



Vice President Gilbert Gomez, President Julian De La Torre, and Intermediate Director Linda Camacho conduct Board of Education endorsement interviews Monday, September 12.

Teachers Supervise Volunteers

Teachers often request parent volunteers in their classrooms. It is the decision of the teacher whether or not parent volunteers fit the instructional program. Additionally, teachers decide how and when to utilize volunteer requests. Education Code 51101 states that parents may:

*...volunteer their time and resources for the improvement of school facilities and school programs under the supervision of district employees, including, but not limited to, **providing assistance in the classroom with the approval, and under the direct supervision, of the teacher.** Although volunteer parents may assist with instruction, primary instructional responsibility shall remain with the teacher.*

You Are Protected from Walk-In Parent Conferences

All parent conferences must be scheduled in advance. No parent should appear at a teacher's door and demand a parent conference then and there. If a parent comes to your classroom for an immediate parent conference, send the parent to the office or contact the office. If an administrator brings a parent to your classroom for an immediate parent conference contact a Building Rep as soon as possible.

All parental requests for parent conferences shall be honored (K-12). When a conference which is not regularly scheduled is requested by a site administrator, the Bargaining Unit member shall be notified a minimum of one (1) day in advance except in those situations when a delay in the conference will result in great personal hardship to the student and/or parent/guardian. In such cases the site administrator or the administrative designee shall notify the Bargaining Unit member with respect to the reasons for the conference. These emergency requests shall be honored within the Board Day without interrupting instruction unless the Bargaining Unit member has a prior commitment to a District related responsibility or is unable to meet due to illness. (Article IV. Section J.6)

Teachers May Suspend a Student from Class

Education Code 48910 states that a teacher may suspend any pupil from the teacher's class, for any of the acts enumerated in Section 48900, for the day of the suspension and the day following. The teacher shall immediately report the suspension to the principal of the school and send the pupil to the principal or the principal's designee for appropriate action. If that action requires the continued presence of the pupil at the school site, the pupil shall be under appropriate supervision, as defined in policies and related regulations adopted by the governing board of the school district. As soon as possible, the teacher shall ask the parent or guardian of the pupil to attend a parent-teacher conference regarding the suspension. Whenever practicable, a school counselor or a school psychologist shall attend the conference. A school administrator shall attend the conference if the teacher or the parent or guardian so requests.

The pupil shall not be returned to the class from which he or she was suspended, during the period of the suspension, without the concurrence of the teacher of the class and the principal.

A pupil suspended from a class shall not be placed in another regular class during the period of suspension. However, if the pupil is assigned to more than one class per day this subdivision shall apply only to other regular classes scheduled at the same time as the class from which the pupil was suspended.

A teacher may also refer a pupil, for any of the acts enumerated in Section 48900, to the principal or the principal's designee for consideration of a suspension from the school. Suspension from the school is determined by the administration.

**MONTEBELLO UNIFIED SCHOOL DISTRICT
CERTIFICATED PAYROLL**

REQUEST TO DONATE SICK LEAVE

To be completed by donating employees

_____ Bargaining Unit Member

_____ Administration

Name: _____ SS# _____

Address: _____

Telephone: _____ Site _____ Extension _____

REQUEST TO DONATE SICK LEAVE

To be completed by donating employees

I am donating _____ days to the Catastrophic leave bank for Certificated Employees of the Montebello Unified School District from my available sick leave for the 2011-2012 school year in accordance with Article XVI, Section 3b of the MUSD/MTA contract. I understand that I may donate a maximum of three (3) days of accrued sick leave, subject to the further conditions and restrictions provided for Article XVI in sections 3b and 3c.

Participation in the Catastrophic Leave Bank is completely voluntary on the part of both donors and applicants. A deposit to the Catastrophic Leave Bank shall be a general donation and shall not be donated to a specific individual for his/her exclusive use. In order to participate in the Catastrophic Leave Bank, the unit member must first waive any and all claims against the District and/or the Association arising from administration of the Catastrophic Leave Bank by signing a waiver and release, which reads as follows:

As a requirement of, and as consideration for my participation in the Catastrophic Leave Bank created by Article XVI of the collective bargaining agreement between the parties, I hereby waive and release any and all claims I may now have, or may have in the future, known or unknown, against the Montebello Unified School District, and/or the Montebello Teachers Association in connection with the administration of the Catastrophic Leave Bank.

_____ I wish to donate one (1) day annually to the CLB.
(Please contact Payroll Supervisor if you wish to discontinue donation)

Signature

Date

Confirmation of Transfer of Sick Leave

_____ Sick Leave available

_____ Sick days transferred to Catastrophic Leave Bank

_____ Days remaining

Signature

Date