22	944.45	1,432.65	870.02
UNITEDHEALTHCARE ADVANTAGE									
1 PARTY	645.10	432.22	212.88	451.57	193.53	470.92	174.18	496.73	148.37
2 PARTY	1,290.22	864.45	425.77	903.15	387.07	941.86	348.36	993.47	296.75
FAMILY	1,832.10	1,227.51	604.59	1,282.47	549.63	1,337.43	494.67	1,410.72	421.38
UNITEDHEALTHCARE PPO									
1 PARTY	1,500.78	1,005.52	495.26	1,050.55	450.23	1,095.57	405.21	1,155.60	345.18
2 PARTY	3,211.66	1,246.59	1,965.07	1,302.41	1,909.25	1,358.22	1,853.44	1,432.65	1,779.01
FAMILY	4,397.27	1,246.59	3,150.68	1,302.41	3,094.86	1,358.22	3,039.05	1,432.65	2,964.62
DELTA DENTAL PPO									
FAMILY	178.85	119.83	59.02	125.20	53.66	130.56	48.29	137.71	41.14
VSP									
FAMILY	16.91	11.33	5.58	11.84	5.07	12.34	4.57	13.02	3.89

HOURS WORKED		24 HOURS / 80%		25 HOURS / 83%		26 HOURS / 87%		27 HOURS / 90%	
	TENTHLY RATE	DISTRICT PAYS	EMPLOYEE PAYS	DISTRICT PAYS	EMPLOYEE PAYS	DISTRICT PAYS	EMPLOYEE PAYS	DISTRICT PAYS	EMPLOYEE PAYS
KAISER									
1 PARTY	657.46	525.97	131.49	545.69	111.77	571.99	85.47	591.71	65.75
2 PARTY	1,314.91	1,051.93	262.98	1,091.38	223.53	1,143.97	170.94	1,183.42	131.49
FAMILY	1,860.58	1,488.46	372.12	1,544.28	316.30	1,618.70	241.88	1,674.52	186.06
UNITEDHEALTHCARE HMO									
1 PARTY	810.79	648.63	162.16	672.96	137.83	705.39	105.40	729.71	81.08
2 PARTY	1,621.61	1,297.29	324.32	1,345.94	275.67	1,410.80	210.81	1,459.45	162.16
FAMILY	2,302.67	1,488.46	814.21	1,544.28	758.39	1,618.70	683.97	1,674.52	628.15
UNITEDHEALTHCARE ADVANTAGE									
1 PARTY	645.10	516.08	129.02	535.43	109.67	561.24	83.86	580.59	64.51
2 PARTY	1,290.22	1,032.18	258.04	1,070.88	219.34	1,122.49	167.73	1,161.20	129.02
FAMILY	1,832.10	1,465.68	366.42	1,520.64	311.46	1,593.93	238.17	1,648.89	183.21
UNITEDHEALTHCARE PPO									
1 PARTY	1,500.78	1,200.62	300.16	1,245.65	255.13	1,305.68	195.10	1,350.70	150.08
2 PARTY	3,211.66	1,488.46	1,723.20	1,544.28	1,667.38	1,618.70	1,592.96	1,674.52	1,537.14
FAMILY	4,397.27	1,488.46	2,908.81	1,544.28	2,852.99	1,618.70	2,778.57	1,674.52	2,722.75
DELTA DENTAL PPO									
FAMILY	178.85	143.08	35.77	148.45	30.40	155.60	23.25	160.97	17.89
VSP									
FAMILY	16.91	13.53	3.38	14.04	2.87	14.71	2.20	15.22	1.69

- 1 THE MAXIMUM AMOUNT THE DISTRICT WILL PAY IS DETERMINED BY THE KAISER FAMILY RATE.  
 THE DISTRICT WILL NOT PAY MORE THAN THE APPLICABLE PERCENTAGE OF YOUR CHOICE OF PLAN, ( ( KATELADBY FAMILY RATE ).
- 2 WITH A MINIMUM OF 12 HRS WORKED/WEEK - LIFE INSURANCE IS AVAILABLE AT NO COST.

**OVER**

**CHAFFEY JOINT UNION HIGH SCHOOL DISTRICT**  
**BENEFIT COSTS FOR ADULT EDUCATION TEACHERS**  
**EFFECTIVE JANUARY 1, 2019 - DECEMBER 31, 2019**

HOURS WORKED		28 HOURS / 93%		29 HOURS / 97%		30 HOURS / 100%	
	TENTHLY RATE	DISTRICT PAYS	EMPLOYEE PAYS	DISTRICT PAYS	EMPLOYEE PAYS	DISTRICT PAYS	EMPLOYEE PAYS
KAISER							
1 PARTY	657.46	611.44	46.02	637.74	19.72	657.46	0.00
2 PARTY	1,314.91	1,222.87	92.04	1,275.46	39.45	1,314.91	0.00
FAMILY	1,860.58	1,730.34	130.24	1,804.76	55.82	1,860.58	0.00
UNITEDHEALTHCARE HMO							
1 PARTY	810.79	754.03	56.76	786.47	24.32	810.79	0.00
2 PARTY	1,621.61	1,508.10	113.51	1,572.96	48.65	1,621.61	0.00
FAMILY	2,302.67	1,730.34	572.33	1,804.76	497.91	1,860.58	442.09
UNITEDHEALTHCARE ADVANTAGE							
1 PARTY	645.10	599.94	45.16	625.75	19.35	645.10	0.00
2 PARTY	1,290.22	1,199.90	90.32	1,251.51	38.71	1,290.22	0.00
FAMILY	1,832.10	1,703.85	128.25	1,777.14	54.96	1,832.10	0.00
UNITEDHEALTHCARE PPO							
1 PARTY	1,500.78	1,395.73	105.05	1,455.76	45.02	1,500.78	0.00
2 PARTY	3,211.66	1,730.34	1,481.32	1,804.76	1,406.90	1,860.58	1,351.08
FAMILY	4,397.27	1,730.34	2,666.93	1,804.76	2,592.51	1,860.58	2,536.68
DELTA DENTAL PPO							
FAMILY	178.85	166.33	12.52	173.48	5.37	178.85	0.00
VSP							
FAMILY	16.91	15.73	1.18	16.40	0.51	16.91	0.00

1 THE MAXIMUM AMOUNT THE DISTRICT WILL PAY IS DETERMINED BY THE KAISER FAMILY RATE.  
 THE DISTRICT WILL NOT PAY MORE THAN THE APPLICABLE PERCENTAGE OF YOUR CHOICE OF PLAN, (NOTE KAISER FAMILY RATE).  
 2 WITH A MINIMUM OF 12 HRS WORKED/WEEK - LIFE INSURANCE IS AVAILABLE AT NO COST.

PERSONNEL, 9/5/18

# APPENDIX G

## SCHOOL YEAR CALENDARS

### CHAFFEY JOINT UNION HIGH SCHOOL DISTRICT - INSTRUCTIONAL CALENDAR

**2018-2019**  
**SCHOOL DAYS**

2018 July							August						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
										1	2	3	4
1	2	3	4	5	6	7	5	6	7	8	9	10	11
8	9	10	11	12	13	14	12	13	14	15	16	17	18
15	16	17	18	19	20	21	19	20	21	22	23	24	25
22	23	24	25	26	27	28	26	27	28	29	30	31	
29	30	31											

September							October						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	4	5*	6
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30													

November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2							1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20**	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29
							30	31					





2019 January							February						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28		

March							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2				1	2	3	4
3	4	5	6	7	8*	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

May							June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23**	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

JULY			
4	Independence Day		
AUGUST			18
6	Certificated Staff Report		
8	Students Report		
SEPTEMBER			19
3	Labor Day		
OCTOBER			22
5	First Quarter Ends		
8	Floating Holiday-Schools/District Office Closed		
9	Second Quarter Begins		
NOVEMBER			16
12	Veterans' Day (observed)		
19-23	Thanksgiving Holidays		
DECEMBER			14
20	Second Quarter/First Semester Ends		
21	Day Between Semesters/Non Student Day		
28	Floating Holiday - Admissions Day (observed)		
24-31	Winter Break		
JANUARY			18
1-4	Winter Break		
7	Third Quarter Begins/Second Semester Begins		
21	Martin Luther King's Day		
FEBRUARY			18
15	Abraham Lincoln's Day (observed)		
18	Presidents' Day		
MARCH			16
8	Third Quarter Ends		
11	Fourth Quarter Begins		
25-29	Spring Break		
APRIL			22
MAY			17
23	Fourth Quarter/Second Semester Ends		
27	Memorial Day		
28	Summer School Starts		
JUNE			
28	Summer School Ends		

* August 8 - October 5	First Quarter	42	Schools Days
** October 9 - Dec. 20	Second Quarter	47	Schools Days
	Semester One	89	
* January 7 - March 8	Third Quarter	42	Schools Days
** March 11 - May 23	Fourth Quarter	49	Schools Days
	Semester Two	91	
Total		180	Schools Days

	Non-Student Day
	All Schools and District Offices Closed (Holidays)
	All Schools Closed
	Schools / District Offices Closed

Tentative Dates

 CAASPP Testing  
 AP Testing

**REVISED OCTOBER 2017**





# CHAFFEY JOINT UNION HIGH SCHOOL DISTRICT - INSTRUCTIONAL CALENDAR 2019-2020

2019							July							August						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5	6						1	2	3					
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																	
September							October													
S	M	T	W	T	F	S	S	M	T	W	T	F	S							
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												
November							December													
S	M	T	W	T	F	S	S	M	T	W	T	F	S							
					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							
2020 January							February													
S	M	T	W	T	F	S	S	M	T	W	T	F	S							
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															
March							April													
S	M	T	W	T	F	S	S	M	T	W	T	F	S							
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											
May							June													
S	M	T	W	T	F	S	S	M	T	W	T	F	S							
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													

JULY	SCHOOL DAYS
4 Independence Day	
<b>AUGUST</b>	<b>18</b>
5 Certificated Staff Report	
7 Students Report	
<b>SEPTEMBER</b>	<b>20</b>
2 Labor Day	
<b>OCTOBER</b>	<b>22</b>
4 First Quarter Ends	
7 Second Quarter Begins	
14 Floating Holiday	
<b>NOVEMBER</b>	<b>15</b>
11 Veterans Day	
25-29 Thanksgiving Holidays	
<b>DECEMBER</b>	<b>14</b>
19 Second Quarter/First Semester Ends	
20 Day Between Semesters/Non Student Day	
23 Floating Holiday - Admission Day (observed)	
23-31 Winter Break	
<b>JANUARY</b>	<b>19</b>
1-3 Winter Break	
6 Third Quarter/Second Semester Begins	
20 Martin Luther King Jr. Day	
<b>FEBRUARY</b>	<b>18</b>
10 Abraham Lincoln's Day (observed)	
17 Presidents' Day	
<b>MARCH</b>	<b>17</b>
6 Third Quarter Ends	
9 Fourth Quarter Begins	
23-27 Spring Break	
<b>APRIL</b>	<b>22</b>
<b>MAY</b>	<b>15</b>
21 Fourth Quarter/Second Semester Ends	
25 Memorial Day	
26 Summer School Starts	
<b>JUNE</b>	
26 Summer School Ends	

* August 7 - October 4	First Quarter	42	School Days
** October 7 - Dec. 19	Second Quarter	47	School Days
	Semester One	89	
* January 6 - March 6	Third Quarter	42	School Days
** March 9 - May 21	Fourth Quarter	49	School Days
	Semester Two	91	

Total 180 School Days

	Non-Student Day
	All Schools and District Offices Closed (Holidays)
	All Schools Closed
	Schools / District Offices Closed

Tentative Dates

 CAASPP Testing  
 AP Testing

Revised October 5, 2017



# CHAFFEY JOINT UNION HIGH SCHOOL DISTRICT - INSTRUCTIONAL CALENDAR

**2020-2021**  
**SCHOOL DAYS**

**2020 July**

S	M	T	W	T	F	S
			1	2		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	

**September**

S	M	T	W	T	F	S
		1	2	3	4	5
6		8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**November**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10		12	13	14
15	16	17	18	19	20	21
22						28
29	30					

**2021 January**

S	M	T	W	T	F	S
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17		19	20	21	22	23
24	25	26	27	28	29	30
31						

**March**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12*	13
14	15	16	17	18	19	20
21						27
28	29	30	31			

**May**

S	M	T	W	T	F	S
						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						

**August**

S	M	T	W	T	F	S
						1
2	3	4		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					

**October**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9*	10
11		13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**December**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17**		19
20						26
27		29	30			

**February**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7		9	10	11	12
13	14		16	17	18	19
20	21	22	23	24	25	26
27	28					

**April**

S	M	T	W	T	F	S
				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	

**June**

S	M	T	W	T	F	S
		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			

**Testing Dates— Tentative**

	CAASPP Testing
	AP Testing

<b>JULY</b>		
3	Independence Day (observed)	
<b>AUGUST</b>		19
3	Certificated Staff Report	
5	Students Report	
<b>SEPTEMBER</b>		21
7	Labor Day	
<b>OCTOBER</b>		21
9	First Quarter Ends	
12	Floating Holiday	
13	Second Quarter Begins	
<b>NOVEMBER</b>		15
11	Veterans Day	
23-27	Thanksgiving Holidays	
<b>DECEMBER</b>		13
17	Second Quarter/First Semester Ends	
18	Day Between Semesters/Non Student Day	
28	Floating Holiday - Admissions Day (observed)	
21-31	Winter Break	
<b>JANUARY</b>		19
1	Winter Break	
4	Third Quarter/Second Semester Begins	
18	Martin Luther King Jr. Day	
<b>FEBRUARY</b>		18
8	Abraham Lincoln's Day (observed)	
15	Presidents Day	
<b>MARCH</b>		18
12	Third Quarter Ends	
15	Fourth Quarter Begins	
22-26	Spring Break	
<b>APRIL</b>		22
<b>MAY</b>		14
20	Fourth Quarter/Second Semester Ends	
26	Summer School Begins	
31	Memorial Day	
<b>JUNE</b>		
25	Summer School Ends	

*August 5 - October 9	First Quarter: 47 School Days
** October 13 - Dec. 17	Second Quarter: 42 School Days
	Semester One: 89 School Days
*January 4 - March 12	Third Quarter: 47 School Days
** March 15 - May 20	Fourth Quarter: 44 School Days
	Semester Two: 91 School Days
	Total: 180 School Days

	Non-Student Day
	All Schools and District Offices Closed (Holidays)
	All Schools Closed
	Schools/District Offices Closed



# APPENDIX H

## Evaluation Forms

### CHAFFEY JOINT UNION HIGH SCHOOL DISTRICT TEACHING CERTIFICATED EVALUATION FORM FIRST YEAR TEMPORARY/PROBATIONARY

<b><u>Check One</u></b>		
<b>FIRST ASSESSMENT</b> November 1 <input type="checkbox"/>	<b>SECOND ASSESSMENT</b> December 15 <input type="checkbox"/>	<b>THIRD ASSESSMENT</b> February 15 <input type="checkbox"/>

**Employee Name:** \_\_\_\_\_ **School:** Select School from drop down menu

**Evaluator:** \_\_\_\_\_ **Observation Date:** \_\_\_\_\_

**California Standards for the Teaching Profession:**

1. Engage and Support all Students in learning.
2. Create and Maintain Effective Environments for Student Learning.
3. Understand and Organize Subject Matter for Student Learning
4. Plan Instruction and Design Learning Experiences
5. Assess Student learning
6. Develop as a Professional Educator

THE EVALUATION OF FIRST-YEAR TEMPORARY AND PROBATIONARY EMPLOYEES SHALL  
FOCUS ON STANDARDS TWO AND FOUR BELOW:

<b>STANDARD 2. Creating &amp; Maintaining Effective Environments For Student Learning</b>	<b>Does Not Meet Standards</b>	<b>Needs Improvement</b>	<b>Meets Standards</b>
2.1 Creating a physical environment that engages all students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Establishing a climate that promotes fairness and respect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Promoting social development and group responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4 Establishing and maintaining standards for student behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5 Planning and implementing classroom procedures and routines that support student learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6 Using instructional time effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OVERALL RATING FOR STANDARD 2:</b> (Completed on third assessment) <input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Satisfactory</b>			
In reference to element(s) _____, what evidence or practices can be noted? (Optional)			
Commendations/Recommendations			

**CHAFFEY JOINT UNION HIGH SCHOOL DISTRICT  
TEACHING CERTIFICATED EVALUATION FORM  
FIRST YEAR TEMPORARY/PROBATIONARY**

<b>STANDARD 4. Planning Instruction &amp; Designing Learning Experiences for All Students</b>	<b>Does Not Meet Standards</b>	<b>Needs Improvement</b>	<b>Meets Standards</b>
4.1 Drawing on and valuing students' backgrounds, interests, and developmental learning needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2 Establishing and articulating goals for student learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3 Developing and sequencing instructional activities and materials for student learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4 Designing short-term and long-term plans to foster student learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5 Modifying instructional plans to adjust for student needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OVERALL RATING FOR STANDARD 4:</b> (Completed on third assessment) <input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Satisfactory</b>			
In reference to element(s) _____, what evidence or practices can be noted? (Optional)			
Commendations/Recommendations			

Evaluation Statement:

Employee Statement (Not Required): \_\_\_\_\_

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EVALUATOR SIGNATURE	DATE	EMPLOYEE SIGNATURE	DATE
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**CHAFFEY JOINT UNION HIGH SCHOOL DISTRICT  
TEACHING CERTIFICATED EVALUATION FORM  
SECOND YEAR TEMPORARY/PROBATIONARY**

<b><u>Check One</u></b>		
<b>FIRST ASSESSMENT</b> November 1 <input type="checkbox"/>	<b>SECOND ASSESSMENT</b> December 15 <input type="checkbox"/>	<b>THIRD ASSESSMENT</b> February 15 <input type="checkbox"/>

**Employee Name:** \_\_\_\_\_ **School:** Select School from drop down menu

**Evaluator:** \_\_\_\_\_ **Observation Date:** \_\_\_\_\_

**California Standards for the Teaching Profession:**

1. Engage and Support all Students in learning.
2. Create and Maintain Effective Environments for Student Learning.
3. Understand and Organize Subject Matter for Student Learning
4. Plan Instruction and Design Learning Experiences
5. Assess Student learning
6. Develop as a Professional Educator

THE EVALUATION OF SECOND-YEAR TEMPORARY AND PROBATIONARY EMPLOYEES SHALL FOCUS ON STANDARDS ONE, THREE AND FIVE BELOW:

<b>STANDARD 1. Engaging and Supporting all Students in Learning</b>	<b>Does Not Meet Standards</b>	<b>Needs Improvement</b>	<b>Meets Standards</b>
1.1 Connecting student's prior knowledge, life experience, and interests with learning goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Using a variety of instructional strategies and resources to respond to students' diverse needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Facilitating learning experiences that promote autonomy, interaction and choice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4 Engaging students in problem solving, critical thinking, and other activities that make subject matter meaningful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5 Promoting self-directed, reflective learning for students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OVERALL RATING FOR STANDARD 1:</b> (Completed on third assessment) <input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Satisfactory</b>			
In reference to element(s) _____, what evidence or practices can be noted? (Optional)			
Commendations/Recommendations			

**CHAFFEY JOINT UNION HIGH SCHOOL DISTRICT  
TEACHING CERTIFICATED EVALUATION FORM  
SECOND YEAR TEMPORARY/PROBATIONARY**

<b>STANDARD 3. Understanding and Organizing Subject Matter for Student Learning</b>	<b>Does Not Meet Standards</b>	<b>Needs Improvement</b>	<b>Meets Standards</b>
3.1 Demonstrating knowledge of subject matter content and student development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Organizing curriculum to support student understanding of subject matter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Interrelating ideas and information within and across subject matter areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4 Developing student understanding through instructional strategies that are appropriate to the subject matter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5 Using materials, resources, and technologies to make subject matter accessible to students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OVERALL RATING FOR STANDARD 3:</b> (Completed on third assessment) <input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Satisfactory</b>			
In reference to element(s) _____, what evidence or practices can be noted? (Optional)			
Commendations/Recommendations			

<b>STANDARD 5: Assessing Student Learning</b>	<b>Does Not Meet Standards</b>	<b>Needs Improvement</b>	<b>Meets Standards</b>
5.1 Establishing and communicating learning goals for students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2 Collecting and using multiple sources of information to assess student learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3 Involving and guiding students in assessing their own learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4 Using the results of assessments to guide instruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5 Communicating with students, families, and other audiences about student progress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OVERALL RATING FOR STANDARD 5:</b> (Completed on third assessment) <input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Satisfactory</b>			
In reference to element(s) _____, what evidence or practices can be noted? (Optional)			
Commendations/Recommendations			

**CHAFFEY JOINT UNION HIGH SCHOOL DISTRICT  
TEACHING CERTIFICATED EVALUATION FORM  
SECOND YEAR TEMPORARY/PROBATIONARY**

Evaluation Statement:

Employee Statement (Not Required): \_\_\_\_\_

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EVALUATOR SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

**CHAFFEY JOINT UNION HIGH SCHOOL DISTRICT  
TEACHING CERTIFICATED EVALUATION FORM  
PERMANENT AND TEMPORARY (three years or more)  
DUE DATE APRIL 1**

☐ **OBSERVATION**

☐ **Final Evaluation**

**Employee Name:**                      **School:** Select School from drop down menu

**Evaluator:**                      **Observation Date:**

**CALIFORNIA STANDARDS FOR THE TEACHING PROFESSION:**

1. Engage and Support all Students in Learning
2. Create and Maintain Effective Environments for Student Learning
3. Understand and Organize Subject Matter for Student Learning.
4. Plan Instruction and Design Learning Experiences.
5. Assess Student Learning
6. Develop as a Professional Educator

THE EVALUATION OF PERMANENT AND CONTINUING TEMPORARY (THREE (3) OR MORE YEARS IN THE DISTRICT) SHALL INCLUDE THE FOLLOWING STANDARDS UNLESS THE EMPLOYEE AND THE EVALUATOR AGREE TO FOCUS ON FEWER THAN SIX (6)

Check Standard(s) to be evaluated if fewer than six (6):                      **1**   **2**   **3**   **4**   **5**   **6**  
☐   ☐   ☐   ☐   ☐   ☐

<b>STANDARD 1. Engaging and Supporting all Students in Learning</b>	<b>Does Not Meet Standards</b>	<b>Needs Improvement</b>	<b>Meets Standards</b>
1.1 Using knowledge of students to engage them in learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Connecting learning to students' prior knowledge, backgrounds, life experiences, and interests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Connecting subject matter to meaningful, real-life contexts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4 Using a variety of instructional strategies, resources, and technologies to meet students' diverse learning needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5 Promoting critical thinking through inquiry, problem solving, and reflection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6 Monitoring student learning and adjusting instruction while teaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OVERALL RATING FOR STANDARD 1:</b> (Completed on third assessment and/or Final Evaluation) <input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Satisfactory</b>			
In reference to element(s) _____, what evidence or practices can be noted? (Optional)			
Commendations/Recommendations			

**CHAFFEY JOINT UNION HIGH SCHOOL DISTRICT  
TEACHING CERTIFICATED EVALUATION FORM  
PERMANENT AND TEMPORARY (three years or more)**

<b>STANDARD 2. Creating &amp; Maintaining Effective Environments for Student Learning</b>	<b>Does Not Meet Standards</b>	<b>Needs Improvement</b>	<b>Meets Standards</b>
2.1 Promoting social development and responsibility within a caring community where each student is treated fairly and respectfully	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Creating physical or virtual learning environments that promote student learning, reflect diversity, and encourage constructive and productive interactions among students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Establishing and maintaining learning environments that are physically, intellectually, and emotionally safe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4 Creating a rigorous learning environment with high expectations and appropriate support for all students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5 Developing, communicating, and maintaining high standards for individual and group behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6 Employing classroom routines, procedures, norms, and supports for positive behavior to ensure a climate in which all students can learn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.7 Using instructional time to optimize learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OVERALL RATING FOR STANDARD 2:</b> (Completed on third assessment and/or Final Evaluation) <input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Satisfactory</b>			
In reference to element(s) _____, what evidence or practices can be noted? (Optional)			
Commendations/Recommendations			

**CHAFFEY JOINT UNION HIGH SCHOOL DISTRICT  
TEACHING CERTIFICATED EVALUATION FORM  
PERMANENT AND TEMPORARY (three years or more)**

<b>STANDARD 3. Understanding and Organizing Subject Matter for Student Learning</b>	<b>Does Not Meet Standards</b>	<b>Needs Improvement</b>	<b>Meets Standards</b>
3.1 Demonstrating knowledge of subject matter, academic content standards, and curriculum framework	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Applying knowledge of student development and proficiencies to ensure students understanding of subject matter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Organizing curriculum to facilitate student understanding of the subject matter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4 Utilizing instructional strategies that are appropriate to the subject matter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5 Using and adapting resources, technologies, and standards-aligned instructional materials, including adopted materials, to make subject matter accessible to all students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.6 Addressing the needs of English learners and students with special needs to provide equitable access to the content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OVERALL RATING FOR STANDARD 3:</b> (Completed on third assessment and/or Final Evaluation) <input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Satisfactory</b>			
In reference to element(s) _____, what evidence or practices can be noted? (Optional)			
Commendations/Recommendations			



**CHAFFEY JOINT UNION HIGH SCHOOL DISTRICT  
TEACHING CERTIFICATED EVALUATION FORM  
PERMANENT AND TEMPORARY (three years or more)**

<b>STANDARD 4. Planning Instruction &amp; Designing Learning Experiences for All Students</b>	<b>Does Not Meet Standards</b>	<b>Needs Improvement</b>	<b>Meets Standards</b>
4.1 Using knowledge of students' academic readiness, language proficiency, cultural background, and individual development to plan instruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2 Establishing and articulating goals for student learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3 Developing and sequencing long-term and short-term instructional plans to support student learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4 Planning instruction that incorporates appropriate strategies to meet the learning needs of all students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5 Adapting instructional plans and curricular materials to meet the assessed learning needs of all students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OVERALL RATING FOR STANDARD 4:</b> (Completed on third assessment and/or Final Evaluation) <input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Satisfactory</b>			
In reference to element(s) _____, what evidence or practices can be noted? (Optional)			
Commendations/Recommendations			

**CHAFFEY JOINT UNION HIGH SCHOOL DISTRICT  
TEACHING CERTIFICATED EVALUATION FORM  
PERMANENT AND TEMPORARY (three years or more)**

<b>STANDARD 5. Assessing Student Learning</b>	<b>Does Not Meet Standards</b>	<b>Needs Improvement</b>	<b>Meets Standards</b>
5.1 Applying knowledge of the purposes, characteristics, and uses of different types of assessments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2 Collecting and analyzing assessment data from a variety of sources to inform instruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3 Reviewing data both individually and with colleagues, to monitor student learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4 Using assessment data to establish learning goals and to plan, differentiate, and modify instruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5 Involving all students in self-assessment, goal setting, and monitoring progress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6 Using available technologies to assist in assessment, analysis, and communication of student learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.7 Using assessment information to share timely and comprehensive feedback with students and their families	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OVERALL RATING FOR STANDARD 5:</b> (Completed on third assessment and/or Final Evaluation) <input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Satisfactory</b>			
In reference to element(s) _____, what evidence or practices can be noted? (Optional)			
Commendations/Recommendations			

**CHAFFEY JOINT UNION HIGH SCHOOL DISTRICT  
TEACHING CERTIFICATED EVALUATION FORM  
PERMANENT AND TEMPORARY (three years or more)**

<b>6. Developing as a Professional Educator</b>	<b>Does Not Meet Standards</b>	<b>Needs Improvement</b>	<b>Meets Standards</b>
6.1 Reflecting on teaching practice in support of student learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2 Establishing professional goals and engaging in continuous and purposeful professional growth and development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3 Collaborating with colleagues and the broader professional community to support teacher and student learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4 Working with families to support student learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5 Engaging local communities in support of instructional program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.6 Managing professional responsibilities to maintain motivation and commitment to all students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.7 Demonstrating professional responsibility, integrity, and ethical conduct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OVERALL RATING FOR STANDARD 6:</b> (Completed on third assessment and/or Final Evaluation) <input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Satisfactory</b>			
In reference to element(s) _____, what evidence or practices can be noted? (Optional)			
Commendations/Recommendations			

☐ **Observation**                     
 ☐ **Final Evaluation**                     
 ☐ **Satisfactory**                     
 ☐ **Unsatisfactory**

Evaluation Statement:

Employee Statement (Not Required): \_\_\_\_\_

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 EVALUATOR SIGNATURE                      DATE                      EMPLOYEE SIGNATURE                      DATE

**CHAFFEY JOINT UNION HIGH SCHOOL DISTRICT  
CERTIFICATED EVALUATION FORM  
SCHOOL COUNSELOR**

<b>Check One</b> <input type="checkbox"/> TEMPORARY <input type="checkbox"/> PROBATIONARY 1 <input type="checkbox"/> PROBATIONARY 2 <input type="checkbox"/> PERMANENT	<b>Check One</b> <span style="float: right;"><b>Date:</b></span> <input type="checkbox"/> Observation  <input type="checkbox"/> Final Evaluation <b>Due April 1</b>
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**Employee Name:** \_\_\_\_\_ **School:** Select School from drop down menu

**Evaluator:** \_\_\_\_\_

Check Standard(s) to be evaluated if fewer than six (6):

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Standard 1: Guidance</b> <b>1. Guidance Lessons</b>  1.1 Counsels students regarding post high school pursuits including college requirements, financial aid and vocational career opportunities. 1.2 Applies counseling principles, methods and techniques to assist students to use learning opportunities 1.3 Resource to administrators in constructing the master schedule of courses and classes.  <b>OVERALL RATING FOR STANDARD 1:</b> (Completed on third assessment and/or Final Evaluation) <input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Satisfactory</b>	<b>Does Not Meet Standards</b> <input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>	<b>Needs Improvement</b> <input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>	<b>Meets Standards</b> <input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>
In reference to element(s) _____, what evidence or practices can be noted? (Optional)			
Commendations/Recommendations			

**CHAFFEY JOINT UNION HIGH SCHOOL DISTRICT  
CERTIFICATED EVALUATION FORM  
SCHOOL COUNSELOR**

<b>STANDARD 2: Counseling Services</b> <b>2. Small Group and Individual Counseling</b>  2.1 Guidance is accessible to students 2.2 Responds in a timely manner to counseling referrals 2.3 Meets with students to design/review school four year plan 2.4 Consults with students, parents and teachers on competency test results and remediation .  <b>OVERALL RATING FOR STANDARD 2:</b> (Completed on third assessment and/or Final Evaluation) <input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Satisfactory</b>	<b>Does Not Meet Standards</b>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Needs Improvement</b>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Meets Standards</b>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
In reference to element(s) _____, what evidence or practices can be noted? (Optional)			
Commendations/Recommendations			

<b>STANDARD 3: Prevention/Intervention Services</b> <b>3. Resolving personal, academic, and behavior problems.</b>  3.1 Demonstrates involvement with Student Assistance Program 3.2 Assists in implementation or support of conflict resolution/peer mediation program 3.3 Participates in crisis response 3.4 Participates in necessary campus supervision  <b>OVERALL RATING FOR STANDARD 3:</b> (Completed on third assessment and/or Final Evaluation) <input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Satisfactory</b>	<b>Does Not Meet Standards</b>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Needs Improvement</b>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Meets Standards</b>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
In reference to element(s) _____, what evidence or practices can be noted? (Optional)			
Commendations/Recommendations			

**CHAFFEY JOINT UNION HIGH SCHOOL DISTRICT  
CERTIFICATED EVALUATION FORM  
SCHOOL COUNSELOR**

<b>STANDARD 4: The Counseling Relationship</b>	<b>Does Not Meet Standards</b>	<b>Needs Improvement</b>	<b>Meets Standards</b>
<b>4. Consultation and Collaboration</b>			
4.1 Establishes professional relationships with staff, parents and students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2 Provides knowledge and support of site/district programs for student services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3 Promotes team approach to problem solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4 Interprets academic/career assessments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5 Provides knowledge of academic and support resources in the community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.6 Makes appropriate referrals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7 Provides/assists in guidance related staff inservices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OVERALL RATING FOR STANDARD 4:</b> (Completed on third assessment and/or Final Evaluation) <input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Satisfactory</b>			
In reference to element(s) _____, what evidence or practices can be noted? (Optional)			
Commendations/Recommendations			

<b>STANDARD 5: PROGRAM COORDINATION</b>	<b>Does Not Meet Standards</b>	<b>Needs Improvement</b>	<b>Meets Standards</b>
<b>5. Providing comprehensive counseling services</b>			
5.1 Assists in planning, evaluating, and revising site counseling and guidance program based on the National Standards Counseling Programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2 Establishes a calendar of guidance activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3 Promotes counseling and guidance program to students, parents, and staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4 Promotes equity and access for all students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5 Advocates for student needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6 Collaborates with and supports staff in the coordination and implementation of the academic program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.7 Assist in informing parents, students and staff regarding their rights and responsibilities under Federal and State laws and District Policies including due process procedures as they apply to the student's education.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OVERALL RATING FOR STANDARD 5:</b> (Completed on third assessment and/or Final Evaluation) <input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Satisfactory</b>			

<p>In reference to element(s) _____, what evidence or practices can be noted? (Optional)</p>
<p>Commendations/Recommendations</p>

STANDARD 6: Developing as a Professional Educator	Does Not Meet Standards	Needs Improvement	Meets Standards
6.1 Establishing professional goals and pursuing opportunities to grow professionally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2 Working with colleagues to improve professional practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3 Reflecting on counseling practice and planning professional development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OVERALL RATING FOR STANDARD 6:</b> (Completed on third assessment and/or Final Evaluation) <input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Satisfactory</b>			
In reference to element(s) _____, what evidence or practices can be noted? (Optional)			
Commendations/Recommendations			

**Evaluation Statement:**

**Employee Statement (Not required):** \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

Employee Signature	Date
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**CHAFFEY JOINT UNION HIGH SCHOOL DISTRICT  
CERTIFICATED EVALUATION FORM  
SCHOOL TEACHER LIBRARIAN**

<b>Check One</b> <input type="checkbox"/> TEMPORARY <input type="checkbox"/> PROBATIONARY 1 <input type="checkbox"/> PROBATIONARY 2 <input type="checkbox"/> PERMANENT	<b>Check One</b> <span style="float: right;"><b>Date:</b></span> <input type="checkbox"/> Observation  <input type="checkbox"/> Final Evaluation <b>Due April 1</b>
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**Employee Name:**

**School:**

**Evaluator:**

**Article I.**

Check Standard(s) to be evaluated if fewer than six (6):

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Standard 1: DEMONSTRATES THE KNOWLEDGE AND SKILL TO PROVIDE FOR POLICY DEVELOPMENT, SELECTION, EVALUATION, UTILIZATION AND MANAGEMENT OF INFORMATION RESOURCES AND TECHNOLOGY.</b>	<b>Does Not Meet Standards</b>	<b>Needs Improvement</b>	<b>Meets Standards</b>
1.1 Develop and implement a policy and procedure for the selection of resources and evaluate the library collection in terms of curriculum needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Assess emerging technologies for applications to the instructional program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Involve school community in selecting, using and evaluating resources, technology and facilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4 Link informational resources and services to the needs and interests of students and teachers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5 Collaborate with teachers in integrating instructional resources, including core literature, into the instruction and learning across all curriculum areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OVERALL RATING FOR STANDARD 1:</b> (Completed on third assessment and/or Final Evaluation) <input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Satisfactory</b>			
In reference to element(s) _____, what evidence or practices can be noted? (Optional)			
Commendations/Recommendations			



**CHAFFEY JOINT UNION HIGH SCHOOL DISTRICT  
CERTIFICATED EVALUATION FORM  
SCHOOL TEACHER LIBRARIAN**

<b>STANDARD 2: DEMONSTRATES KNOWLEDGE AND SKILL IN PROMOTING AND EVALUATING SCHOOL LIBRARY MEDIA PROGRAMS TO MEET ESTABLISHED EDUCATIONAL GOALS.</b>	<b>Does Not Meet Standards</b>	<b>Needs Improvement</b>	<b>Meets Standards</b>
2.1 Develop short and long-range plans with teachers, administrators, and community to meet the goals of a comprehensive school library media program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Develop a budget for facilities, personnel, resources and technology that reflects the needs, goals and objectives of the school library media program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Define personnel competencies and provide feedback on staff performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4 Assess existing and emerging technologies and apply them when appropriate to provide for the efficient management, administration and implementation of an effective school library media program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5 Promote the role and resources of the school library media program to the school community for the purpose of increasing use and improving visibility and status of the program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OVERALL RATING FOR STANDARD 2:</b> (Completed on third assessment and/or Final Evaluation) <input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Satisfactory</b>			
In reference to element(s) _____, what evidence or practices can be noted? (Optional)			
Commendations/Recommendations			

**CHAFFEY JOINT UNION HIGH SCHOOL DISTRICT  
CERTIFICATED EVALUATION FORM  
SCHOOL TEACHER LIBRARIAN**

<b>STANDARD 3:</b> <b>DEMONSTRATES KNOWLEDGE AND SKILL IN THE AREAS OF BUDGETING, ACQUISITION, PROCESSING, CIRCULATION, DELIVERY AND MAINTENANCE OF INFORMATION RESOURCES AND TECHNOLOGIES; AND MANAGEMENT OF PERSONNEL, FACILITIES, TEXTBOOKS AND TECHNICAL SERVICES.</b>	<b>Does Not Meet Standards</b>	<b>Needs Improvement</b>	<b>Meets Standards</b>
3.1 Allocate budgeted funds based on cooperative planning, program objectives and identified needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Understand the characteristics of adequate facilities and arrange existing facilities to their greatest advantage based on needs and objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Develop procedures for training and evaluating all library personnel including student assistants and volunteers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4 Provide policies and procedures that assure efficient and effective acquisition, cataloging, processing, circulation, storage, maintenance and retrieval of resources, textbooks and equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5 Establish a working structure where individual library staff members function as a team to meet overall goals and objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.6 Serves as textbook manager by effectively managing budgets, coordinates the adoption process at the site level, provides information for state and federal mandates, responsible for ordering textbooks in coordination with department chairs, manages the distribution and collection of student and teacher textbooks and instructional materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OVERALL RATING FOR STANDARD 3:</b> (Completed on third assessment and/or Final Evaluation) <input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Satisfactory</b>			
In reference to element(s) _____, what evidence or practices can be noted? (Optional)			
Commendations/Recommendations			

**CHAFFEY JOINT UNION HIGH SCHOOL DISTRICT  
CERTIFICATED EVALUATION FORM  
SCHOOL TEACHER LIBRARIAN**

<p><b>STANDARD 4:</b> <b>DEMONSTRATES THE ABILITY TO COMMUNICATE AND INTERACT EFFECTIVELY WITH STUDENTS, STAFF, PARENTS, ADMINISTRATORS AND THE GENERAL PUBLIC.</b></p> <p>4.1 Listen and respond to the needs, of the students, staff, parents and administration.</p> <p>4.2 Establish rapport and foster mutual respect with the school community to create a positive attitude among users of the services.</p> <p>4.3 Use appropriate and effective oral, written and media based communication techniques for a variety of audiences.</p> <p>4.4 Apply appropriate techniques of public relations, communication and</p> <p>4.5 Work as an effective team member.</p> <p><b>OVERALL RATING FOR STANDARD 4:</b> (Completed on third assessment and/or Final Evaluation)  <input type="checkbox"/> <b>Unsatisfactory</b>    <input type="checkbox"/> <b>Needs Improvement</b>    <input type="checkbox"/> <b>Satisfactory</b></p>	<p><b>Does Not Meet Standards</b></p>         	<p><b>Needs Improvement</b></p>         	<p><b>Meets Standards</b></p>         
<p>In reference to element(s) _____, what evidence or practices can be noted? (Optional)</p>         <p>Commendations/Recommendations</p>			

**CHAFFEY JOINT UNION HIGH SCHOOL DISTRICT  
CERTIFICATED EVALUATION FORM  
SCHOOL TEACHER LIBRARIAN**

<b>STANDARD 5:</b> <b>DEMONSTRATES SKILL IN SELECTING, PREPARING, EVALUATING AND USING INSTRUCTIONAL STRATEGIES, ACTIVITIES AND RESOURCES THAT ARE APPROPRIATE TO THE DIVERSE NEEDS, INTERESTS AND LEARNING STYLES OF ALL STUDENTS.</b>	<b>Does Not Meet Standards</b>	<b>Needs Improvement</b>	<b>Meets Standards</b>
5.1 Accept individual differences and be sensitive to the cultural heritage, community values and aspirations of diverse student, teacher and community populations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2 Select, prepare and use strategies, activities and resources appropriate for a diverse population with varying backgrounds, cultures, abilities and interests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3 Evaluate and modify learning activities based on feedback gained from observation and interaction with students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OVERALL RATING FOR STANDARD 5:</b> (Completed on third assessment and/or Final Evaluation) <input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Satisfactory</b>			
In reference to element(s) _____, what evidence or practices can be noted? (Optional)			
Commendations/Recommendations			

**CHAFFEY JOINT UNION HIGH SCHOOL DISTRICT  
CERTIFICATED EVALUATION FORM  
SCHOOL TEACHER LIBRARIAN**

<b>STANDARD 6:</b> <b>DEMONSTRATES KNOWLEDGE OF TRADITIONAL AND CONTEMPORARY LITERATURE FOR YOUNG ADULTS AND IMPLEMENTS PROGRAMS AND ACTIVITIES WHICH PROMOTE READING, LISTENING, VIEWING AND CRITICAL THINKING.</b>	<b>Does Not Meet Standards</b>	<b>Needs Improvement</b>	<b>Meets Standards</b>
6.1 Provide for a well-developed and current collection of resources in areas of literature and information in a variety of print and non-print media.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2 Work with teachers and parents to motivate and promote independent reading, listening, and viewing among students as lifelong learners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3 Work with teachers to provide for the integration of literature with all curricular areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4 Select, evaluate and recommend quality literature for various age levels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OVERALL RATING FOR STANDARD 6:</b> (Completed on third assessment and/or Final Evaluation) <input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Satisfactory</b>			
In reference to element(s) _____, what evidence or practices can be noted? (Optional)			
Commendations/Recommendations			

**Final Evaluation:**      Unsatisfactory ☐      Satisfactory ☐

**1) Evaluation Statement:**

**2) Employee Statement (Not required):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Evaluator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

<b>Check One</b> <input type="checkbox"/> TEMPORARY <input type="checkbox"/> PROBATIONARY 1 <input type="checkbox"/> PROBATIONARY 2 <input type="checkbox"/> PERMANENT	<b>Check One</b> <input type="checkbox"/> Observation  <input type="checkbox"/> Final Evaluation <b>Due April 1</b>	<b>Date:</b>
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Check Standard(s) to be evaluated if fewer than six (6):

**CHAFFEY JOINT UNION HIGH SCHOOL DISTRICT  
CERTIFICATED EVALUATION FORM  
SCHOOL NURSE**

<b>STANDARD 2: Performance Appraisal/Supervision of Health</b>	<b>Does Not meet Standards</b>	<b>Needs Improvement</b>	<b>Meets Standards</b>
<b>2. Measurement Criteria for School Nurse</b>			
2.1 Supervises the delivery of health services in concert with professional standards of practice, relevant statutes, and regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Evaluates the delivery and outcomes of health services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Develops the appropriate action plans to achieve identified goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4 Utilizes community resources for continual improvement in quality delivery of health services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OVERALL RATING FOR STANDARD 2</b> (Completed on third assessment and/or Final Evaluation) <input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Satisfactory</b>			
In reference to element(s) _____, what evidence or practices can be noted? (Optional)			
Commendations/Recommendations			

<b>STANDARD 3: Education</b>	<b>Does Not Meet Standards</b>	<b>Needs Improvement</b>	<b>Meets Standards</b>
<b>3. Measurement Criteria for school nurse</b>			
3.1 Participates in ongoing educational activities to enhance knowledge and competency in school nursing practice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Seeks out experiences, which develop current clinical expertise.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Develops and implements health education practices and treatment modalities that benefit students, staff, parents, community, and professional colleagues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OVERALL RATING FOR STANDARD 3</b> (Completed on third assessment and/or Final Evaluation) <input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Satisfactory</b>			
In reference to element(s) _____, what evidence or practices can be noted? (Optional)			
Commendations/Recommendations			

**CHAFFEY JOINT UNION HIGH SCHOOL DISTRICT  
CERTIFICATED EVALUATION FORM  
SCHOOL NURSE**

<b>STANDARD 4: Collegiality</b>	<b>Does Not Meet Standards</b>	<b>Needs Improvement</b>	<b>Meets Standards</b>
<b>4. Measurement Criteria for school nurse:</b>			
4.1 Interacts positively with other health care providers as colleagues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2 Shares knowledge and skills with colleagues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3 Contributes to a healthy and supportive work environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4 Provides constructive feedback regarding school nursing practice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5 Enhances colleagues' personal and professional growth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.6 Enhances the overall quality and delivery of health services to provide a healthy and supportive work environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OVERALL RATING FOR STANDARD 4</b> (Completed on third assessment and/or Final Evaluation) <input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Satisfactory</b>			
In reference to element(s) _____, what evidence or practices can be noted? (Optional)			
Commendations/Recommendations			

<b>STANDARD 5: Ethics</b>	<b>Does Not Meet Standards</b>	<b>Needs Improvement</b>	<b>Meets Standards</b>
<b>5. Measurement Criteria for school nurse:</b>			
5.1 Delivers care in a nonjudgmental and nondiscriminatory manner that is sensitive to student diversity in the school community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2 Delivers care in a manner that promotes and preserves student and family autonomy, dignity, and rights.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3 Acts as a student advocate and assists students to develop skills to advocate for themselves.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4 Maintains student and staff confidentiality within legal, regulatory, and ethical parameters of health education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OVERALL RATING FOR STANDARD 5</b> (Completed on third assessment and/or Final Evaluation) <input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Satisfactory</b>			
In reference to element(s) _____, what evidence or practices can be noted? (Optional)			
Commendations/Recommendations			



**CHAFFEY JOINT UNION HIGH SCHOOL DISTRICT  
CERTIFICATED EVALUATION FORM  
SCHOOL NURSE**

<b>STANDARD 6: Collaboration</b> <b>6. Measurement Criteria for school nurse:</b>  6.1 Collaborates with students, families, staff and colleagues in a manner resulting in quality health care. 6.2 Makes a positive impact on collaborative activities in a variety of professional settings including district meetings and professional organization activities. 6.3 Makes referrals to care providers and/or community agencies that enable continuity of student care.  <b>OVERALL RATING FOR STANDARD 6</b> (Completed on third assessment and/or Final Evaluation) <input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Satisfactory</b>	<b>Does Not Meet Standards</b> <input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>	<b>Needs Improvement</b> <input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>	<b>Meets Standards</b> <input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>	
In reference to element(s) _____, what evidence or practices can be noted? (Optional)				
Commendations/Recommendations				

☐ **Observation**                      ☐ **Satisfactory**                      ☐ **Unsatisfactory**  
☐ **Final Evaluation**

**Evaluation Statement:**

**Employee Statement (not required)**

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EVALUATOR SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

<b>Check One</b> <input type="checkbox"/> TEMPORARY <input type="checkbox"/> PROBATIONARY 1 <input type="checkbox"/> PROBATIONARY 2 <input type="checkbox"/> PERMANENT	<b>Check One</b> <input type="checkbox"/> Observation  <input type="checkbox"/> Final Evaluation <b>Due April 1</b>	<b>Date:</b>
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Check Standard(s) to be evaluated if fewer than six (6):

Page *XLI*

**CHAFFEY JOINT UNION HIGH SCHOOL DISTRICT  
CERTIFICATED EVALUATION FORM  
SCHOOL PSYCHOLOGIST**

<b>STANDARD 2: CONSULTATION/COUNSELING SERVICES</b>	<b>Does Not Meet Standards</b>	<b>Needs Improvement</b>	<b>Meets Standards</b>
<b>2. Provides Consultation/Counseling Services</b>			
2.1 Collaborates with staff and parents and school personnel on student evaluation, placement, and behavioral concerns.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Working with students on personal as well as educational challenges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Review cases referred for Student Study Team interventions and providing recommendations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4 Participating as a member of school teams in emergency/crisis situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OVERALL RATING FOR STANDARD 2:</b> (Completed on third assessment and/or Final Evaluation) <input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Satisfactory</b>			
In reference to element(s) _____, what evidence or practices can be noted? (Optional)			
Commendations/Recommendations			

<b>STANDARD 3: INTERVENTION</b>	<b>Does Not Meet Standards</b>	<b>Needs Improvement</b>	<b>Meets Standards</b>
<b>3. Problem Resolution/Crisis Intervention</b>			
3.1 Serves as a resource for staff and students as a fact finder, mediator, negotiator, clarifier of issues and instructor in relational strategies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Works directly with students or families.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Provides counseling, social skills training, behavior management, and other interventions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4 Helps families deal with difficult crises such as separation or loss	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5 Helps solve conflicts and problems related to learning and adjustment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OVERALL RATING FOR STANDARD 3:</b> (Completed on third assessment and/or Final Evaluation) <input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Satisfactory</b>			
In reference to element(s) _____, what evidence or practices can be noted? (Optional)			
Commendations/Recommendations			

**CHAFFEY JOINT UNION HIGH SCHOOL DISTRICT  
CERTIFICATED EVALUATION FORM  
SCHOOL PSYCHOLOGIST**

<b>STANDARD 4: PROFESSIONAL DEVELOPMENT</b>	<b>Does Not Meet Standards</b>	<b>Needs Improvement</b>	<b>Meets Standards</b>
<b>4. Develops as a School Psychologist</b>			
4.1 Reflecting on school psychology practices and planning professional development in areas of special interest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2 Demonstrates a regular and on-going effort to remain current in knowledge regarding issues and practices related to psychological services and Special Education.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3 Working with colleagues to improve professional practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4 Establishing goals and pursuing opportunities to grow professionally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OVERALL RATING FOR STANDARD 4:</b> (Completed on third assessment and/or Final Evaluation) <input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Satisfactory</b>			
In reference to element(s) _____, what evidence or practices can be noted? (Optional)			
Commendations/Recommendations			

<b>STANDARD 5: STAFF SERVICES</b>	<b>Does Not Meet Standards</b>	<b>Needs Improvement</b>	<b>Meets Standards</b>
<b>5. Professional Participation and Staff Services</b>			
5.1 Serves as a professional member of IEP meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2 Participation in District psychologist meetings and other related site meetings including SST as appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3 Providing assistance to site staff members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4 Inservice presentations or individual consultations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5 Personal advisement regarding students, interpersonal relations, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OVERALL RATING FOR STANDARD 5:</b> (Completed on third assessment and/or Final Evaluation) <input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Satisfactory</b>			
In reference to element(s) _____, what evidence or practices can be noted? (Optional)			
Commendations/Recommendations			

STANDARD 6: PARENT/COMMUNITY RELATIONS		Does Not Meet Standards	Needs Improvement	Meets Standards
6. Building parent and community relations				
6.1 Modeling positive relations with parents and resource personnel in the greater community.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OVERALL RATING FOR STANDARD 6:</b> (Completed on third assessment and/or Final Evaluation) <input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Satisfactory</b>				
In reference to element(s) _____, what evidence or practices can be noted? (Optional)				
Commendations/Recommendations				

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**CHAFFEY JOINT UNION HIGH SCHOOL DISTRICT  
NON-TEACHING CERTIFICATED OBSERVATION/EVALUATION FORM**

SUPPORT PROVIDER <input type="checkbox"/>	OTHER <input type="checkbox"/> _____
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<b>Check One</b> <input type="checkbox"/> TEMPORARY <input type="checkbox"/> PROBATIONARY 1 <input type="checkbox"/> PROBATIONARY 2 <input type="checkbox"/> PERMANENT	<b>Check One</b> <span style="float: right;"><b>Date:</b></span> <input type="checkbox"/> Observation  <input type="checkbox"/> Final Evaluation <b>Due April 1</b>
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**Employee Name:**      **School :** Select School from drop down menu

**Evaluator:**      **Observation Date:**

- 1.)
- 2.)
- 3.)
- 4.)
- 5.)
- 6.)
- 7.)
- 8.)

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**Specific recommendation(s) for improvement:**

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**Assistance to implement such recommendations:**

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**Evaluation Statement:**

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**Employee Statement (Not Required):** \_\_\_\_\_

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**CHAFFEY JOINT UNION HIGH SCHOOL DISTRICT  
NON-TEACHING CERTIFICATED OBSERVATION/EVALUATION FORM**

**Final Evaluation:**      **Unsatisfactory** ☐      **Satisfactory** ☐

\_\_\_\_\_  
**EVALUATOR SIGNATURE                      DATE**

\_\_\_\_\_  
**EMPLOYEE SIGNATURE      DATE**

**CHAFFEY JOINT UNION HIGH SCHOOL DISTRICT  
NON-TEACHING CERTIFICATED OBSERVATION/EVALUATION FORM**

**Support Providers shall be evaluated on the following:**

- 1) The establishment of a sustaining and supportive mentoring relationship with beginning, self referred, and referred teachers.
- 2) Consults with beginning teachers on specific needs and develop improvement plans or an Individual Induction plan.
- 3) Current knowledge and proper administration of California Standards for the Teaching Profession and where applicable the California Formative Assessment and Support System for Teachers.
- 4) Participates in professional development activities, attends training meetings as required by the PAR program.
- 5) Meets formally and informally with teachers in the program on a regular basis and maintains a minimum of two and one-half hours per week of support with each teacher.
- 6) Maintains confidentiality
- 7) Completes the necessary documents, surveys and reports in a timely manner.
- 8) Attendance and punctuality; and