



# GUEST (SUBSTITUTE) TEACHER HANDBOOK



# **San Juan Unified School District**

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# WELCOME TO GUEST SUBSTITUTE TEACHING

San Juan Unified School district and Human Resources are pleased to WELCOME YOU AS PART OF OUR substitute teaching support group. Our school district has a long history of providing an outstanding instructional program for its students. Your decision to join our team of qualified teachers is commendable and is appreciated.

As a district employee and substitute teacher, you will have the opportunity to experience a wide variety of teaching assignments that will enhance your opportunities to grow professionally. The district has over 65 schools with a wide variety of instructional settings. In addition to your teaching experiences, the district offers numerous staff development training programs which are available to substitute teachers. As a large district with over 2,500 certificated regular teachers, there is also an opportunity to seek employment in a permanent classroom teaching assignment.

We thank you for selecting San Juan Unified Schools and welcome any feedback you can provide us in Human Resources regarding your experience with us.

Sincerely,

A handwritten signature in black ink, which appears to read "Paul A. Oropallo".

Paul Oropallo  
Assistant Superintendent  
Human Resources

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## Office Hours

School Year	6:30 a.m. to 5:00 p.m.	Summer Session	6:30 a.m. to 5:00 p.m. Monday to Thursday 6/16/2016 to 7/25/2016
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### SmartFind Express™ (Substitute Management System)

<http://subs.sanjuan.edu> or (916) 971-7827

Certificated Substitute Services Office (916) 971-7245

## Employment

### Employment Requirements

- Now that you have been selected to be a Substitute Teacher for the San Juan Unified School District there are some requirements which must be met before you can begin to work in the schools. First and foremost, remember that no Substitute Teacher will be allowed to work until the background check (fingerprints) has been cleared.
- After you are employed, you are required to maintain a valid credential or permit for teaching in the State of California. If your credential/permit expires, you will not be allowed to be a substitute teacher. You are also required to maintain a current TB clearance. A TB clearance is available through the district at no cost to the employee and is valid for four years.
- As a Guest Teacher, you are an at-will employee and can be released at any time without cause.

### Substitute Teaching Training/Orientation/In-Services

- The District is very interested in providing training and in-services for our Substitute Teachers. We believe that it will make your job easier and will improve the education provided to our students. Be sure to review this Substitute Teacher Handbook as it has valuable information about your responsibilities, your assignments, payroll information, keys to success, the Substitute Teacher review process and important Board policies.
- Substitute Teacher Training is on-line through Utah State University Substitute Teaching Institute. All newly hired Substitute Teachers who do not have a credential based on a degree and student teaching are required to pass this training course.
- Substitute Teacher Orientation is held once a month or as needed for all newly hired Substitute Teachers. After being selected to become a Substitute Teacher, you will be required to train on-line before teaching. **When all other required documents are completed**, you will be qualified to start working within 2 to 5 working days.

### Retirement Plans

Most teachers in the State of California are members of the State Teachers Retirement System. In 1990, Congress passed the Omnibus Budget Reconciliation Act (OBRA "90") which requires state and local government agencies to cover all employees under Social Security or an alternative retirement system. As a substitute teacher in San Juan, you have a choice between two retirement options.

If you do not make a selection, the district will enroll you in Option II (APPLE). The following information is offered to provide information on the two options.

### **OPTION I**

#### **State Teacher's Retirement System (STRS)**

1. All teachers including substitute teachers who work for at least 100 days of a school year within a California school district are required to be a member of STRS. Current employee and employer contribution rates can be found by visiting: <http://www.calstrs.com/post/contributions-0>. Substitute teachers can elect to become STRS members at any time. The election, if made, is irrevocable for all future credentialed employment and may be cancelled only by terminating employment and receiving a refund for accumulated retirement contributions.

2. If you decide to withdraw your money from STRS, you can recover all money you paid into STRS but the interest and the money paid by the district are not available to you.
3. If you are a retired member of STRS, your wages would not be subject to STRS contributions.
4. The Retirement Law provides for beneficiary designation for Death Benefits. A form MS-2 should be completed at the time of membership. A new form is available in the Human Resources Department if you should change your marital status.
5. For more information on STRS, you may visit their website at [www.calstrs.com](http://www.calstrs.com). If you have questions about STRS, you may also contact the District Office (Retirement Account Clerk) at 971-7878. To reach the state offices of STRS, call 800-228-5453.

## **OPTION II**

### **Accumulation Program for Part-time and Limited-services Employees (APPLE)**

1. If you selected to NOT join STRS, then you will be placed in the APPLE retirement system. Under this plan, 7.5% of your gross earnings are deducted from your salary but the district does not match your contribution. An administrative committee appointed by the District manages this plan.
2. If you elect to withdraw your money from APPLE, you can recover all money you paid into APPLE but no interest is paid. For further information on APPLE, contact the District's Benefits Department at 971-7662.
  - a. Money can only be withdrawn upon separation from the District or if you accept a permanent position with PERS or STRS retirement.

### **Address Changes**

It is recommended that substitute teachers notify Substitute Services in **writing** of an address change. Failure of notification prior to moving may result in your paycheck being delayed.

### **Name Changes**

Name changes can be made only when your new social security card (with your new legal name) and employee ID (with your previous name) are brought to Payroll.

### **Resignation**

If you choose not to be a substitute teacher with our district, please submit a resignation form which is available at the district office. The district will then remove your name from the computer so that you no longer receive requests to be a substitute teacher. You will need to surrender your I.D. badge when you turn in your resignation paperwork.

### **Termination**

1. Substitute teachers who have been unavailable for three months or who have not worked for three months will be deemed inactive and removed from the Substitute Teacher list.
2. Substitute teachers who have moved and have left no forwarding address and are not currently working are considered inactive and will be removed from the list.
3. Substitute teachers without a current phone number and not currently working are considered inactive and will be removed from the list.
4. All inactive substitute teachers will be notified by mail of their change in status. Substitute teachers wishing to return to the active list **may be** required to be re-fingerprinted, attend a new orientation, meet TB and credential requirements.

### **Daily Assignments**

1. Most substitute teaching assignments will be one day to a few days in length.
2. The absent teacher will provide lesson plans for you to use. You must follow the lesson plan provided.
3. You are responsible for the students in your class.
4. You are also responsible for all activities that would be performed by the regular teacher (i.e., yard duty, bus duty, grading papers).
5. Before you leave at the end of the school day, leave detailed notes about the activities of the day and straighten up the room.

### **Long Term Sub Assignment**

1. Substitute teachers working in an assignment that exceeds 20 consecutive days will qualify for the long-term rate of pay.
2. A long-term assignment can be offered verbally by a school site but the request must be completed by the school site and authorized by Human Resources.
3. Substitute teachers with a full teaching credential are given preference for long-term assignments.
4. An assignment may involve a newly established position that requires total responsibility of the class, including lesson plans, parent conferences and faculty meetings. Such responsibility may include the opening of classes at the beginning of the school year or the closing of classes at the end of the school year.

### **Contract Teaching**

1. If you hold the appropriate certification, and are in the same position for 45 days, you may be recommended for a full time contracted position. You must sign an "Offer of Employment-Contract" before the contract takes effect. Services prior to the signing of the contract will be at the Substitute Teacher rate of pay. There are no retroactive appointments.
2. In such a case, your daily rate will be determined by the current teacher salary schedule, which is based on years of teaching experience under contract and the number of graduate units you have earned. During the time of the contract, you are also eligible to receive benefits including medical and dental insurance.

### **Responsibilities and Procedures**

1. The Substitute Teacher is responsible for the students' conduct in the assigned classes. When and if special problems arise, he/she should feel free to turn to the responsible administrator for help. He/she should not feel that such a request for help is in itself a reflection upon his/her ability or that it will be considered so by the principal.
2. Remember that you set the tone for the day. Class control is very important. Students follow your lead. The first ten minutes in a room can set the stage properly or ruin your chance for success.
3. The Substitute Teacher is responsible for the full schedule of the regular teacher. This includes clubs, study halls, yard duty, and any special tasks normally performed by the absent teacher. The substitute teacher is expected to follow the plans of the teacher. He/she is invited to attend all faculty meetings, and is expected to attend specific meetings at the request of the principal or supervisor.
4. The Substitute Teacher shall:
  - a. Meet with the principal (or designee) for orientation of the school policies and procedures such as:
    - Attendance
    - Discipline
    - Support System
    - Schedules and any other pertinent policies for that school.
  - b. Check to see if there are sufficient supplies in the classroom to fulfill the aims of the lesson plans. If there are not, he/she should contact the school office.
  - c. Maintain normal classroom routines and discipline procedures. The responsible administrator should be contacted in the event a serious discipline problem arises.
  - d. Leave the regular teacher a report of work done in the plan book, especially if lesson plans have been altered.
  - e. Correct papers and list the grades for the regular teacher.
  - f. Leave adequate notes regarding absences, transfers, new students, new books ordered, books returned and student behavior.
  - g. Place detached chairs on desks after school in order to facilitate sweeping.
  - h. Leave the room as neat as possible at the end of the day.
  - i. Lock the classroom whenever you and the children are out of the room. At the end of the day, make sure that all windows and doors are locked. If the school has not issued a key, it is the substitute teacher's responsibility to notify the office when you are leaving the classroom.

### **Getting Assignments – SmartFind Express™**

1. Substitute Services utilizes a web-based system called SmartFind Express™.
2. This system holds all pertinent information regarding classroom assignment and matches the substitute teacher by credential level and availability, via the internet: <http://subs.sanjuan.edu>
3. See insert for instructions on how to use SmartFind Express™

## AT THE SCHOOL SITE

### School Opening and Dismissal Times

Hours of Operation will vary from school to school due to transportation schedules and the type of programs.

1. The SmartFind *Express*™ system identifies the beginning time of an assignment.
2. **Substitute teachers are to arrive 30 minutes prior to beginning time.**
3. All kindergarten substitute teachers will be expected to work a full primary day.
4. Prep-periods may be part of the assignment and are expected to be completed, even if the prep-period is at the end of the day. It is at the school's discretion to retain the substitute teacher during this time.

### Parking

Always check with the school's office to ask about appropriate parking and location.

### Keys to Success

1. You must arrive at school at least **30 minutes** before the time indicated in the SmartFind *Express*™ system or the beginning instructional day. Report to the main office immediately upon arrival in order to receive assignment information and instructions.
2. You are expected to follow lesson plans left by the teacher. However, if no lesson plans are available, contact the office to let them know. (They may have been left in the office or are en route). Substitute teachers should have materials and lesson plans prepared for any level they expect to teach so that they can be effective even when lesson plans are not left.
3. You are performing professional services. Attention should be given to personal grooming, neat appearance and professional attire.
4. Be available for any special assignments that fall within the regular teacher's responsibility during the instructional day (i.e., yard duty).
5. Learn the correct attendance procedures, take roll accurately and turn in required attendance forms.
6. Remain until the conclusion of the instructional day as instructed by the school administrator including prep-periods.
7. Be sure to not disturb personal items of the regular teacher and leave the room in order.
8. Keep copies of all notices and bulletins received and leave them for the regular teacher.
9. Leave important conferences with parents for the regular teacher.
10. You may be asked to perform duties as would be required of the regular classroom teacher, including teaching during a prep period.
11. If an assignment is over three (3) instructional hours, you are paid for a full day (except block schedule), and are expected to remain for the full school day. The principal or designee has the prerogative to assign other duties to you when the original assignment is over.
12. All employees, including substitute teachers, are covered by workers compensation. Should you have a job-incurred accident, injury, or illness, immediately notify the school secretary or building administrator of the injury and provide them with the required information to ensure proper reporting.
13. To inform school and teachers that you are available as a substitute teacher, you may distribute fliers, business cards with your name, phone number and grades/subject you wish to teach.

### AV Materials and Equipment

San Juan Unified School District requires written administrative approval for the use of any audio visual/media materials obtained outside the district or the County Office of Education, **prior to them being shown or displayed to students.**

1. These materials must have direct correlation to the subject or unit currently being taught.
2. In addition, it is expected that the materials being utilized are appropriate to the ages, values, and cultural diversity contained within the classroom.
3. They may not be used for "recreational", "fund raising" or "entertainment" purposes, or for activities not related directly to the instructional program.



## **DO NOTS**

Although we believe in stressing the positive in our district, the following list of “DO NOTS” may prevent a negative experience and/or a negative guest teacher review.

- **DO NOT TOUCH STUDENTS.** (Even “positive” touching can be misconstrued and cause for accusations.)
- **DO NOT** verbally or by action demean any student.
- **DO NOT** share any confidential information about a student (i.e., address, phone number, school performance, placement in special programs).
- **DO NOT** use any language or words of profanity or of a sexual nature in interactions with students, parents, or other staff members.
- **DO NOT** allow any materials to be used in the classroom which you do not monitor the content and use of during the class time (e.g. videos, magazine).
- **DO NOT** vary from the lesson plan provided. If you find a controversial subject (i.e., sex education, AIDS, ethnic studies) to be part of a lesson and you are uncomfortable or feel unprepared to teach the material, please consult with the principal.
- **DO NOT** leave students unsupervised or allow the class to move from one area of the campus to another without supervision (e.g., walking to library, lunch, assemblies, etc.)
- **DO NOT** use tobacco products while on school district grounds.
- **DO NOT** bring your children or pets to the job unless you have **PRIOR** approval from the school principal.

## **CERTIFICATED GUEST TEACHER SALARY SCHEDULE**

### **1. TK-12 (Including Special Education)**

Full Day Assignment: More than three (3) teaching hours

Half Day Assignment: Three (3) teaching hours **OR** two periods on a block schedule

	<u>Full Day</u>	<u>Half Day</u>
Guest Teacher	\$110.00	\$55.00
Retiree	\$150.00	\$65.00
Long Term	\$135.00	\$80.00
Dedicated*	\$150.00	\$80.00

\*Commitment to work at Title 1 or PI school 75% of each pay period; assignment will include 2 days of paid professional development each school year.

### **2. Early Childhood Education**

Full Day Assignment: Over four (4) working hours

Half Day Assignment: Four (4) working hours or less

	<u>Full Day</u>	<u>Half Day</u>
Preschool Teacher	\$110.00	\$55.00
Child Development Permit Teacher	\$90.00	\$45.00
Long Term Preschool	\$135.00	\$80.00
Long Term Child Dev. Permit Tchr.	\$110.00	\$55.00

### **3. Summer School** - All substitute teachers are paid \$15.00 per hour of instruction.

### **4. Independent Study (El Sereno)**

All guest teachers are paid \$15.00 per hour of instruction. No Long Term rate.

<b>5. Adult Education</b>	Short Term	\$15.00
	Long Term	\$17.00

Effective Date: July 1, 2015

## **SUBSTITUTE TEACHER REVIEW**

Substitute Teachers play a very important role in the total education program for the San Juan Unified School District. Because of this, we are concerned with the quality of their performance as we are with that of the regular teacher.

The following procedures will be followed:

1. The principal or designee may wish to complete a review form if there has been an opportunity for classroom observation. The principal may consult with other certificated staff members and/or the absent teacher prior to completing the review.
2. Two (2) copies shall be forwarded to Substitute Services. One copy will be placed in your substitute teacher file and one copy will be sent to you.
3. If your services have been unsatisfactory, one (1) copy of the written review will be sent to you with a request for a written response. A copy of the review and response will be placed in your substitute teacher personnel file. A negative review will automatically place you on the school site's exclusion list, unless otherwise advised by that school site.
4. The principal or his/her designee shall have the right to exclude any substitute teacher from the classroom any time such action is in the best interest of students and shall notify Human Resources of such action.
5. When a second negative review is received by Human Resources, a conference may be scheduled with the Director of Human Resources or his/her designee and yourself to consider whether your services will be terminated. If a third or more negative review is received by Human Resources, your services may be terminated at the district's discretion.
6. You have the right to review your personnel file, upon scheduled appointment with the Director of Human Resources.

The review of your assignment is important to many schools in our district. Forms for this purpose are available on the Website under Human Resources/Forms if the site participates in assignment review. Completed forms are to be returned to the school principal. (See page 9 in the Handbook for a Substitute Teacher Review form)

## **SUBSTITUTE TEACHER TIME SHEETS**

Please be aware that there are two types of time sheets, K-12 and Early Childhood Education.

1. All time sheets are to be picked up at the school site on the first assignment of the pay period.
2. Substitute teachers are to carry their time sheets from job to job and present the time sheet to the school secretary or principal upon arrival. Check your time sheet before you leave the school site, if you don't agree with the time worked; discuss this with the appropriate staff at the site.
3. Please limit pay periods to one time sheet when applicable. Call Substitute Services at 971-7245 if a time sheet is lost.
4. A pay period covers one month of services beginning with the 26<sup>th</sup> of every month and ending with the 25<sup>th</sup> of the next month.
5. The paycheck for the month will be mailed on the 10<sup>th</sup> of the following month. (Example: if the pay period is May 26 – June 25, the check is mailed to substitute teacher's home address on July 10<sup>th</sup>).
6. The original time sheet is due by the 25<sup>th</sup> of every month.
7. K-12 time sheets must be submitted to Payroll by district mail, US mail or left at the drop box in the district office lobby.
8. Early Childhood Education (ECE) time sheets are submitted to Marvin Marshall School.
9. Late time sheets may result in delay receiving your paycheck.  
(See page 10 in the Handbook for a sample of Substitute Teacher Time Sheet)



## San Juan Unified School District GUEST (SUBSTITUTE) TEACHER REVIEW

This review is to be completed when deemed necessary. The original is to be sent to Substitute Services. A copy is to be retained in the department /site office.

Substitute Employee \_\_\_\_\_ Assigned Dates \_\_\_\_\_

Grades(s)/Subject(s) Reviewed \_\_\_\_\_ School/Site \_\_\_\_\_

AREAS OF CONCERN/GROWTH	OUTSTANDING	ACCEPTABLE	UNACCEPTABLE	COMMENTS
<b>GENERAL:</b>				
Punctuality _____				
Adaptability _____				
Attitude _____				
<b>PROFESSIONAL COMPETENCE:</b>				
Knowledge of Subject Matter / Grade Level _____				
Preparation of Supplementary Materials (if applicable) _____				
Classroom Management _____				
Adherence to Lesson Plans _____				
Pupil Reaction (upon observation By evaluator/ principal) _____				
<b>OTHER:</b> (Please Specify) _____				
_____				

Do you wish to have this substitute return to future assignments?  
(If no, please explain.)

☐ Yes

☐ No

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

(On-site Certificated Staff Member)

\_\_\_\_\_  
Date: \_\_\_\_\_

(Principal 's Signature)

Distribution:

Original to Substitute Services

1 copy retained at Site

1 copy to Guest Teacher via Substitute Services

### PERSONNEL USE ONLY

Date Received \_\_\_\_\_ Entered to System \_\_\_\_\_

Personnel Adm. \_\_\_\_\_ Sent to Substitute \_\_\_\_\_

Response Received \_\_\_\_\_ Response to Site \_\_\_\_\_

Submit time sheet to Payroll by the 26<sup>th</sup> of the month. Time sheets received by the 26<sup>th</sup> will be paid the 10<sup>th</sup> of the next month. Late time sheets may cause a delay in getting paid.

Social Security # (must be complete) \_\_\_\_\_ (Please Print) Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Months \_\_\_\_/\_\_\_\_ Year \_\_\_\_

Check  
One

### Check One

[illegible]

Guest Teacher Signature

Date \_\_\_\_\_

Date of Long Term Services	From	To	Principal's Authorization
----------------------------	------	----	---------------------------

DO NOT WRITE BELOW THIS LINE										
----- FOR OFFICIAL USE ONLY -----										
(Check One)						LT	RET	GT	TITLE 1	
135	80	150	65	110	55	GRADE LEVEL	BUDGET CODE		STAT DED	
						Teacher TK-12	01-0-0-1170-0000-1110-1000-219-000		CRMS _____	
						Teacher, Special Ed	01-3-0-1170-6500-5700-1110-101-000		CRMR _____	
						Counselor	01-0-0-1170-0000-1145-3110-219-000		RETIREE _____	
						Nurse	01-0-0-1170-0000-9389-3140-103-000		APPLE _____	
						Continuation	01-5-0-1170-2200-3200-1000-219-000			

## **District Programs**

### **Continuation Schools**

This is a program designed for students who have fallen behind, need remedial help or have been removed from the integrated classroom for disciplinary reasons.

### **Counseling & Psychological Services**

A broad array of counseling and guidance services is provided by graduate students and by Marriage Family and Child Counselor Interns (MFCC) who are supervised by a district School Psychologist/licensed MFCC.

### **Discovery Club**

This K-6 grade childcare program provides services to families for their children before or after school. Enrichment activities such as art, music and homework assistance, as well as free-form and organized physical exercises and activities, are offered. A supportive "home away from home" is the goal for this program. Fee assistance is available in designated programs.

### **Head Start/State Preschool**

These programs provide educational and development opportunities for children who come from eligible low-income and special need families. Parents benefit through classroom participation and education meetings focusing on effective parenting skills. The program assists the whole family in obtaining social services, health and career development resources.

### **Health Services**

The school health program is limited to mandated health screening and Special Education assessments. If you need to consult with Health Services, please call 971-7643.

### **Independent Study**

This is an accredited high school offering an alternative program where students attend one hour of school for each subject and twenty hours of schoolwork at home. They must participate in a Regional Occupational Program (ROP), Outside Work Experience (OWE), as well as volunteer in a community services program.

### **Laurel Ruff School**

This school provides a progressive program to accommodate emotionally disturbed students in grades 4–12. Each classroom has an aide to help meet the special needs of these students. The number of students per classroom is usually smaller than the traditional K-12 classes.

### **Parent Toddler Program**

This program offers a way to involve parents in the early learning experience. Weekly morning classes offer activities centering on music, stories and learning activities geared toward children ages 18 months to 3 years.

### **Ralph Richardson Center**

This school provides a wonderful program supporting students who are severely handicapped. Some of these students may be physically or mentally delayed, or both. The age range can be from three (3) to twenty-one (21), and the classrooms are smaller in number than the traditional K-12 classes. There is an aide in each classroom to assist with their special needs, such as lifting and toileting.

### **San Juan Children Centers**

These centers are a special place that supports parents who are looking for work, in a job training program, or are currently working. The children, 2 years 9 months through second grade, receive a quality educational childcare program, which includes learning activities and nutrition. Fee assistance is available.



**San Juan Unified School District**  
**Risk Management Department (916) 971-7062**  
**WORKERS' COMPENSATION PROGRAM**

**COVERAGE:** District employees are covered by the Workers' Compensation Program. The program provides statutory benefits to employees who are injured on the job in the course of performing their job-related duties.

**WHAT IS COVERED:** Work-related injury or illness arising out of and in the course of your employment.

**BENEFITS:** You may be entitled to the following benefits due to a work-related injury or illness:

- Medical care provided at no cost to you
- Temporary disability payments in the amount of two-thirds of your gross average weekly wage, up to a maximum amount determined by the State Division of Workers' Compensation. Compensation **is not paid** for the first three (3) days unless you are hospitalized or continue to be off work for fourteen (14) days or more. The district complies with California Education Code provisions and any applicable Collective Bargaining Unit Contracts to determine additional benefits
- Permanent disability payments depending upon the type of injury, occupation, age, and date of injury
- Supplemental job displacement benefits
- Death benefit payments to your surviving dependents
- Workers' Compensation payments **are not** subject to state and federal income taxes and social security

**NOTIFICATION OF INJURY:** When you have a work-related injury arising out of and during the course of employment, or you believe you may have been injured, it is **your responsibility to report your injury immediately to your Supervisor and Company Nurse** at 1-877-564-6175. Once Risk Management receives notification, you will be provided with additional information regarding your entitlements and medical treatment. Prompt reporting of injuries helps ensure your right to benefits.

**TREATING DOCTOR AND OTHER MEDICAL FACILITIES:** The district has designated a medical facility to provide the necessary medical treatment for your work-related injury. You are entitled to be treated by your designated physician, defined as a doctor or facility who, prior to the injury, has directed your medical treatment and who retains your medical records and history and who has agreed to treat industrial injuries. The Pre-Designated Physician form can be found on our intranet under the Forms & Docs tab, or you can contact Risk Management to request this form. You only need to do this once during the course of your employment. However, if you change your primary care physician, you will need to complete a new Pre-Designation form at that time. If an employee has notified Risk Management in writing 30 days prior to the date of injury that he/she has a designated physician, the employee shall have the right to be treated by that physician from the date of the injury.

**WHAT IF THERE IS A PROBLEM:** Fortunately, most claims are handled routinely. In the event that there is either a misunderstanding or disagreement, first contact Risk Management to see if the matter can be resolved. If you still have questions, contact the nearest State Division of Workers' Compensation Information and Assistance consultants. They are employed by the State of California and will assist you in ensuring your rights are protected. For the nearest office, call (800) 736-7401. If the problem still cannot be resolved, you may file an "Application for Adjustment" with the Workers' Compensation Appeals Board. The Appeals Board is a court of law. You may represent yourself or hire an attorney. If you hire an attorney, the fee may be deducted from any award you may receive.

**CONTACT INFORMATION:** For more information regarding the Workers' Compensation program, you may call (916) 971-7756. The office is located at the district's central administration building at 3738 Walnut Avenue, Carmichael, California, 95608.



**San Juan Unified School District**  
**DRUG AND TOBACCO-FREE WORKPLACE**

**PART I: DRUG-FREE WORKPLACE**

**POLICY:** The San Juan Unified School District shall provide a safe, secure and peaceful environment which encourages and supports students and staff in their efforts to lead healthy and productive lives. It is the policy of the district to maintain a drug-free workplace by prohibiting the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance by any district employee. All employees shall abide by this policy as a condition of employment and shall receive a written copy of this statement. The district can take action against employees who are convicted of using, distributing, or possessing controlled substances on or off the job, and who violate district rules in reference to possession of alcohol on the job. Employees must report to work in a fit condition for duty. Being under the influence of alcohol or other drugs is prohibited. Alcoholism and drug abuse are recognized as illnesses or, "disorders," and the district can provide channels of help, but it is the employee's responsibility to seek help. If the employee seeks help prior to discovery, then confidentiality, job security, and promotional opportunities may be protected. But if the employee does not seek help and the problem, in some way, comes to the attention of the district, then disciplinary action could result. Employees who use or distribute drugs on the job are subject to discharge, and any drugs confiscated will be turned over to local law enforcement agencies. If any employee is arrested off the job for drug involvement, the district will consider various circumstances surrounding the arrest before taking action. If an employee is under treatment with a drug that could alter his or her ability to do the job, the employee could be subject to reassignment.

## **PROCEDURES:**

1. Each new and current employee will receive a written copy of the statement regarding the district's commitment to a drug-free workplace.
2. The district shall establish and maintain a drug-free awareness program to inform employees about:
  - a. The dangers of substance abuse
  - b. The district policy of maintaining a drug-free workplace
  - c. The penalties that may be imposed for drug use violations
3. Each employee shall notify the district of any criminal drug status conviction no later than five (5) days after such conviction.
4. The district shall take the following actions within thirty (30) days of receiving such notice:
  - a. Take appropriate personnel action against such an employee, up to and including termination; and/or,
  - b. Require such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement or other appropriate agency.
5. The district shall notify the appropriate federal agency within ten (10) days after receiving notice from an employee or otherwise receiving actual notice of such conviction for those incidents that occurred at the workplace.
6. The Superintendent and/or his/her designee shall certify to the federal government that the San Juan Unified School District maintains a drug-free workplace.

## **COMMON QUESTIONS AND ANSWERS REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

Why is it necessary for the district to have a Drug-Free Workplace policy? Those of us who choose to work with young people have a special responsibility to model healthy lifestyles which do not include illegal substances. Illegal drug use by district employees is unacceptable since this behavior can adversely affect health and safety, security and productivity, as well as public confidence and trust. There are also additional legal consequences for district employees that further ensure the safety of our students. Finally, the federal government now requires certification of drug-free workplaces prior to the release of federal funds.

What drugs are we talking about? Any controlled substance in Schedules I through V of the Controlled Substances Act. These would include marijuana, cocaine, opiates, hallucinogens, and non-prescribed narcotics, stimulants and depressants. Although the federal guidelines do not address the issue specifically, the district recognizes that the most commonly abused drug is alcohol. Therefore, any drug, legal or illegal, that negatively affects the performance of a SJUSD employee falls within the intent of the policy.

Which employees are affected by this policy? All employees.

Are drug tests of employees required? Effective January 1, 1995, school bus drivers and other positions requiring a commercial driver's license will be subject to drug and alcohol testing.

What are the dangers of drug use? In addition to the legal consequences, which include the possible loss of your job (and future employment with schools), there are many physical, psychological, and emotional consequences of substance abuse.

What resources are available if a drug or alcohol problem exists? Resources available to employees include their health plan providers (Kaiser, Western Health Advantage, etc.) self-help groups (AA, AL anon, NA, etc.) and community agencies (People Reaching Out, National Council on Alcoholism, County Health Department, etc.).

**SCHOOL-COMMUNITY RESOURCES:** For further information about substance abuse and resources for assistance, please contact:

Alcoholics Anonymous (AA)	454-1100	<a href="http://www.aasacramento.org">http://www.aasacramento.org</a>
Chemical Dependency Center for Women	395-3552	
Kaiser's Alcohol and Drug Abuse Office	482-1132	
Mexican American Alcoholism Program	394-2320	
Narcotics Anonymous (NA)	732-2299/1-800-600-4673	<a href="http://www.sacramento.na.org">http://www.sacramento.na.org</a>
National Council on Alcoholism and Drug Dependence	922-9217	
San Juan Unified School District, Health Services	971-7643	
San Juan Unified School District, White House Counseling	971-7640	
Sobriety Brings a Change (SBAC)	454-4242	
Well Space Health	737-5555	<a href="http://www.wellspacehealth.org">http://www.wellspacehealth.org</a>

## **PART II: TOBACCO-FREE WORKPLACE**

**INTRODUCTION:** The Board of Education passed a district policy on December 5, 1989, prohibiting the use of all tobacco products on district property and in district vehicles. Effective July 1, 1990, the use of tobacco products on the premises of San Juan Unified School District is prohibited. Board Policy was updated in June 2014 to also include the prohibition of nicotine delivery devices such as electronic cigarettes. Exceptions may be made for the use or possession of prescription nicotine products. All individuals share in the responsibility to adhere to and enforce the policy. It is not the intent of the school district to impose unrealistic rules and regulations nor is it the board's intent to unfairly discipline employees. It is the desire of the district's leadership that the policy is implemented as a cooperative venture. A list of cessation resources are available for employees who wish to take advantage of this opportunity. If you have any questions regarding the implementation of this policy, please feel free to call the Human Resources Department at 971-7171.

**RATIONALE:** Ample research has demonstrated the health hazards of the use of tobacco products, including smoking and the breathing of secondhand smoke. The district has a responsibility to demonstrate and teach acceptable health principles to students. The health and safety of students, employees and the general public while on district property and in district vehicles are of great interest to the district. Further, the district has a legislative mandate to alleviate the hazards of the presence and use of tobacco products in the educational environment and in public buildings.



**POLICY:** It is the policy of the San Juan Unified School District that all individuals are prohibited from using tobacco products including nicotine delivery devices, on district property or in district vehicles. The successful implementation of this policy will depend on the thoughtfulness, consideration, and cooperation of tobacco users and non-users. All individuals on district premises share in the responsibility of adhering to and enforcing this policy.

**IMPLEMENTATION ACTIVITIES:** The San Juan Unified School District will provide a safe and healthy tobacco-free environment by:

- Posting positive tobacco-free signs and posters
- Making public announcements at school events and in written communications
- Training administrators, supervisors, and security personnel to responsibly enforce the policy.

**ENFORCEMENT OF POLICY:** Persistent violation of the district’s policy may result in the application of the district’s progressive discipline procedures.

Classified Employees: Subject to corrective disciplinary actions. These levels of discipline are:

- 1<sup>st</sup> offense: Counseling interview(s)
- 2<sup>nd</sup> offense: Verbal warning
- 3<sup>rd</sup> offense: Written reprimand
- 4<sup>th</sup> offense: Suspension without pay.

Certificated Employees: Subject to progressive discipline, Article XVI of the collective bargaining contract. These levels of discipline include:

- 1<sup>st</sup> offense: Information discussion
- 2<sup>nd</sup> offense: Written warning
- 3<sup>rd</sup> offense: Written reprimand
- 4<sup>th</sup> offense: Suspension without pay.

**NOTE:** *Information on tobacco cessation clinics is to be made available at each level in the discipline process.*

Students: Students will be subject to Education Code section 48900(h), governing the use of tobacco products on school campuses.

- 1<sup>st</sup> offense: Alternative to suspension and parent conference
- 2<sup>nd</sup> offense: One day home suspension and parent conference
- 3<sup>rd</sup> offense: One-two day home suspension.

**SCHOOL-COMMUNITY RESOURCES:** The following agencies can provide tobacco use prevention information and/or cessation activities:

American Cancer Society	446-7933
American Heart Association	446-6505 <a href="http://www.americanheart.org">http://www.americanheart.org</a>
American Lung Association	554-5864 (Freedom from Smoking) <a href="http://www.saclung.org">http://www.saclung.org</a>
Spare the Air	874-4801 <a href="http://www.sparetheair.com">http://www.sparetheair.com</a>
San Juan Unified School District	971-7643 (Health Services)
California Smokers’ Helpline	(800) 662-8887 <a href="http://www.nobutts.org">http://www.nobutts.org</a>
National Cancer Institute	(800) 784-8669 / (800) QUIT-NOW



**San Juan Unified School District**  
**Board Policy 5141.4**  
**CHILD ABUSE & NEGLECT REPORT**

**STUDENTS**

**CHILD ABUSE AND NEGLECT (REPORTING PROCEDURES)**: With concern for the total well-being of each student, the Governing Board directs the employees of the district to report known or suspected incidences of child abuse in accordance with state law and district regulations. District employees shall cooperate with the child protective agencies responsible for reporting, investigating, and prosecuting cases of child abuse. This policy and regulation applies to all certificated employees of the district and any other employees designated by law as a "child care custodian," or "health practitioner," as defined by state law (Penal Code 11165.7 and 11165.8). (cf. 4112.9 – Signed Statements/Child Abuse Reporting Statements). The Superintendent or designee shall develop and implement regulations for identifying and reporting child abuse. The Superintendent or designee shall provide training in child abuse identification and reporting for all certificated personnel. The Superintendent or designee shall also provide training in the duties of child abuse identification and reporting to instructional and teacher aides, teacher assistants, and other classified employees (Penal Code 11165.7). All employees trained in child abuse identification and reporting shall be given, as a part of that training, written notice of the child abuse reporting requirements and the employees' confidentiality rights (Penal Code 11165.7). Employees who work with dependent adults shall be provided with appropriate notification of legal responsibilities and reporting procedures pursuant to Welfare and Institutions Code 15630 et seq.

**LEGAL REFERENCE**

**EDUCATION CODE:**

44690 et seq. Staff development in the detection of child abuse and neglect

48906 Notification when pupil released to peace officer

**PENAL CODE:**

273a Willful cruelty or unjustifiable punishment of child; endangering life or health

11165-11165.12 Definitions relating to child abuse

11166-11170 Reporting known or suspected cases of child abuse

11172 Exemption from civil or criminal liability resulting from required reporting of known or suspected child abuse; failure to report is a misdemeanor

11174.3 Interviewing victim at school

**WELFARE AND INSTITUTIONS CODE**

600 et seq. Referral by school attendance review board; minors failing to obey court order

15630 et seq. Dependent adult abuse reporting

Policy SAN JUAN UNIFIED SCHOOL DISTRICT

Adopted: June 9, 1992, Carmichael, California

Effective: September 1, 1992



**San Juan Unified School District**  
**Administrative Regulation 5141.4**

**DUTY TO REPORT**

Certificated employees and classified employees trained in child abuse identification and reporting shall report known or suspected child abuse to a child protective agency by telephone immediately or as soon as practically possible and in writing within 36 hours. The reporting duties are individual and cannot be delegated to another individual.

**DEFINITIONS:**

1. "Child Abuse," as defined by law, pursuant to Penal Code 273 and 11165, and for purposes of this regulation, includes the following:
  - a. Physical abuse resulting in a non-accidental physical injury
  - b. Physical neglect, including both severe and general neglect, resulting in negligent treatment or maltreatment of a child
  - c. Sexual abuse including both sexual assault and sexual exploitation
  - d. Emotional abuse and emotional deprivation including willful cruelty or unjustifiable punishment
  - e. Severe corporal punishment
2. "Mandated Reporters" are those people defined by law as "child care custodians," "medical practitioners," and "non-medical practitioners," and include virtually all school employees. The following school personnel are required to report:

Teachers, administrators, supervisors of child welfare and attendance, certificated student personnel employees, employees of a child care institution, headstart teachers, school psychologists, licensed nurses, counselors, presenters of child abuse prevention programs and those instructional aides or other classified employees trained in child abuse reporting.

3. "Child Protective Agencies," are those law enforcement and child protective services responsible for investigating child abuse reports, including the local police or sheriff department, county welfare or juvenile probation department and child protective services.
4. "Reasonable Suspicion," means that it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse (Penal Code 11166).

**CHILD ABUSE REPORTING GUIDELINES:** Certificated personnel who suspect child abuse must report according to the child abuse reporting laws. If you know, observe, or reasonably suspect that a student has been a victim of physical or sexual abuse or neglect, you are required to report (you may, but are not required to, report on incidents of mental and/or emotional abuse or neglect).

**You Are Required To:**

1. Report by telephone immediately to any of the following numbers:
  - a. In-Family Abuse (including live-in boyfriend or girlfriend) – Child Protective Services 875-5437
  - b. Third party abuse (i.e., neighbor, babysitter, district employee) in the event that an employee of the district is known or suspected to be a perpetrator of child abuse, standard reporting procedures must be followed. Report to law enforcement agency where abuse occurred (i.e., grandma's house within city limits – report to police). Sheriff – Patrol Officer: 874-5115; Child Abuse Bureau: 874-5191; Police – Patrol Officer: 264-5471; Sexual Assault/Child Abuse Division: 264-5771.
2. Submit a written Suspected Child Abuse Report on PC form 11166 (available on our intranet under the Forms & Docs tab) within 36 hours of knowledge, observation, or reasonable suspicion that a student has been the victim of abuse. Fill in the form completely giving both your work address and telephone number. Write in the name of the person to whom you spoke. Teachers may confer and ask for support from administrators, counselors, or nurses. They in turn, may in fact be the person who actually fills out the report document. However, the person who initially suspected the abuse should co-sign the document and assure that the document has been filed.
  - a. Keep a copy of the report for your protection in a confidential file. Do not file or record in student's record.
  - b. Send remaining three (3) copies of the report to the agency to which you reported by telephone.
    - i. CPS – 3701 Branch Center Road, Sacramento, 95827
    - ii. Sheriff – 711 G Street, Sacramento, 95814
    - iii. Police – 813 6<sup>th</sup> Street, Sacramento, 95814
  - c. Notify the site principal and the director/supervisor of your department of the report.

**DO NOT NOTIFY SUSPECTED ABUSER and/or PARENT/GUARDIAN.**

**This is the responsibility of law enforcement or CPS.**

There is no liability if you file a report that proves to be incorrect. Failure to report could result in imprisonment for up to six months, a fine of up to \$1,000, or both (Penal Code 11172). Reporting forms may be obtained from Health Services (971-7643) or Pupil Personnel Services (971-7220).

3. Employees reporting child abuse to a child protective agency are encouraged, but not required, to notify the site administrator or designee as soon as possible after the initial verbal report by telephone. The site administration, when notified, shall inform the Superintendent or designee. Administrators so notified shall provide the mandated reporter with any assistance necessary to ensure that the verbal or written reporting procedures are carried out according to state law and district regulations. If requested by the mandated reporter, the principal may assist in the completion and filing of these forms. If the mandated reporter does not disclose his/her identity to a site administrator, he/she shall at least provide or mail a copy of the written report to the district without his/her signature or name.

**STORAGE AND ACCESS TO COMPLETE CHILD ABUSE FORMS:**

1. A copy of the completed child abuse report form shall be kept at the school from which the report was filed or at the school in which the student was enrolled at the time of report.
2. The copy of the completed report form shall be stored in a locking file cabinet in a location normally set aside for keeping records of a confidential or sensitive nature.
3. Report forms shall be held for a period of seven years from the date of the report.
4. Completed child abuse forms shall not become part of the cumulative record and shall not be transferred.
5. Access to report forms by school personnel shall be limited to those needing to show proof that the report was made and to those who are engaged in gathering statistical data regarding child abuse. Those gathering statistical data shall not reveal the name, address, telephone number, or any other data that might lead to identification of any individual named on the report form. Data gathering shall be limited to month and year the report was filed, reason for the report (e.g., child abuse, child neglect, sexual abuse), and age or grade of the child. No information shall be kept by the school regarding the disposition of the report.
6. An access log shall be kept in the locking file cabinet in which completed child abuse reporting forms are stored. Any person seeking access to child abuse reporting forms is required to first receive permission from the principal or designee of the school. Upon receiving permission for access to the completed child abuse report(s) based on the conditions cited herein, any person seeking access shall record on the access log his/her name, the date the report(s) were reviewed, the purpose for access, his/her title, and the specific report(s) viewed.

**LEGAL RESPONSIBILITY AND LIABILITY**

1. Mandated reporters have immunity. School employees required to report are not civilly or criminally liable for filing a required or authorized report of known or suspected child abuse.

2. A mandated reporter who fails to report an instance of child abuse, which he/she knows to exist or reasonably should know to exist, is guilty of a misdemeanor and is punishable by confinement in jail for a term not to exceed six months or by a fine of not more than \$1,000, or both. The mandated reporter may also be held civilly liable for damages for any injury to the child after a failure to report.
3. When two or more persons who are required to report jointly, have knowledge of suspected instance of child abuse, and when there is agreement among them, the telephone report may be made by any one of them who is selected by mutual agreement, and a single report may be made and signed by the person selected. However, if any person who knows or should know that the person designated to report failed to do so, that person then has a duty to make the report.
4. The duty to report child abuse is an individual duty and no supervisor or administrator may impede or inhibit such reporting duties. Furthermore, no person making such a report shall be subject to any sanction.

**VICTIM INTERVIEWS:** When a law enforcement and/or Child Protective Services (CPS) worker comes on a school campus to interview a student as part of an investigation of physical abuse, sexual abuse, and/or neglect, it is strongly advised that you follow these steps. The appropriate/recommended steps are in a checklist format for your convenience:

- ☐ Meet and greet CPS worker/officer; introduce yourself to them using your title
- ☐ Check ID and ask for a business card
- ☐ Respond to questions from worker/officer regarding student(s)
- ☐ Make arrangement for worker/officer to interview student. The child must be presented the option of being interviewed in private or selecting an adult who is a member of the school staff to be present at the interview (see attachment). Reassure the student that the worker/officer is there to help them. The worker/officer will inform the student of their rights (required by law to do so).

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him/her, before the interview takes place, of the following legal requirements:

1. If a staff member is present during the interview, they must be prepared to leave if it facilitates the interview. The CPS worker/officer will conduct the interview according to their best judgment – listen to them! The purpose of the staff person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible; however, the member of the staff so elected shall not participate in the interview unless the worker requests the staff person's participation.
2. Request feedback from law enforcement and/or Children's Protective Services.
3. After the conclusion of the interview, assess student's ability to return to class.
4. Do not notify parents/guardians until you have cleared it with the worker/officer.
5. If any questions or problems arise, call: Pupil Personnel Services, 971-7220 or Health Services, 971-7643

**RELEASE OF CHILD TO PEACE OFFICER:** When a child is released to a peace officer and taken into custody as a victim of suspected child abuse, the Superintendent and/or principal shall not notify the parent/guardian as required in other instances of removal of a child from school, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. It is the responsibility of the peace officer to notify the parent/guardian of the situation (cf. 5145.11 – Questioning and Apprehension).

**WHEN SCHOOL EMPLOYEES ARE ACCUSED OF CHILD ABUSE:** Regardless of whomever child abusers may be, the major responsibilities of mandated reporters are to 1) Identify incidents of suspected child abuse, and 2) comply with laws requiring reporting of suspected abuse to the proper authorities. Determining whether or not the suspected abuse actually occurred is not the responsibility of the school employee. Such determination and follow-up investigation will be made by a child protective agency. Parents/guardians or members of the public accusing school employees of child abuse should be made aware of the ramifications of making false reports and should be provided with information regarding child abuse and child abuse reporting. Pending the outcome of an investigation by a child protective agency, and prior to the filing of formal charges, the employee may be subject to reassignment or a paid leave of absence. Disciplinary action resulting from the filing of formal charges or upon conviction shall be in accordance with district policies, regulations and/or collective bargaining agreements. The Superintendent or designee should consult with legal counsel in implementing either suspension or dismissal.

(cf. 4117.4 – Dismissal)

(cf. 4118 – Suspension/Disciplinary Action (Certificated))

(cf. 4218 – Suspension/Disciplinary Action (Classified))

Regulation SAN JUAN UNIFIED SCHOOL DISTRICT

Approved: June 9, 1992 Carmichael, California

Effective: September 1, 1992

Revised by Superintendent's Cabinet: May 26, 1998

Revised by Superintendent's Cabinet: January 25, 2000

#### **ADMINISTRATORS SHOULD OBSERVE THE FOLLOWING PREVENTIVE MEASURES**

Legally and morally an administrator is responsible for the safety and welfare of the students and staff (C.E.C. 48311, 48212, and 48222). A principal is responsible for the supervision and administration of his/her school (C.E.C. Title V. 5551.). Under the principle of AGENCY, the school may be liable for an employee's negligence without showing any negligence. Have adopted school district policies available and review child abuse reporting guidelines on a yearly basis with staff. Screen employees carefully. Check references and background of all staff hired. When interviewing, be aware of answers that may give you indications of potential high risk candidates (be careful of questions asked lest you be accused of discrimination). Maintain a continuous surveillance of the school (lunchroom, bathroom, classroom, halls, playground, bus, etc.). Know your staff well. Be alert to staff personality changes and/or teacher-student relationships that are too personal. Spot potential problems, investigate and intervene as appropriate. Implement Penal Code 11166.5, effective January 1, 1985, which requires any person who enters into employment on or after January 1, 1985, to sign a statement to the effect that he/she knows of the requirements of Child Abuse & Neglect (CAN). This is routinely done by Human Resources when new employees are hired. Utilize school, county, and community resources to in-service staff, parents, community at large on laws of CAN, and personal safety practices. The Child Abuse Prevention Council is a good resource ([www.capcsac.org](http://www.capcsac.org)). Maintain open communication with your staff and support them in a positive manner. Maintain confidentiality of staff members being accused and seek legal counsel, as appropriate. Recognize the legal rights of victims and the legal responsibilities of educators. In the event that an employee of the district is known or suspected to be a perpetrator of child abuse, standard reporting procedures must be followed. Additionally, site administrators and unit supervisors must report the case to a district office administrator.

#### **THE FOLLOWING EXAMPLES OF AN EMPLOYEE'S ACTIONS TOWARDS A STUDENT NECESSITATE A CHILD ABUSE REPORT:**

Hitting a child and leaving a bruise

Slapping a child on the face

Pulling a child's hair

Touching a child in an immoral, lewd, or degrading manner

### CHILD ABUSE REPORTING GUIDELINES FOR SCHOOL STAFF

School personnel who suspect child abuse must report according to the child abuse reporting laws. If you know, observe, or reasonably suspect that a child has been a victim of physical or sexual abuse or neglect, you are **required** to report.

You are required to:

1. Make a verbal report by telephone immediately to:
  - a. Child Protective Services (CPS) 24-Hour Child Abuse Hotline: (916) 875-5437
    - i. Press "0" immediately to access the receptionist and bypass the system.
2. You may be directed by CPS to call:
  - a. Sheriff: Emergency: 911 Non-emergency: 874-5822
3. Prepare a written **SUSPECTED CHILD ABUSE REPORT** on official reporting form SS8572 within thirty-six (36) hours of knowledge, observation, or reasonable suspicion that a student has been the victim of abuse. Fill in the form completely, giving both your work address and telephone number. Write in the name of the person to whom you spoke. Teachers may confer and ask for support from administrators, counselors, or school nurses. However, the person who initially suspected the abuse must sign the document and assure that the document has been filed.
4. NEXT:
  - a. **Keep** a copy of the report for your protection in a confidential file (do NOT file or record in the student's cum file).
  - b. **Fax** a copy of the report to CPS: (916) 874-4002 after you have made the verbal report.
  - c. **Notify** the site principal or the director/supervisor of your department of the report.

### DO NOT NOTIFY SUSPECTED ABUSER OR PARENT/GUARDIAN

**This is the responsibility of law enforcement or CPS**

There is no liability if you file a report that proves to be incorrect. Failure to report could result in imprisonment for up to six (6) months, a fine of up to \$1,000, or both (PC 11166.01). The Suspected Child Abuse Form (SS8572) may be obtained online by a Google search for 'SS8572' (the form is the first link listed in the search) or from SJUSD **Intranet**/Forms & Docs/Health Services/Suspected Child Abuse Report. Complete the form, print it, sign in section A, and follow steps 3 and 4. Please note that you must first make a verbal report to the 24-hour Child Abuse Hotline by calling (916) 875-5437.

# SUSPECTED CHILD ABUSE REPORT

To Be Completed by **Mandated Child Abuse Reporters**  
Pursuant to Penal Code Section 11166

CASE NAME: \_\_\_\_\_

PLEASE PRINT OR TYPE

CASE NUMBER: \_\_\_\_\_

<b>A.</b>	<b>REPORTING PARTY</b>	NAME OF MANDATED REPORTER		TITLE		MANDATED REPORTER CATEGORY			
		REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS		Street	City	Zip	DID MANDATED REPORTER WITNESS THE INCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO		
		REPORTER'S TELEPHONE (DAYTIME) (   )		SIGNATURE		TODAY'S DATE			
<b>B.</b>	<b>REPORT NOTIFICATION</b>	<input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> COUNTY PROBATION		AGENCY					
		<input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)							
		ADDRESS		Street	City	Zip	DATE/TIME OF PHONE CALL		
		OFFICIAL CONTACTED - TITLE				TELEPHONE (   )			
<b>C.</b>	<b>VICTIM One report per victim</b>	NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX AGE		SEX	ETHNICITY
		ADDRESS				Street	City	Zip	TELEPHONE (   )
		PRESENT LOCATION OF VICTIM				SCHOOL		CLASS	GRADE
		PHYSICALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO		DEVELOPMENTALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO		OTHER DISABILITY (SPECIFY)		PRIMARY LANGUAGE SPOKEN IN HOME	
		IN FOSTER CARE? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE: <input type="checkbox"/> DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> FAMILY FRIEND <input type="checkbox"/> GROUP HOME OR INSTITUTION <input type="checkbox"/> RELATIVE'S HOME				TYPE OF ABUSE (CHECK ONE OR MORE) <input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL <input type="checkbox"/> NEGLECT <input type="checkbox"/> OTHER (SPECIFY)	
		RELATIONSHIP TO SUSPECT				PHOTOS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO		DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK	
<b>D.</b>	<b>INVOLVED PARTIES</b>	VICTIM'S SIBLINGS		NAME		BIRTHDATE	SEX	ETHNICITY	
		1. _____		3. _____					
		2. _____		4. _____					
		PARENTS/GUARDIANS		NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY
		ADDRESS		Street	City	Zip	HOME PHONE (   )	BUSINESS PHONE (   )	
		NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY		
		ADDRESS		Street	City	Zip	HOME PHONE (   )	BUSINESS PHONE (   )	
		SUSPECT		SUSPECT'S NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY
		ADDRESS		Street	City	Zip	TELEPHONE (   )		
		OTHER RELEVANT INFORMATION							
<b>E.</b>	<b>INCIDENT INFORMATION</b>	IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX <input type="checkbox"/> IF MULTIPLE VICTIMS, INDICATE NUMBER: _____							
		DATE / TIME OF INCIDENT		PLACE OF INCIDENT					
		NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incidents involving the victim(s) or suspect)							

SS 8572 (Rev. 12/02)

## DEFINITIONS AND INSTRUCTIONS ON REVERSE

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

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

## DEFINITIONS AND GENERAL INSTRUCTIONS FOR COMPLETION OF FORM SS 8572

All Penal Code (PC) references are located in Article 2.5 of the PC. This article is known as the Child Abuse and Neglect Reporting Act (CANRA). The provisions of CANRA may be viewed at: <http://www.legalinfo.ca.gov/calaw.html> (specify “Penal Code” and search for Sections 11164-11174.3). A mandated reporter must complete and submit the form SS 8572 even if some of the requested information is not known. (PC Section 11167(a).)

### I. MANDATED CHILD ABUSE REPORTERS

- Mandated child abuse reporters include all those individuals and entities listed in PC Section 11165.7.

### II. TO WHOM REPORTS ARE TO BE MADE (“DESIGNATED AGENCIES”)

- Reports of suspected child abuse or neglect shall be made by mandated reporters to any police department or sheriff’s department (not including a school district police or security department), the county probation department (if designated by the county to receive mandated reports), or the county welfare department. (PC Section 11165.9.)

### III. REPORTING RESPONSIBILITIES

- Any mandated reporter who has knowledge of or observes a child, in his or her professional capacity or within the scope of his or her employment, whom he or she knows or reasonably suspects has been the victim or child abuse or neglect shall report such suspected incident of abuse or neglect to a designated agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof **within 36 hours** of receiving the information concerning the incident. (PC Section 11166(a).)
- No mandated reporter who reports a suspected incident of child abuse or neglect shall be held civilly or criminally liable for any report required or authorized by CANRA. Any other person reporting a known or suspected incident of child abuse or neglect shall not incur civil or criminal liability as a result of any report authorized by CANRA unless it can be proven the report was false and the person knew it was false or made the report with reckless disregard if its truth or falsity. (PC Section 11172(a).)

### IV. INSTRUCTIONS

- **SECTION A – REPORTING PARTY:** Enter the mandated reporter’s name, title, category (from PC Section 11165.7), business/agency name and address, daytime telephone number, and today’s date. Check yes-no whether the mandated reporter witnessed the incident. The signature area is for either the mandated reporter or, if the report is telephoned in by the mandated reporter, the person taking the telephoned report.

#### ETNNICITY CODES

1	Alaskan Native	6	Caribbean	11	Guamanian
2	American Indian	7	Central American	12	Hawaiian
3	Asian Indian	8	Chinese	13	Hispanic
4	Black	9	Ethiopian	14	Hmong
5	Cambodian	10	Filipino	15	Japanese

### IV. INSTRUCTIONS (Continued)

- **SECTION B- REPORT NOTIFICATION:** Complete the name and address of the designated agency notified, the date/ time of the phone call, and the name, title, and telephone number of the official contacted.
- **SECTION C- VICTIM (One Report per Victim):** Enter the victim’s name, address, telephone number, birth date or approximate age, sex, ethnicity, present location, and, where applicable, enter the school, class (indicate the teacher’s name or room number), and grade. List the primary language spoken in the victim’s home. Check the appropriate yes-no box to indicate whether the victim may have a developmental disability or physical disability and specify any other apparent disability. Check the appropriate yes-no box to indicate whether the victim is in foster care, and check the appropriate box to indicate the type of care if the victim was in out-of-home care. Check the appropriate box to indicate the type of abuse. List the victim’s relationship to the suspect. Check the appropriate yes-no box to indicate whether photos of the injuries were taken. Check the appropriate box to indicate whether the incident resulted in the victim’s death.
- **SECTION D- INVOLVED PARTIES:** Enter the requested information for: Victim’s Siblings, Victim’s Parents/ Guardians, and Suspect. Attach extra sheet(s) if needed (provide the requested information for each individual on the attached sheet(s)).
- **SECTION E- INCIDENT INFORMATION:** If multiple victims, indicate the number and submit a form for each victim. Enter date/time and place of the incident. Provide a narrative of the incident. Attach extra sheet(s) if needed.

### V. DISTRIBUTION

- **Reporting Party:** After completing Form SS 8572, retain the yellow copy for your records and submit the top three copies to the designated agency.
- **Designated Agency:** **Within 36 hours** of receipt of Form SS 8572, send **white copy** to police or sheriff’s department, **blue copy** to county welfare or probation department, and **green copy** to District Attorney’s office.





## San Juan Unified School District

### PRECAUTIONS TO PREVENT INFECTIOUS DISEASES

The San Juan Unified School District is committed to assuring a safe, clean, secure environment for all of its students and staff. In keeping with this commitment, this has been developed and disseminated to all district employees. It incorporates guidelines from the California Department of Education and the Centers for Disease Control. The basic principle promoted by these guidelines is to use Universal Precautions. This should be read carefully and retained in a place that is readily accessible for future reference. The epidemic of Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome (HIV/AIDS) infection has created great interest in what precautions can be taken to prevent the spread of all infectious diseases. The spread of HIV and Hepatitis B infections has been the impetus for taking a critical look at how the spread of all infections can be prevented in schools. Because of the concern generated by HIV/AIDS infections, the California Legislature has mandated that schools inform their employees annually about appropriate methods for preventing the spread of all infectious diseases with specific suggestions about HIV/AIDS and Hepatitis B infections (Health and Safety Code, Part 1 of Division 1, Section 199.81). In addition, on January 8, 1993, Cal-OSHA adopted the Bloodborne Pathogens Standard (8-CCR-5193) which requires employers to develop plans and adopt practices which protect employees from unnecessary exposure to blood and contaminated body fluids. In compliance with this Bloodborne Pathogens Standard, a district committee developed an Exposure Control Plan which covers the following areas:

1. Exposure determination for employee infection control
2. Hepatitis B vaccination
3. Control methods including:
  - a. Universal Precautions
  - b. Engineering controls
  - c. Work practice controls
  - d. Personal protective equipment
4. Post exposure evaluation and follow up
5. Regulated waste disposal
6. Labels and bags
7. Housekeeping practices
8. Laundry practices
9. Training and education of employees
10. Record keeping

A copy of the Exposure Control Plan is available for review at every school site and program office within the school district. The Exposure Control Plan is part of the district's Illness and Injury Prevention Program and can be found at each school site in the same binder. Your continued good health is important to the district. It is recommended you review the guidelines and incorporate the Universal Precautions into your daily routine.

#### UNIVERSAL PRECAUTIONS

Universal Precautions are precautions used in all situations and not limited to use with individuals known to be carrying a specific virus such as HIV or the virus causing Hepatitis B. In the school setting, those precautions should include: hand washing, using gloves, careful trash disposal, using disinfectants, and modifications of cardiopulmonary resuscitation (CPR). It is critical that Universal Precautions be used in every instance when handling blood and body fluids because (1) there may be situations where we do not know that a person is infected; (2) we should not wait until we encounter an identified infected student or adult before practicing infectious disease prevention techniques; and (3) for legal reasons related to confidentiality, there is no requirement that health officials notify school authorities of the results of blood tests for antibodies to HIV or Hepatitis B infections. The term "body fluids" includes: blood, semen, vaginal secretions, drainage from scrapes and cuts, feces, urine, vomitus, respiratory secretions (such as nasal drainage) and saliva.

#### HAND WASHING

1. Thorough HAND WASHING is the single most important factor in preventing the spread of infectious diseases and should be practiced routinely by all school personnel and taught to students as a routine hygienic practice.
2. All staff should wash their hands in the following circumstances:
  - a. Before handling food, drinking, eating or smoking
  - b. After toileting
  - c. After contact with body fluids or items soiled with body fluids
  - d. After touching or caring for students, especially those with nose, mouth, or other discharges.
3. Scheduling time for students to wash hands before eating is suggested to encourage the practice.
4. How to wash hands: Wet hands with running water and apply soap from a dispenser. Lather well and wash vigorously for 15 to 20 seconds. Soap suspends easily-removable soil and microorganisms, allowing them to be washed off. Running water is necessary to carry away dirt and debris. Rinse well under running water with water draining from wrist to fingertips. Leave water running. Dry hands well with a paper towel and then turn off the faucet with the paper towel. Discard the towel.
5. Class room instruction about proper hand washing can be integrated into health instruction at all grade levels.
6. Warning: If soap and water are not available and an alcohol-based hand sanitizer is used as an alternative, please caution students to not lick their hands or ingest any of the hand sanitizer. Although rare, there are some reported cases in very young children of alcohol poisoning from consumption of hand sanitizers.

#### FIRST AID INVOLVING BODY FLUIDS AND CPR

1. Avoid direct skin contact with body fluids. Allow the student or staff person to clean his/her own body fluid spill when this can be done safely. If direct skin contact occurs, hands and other affected skin areas should be washing with soap and water immediately after contact has ended.
2. An "occupational exposure incident" is defined as: specific eye, mouth, or other mucous membrane, non-intact skin or parenteral contact with BLOOD or blood-tinged body fluids resulting from the performance of an employee's duties. If an "incident" occurs, the following steps should be taken by the affected employee:



- a. Immediately wash the skin area exposed to body fluids with soap and running water. If it is the eye or mouth, flush repeatedly with water.
  - b. Report the incident to your Supervisor and include the names of everyone directly involved.
  - c. Call the Risk Management Department (979-8800) to report the incident and to complete the appropriate forms.
  - d. The employee may be directed to seek medical evaluation from a local clinic or his/her personal physician to determine the need for Hepatitis B vaccination or other treatment.
3. Disposable single-use latex or vinyl gloves should be used when contact with body fluids is anticipated (such as bloody nose, diapering, etc.). Gloves are standard components of first aid supplies in the schools so they are readily accessible for emergencies and regular care given in school health offices.
  4. Devices that prevent back-flow of fluids from the mouth of a victim being given CPR should be used by rescuers in the school setting. These devices are available through local office and medical supply companies.
  5. Any soiled clothing should be placed in a plastic bag, sealed and placed in a second plastic bag, labeled with the student's name, and sent home with the student. Use a red biohazard bag, available from your custodian, if soiled with "fluid" blood.

#### **TRASH DISPOSAL**

1. All wastebaskets should be lined with disposable plastic bags. In areas where blood is present, physical care is provided or personal care occurs (e.g., health office, restrooms, locker rooms, science classrooms, etc.), disposable plastic bags should be replaced daily.
2. If needles, syringes, or lancets are used in the school setting or found on the school premises, a special puncture-proof container is available from the custodian for disposal of used materials. Place intact needles and syringes in the designated container. Do not bend or break needles and do not recap needles. The Custodial Supervisors will pick up filled containers. Health Services will dispose of the containers with a medical waste hauler.
3. Waste which contains recognizable "fluid" blood is considered bio hazardous waste and must be double bagged with the outside bag color coded red and appropriately labeled. Any filled red bags will also be picked up by the Custodial Supervisor. **PLEASE NOTE:** Band aids, feminine hygiene products or dressings with a small amount of dried bloods are NOT considered bio hazardous waste, and may be disposed of in plastic bags as regular trash.

#### **USING DISINFECTANTS**

1. Environmental surfaces contaminated with body fluids should be cleaned promptly with disposable towels and approved disinfectant. Disposable gloves should be worn. Disposable items should be discarded in a plastic lined waste basket.
2. Mop solution used to clean up body fluid spills should consist of the district approved disinfectant. Used mops should be soaked in this solution 30 minutes and rinsed thoroughly before reusing.
3. After clean up, remove gloves and wash hands.
4. If carpet is soiled, clean up immediately with absorbent material and disinfect with district approved disinfectant.

### **INFECTIOUS DISEASES**

**WHAT IS HIV/AIDS INFECTION?** AIDS (Acquired Immune Deficiency Syndrome) is the advanced stage of HIV (Human Immunodeficiency Virus) infection. The virus attacks the body's immune system, leaving it vulnerable to life-threatening opportunistic infections and malignancies. The virus also may directly attack the central nervous system. Persons infected with HIV frequently have no apparent symptoms for many years and may appear to be in good health. More than half of the persons in the United States who have been diagnosed with AIDS (the advanced stage of HIV infection) have died. There is no known cure for AIDS.

#### **HOW IS HIV INFECTION SPREAD?**

1. Everyone infected with HIV, even a person without apparent symptoms, is capable of transmitting the infections. HIV infection can be transmitted by:
2. Sexual activity involving direct contact with blood, semen, or vaginal secretions of someone who is infected.
3. Sharing intravenous (IV) needles and/or syringes with someone who is infected.
4. Accidental needle sticks with needles containing infected blood.
5. Direct contact with infected blood on broken skin or mucous membranes (eyes, nose, mouth).
6. Receiving a blood transfusion or blood products from someone who is infected (a screening test has been used since 1985 that has reduced this risk significantly).
7. Sharing unsterilized instruments for tattooing, ear piercing, shaving or acupuncture with someone who is infected.
8. Being born to or breast fed by an infected mother.

#### **THE HIV/AIDS VIRUS CANNOT BE TRANSMITTED OR SPREAD**

- Through air or water
- By coughing or sneezing
- On surfaces such as phones, door knobs, office equipment, tools, etc.
- By using drinking fountains, toilets, sinks, etc.
- Through kissing or hugging

**SYMPTOMS OF HIV/AIDS:** A person could be infected with HIV and not know it because it can take years to damage the immune system enough for symptoms to appear. When symptoms do appear, they often seem like many common illnesses and may include:

- Fever
- Swollen glands
- Loss of appetite
- Night sweat
- Diarrhea

Only a blood test will identify the presence of HIV. As the HIV infected person becomes unable to fight off infections and certain illnesses, they are diagnosed with AIDS. There is no cure for HIV or AIDS.

#### **HIV/AIDS INFORMATION RESOURCES**

Education/Prevention: Sacramento County HIV and Communicable Disease Prevention Program (875-6022).

Testing: Sacramento County Anonymous Test Site (874-7720) by appointment only.  
[www.beehive.org/health/health-matters-coach/hiv/aids/hivaids-just-facts](http://www.beehive.org/health/health-matters-coach/hiv/aids/hivaids-just-facts)

Information: Suicide Prevention Hotline (363-3111).

**WHAT IS HEPATITIS B?** Hepatitis B is an infection of the liver caused by a virus present in blood and other body fluids of infected persons. Less than 50 percent of persons who become infected show symptoms of illness. The onset of symptoms may appear six (6) weeks to six (6) months after becoming infected with the virus. Death is uncommon in Hepatitis B, but five (5) to ten (10) percent of those infected become long term virus carriers. Up to twenty-five (25) percent of carriers may develop serious chronic liver disease.

**HOW IS HEPATITIS B SPREAD?** An infected person can transmit Hepatitis B as long as the virus remains in the blood. Transmission may occur as early as 4 weeks before any symptoms occur. A small number of people will carry the virus in their blood for years and are known as chronic carriers. Hepatitis B is transmitted by:

1. Sexual activity involving direct contact with blood, semen, or vaginal secretions of someone who is infected
2. Sharing unsterilized instruments used for tattooing, ear piercing, shaving or acupuncture with someone who is infected
3. Sharing intravenous (IV) needles and/or syringes with someone who is infected.
4. Direct contact with infected blood on broken skin or mucous membrane (eye, mouth, nose)
5. Accidental needle sticks with needles containing blood from a virus carrier
6. Being born to an infected mother
7. Sharing toothbrushes contaminated with infected blood.

**SYMPTOMS OF HEPATITIS B:** The symptoms of Hepatitis B may include:

- Mild fever
- Fatigue
- Loss of appetite
- Abdominal pain
- Nausea
- Muscle aches
- Joint aches
- Skin becomes yellowish (jaundice)
- Vomiting
- Urine turns dark

**HEPATITIS B VACCINATION:** The Cal-OSHA Bloodborne Pathogens Standard requires employers to offer Hepatitis B vaccination series free to those employees who are determined to be occupationally at risk for exposure to blood or potentially infectious materials as a result of their job duties. The following district employee groups are considered to be eligible for the vaccinations: Laurel Ruff (all staff), Marvin Marshall (special education), Richardson Center (all staff), Rio Americano (special education), Starr King (special education), MSH substitutes, special education bus drivers and bus attendants, ED staff at La Vista and other sites, school nurses, LVN's, health assistants, plumbers, custodians, ILS teachers, coaches, elementary and middle school secretaries, adaptive P.E. teachers, speech therapists, Children's Receiving Home staff, noon-duty aides, campus monitors, and full inclusion staff at designated sites. New employees in the groups listed above are eligible and may request the vaccine at the time of employment. Employees listed above who initially declined the vaccinations may opt to take them at any time. District Health benefits plans, (WHA and Kaiser), provide San Juan employee members with Hepatitis B vaccinations as a covered benefit. Other employees not listed above may wish to discuss the need for Hepatitis B vaccine with their primary care physician.

**POLICIES AND LAWS:** The student/employee with HIV/AIDS not only deserves our support but our confidentiality as well. The law states that information regarding the HIV/AIDS status of an individual may only be shared with specifically named persons.

- While adults may grant their own written permission to share their HIV/AIDS status, parents or guardians of children must grant written permission to share information about students under 18 years of age.
- Sharing information about HIV/AIDS infected persons without consent is prohibited by law, and that person is subject to a civil penalty and a fine not to exceed \$5000.
- Students must not be excluded from school or placed specially or solely because of their HIV/AIDS status.
- Only a student's physician may determine if school attendance is inappropriate due to the student's vulnerability to infectious diseases present at school.
- The current law does not require parents or physicians to inform school officials of the student's HIV/AIDS status. If disclosure by student or parent is made, it must be kept confidential unless written permission is given.
- Regarding the legalities of testing, it is a misdemeanor to disclose blood test results of HIV/AIDS except by written authorization.

**Board Policies:** 4119.41, 4119.42, 4219.41, 4219.42, 4319.41, 4319.42, 5141.22, 5141.23, 5112.2

**Health and Safety Codes:** 199.20-199.27, 199.30-199.4

Questions regarding this information may be directed to Linda Bessire, Director, Pupil Personnel Services, (971-7220) or Amy Northam, Risk Manager (971-7062).



## San Juan Unified School District GUIDELINES FOR HAZARDOUS OZONE EPISODES

The San Juan Unified School District believes in providing a safe and appropriate environment for all students and employees. In keeping with this belief, the following guidelines have been developed to comply with the Sacramento Metropolitan Air Quality Management District regulations regarding hazardous ozone episodes:

### **General Information about Ozone Episodes:**

1. The San Juan Unified School District acknowledges the potentially harmful effects of elevated ozone concentration on the health of students and employees and accepts the responsibility for:
  - a. Cooperating with the Sacramento Metropolitan Air Quality Management District (SMAQMD), the California Air Resources Board, and other agencies governing air pollution control.
  - b. Notification and instruction of students and employees regarding ozone episode procedures.
  - c. Appropriate modification of school programs and activities.
  - d. Principals and their designees should be aware of the current data regarding ozone episodes as it relates to the curtailment of school programs and activities.

**Notification for Ozone Episodes:**

1. When air pollution reaches a certain unhealthful level, the SMAQMD, as required by state law, will issue a notice to school districts indicating the expected level of poor air quality. Notification regarding an ozone episode is typically emailed to school district 1-6 hours prior to the critical period.
2. When an ozone notification is received by the district, each school site/principal will be informed via email or telephone that an “ozone episode” exists, and that all **vigorous physical activities** shall be curtailed.
3. At the Unhealthy level, outdoor activities requiring sustained, vigorous exercise for a duration of one hour or longer must be rescheduled or alternatively undertaken for less than one hour.

**Vigorous physical activity** is defined as that which increases respiration more than two times that of a person at rest. Normal respiration at rest is 15-20 breaths per minute. There are activities that do not increase the volume of air intake greatly and which may be undertaken with discretion. The curtailment of activities should be limited to the outdoors only.

**Responsibilities of the Principal or Designee at each school site:**

- Step 1: Notify all personnel in the school whose programs will be affected by the ozone episode.
- Step 2: Restrict physical activity of students and employees in the school according to the guidelines described above, by directing each teacher to:
- a. Notify students in his/her class regarding the ozone episode.
  - b. Curtail or reschedule vigorous outdoor activities for his/her student.
  - c. Discontinue all outdoor activity for susceptible students, especially those with heart and lung disease.
- Step 3: Lift the restriction when informed that the ozone content has dropped below the reported episode level.

**Ozone Episode Chart:**

1. The following chart shows that various levels of ozone that result in a reportable episode.
2. The Air Quality Index (AQI) is a uniform method of describing air quality conditions. It relates ozone measurement in part per million (ppm) to a numerical scale of 0-500.

CONDITION	AIR QUALITY INDEX (AQI)	EPISODE LEVEL AND RECOMMENDED ACTION
Extremely Hazardous	401-500	At this very unhealthful level, <b>everyone should discontinue all outdoor activities and remain indoors.</b> Susceptible persons, especially those with heart or lung disease, should stay indoors.
Hazardous	301-400	At this very unhealthful level, <b>everyone</b> , including healthy adults and children, <b>should discontinue all vigorous outdoor exercise.</b> Susceptible persons, especially those with heart or lung disease, should stay indoors.
Very Unhealthy	201-300	At this unhealthful level, <b>everyone</b> , including healthy adults and children, <b>should discontinue vigorous or prolonged outdoor exercise of one hour's duration or longer.</b> Susceptible persons, especially those with heart or lung disease, should discontinue all outdoor activities.
Unhealthy	151-200	Active children and <b>adults should avoid vigorous or prolonged outdoor exercise of one hour's duration or longer.</b> People with respiratory disease, such as asthma, should discontinue vigorous or prolonged outdoor exertion.
Unhealthy for Sensitive Groups	101-150	Active children and adults, and people with respiratory disease, such as asthma, <b>should limit vigorous or prolonged outdoor activities.</b>
Moderate	51-100	Unusually sensitive people <b>should consider limiting vigorous outdoor activities.</b>
Good	0-50	No health impacts are expected when air quality is in this range.

Questions regarding this information may be directed to Linda Bessire, Director, Pupil Personnel Services. Current information and updates can be found by visiting [www.SpareTheAir.com](http://www.SpareTheAir.com).

## **SAN JUAN UNIFIED SCHOOL DISTRICT EOE POLICY STATEMENT**

The San Juan Unified School District is an equal opportunity employer and is committed to an active Nondiscrimination Program. It is stated in the Board of Education policies (BP 0410) that San Juan Unified School District employees and applicants shall receive equal consideration and treatment. All recruitment, hiring, placements, transfers and promotions will be on the basis of qualifications of the individual for the positions being filled regardless of race, color, religion, ancestry, national origin, age (over 40 years), sex, marital status, medical condition\* (cured or rehabilitated cancer), or physical handicap (including AIDS). All other personnel actions such as compensation, benefits, layoffs, returns from layoffs, terminations, training and social and recreational programs are also administered regardless of race, color, religion, ancestry, national origin, age (over 40 years), sex, marital status, medical condition\* (cured or rehabilitated cancer), or physical handicap (including AIDS).

The objective of the San Juan Unified School District is, whenever possible, to actively recruit and include for consideration for employment members of minority groups, females, and the physically handicapped. All decisions on employment and promotions must be made solely on the individual's qualifications (merit), bona fide occupational qualifications for the job in question, and the feasibility of any necessary job accommodations.

The district's Title IX Coordinator has been identified as Linda C.T. Simlick, Assistant General Counsel. Inquiries concerning the application of federal and state laws and regulations should be referred to her.

To achieve the goals of our Nondiscrimination Program, it is necessary that each employee of this district understand the importance of the Program and his or her individual responsibility to contribute toward its maximum fulfillment. Specifically, managers' and supervisors' efforts towards the success of this program will be evaluated as part of their overall performance.

The San Juan Unified School District will update and reaffirm this EOE Policy Statement annually.

Kent Kern  
Superintendent of Schools

\* Cured or rehabilitated as defined in Section 12926 (F), Government code 12990

# UNIFORM COMPLAINT PROCEDURE

## Nondiscrimination/Harassment/Intimidation/Bullying/Sexual Harassment/Pupil Fees

*San Juan Unified School District*

### Nondiscrimination/Harassment/Intimidation/Bullying

The Board of Education is committed to equal opportunity for all individuals in education. District programs, activities and services shall be free from unlawful discrimination, harassment, intimidation, and/or bullying based on actual or perceived sex, race or ethnicity, color, national origin, nationality, religion, age, sexual orientation, sexual preference, ancestry, ethnic group identification, gender, gender expression, gender identity, physical or mental disability, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, or sexual harassment in any district service, program and/or activity that receives or benefits from state financial assistance. The Board shall promote programs which ensure that unlawful discriminatory practices are eliminated in all district activities.

Any student who engages in discrimination, harassment, intimidation, and/or bullying may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in unlawful discrimination, harassment, intimidation, and/or bullying may be subject to disciplinary action up to and including dismissal.

### Sexual Harassment

The district has adopted a strict policy containing rules and procedures for reporting sexual harassment and pursuing remedies and is committed to maintaining an educational environment that is free from harassment, including school, or school-sponsored or school-related activities.

The Board of Education prohibits unlawful sexual harassment of or by anyone (including students and employees) in or from the district. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical contact of a sexual nature made by someone from or in the work or educational setting. Any student who engages in sexual harassment of another student or anyone from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal.

### Pupil Fees

The district shall follow uniform complaint procedures when addressing complaints alleging a failure to comply with state or federal law or regulations, including allegations that a student has been required to pay a pupil fee for participation in an educational activity, other than those fees, deposits, or other charges allowed by law.

### To File a Complaint

The district is primarily responsible for compliance with federal and state laws and regulations, including allegations that a student has been required to pay a pupil fee (as defined in Education Code section 49010), for participation in an educational activity (as defined in Education Code section 49011), other than those fees, deposits or other charges allowed by law. Any student, staff member, or parent who feels that unlawful discrimination, harassment, intimidation,

and/or bullying or sexual harassment has occurred should immediately contact a teacher, the school principal, or district Title IX/Compliance Officer. A formal complaint may be initiated at the school or by directly contacting the Title IX/Compliance Officer. Copies of the Uniform Complaint Form may be obtained from the school office or Title IX/Compliance Officer. Copies of the complaint procedures shall be available free of charge.

1. Filing a Complaint: Obtain a copy of the Uniform Complaint Form from the school or Title IX/Compliance Officer. Submit the complaint form to the school principal or Title IX/Compliance Officer.
2. Investigation: The district will investigate the complaint and provide a written report of the investigation and decision within 40 days of when the complaint is filed.
3. Mediation: Mediation is optional. It involves a third party who assists the parties in resolving the dispute. If mediation is used, the time lines are extended by 30 days.
4. Appeals: If the person making the complaint disagrees with the district's decision, he/she has 5 days to appeal the decision to the school District Board of Education; or alternatively, 15 days to appeal the decision to the California Department of Education.
5. A person filing a complaint may also seek civil law remedies, subject to certain time lines.
6. At any time, a complainant has the right to file a complaint alleging violations of federal laws or regulations, prohibiting unlawful discrimination, harassment, intimidation, and/or bullying based on actual or perceived sex, race or ethnicity, color, national origin, nationality, religion, age, sexual orientation, sexual preference, ancestry, ethnic group identification, gender, gender expression, gender identity, physical or mental disability, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics with the United States Department of Education, Office for Civil Rights, 50 Beale Street, Suite 7200, San Francisco, CA 94105.

Complaints will be kept as confidential as appropriate.

**The district prohibits retaliation against any participant in the complaint process. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned.**

If you have a complaint, contact a teacher, principal, site administrator, or:  
Title IX/Compliance Officer  
Linda C. T. Simlick  
General Counsel  
P.O. Box 477  
Carmichael, CA 95609-0477  
Telephone: 916-971-7110



**San Juan Unified School District**  
**Board Policy 1312.3**  
**UNIFORM COMPLAINT PROCEDURES**

**COMMUNITY RELATIONS:** The governing Board recognizes that the district has primary responsibility for ensuring that it complies with state and federal laws and regulations governing educational programs. The Board encourages the early, informal resolution of complaints at the site level whenever possible. The district shall investigate complaints alleging failure to comply with such laws and/or alleging discrimination and shall seek to resolve those complaints in accordance with the district's uniform complaint procedures. The district shall follow uniform complaint procedures when addressing complaints alleging failure to comply with state or federal law or regulations, including allegations of unlawful discrimination, harassment, intimidation, and/or bullying against any protected group as identified under Education Code sections 200 and 220 and Government Code section 11135, including those with actual or perceived characteristic such as sex, race or ethnicity, color, national origin, religion, age, sexual orientation, sexual preference, ancestry, ethnic group identification, gender, gender expression, gender identity, physical or mental disability, marital or parental status, or genetic information or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, or sexual harassment in any district service, program and/or activity that receives or benefits from state financial assistance. Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, migrant education, career technical and technical education and career technical and technical training programs, child care and development programs, child nutrition programs, special education programs, and safety planning requirements. Complaints made pursuant to the above paragraphs shall follow the procedures set forth in AR 1312.3. (cf. 5131 – Student Conduct) (cf. 5131.2 – Student Conduct – Bullying). The district shall follow uniform complaint procedures when addressing complaints alleging failure to comply with state and/or federal laws relating to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff; and teacher vacancy or misassignment (i.e., "Williams" complaints). Complaints made pursuant to this paragraph shall follow the procedures set forth in AR 1312.4.

(cf. 0410 – Nondiscrimination in District Programs and Activities)

(cf. 0420.1 – School Based Programs Coordination)

(cf. 0420.2 – School Improvement Programs)

(cf. 0430 – Comprehensive Local Plan for Special Education)

(cf. 1312.4 – Williams Uniform Complaint Procedures)

(cf. 3553 – Free and Reduced Price Meals)

(cf. 6174 – Education for Students of Limited English Proficiency)

(cf. 6178 – Vocational Education)

(cf. 6179 – Early Childhood Child Development Programs)

The Board prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades, or work assignments of the complainant. If a person believes that he or she has been subjected to retaliation or harassment, they may file a separate complaint under the uniform complaint procedure process identified in AR 1312.3. The Board acknowledges and respects every individual's right to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process. This may include keeping the identity of the complainant confidential as appropriate and except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis unless otherwise required by law (Education Code section 35186(d)). (cf. 4119.23 – Unauthorized Release of Confidential/Privileged Information) (cf. 5125 – Student Records; Confidentiality).

(cf. 9011 – Disclosure of Confidential/Privileged Information). The district superintendent or his/her designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the district superintendent or his/her designee.

(cf. 9124 – Legal Counsel). The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. Whenever all parties to a complaint agree to try resolving their problem through mediation, the district superintendent or his/her designee shall initiate a mediation process before beginning a formal compliance investigation. The district superintendent or his/her designee shall ensure that mediation results are consistent with state and federal laws and regulations. A complainant has the right to file a complaint alleging violations of federal laws or regulations, prohibiting unlawful discrimination including harassment on the basis of race, color, national origin, sex, physical or mental disability, or sexual harassment at any time with the United States Department of Education, Office for Civil Rights, Old Federal Building, 50 United Nations Plaza, Room 239, San Francisco, CA 94102. A complainant has the right to file a complaint alleging violations of state laws or regulations prohibiting unlawful employment discrimination at any time with the state Department of Fair Employment and Housing (DFEH). A complainant has the right to file a complaint alleging violations of federal laws or regulations prohibiting unlawful employment discrimination at any time with the federal Equal Employment Opportunity Commission. The following complaints shall be referred to other agencies for appropriate resolution and are not subject to the district uniform complaint procedures set forth in this Board policy unless these procedures are made applicable by separate interagency agreements:

1. Allegations of child abuse shall be referred to the County Department of Social Services (DSS), Protective Services Division, or appropriate law enforcement agency.
2. Health and safety complaints regarding a Child Development Program shall be referred to the Department of Social Services for licenses activities, and to the appropriate Child Development regional administrator for licensing-exempt facilities.
3. Allegations of fraud shall be referred to the Legal, Audits and Compliance Branch in the California Department of Education.

The following paragraph becomes effective March 1, 2013: The district shall follow uniform complaint procedures when addressing complaints alleging a failure to comply with state or federal law regulations, including allegations that a student has been require to pay a pupil fee (as defined in Education Code 49010), for participation in an educational activity (as defined in Education Code section 49011), other than those fees, deposits, or other charges allowed by law. Complaints made pursuant to this paragraph shall follow the procedures set forth in AR 1312.3.

(cf. 1312.1 – Complaints Concerning School Personnel)

(cf. 1312.2 – Complaints Concerning Instructional Materials)

(cf. 4030 – Nondiscrimination in Employment)

(cf. 5141.4 – Child Abuse and Neglect (Reporting Procedures))

**Legal reference:**

**EDUCATION CODE**

200-262.4 – Prohibition of discrimination  
8200-8498 – Child care and development programs  
8500-8538 – Adult basic education  
18100-18203 – School libraries  
32289 – School safety plan, uniform complaint procedures  
35186 – Williams uniform complaint procedures  
37254 – Intensive instruction and services for students who have not passed exit exam  
41500-41513 – Categorical education block grants  
48985 – Notices in language other than English  
49010-49013 – Student fees  
49060-49079 – Student records  
49490-49590 – Child nutrition programs  
52160-52178 – Bilingual education programs  
52300-52490 – Career technical education  
52500-52616.24 – Adult schools  
52800-52870 – School-based program coordination  
54000-54028 – Economic impact aid programs  
54100-54145 – Miller-Unruh Basic Reading Act  
54440-54445 – Migrant education  
54460-54529 – Compensatory education programs  
56000-56867 – Special education programs  
59000-59300 – Special schools and centers  
64000-64001 – Consolidated application process

**GOVERNMENT CODE**

11135 – Nondiscrimination in programs or activities funded by state  
12900-12996 – Fair Employment and Housing Act

**PENAL CODE**

422.55 – Hate crime; definition  
422.6 – Interference with constitutional right or privilege

**CODE OF REGULATIONS, TITLE 5**

3080 – Application of section  
4600-4687 – Uniform complaint procedures  
4900-4965 – Nondiscrimination in elementary and secondary education programs

**UNITED STATES CODE, TITLE 20**

6301-6577 – Title I basic programs  
6601-6777 – Title II preparing and recruiting high quality teachers and principals  
6801-6871 – Title III language instruction for limited English proficient and immigrant students  
7101-7184 – Safe and Drug-Free Schools and Communities Act  
7201-7283g – Title V promoting informed parental choice and innovative programs  
7301-7372 – Title V rural and low-income school programs

**MANAGEMENT RESOURCES: WEBSITES**

CSBA: <http://www.csba.org>; California Department of Education: <http://www.cde.ca.gov>;

US Dept. of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

POLICY: SAN JUAN UNIFIED SCHOOL DISTRICT

Adopted: September 8, 1992 (Carmichael, CA)

Revised: January 11, 2005

Revised: March 14, 2006

Revised: December 11, 2012



**San Juan Unified School District**  
**Administrative Regulation 1312.3**  
**UNIFORM COMPLAINT PROCEDURES**

**COMMUNITY RELATIONS:**

**COMPLIANCE OFFICERS:** The Governing Board designates the following Title IX/compliance officer to receive and coordinate the investigation of uniform complaints and the district's written response and to ensure district compliance with law: General Counsel – Legal Services Office, San Juan Unified School District, 3738 Walnut Avenue, Carmichael, CA, 95608, (916) 971-7110. The Title IX/compliance officer may designate appropriate district managers/administrators to be responsible for compliance and/or investigation of complaints, in conjunction with the Title IX/compliance officer identified above, if they are knowledgeable about the laws and programs they are assigned to investigate. The Title IX/compliance officer and/or designee shall be responsible for 1) conducting the investigation into the allegations contained within the uniform complaint, and 2) preparing and sending a written response of the uniform complaint to the complainant. Designated employees may have access to legal counsel as determined by the Superintendent or designee.

**NOTIFICATION:** The Superintendent or designee shall meet the notification requirements of the 5 CCR 4622, as amended, including annually providing written notification of the district's uniform complaint procedures and information about available appeals, civil law remedies, and conditions under which a complaint may be taken directly to the California Department of Education to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. The Superintendent or designee shall make available copies of the district's uniform complaint procedures free of charge (5 CCR 4622). The notice shall: 1) Identify the person(s), position(s), or unit(s) responsible for receiving complaints. 2) Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination, harassment, intimidation, and/or bullying laws, if applicable. 3) Advise the complainant of the appeal process pursuant to Education Code section 262.3, including the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies. 4) Include statements that: a) The district is primarily responsible for compliance with state and federal laws and regulations. b) The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. c) An unlawful discrimination, harassment, intimidation, and/or bullying complaint must be filed not later than six months from the date the alleged discrimination, harassment, intimidation, and/or bullying occurs, or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination, harassment, intimidation, and/or bullying. d) The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 days of receiving the district's decision. e) The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision (cf. 5146.6 – Notifications Required by Law).

**PROCEDURES:** The following procedures shall be used to address all complaints which allege that the district has violated federal or state laws or regulations governing those educational programs specified in Board Policy 1312.3. The Title IX/compliance officer shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4631 and 4633. All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

#### **DEFINITIONS**

- 1) "Complainant" means any individual or representative of an individual or a public agency, or an organization who files a written complaint as defined in paragraph (2) below.
- 2) "Complaint" means a written and signed statement, preferably on the standard district complaint form, alleging a violation of federal or state laws or regulations, including an allegation of unlawful discrimination, harassment, intimidation, and/or bullying with respect to the programs subject to this policy, or unlawful discrimination, harassment, intimidation, and/or bullying in a program funded by state funds, as specified in Board Policy 1312.3
- 3) "Days" means calendar days unless otherwise designated.
- 4) "Mediation" means a problem-solving activity whereby a third party, who may or may not be a district employee, assists the parties in resolving their dispute.

**STEP 1: Filing a Complaint:** Any individual, public agency or organization may file a written complaint of alleged noncompliance by the district (5 CCR 4630). Each complaint shall be presented, by mail or personal delivery, to the district's general counsel, the designed Title IX/compliance officer. If the complaint is filed with a site or district manager/administrator, such administrator shall immediately date-stamp the complaint, provide one copy to the complainant, and forward the complaint directly to the district's Title IX/compliance officer. The Title IX/compliance officer will maintain a log of complaints received, and will provide each complaint with a log number and a date stamp. The Title IX/compliance officer will coordinate the investigation and processing of the uniform complaint with the appropriate administrator, who shall be knowledgeable about the laws and programs for which they are responsible. Complaints alleging unlawful discrimination, harassment, intimidation, and/or bullying may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination, harassment, intimidation, and/or bullying. The complaint must be initiated no later than six (6) months from the date when the alleged discrimination, harassment, intimidation, and/or bullying or violation of law occurred or, under certain specific circumstances, when the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, and/or bullying or violation of law (5 CCR 4630). If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disability, or if the complainant cannot read English or is an English language learner, district staff shall help him/her to file the complaint (5 CCR 4600). Within ten days of receipt of the complaint, the Title IX/compliance officer shall: 1) Determine if the complaint has been filed in a timely manner, and if not, notify the complainant of his/her right to appeal to the State Superintendent of Public Instruction for an extension of time, or 2) If it is determined that the complaint has been timely filed, the Title IX/compliance officer shall proceed with the coordination and investigation of the complaint; 3) Determine whether the complainant and the district will participate in mediation to resolve the complaint prior to a formal investigation, which upon agreement by the complainant in writing, will extend the 40 day time line for the district to respond to the complaint by 30 days; 4) Determine whether the complainant has agreed, in writing, to extend the 40 day time line for the district to respond to the complaint, other than through the mediation process; 5) Notify the complainant of the name, title, and telephone number of the contact person responsible for handling the investigation; 6) Notify the complainant of his/her right to file a complaint at any time with the United State Department of Education, Office for Civil Rights, 50 Beale Street, Suite 7200, San Francisco, CA, 94105.

**STEP 2: Mediation:** Within ten days of receipt of the uniform complaint, the Title IX/compliance officer and/or district manager/administrator, as appropriate, may informally discuss with the complainant the possibility of using mediation. If all parties agree to mediation, the Title IX/compliance officer or district manager/administrator shall make all arrangements for this process. The mediation process is optional, and, in no event, shall the process be considered mandatory in resolving a complaint. Before initiating the mediation of any complaint, the Title IX/compliance officer and/or district manager/administrator shall ensure that all parties agree to make the mediator a party to related confidential information. If complainant agrees, in writing, to utilize the mediation process, the complainant may agree, in writing, to extend the 40 day time line for an additional 30 days. Any mediation agreement shall be within the parameters of law and shall be signed by both parties to the dispute, including the district manager/administrator. The district manager/administrator may have the draft agreement reviewed by the Title IX/compliance officer and/or legal counsel prior to agreeing to the resolution. If the mediation process does not resolve the complaint within the parameters of law, the Title IX/compliance officer shall provide written notice to the complainant that mediation was unsuccessful, that the complaint investigation shall proceed, and the time line for completion of the investigation shall be provided.

**STEP 3: Investigation of Complaint:** The Title IX/compliance officer shall coordinate the investigation with the appropriate district manager/administrator. During the investigation of this matter, the complainant and/or his/her representative, as well as the district's representative(s), shall have an opportunity to present the complaint and evidence or information leading to evidence to support the allegations in the complaint (5 CCR 4631). A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation or his/her engagement in any other obstruction of the investigation may result in the dismissal



of the complaint because of a lack of evidence to support the allegations (5 CCR 4631). The district's refusal to provide the district's investigator with access to records and/or other information related to the allegations in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant (5 CCR 4631). To ensure that all pertinent facts are made available, as part of the investigation of the complaint, the Title IX/compliance officer and/or district manager/administrator shall obtain statements or other relevant evidence, from individuals who are either witnesses or who can provide relevant information concerning the allegations.

**STEP 4: Response:** No later than ten (10) days prior to the expiration of the 40-day period for response, the district manager/administrator shall submit a draft of the written report to the Title IX/compliance officer for review. Within 40 days of receiving the complaint, unless the time line is extended in writing by the complainant, the Title IX/compliance officer and/or the district manager/administrator shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step 5, below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five (5) days, file his/her complaint with the Board. The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the time lines. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final. If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within two (2) days. **STEP**

**5: Final Written Decision:** The report of the district's decision shall be written in English and in the language of the complainant whenever required by law, and sent to the complainant. If the complainant's primary language is other than English and the complainant so requests, the district will arrange a meeting at which an employee or community member will interpret the district's decision for the complaint (cf. 5145.6 – Notifications Required by Law). **The final written decision shall include:** 1) The findings of fact based on the evidence gathered. 2) A detailed statement of all specific issues that were brought up during the investigation and the extent to which these issues were resolved. 3) The conclusion(s) of law. 4) The disposition of the complaint. 5) The rationale for the above disposition. 6) Corrective actions, if any are warranted. 7) Notice of the complainant's right to appeal the decision to the District Board of Education or to the California Department of Education, and procedures to be followed for initiating such an appeal, including that the complainant must appeal to the California Department of Education within 15 days from receipt of the district's response. 8) Notice of complainant's right to seek civil law remedies regarding any program issues, if dissatisfied with the district's decision, but if the complainant alleged discrimination, harassment, intimidation, and/or bullying notice that he/she must wait until after 60 days have lapsed from filing an appeal of a discrimination, harassment, intimidation, and/or bullying complaint with the California Department of Education except for a request of injunctive relief. This time line is applicable only if the district appropriately and timely advised the complainant of his/her right to file a complaint. In the event that an employee/student is disciplined as a result of the complaint, the decision shall simply state to the extent permitted by law, that effective action was taken and that the employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action.

**APPEALS TO THE SAN JUAN UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION:** Rather than appealing directly to the California State Department of Education, the complainant may, if dissatisfied with the district's decision, appeal in writing to the District Board of Education within five (5) days of receiving the district's decision. When appealing to the San Juan Board of Education, the complainant must specify the reason(s) for appealing the district's decision. The Board of Education shall hear the appeal within ten (10) days and may, in closed session, provide an opportunity for the complainant and the district's representative(s) to discuss the complaint and the basis for the district's decision. Within two (2) days of the closed session, the Board of Education will issue a written decision affirming, reversing, or modifying the district's decision. The Board of Education's decision shall include a notice of the complainant's right to appeal to the California Department of Education within fifteen (15) days of receiving the Board of Education's decision. In filing an appeal with the District Board of Education, complainant agrees to extend the time lines for appealing to the California Department of Education by fifteen (15) days from the date of the Board of Education's decision.

**APPEALS TO THE CALIFORNIA DEPARTMENT OF EDUCATION:** If dissatisfied with the district's decision, the complainant may appeal in writing to the California Department of Education within fifteen (15) days of receiving the district's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals. When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the district's decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the original complaint and the district's decision (5 CCR 4632). Upon notice from the CDE that an appeal has been filed, the Title IX/compliance officer shall forward the following to the CDE: 1) a copy of the original complaint; 2) a copy of the written decision; 3) a summary of the nature and extent of the investigation conducted by the district, if not covered in the written decision; 4) a report of any action taken to resolve the complaint; 5) a copy of the investigation file, including but not limited to all notes from interviews, and documents submitted by the parties and gathered by the investigator; 6) a copy of the district's complaint procedures; such other relevant information requested by the CDE. The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists, including cases in which the district has not taken action within 60 days of the date the complaint was filed with the district.

**CIVIL LAW REMEDIES:** A complainant may pursue available civil law remedies outside of the district's complaint procedures. A complainant may pursue civil law remedies under state or federal discrimination, harassment, intimidation or bullying laws. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For discrimination, harassment, intimidation, and/or bullying complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the district has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.

Regulation: SAN JUAN UNIFIED SCHOOL DISTRICT

Approved: September 8, 1992, Carmichael, California

Revised by Superintendent's Cabinet: March 10, 2009

Revised by Superintendent's Cabinet: April 29, 2013

Revised by Superintendent's Cabinet: May 6, 2013



**San Juan Unified School District**  
**Board Policy 4119.11, 4219.11, 4319.11**  
**SEXUAL HARASSMENT POLICY**

**Personnel**

**SEXUAL HARASSMENT POLICY:** The governing Board prohibits sexual harassment of district employees, job applicants, and students. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify, or otherwise participate in the complaint process established pursuant to this policy and administrative regulation (cf. 0410 – Nondiscrimination in District Programs and Activities), (cf. 4030 – Nondiscrimination in Employment). The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to: 1) Providing training to employees in accordance with law and administrative regulation; 2) Publicizing and disseminating the district's sexual harassment policy to staff; 3) Ensuring prompt, thorough, and fair investigation of complaints; 4) Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments. All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions (5 CCR 4964). Any district employee or job applicant who feels that he/she has been sexually harassed or who has knowledge of any incident of sexual harassment by or against another employee, a job applicant or a student, shall immediately report the incident to his/her supervisor, the principal, district administrator, Human Resources, the Title IX Coordinator/Legal Services or to the Superintendent. A supervisor, principal or other district administrator who receives a harassment complaint shall promptly notify the Superintendent or designee. Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment against a district employee, job applicant, or student is in violation of this policy and is subject to disciplinary action, up to and including dismissal. (cf. 4117.4 – Dismissal); (cf. 4118 – Suspension/Disciplinary Action); (cf. 4218 – Dismissal/Suspension/Disciplinary Action).

**Legal Reference:**

**EDUCATION CODE**

200 – 262.4 – Prohibition of discrimination on the basis of sex

**GOVERNMENT CODE**

12900 – 12996 – Fair Employment and Housing Act, especially: 12940 – Prohibited discrimination; 12950.1 – Sexual harassment training

**LABOR CODE**

1101 – Political activities of employees; 1102.1 – Discrimination: sexual orientation

**CODE OF REGULATIONS, TITLE 2**

7287.8 – Retaliation; 7288.0 – Sexual harassment training and education

**CODE OF REGULATIONS, TITLE 5**

4900 – 4965 – Nondiscrimination in elementary and secondary education programs receiving state financial assistance

**UNITED STATES CODE, TITLE 42**

2000d – 2000d-7 Title VI, Civil Rights Act of 1964

2000e – 2000e-17 title VII Civil Rights Act of 1964, as amended

2000h-3 – 2000h-6 Title IX, 1972 Education Act Amendments

**CODE OF FEDERAL REGULATIONS, TITLE 34**

106.9 – Dissemination of policy

**COURT DECISIONS**

Department of Health Services v. Superior Court of California, (2003) 31 Cal.4<sup>th</sup> 1026

Faragher v. City of Boca Raton, (1998) 118 S.Ct. 2775

Burlington Industries v. Ellreth, (1998) 118 S.Ct. 2257

Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989

Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S.Ct. 998

Meritor Savings Bank, FSB v. Vinson et al., (1986) 447 U.S. 57

Management Resources:

**OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS GENERAL**

Protecting Students from Harassment and Hate Crime, January, 1999

**WEB SITES**

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Equal Employment Opportunity Commission: <http://www.eeoc.gov>

U.S. Department of Education, Office of Civil Rights: <http://www.ed.gov/offices/OCR>

Policy SAN JUAN UNIFIED SCHOOL DISTRICT

Adopted: August 11, 1992, Carmichael, California

Revised: October 12, 2004

Revised: October 28, 2008



## San Juan Unified School District Administrative Regulation 4119.11, 4219.11, 4319.11

### Personnel

**SEXUAL HARASSMENT – DEFINITIONS:** Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the work or educational setting when: 1) Submission to the conduct is made explicitly or implicitly a term or condition of the individual's employment; 2) Submission to or rejection of such conduct by the individual is used as the basis for an employment decision affecting him/her; 3) the conduct has the purpose or effect of having a negative impact upon the individual's work or has the purpose or effect of creating an intimidating, hostile, or offensive work environment. The conduct is sufficiently severe, persistent, pervasive, or objectively offensive so as to create a hostile work environment or to limit the individual's ability to participate in or benefit from an education program or activity; 4) Submission to or rejection of the conduct by the other individual is used as the basis for any decision affecting him/her regarding benefits, services, honors, programs, or activities available at or through the district (Education Code 212.5; 5 CCR 4916). Other examples of actions that might constitute sexual harassment, whether committed by a supervisor, a co-worker, or a non-employee, in the work or educational setting include, but are not limited to: 1) Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions, or the spreading of sexual rumors; 2) Unwelcome visual conduct such as drawings, pictures, graffiti, or gestures; sexually explicit emails; displaying sexually suggestive objects; 3) Unwelcome physical conduct such as massaging, grabbing, fondling, stroking, or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, leaning over, or impeding normal movement. Prohibited sexual harassment may also include any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

**TRAINING:** Every two years, the Superintendent or designee shall ensure that administrative, management and supervisory employees receive at least two hours of classroom or other effective interactive training and education regarding sexual harassment. All newly hired or promoted supervisory employees shall receive training within six (6) months of their assumption of the supervisory position (Government Code 12950.1). The district's training and education program for administrative, management, and supervisory employees shall include information and practical guidance regarding the federal and state laws on the prohibition against and the prevention and correction of sexual harassment, and the remedies available to the victims of sexual harassment in employment. The training shall also include all of the content specified in 2 CCR 7288.0 and practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation (Government Code 12950.1; 2 CCR 7288.0).

**NOTIFICATIONS:** A copy of the Board policy and this administrative regulation shall: 1) Be displayed in a prominent location in the main administrative building, district office, or other area of the school where notices of district rules, regulations, procedures, and standards of conduct are posted; 2) Be provided to each faculty member, all members of the administrative staff, and all members of the support staff at the beginning of the first quarter or semester of the school year or whenever a new employee is hired; 3) Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5). All employees shall receive either a copy of information sheets prepared by the California Department of Fair Employment and Housing (DFEH) or a copy of district information sheets that contain, at a minimum, components on: 1) The illegality of sexual harassment; 2) The definition of sexual harassment under applicable state and federal law; 3) A description of sexual harassment, with examples; 4) The district's complaint process available to the employee; 5) The legal remedies and complaint process available through DFEH and the Equal Employment Opportunity Commission (EEOC); 6) Directions on how to contact DFEH and the EEOC; 7) The protection against retaliation provided by 2 CCR 7287.8 for opposing harassment prohibited by law or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing, conducted by DFEH and the EEOC (Government Code 12950). In addition, the district shall post, in a prominent and accessible location, DFEH's poster on discrimination in employment and the illegality of sexual harassment (Government Code 12950).

Regulation SAN JUAN UNIFIED SCHOOL DISTRICT

Approved: October 7, 2008 Carmichael, California



## San Juan Unified School District Board Policy 4119.11, 4219.11, 4319.11) SEXUAL HARASSMENT PREVENTION

"It is the policy of the San Juan Unified School District that harassment or discrimination in employment on the basis of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), medical condition (cancer), age, marital status, sexual orientation, political belief or affiliation, status as a Vietnam era veteran, or the denial of family care leave is prohibited pursuant to federal and state laws." Inherent in this policy statement is the understanding that sexual harassment is a form of sex discrimination and a violation of the district's Board Policy on Sexual Harassment.

**WHAT IS SEXUAL HARASSMENT?** Unwelcome sexual advances, requests for sexual favors and other physical, verbal, or visual conduct of a sexual nature when (1) submission to the conduct is made either explicitly or implicitly a term or condition of employment; (2) submission to or rejection of the conduct is used as the basis for an employment decision; (3) the conduct has the purpose or effect of unreasonable interference with an individual's work performance or creates an intimidating, hostile or offensive work environment.

**EXAMPLES:** California law defines sexual harassment as: **1) Verbal harassment** – epithets/nicknames/labels/derogatory comments or slurs: Examples: name calling, belittling, sexually explicit or degrading words to describe an individual, sexually explicit jokes, comments about an employee's anatomy and/or dress, sexually oriented noises or remarks, questions about a person's sexual practices, use of patronizing terms or remarks, verbal abuse, graphic verbal commentary about the body. **2) Physical harassment** – assault, impeding or blocking movement or any physical interference with normal work or movement, when directed at an individual. Examples: Touching, pinching, patting, grabbing, brushing against or poking another employee's body, hazing or initiation that involves a sexual component, requiring an employee to wear sexually suggestive clothing. **3) Visual harassment** – derogatory

posters, cartoons or drawings: Examples: Displaying sexual pictures, writings or objects, obscene letters or invitations, staring at an employee's anatomy, leering, sexually-oriented gestures, mooning, unwanted love letters or notes. **4) Sexual favors** – unwanted sexual advances which condition an employment benefit upon an exchange of sexual favors: Examples: Continued requests for dates, any threat of demotion, termination, etc. if requested sexual favors are not given, making or threatening reprisals after a negative response to sexual advances, propositioning an individual. It is important to define every action or all words that could be interpreted as sexual harassment. The examples listed above from the State definition of sexual harassment are not meant to be a complete list of objectionable behaviors.

**HARASSERS CAN BE HELD PERSONALLY LIABLE** – If an employee is found to have engaged in sexual harassment, or if you as a manager know about the conduct and condone or ratify it, you may be **personally** liable for monetary damage.

**IF SEXUAL HARASSMENT OCCURS, YOU SHOULD – 1) When possible, confront the harasser and persuade him/her to stop.** The harasser may not realize the advances and behaviors are offensive. When it is appropriate and sensible, you may want to tell the harasser that the behaviors or advances are unwelcome and must stop. Sometimes a simple confrontation will end the situation. **2) Report sexual harassment to your supervisor or a Human Resources department representative (HR Directors – 971-7193 or 971-7251; or file a Uniform Complaint with Legal Services).** Sexual harassment or retaliation should be reported in writing or verbally. You may report such activities even though you were not the target of the harassment. If you wish to report an incident or get additional information, please call Human Resources. **3) An investigation will be conducted and appropriate action taken.** The district will investigate, in confidence, all reported incidents of sexual harassment and retaliation. Individuals may also contact, A) The State Department of Fair Employment and Housing, the Affirmative Action/Equal Employment Opportunity Section directly at 1 (800) 884-1684; B) The United State Equal Employment Opportunity Commission at 1 (800) 669-4000. Whatever action you take, you should keep a written record of any and all incidents of harassment.

**PROTECTION AGAINST RETALIATION:** District policy and California state law forbid retaliation against any employee who opposes sexual harassment, files a complaint, testifies, assists or participates in any manner of an investigation, proceeding or hearing conducted by the San Juan Unified School District, the Department of Fair Employment and Housing or the Equal Employment Opportunity Commission. All San Juan Unified School District employees are expected to behave in a manner which maintains a working environment free of harassment. Sexual harassment, whether directed toward men or women, by employees at any level will be subject to disciplinary action. When the district receives a complaint or otherwise learns of alleged sexual harassment in the workplace, a thorough and prompt investigation will be conducted. When warranted, the district will take immediate and appropriate corrective action by doing whatever is necessary to end the harassment and to remedy the complainant's loss. Moreover, in proven cases of sexual harassment, appropriate disciplinary action will be taken. The corrective action will take into consideration the severity of the misconduct and may include discipline ranging from a reprimand to discharge. It is the intent of the district to prevent harassment from occurring or recurring and to ensure that the victim is not subjected to retaliation. **Any formal disciplinary action taken against an employee who has engaged in sexual harassment will become part of his/her personnel file.**



## **San Juan Unified School District**

### **Board Policy 0410**

### **NONDISCRIMINATION IN DISTRICT PROGRAMS & ACTIVITIES**

#### **Philosophy, Goals, Objectives and Comprehensive Plans**

The governing board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on actual or perceived sex, race, color, religion, ancestry, national origin, ethnic group identification, age, marital or parental status, physical or mental disability, sexual orientation, gender, gender identity or expression, or genetic information, or the perception of one or more such characteristics, or association with a person or group with one or more of these actual or perceived characteristics. The board shall promote programs which ensure that discriminatory practices are eliminated in all district activities.

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 5131.2 - Bullying)

(cf. 5145.7 - Sexual Harassment)

(cf. 6145.2 - Interscholastic Competition)

(cf. 6164.4 - Individuals with Exceptional Needs)

(cf. 6164.6 - Identification and Education under Section 504)

(cf. 6178 - Vocational Education)

(cf. 6200 - Adult Education Program)

Annually, the superintendent or designee shall review district programs and activities to ensure the removal of any barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities, including the use of facilities. He/she shall take prompt, reasonable actions to remove any identified barrier. The superintendent or designee shall report his/her findings and recommendations to the board after each review.

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act and any implementing standards and/or regulations, and readily accessible to individuals with disabilities.

(cf. 7110 - Determining Needs)

(cf. 7111 - Evaluation of School Facilities to Meet Educational Needs)

The superintendent or designee shall ensure that the district provides appropriate auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, notetakers, written materials, taped text, Braille, or large print materials.

(cf. 6020 - Parent Involvement and Family Engagement)

Individuals with disabilities shall notify the superintendent or designee if they have a disability that requires special assistance or services. Reasonable notification should be given prior to the school-sponsored function, program, or meeting.

(cf. 9320 - Meetings)

(cf. 9322 - Agenda/Meeting Materials)

Pursuant to 34 CFR 104.8 and 34 CFR 106.9, the superintendent or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination and related complaint procedures. Such notification shall be included in each announcement, bulletin, catalog, application form, or other recruitment materials distributed to these groups.

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 5145.6 - Notifications Required By Law)

The district's nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand. In addition, when 15 percent or more of a school's students speak a single primary language other than English, those materials shall be translated into that other language. (Education Code section 48985, 20 USC 6311 and 6312)

(cf. 7110 - Determining Needs)

As a public school district, the district is committed to maintaining neutrality toward religion, neither promoting/encouraging student participation in religious activities nor discouraging students from observing the tenets of their religious faith. To that end, the Board encourages district staff to be sensitive to the accommodation of students' religious needs so that students are able to participate in school and extracurricular activities without undue burden on the free exercise of their religious beliefs.

School staffs should be familiar with the most significant religious holy days and avoid scheduling, to the extent practicable and within their control, important school activities on those days. The superintendent or designee shall annually provide to all school sites a calendar of major religious holy days. The school calendar should be prepared so as to minimize conflict with these religious holy days. Where conflicts are unavoidable, care should be taken to avoid scheduling on significant religious holy days activities that would be difficult to make up.

Students whose religious beliefs necessitate accommodation in some fashion are expected to inform appropriate school staff, including teachers, coaches, extracurricular advisors, or other appropriate staff, at the outset of the school year and request, in writing, such accommodation. Teachers will work with the student to accommodate the student's need to be absent without being penalized academically. Accommodation should follow the rule of reasonableness, which will depend on the particular facts of each case.

School administrators are directed to inform their teaching, coaching, and extracurricular staff of the provisions of this policy and oversee its implementation. Students and parents/guardians shall be notified of this policy and Board policy 1312.3 (Uniform Complaint Procedures) at the beginning of each school year. When necessary, this notification and the district's nondiscrimination policy shall be published in English and provided in the individual's primary language as required by law and shall state that the lack of English language skills will not be a barrier to admission or participation in any district programs.

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 4030 - Nondiscrimination in Employment)

(cf. 5145.6 - Notifications Required by Law)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

48985 Notices to parents in language other than English

51007 Legislative intent: state policy

GOVERNMENT CODE

11000 Definitions

11135 Nondiscrimination in programs or activities funded by state

11138 Rules and regulations

12900-12996 Fair Employment and Housing Act

54953.2 Brown Act compliance with Americans with Disabilities Act

PENAL CODE

422.55 Definition of hate crime

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities in Education Act

1681-1688 Discrimination based on sex or blindness, Title IX

2301-2415 Carl D. Perkins Vocational and Applied Technology Act

6311 State plans

6312 Local education agency plans

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

2000h-2000h-6 Title IX

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

36.303 Auxiliary aids and services

CODE OF FEDERAL REGULATIONS, TITLE 34

100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI

104.1-104.39 Section 504 of the Rehabilitation Act of 1973

106.1-106.61 Discrimination on the basis of sex, effectuating Title IX, especially:

106.9 Dissemination of policy

Management Resources:

CSBA PUBLICATIONS

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Interim Guidance Regarding Transgender Students, Privacy, and Facilities, September 27, 2013

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Protecting Students from Harassment and Hate Crime, January, 1999

Notice of Non-Discrimination, January, 1999

Nondiscrimination in Employment Practices in Education, August, 1991

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

2010 ADA Standards for Accessible Design, September 2010

WEB SITES

CDE: <http://www.cde.ca.gov>

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

California Safe Schools Coalition: <http://www.casafeschools.org>

Pacific ADA Center: <http://www.adapacific.org>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

U.S. Department of Justice, Civil Rights Division, Americans with Disabilities Act: <http://www.ada.gov>

Safe Schools Coalition: <http://www.casafeschoolscoalition.org>

Policy SAN JUAN UNIFIED SCHOOL DISTRICT

adopted: June 9, 1992 Carmichael, California

effective: September 1, 1992

revised: January 27, 1998

revised: February 27, 2007

revised: March 24, 2015



**San Juan Unified School District**  
**Board Policy 4030**  
**NONDISCRIMINATION IN EMPLOYMENT**  
**Personnel**

The governing board desires to provide a positive work environment where employees and job applicants are assured equal access and opportunities, and are free from harassment in accordance with the law. The board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, color, religion, religious creed, national origin, ancestry, age, marital status, ethnicity, pregnancy, gender, gender identity, gender expression, sex, sexual orientation, veteran status, medical condition, genetic information, physical or mental disability, or any other unlawful consideration, actual or perceived, at any district site and/or activity. The board also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district's complaint procedures instituted pursuant to this policy.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)

(cf. 4154/4254/4354 - Health and Welfare Benefits)

(cf. 5145.7 - Sexual Harassment)

Prohibited discrimination consists of the taking of any adverse employment action against a person, including termination or denial of promotion, job assignment, or training, or in discriminating against the person in compensation, terms, conditions, or other privileges of employment based on any of the prohibited categories of discrimination listed above.

The prohibition against discrimination based on the religious creed of an employee or job applicant includes any discrimination based on the person's religious dress or grooming practices or any conflict between the person's religious belief, observance, or practice and an employment requirement. The prohibition against discrimination based on the sex of an employee or job applicant shall include any discrimination based on the person's pregnancy, childbirth, breastfeeding, or any related medical conditions. (Government Code sections 12926, 12940)

Harassment consists of any unwelcome verbal, physical, or visual conduct that is based on any of the prohibited categories of discrimination listed above and that is so severe or pervasive that it adversely affects an individual's employment opportunities, has the purpose or effect of unreasonably interfering with the individual's work performance, or creates an intimidating, hostile, or offensive work environment.

The board also prohibits retaliation against any district employee or job applicant who complains, testifies, assists, or in any way participates in the district's complaint procedures instituted pursuant to this policy.

Any district employee who engages or participates in prohibited discrimination, harassment, retaliation, or who aids, abets, incites, compels or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118/4218 - Suspension/Disciplinary Action)

Any district employee who observes or has knowledge of an incident of unlawful discrimination or harassment shall report the incident to the principal, a district administrator, superintendent, or superintendent's designee as soon as practical after the incident. Failure of a district employee to report discrimination or harassment may result in disciplinary action.

The district's Title IX coordinator has been identified as the district's general counsel, 3738 Walnut Avenue, Carmichael - (916) 971-7110 and the district's designated Coordinator for Nondiscrimination in Employment is the assistant superintendent, Human Resources, 3738 Walnut Avenue, Carmichael, CA - (916) 971-7171.

Any employee or job applicant who believes that he/she has been or is being discriminated against or harassed in violation of district policy should, as appropriate, immediately contact his/her supervisor, the general counsel, the assistant superintendent of Human Resources or the superintendent who shall advise the employee or applicant about the district's procedures for filing, investigating, and resolving any such complaint.

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment shall report the incident to the designated coordinator, general counsel, assistant superintendent or superintendent as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately.

**Training and Notifications**

The superintendent or designee shall provide training to management and supervisory employees and as required by law about how to recognize harassment and discrimination, how to respond appropriately, and components of the district's policies and regulations regarding discrimination.

The superintendent or designee shall regularly publicize the district's nondiscrimination policy and the availability of complaint procedures throughout the district and the community. The district's policy and administrative regulation shall be posted in all schools and offices, including staff lounges and student government meeting rooms (5 CCR 4960), and shall be included in each announcement, bulletin, or application form that is used in employee recruitment. (34 CFR 100.6, 106.9)

(cf. 4131/4231 - Staff Development)

Equal opportunity shall be provided to all employees and applicants in every aspect of personnel policy and practice. The district shall not discriminate against persons with disabilities who, with reasonable accommodation, can perform the essential functions of the job in question.

An employee may, in addition to filing a discrimination complaint with the district, file a complaint with either the California Department of Fair Employment and Housing (DFEH) or the Equal Employment Opportunity commission (EEOC). The time limits for filing such complaints are as follows:

1. To file a valid complaint with DFEH, the employee must file his/her complaint within one year of the alleged discriminatory act(s) unless an exception exists pursuant to Government Code section 12960. (Government Code section 12960)

2. To file a valid complaint directly with EEOC, the employee must file his/her complaint within 180 days of the alleged discriminatory act(s). To file a valid complaint with EEOC after filing a complaint with DFEH, the employee must file the complaint within 300 days of the alleged discriminatory act(s) or within 30 days after the termination of proceedings by DFEH, whichever is earlier. (42 USC 2000e-5)

Employees wishing to file complaints with the DFEH or EEOC may contact the district's general counsel or assistant superintendent of Human Resources for more information.

(cf. 1312.3 - Uniform Complaint Procedures)

Legal Reference:  
EDUCATION CODE  
200-262.4 Prohibition of discrimination  
CIVIL CODE  
51.7 Freedom from violence or intimidation  
GOVERNMENT CODE  
11135 Unlawful discrimination  
12900-12996 Fair Employment and Housing Act  
PENAL CODE  
422.56 Definitions, hate crimes  
CODE OF REGULATIONS, TITLE 2  
7287.6 Terms, conditions and privileges of employment  
CODE OF REGULATIONS, TITLE 5  
4900-4965 Nondiscrimination in elementary and secondary education programs  
UNITED STATES CODE, TITLE 20  
1681-1688 Title IX of the Education amendments of 1972  
UNITED STATES CODE, TITLE 29  
621-634 Age Discrimination in Employment Act  
794 Section 504 of the Rehabilitation Act of 1973  
UNITED STATES CODE, TITLE 42  
2000d-2000d-7 Title VI, Civil Rights Act of 1964, as amended  
2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended  
2000ff - 2000ff-11 Genetic Information Nondiscrimination Act of 2008  
2000h-2 - 2000h-6 Title IX of the Civil Rights Act of 1964  
6101 - 6107 Age discrimination in federally assisted programs  
12101-12213 Americans with Disabilities Act  
CODE OF FEDERAL REGULATIONS, TITLE 28  
35.101-35.190 Americans with Disabilities Act  
CODE OF FEDERAL REGULATIONS, TITLE 34  
100.6 Compliance information  
104.7 Designation of responsible employee for Section 504  
104.8 Notice  
106.8 Designation of responsible employee and adoption of grievance procedures  
106.9 Dissemination of policy  
110.1-110.39 Nondiscrimination on the basis of age  
COURT DECISIONS  
Thompson v. North American Stainless LP, (2011) 131 S.Ct. 863  
Shephard v. Loyola Marymount (2002) 102 CalApp.4th 837  
Management Resources:  
EQUAL EMPLOYMENT OPPORTUNITY COMMISSION  
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS  
Notice of Non-Discrimination, August 2010  
U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS  
Questions and Answers: Religious Discrimination in the Workplace, 2008  
Enforcement Guidance: Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act, October 2002  
Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 1999  
U.S. DEPARTMENT OF EDUCATION, OFFICE OF CIVIL RIGHTS  
Notice of Non-Discrimination, January, 1999  
WEB SITES  
California Department of Fair Employment and Housing (DFEH): <http://www.dfeh.ca.gov>  
U.S. Department of Education, Office for Civil Rights (OCR): <http://www.ed.gov/about/offices/list/ocr>  
U.S. Equal Employment Opportunity Commission: (EEOC) <http://www.eeoc.gov>

Policy SAN JUAN UNIFIED SCHOOL DISTRICT  
adopted: August 11, 1992 Carmichael, California  
revised: December 13, 1994  
revised: October 12, 2004  
revised: February 27, 2007  
revised: March 24, 2015





## San Juan Unified School District

### Board Policy 0440.1

#### USE OF DISTRICT COMPUTERS, COMPUTER NETWORKS & INTERNET SERVICES

The Governing Board recognizes the value of computers, computer networks and Internet services in helping the district achieve its educational purposes. Computer use, computer networks, and Internet services can enhance the educational program and help students develop the knowledge and skills they need to be successful. In addition, computer use, computer networks and Internet services can help staff support the educational program, strengthen district communications and improve operational efficiency. The district provides computers and computer network and internet services for the specific and limited purpose of achieving the district's goals and accomplishing its educational and organizational purposes. The Superintendent or designees shall develop specific regulations regarding use of district computers, computer networks and Internet services. The regulations shall address access by students to the Internet and on-line sites that contain or make reference to harmful matter as defined in subdivision (a) of Penal Code Section 313. (cf. 5144 – Discipline).

#### Legal References:

##### EDUCATION CODE

13117

48900

51006 – Computer education and resources

51007 – Programs to strengthen technological skills

60011 – Instructional materials definition

60017.1 – Technology-based materials

60044

##### PENAL CODE

313(a)

502

63032

##### UNITED STATES CODE, TITLE 20

6801 – 6979 – Technology for Education Act of 1994

#### Management Resources:

##### CDE PUBLICATIONS

The California Master Plan for Educational Technology, 1992

K-12 Network Technology Planning Guide: Building the Future, 1994

Policy SAN JUAN UNIFIED SCHOOL DISTRICT

Adopted: September 9, 1997 Carmichael, California



## San Juan Unified School District

### Administrative Regulation 0440.1

#### Philosophy Goals, Objectives, and Comprehensive Plans

##### Use of District Computers, Computer Networks, and Internet Services

The district provides computers and computer network and Internet services for the specific and limited purpose of achieving the district's goals and accomplishing its educational and organization purposes. Other uses are prohibited, except as authorized herein. District computers, computer networks and Internet services are not provided as a public, student, or employee forum. San Juan computers, computer networks and Internet services remain at all times the property of the district. The district shall be the only approved provider of district Internet and e-mail services. Any exceptions must be approved by the Superintendent or her/his designee.

**No Expectation of Privacy:** Use of district computers, computer networks, and Internet services does not create any expectation of privacy. Work produced by any employee on a district computer shall be the property of the district. The district reserves the right to search any information accessed, sent, received, or stored in any format by any district computer user. Users are advised that information and communication deleted by the user may be restored and retrieved from the computer by the district or legal authority. Parents/guardians shall have the right to examine their child's computer files, including electronic communications, if the information is accessible by district staff.

##### User Responsibilities

1. District computers shall not be used by anyone to produce, distribute, access, use, or store information which:
  - a. Is prohibited by law, district or school rules;
  - b. Is obscene, pornographic, sexually explicit, harmful as defined in subdivision (a) of Penal Code 313, or harmful to minors as defined in the Children's Internet Protection Act (CIPA) [P.L. 106-554 – Title XVII-Section 1710(2)];
  - c. Would subject the district or the individual to criminal, civil, or administrative liability for its use, production, distribution, access or storage (e.g., is fraudulent, defamatory, racist, or denigrates persons based upon protected classifications, constitutes sexual harassment, etc.);
  - d. Violates copyright laws;
  - e. Is obtained by trespassing in private or confidential files. Trespass is defined as the unauthorized access to confidential files or the unauthorized access, use or distribution of, or allowing another person without valid authorization access to, confidential information contained in computer files;

- f. Causes delay, disruption or harm to systems, programs, networks or equipment;
  - g. Is otherwise prohibited in the workplace or on a school campus.
2. No user may alter work, except their own, without permission from the author. Users assume personal responsibility and liability, both civil and criminal, for unauthorized use of district computers and computer services.

**Students:** Use of district computers, computer networks and Internet services is a privilege which may be restricted or revoked at any time. District and school rules for behavior and communication shall apply to all use of district computers, computer networks, and Internet services. Anyone who uses a district computer or district access to computer networks or the Internet agrees to comply with district policies and regulations, school rules, and rules of any computer network accessed. Students using district computer and equipment are expected to follow the directions of teachers and school staff. District computers may not be used for commercial purposes, including offering, providing or purchasing goods or services for personal use. Students who violate computer usage rules may lose their computer use privileges, and/or be subjected to discipline. If the computer usage is required in the student's course work, misuse may affect the student's academic grade, and/or if the misuse is sufficiently severe or persistent as determined by the teacher and school administration, the misuse may affect the student's ability to complete the course. Pursuant to federal law, the district has installed filtering or blocking software that blocks access by students using the Internet to materials that are obscene, pornographic, or harmful to minors as defined by law. Notwithstanding this filtering/blocking software, it may be technically possible for a student to access inappropriate sites. The student remains responsible for complying with this computer use policy. Teachers are responsible to provide reasonable supervision of student computer use, but such supervision does not alleviate a student's primary responsibility for appropriate use. The Superintendent or designee is the district employee authorized to direct that a site be blocked to prevent student access, or unblocked to allow student access.

**Employees:** Some employees may be required to use a computer to fulfill their job responsibilities. Except for required uses, use of district computer, computer networks and Internet services is a privilege which may be restricted or revoked at any time. District rules for appropriate computer usage shall apply to all use of district computers, computer networks, and Internet services. Anyone who uses a district computer or district access to computer networks or the Internet agrees to comply with district policies and regulations, division and/or department rules, and rules of any computer network accessed. Any equipment connected to district networks must meet district regulations and technical standards. No modification of hardware or system software is permitted without authorization from Technology Services. District computers may not be used for personal commercial purposes, including offering or providing goods or services. All purchases for school/district purposes shall be made in accordance with district rules and procedures. Misuse of district computer equipment and/or programs may result in discipline, up to and including dismissal. (cf. 310 – Purchasing Procedures). Pursuant to federal law, the district has installed filtering or blocking software that blocks access by employees using the Internet to materials that are obscene, or pornographic. Notwithstanding this filtering/blocking software, it may be technically possible for the employee to access material that is none-the-less prohibited. The employee remains responsible for complying with this computer use policy. Employees may use district computer equipment after the employee's work hours for reasonable personal use, subject to the computer use rules set herein, and so long as such use does not interfere with or negatively impact other employees or the district's computer system or incur a cost to the district. This access is a privilege and not a right, and the district reserves its right to further limit, restrict, modify or eliminate such personal use at any time, either on an individual basis or district-wide. The district at all times reserves to itself the right of access to any information stored on its equipment, including but not limited to e-mail correspondence and Internet access, and employees have no legitimate expectation of privacy as to such information.

**Guests:** The Superintendent or designees may permit a "Guest" to have limited term access to district computers or computer networks for a specific district-related purpose requiring such access if the "Guest" has signed a district computer user agreement.

**Passwords:** Passwords may be assigned to individuals. Assigned passwords shall not be shared or used by anyone else except a student's teacher, an employee's supervisor, authorized computer maintenance and repair personnel, or other personnel designated by the division's Assistant Superintendent or designee.

**District Secured Networks and Confidential Records:** Student and employee records on district computers are confidential. Anyone accessing these records agrees to keep all information in the records confidential and to use it only for legitimate purposes. Access to student and employee records is governed by board policies. Students shall not have access to employee or student records. Assistant Superintendents or their designees may permit a volunteer to have limited access to secured networks and confidential records for a specific district-related purpose requiring such access if the volunteer has signed a district computer user agreement. Anyone who intentionally accesses or changes student or employee records or district secured networks without specific authorization to do so may be subject to disciplinary actions and may be referred to legal authorities. (cf. 4112.6 – Personnel records) (cf. 5125 – Student Records: Confidentiality).

**Remote Access:** Access to district secured computer networks from locations other than district schools or offices, is available only via district approved secured communication lines and may be authorized only by the Superintendent or designee. Any modem attached to a district computer must be approved by the Senior Director of Technology Services or designee. District public information is available via the Internet.

**District Limitations of Liability:** For some employees use of a computer may be required by the district as part of the educational program. In addition to required uses, the district may provide employee and student access to computers, computer networks, and the Internet, but is not obligated to do so. The district accepts no responsibility or liability for access or lack of access to computers, computer networks, or Internet services. On any computer system there is a potential for loss of data, interruption of services and inaccurate or unreliable information. The district makes no warranties for computer services or data, and is not liable for damage to or loss of work on district computers. The district will not be responsible for financial or other obligations arising from the unauthorized use of district computers, computer networks, or the Internet. The Internet opens a world of valuable information to students, however, some information on the Internet may be considered inappropriate for or harmful to young people. Parents and guardians are advised that the district has no control over information available on the Internet and is limited in its ability to control access to inappropriate information. Parents/guardians are encouraged to discuss their expectations for appropriate activities on the Internet with their child(ren). The district has installed filtering or blocking software that limits access to material that is obscene, pornographic, or harmful to minors; however, such software may not adequately protect students from accessing such material or other inappropriate materials. Any installation or removal of blocking software is at the district's discretion and limited by federal law and does not relieve the computer user of his/her personal responsibility not to access inappropriate or harmful materials. Parents/guardians are advised that it may be possible for a student to purchase goods and services through district-owned computers for which the student's parent/guardian may be liable. The district is not liable for student use of or access to the Internet that is in violation of the district's rules.

**Parent/Guardian Rights:** Parents/guardians may specifically request in writing that their children not be given access to the Internet or electronic mail (e-mail). Such written requests must be sent to the principal of any school the child attends. Parents/guardians shall have the right to examine their child's computer files, including electronic communications, if the information is accessible by district staff.

**Classroom Use:** Information available on computers, computer networks and the Internet which is used in the classroom should be in compliance with the Board's policies and district procedures governing the selection of instructional materials. Teachers are expected to use classroom materials and give assignments that are age appropriate and relevant to the course objectives, preview information that will be presented to students, direct students in

appropriate research activities, and help students learn to analyze the accuracy of information accessed. Staff will provide developmentally appropriate guidance to students as they use telecommunications and electronic information resources. Students will be informed by staff of their responsibilities as users of district computers, computer networks and Internet services. Students will be held responsible for complying with all school rules including rules for use of computers and computer services. School administrators and teachers will ensure that students using computers are appropriately supervised, however, schools cannot guarantee that each student will be directly supervised at all times. The Superintendent or designee shall provide for the education of students regarding appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and regarding cyber-bullying awareness and response (cf. 6161.1 – Selection and Adoption of Basic Instructional Materials) (c.f. 6161.4 – Selection of Supplementary Instructional Materials).

**Electronic Communications/E-Mail:** District e-mail users are expected to communicate in a professional manner, consistent with state laws, and district and school rules. Electronic communications should not be considered confidential, private or protected. District e-mail users should never reveal or respond to requests for personal information about themselves or others such as a home telephone number and address, personal habits, or confidential district information such as student records. Electronic communication resources are not provided as a public, student, or employee forum. Sending unnecessary messages to a large number of people (chain mail) is prohibited. Electronic communication on district computers could reflect upon the district. Although it may not be apparent to the sender, all messages sent from the district include the name of the district in the electronic address. Anyone sending a message containing personal opinion, rather than an approved or authorized district position, must include the following disclaimer at the end of their message: “The views reflected in this communication are those of the individual sender and not necessarily those of the district.” In addition to following all pertinent rules and regulations, anyone using district computers for electronic communications should be concise and brief, use normal punctuation, use standard upper-and-lower case letter (not all capital letters), and checking spelling and grammar. Not all district computer users have e-mail accounts. For those district computer users provided with e-mail, the e-mail is considered a primary avenue of communication and should be checked frequently.

**Employee E-Mail:** District employees may be provided with e-mail accounts for work-related communication. In using e-mail, employees are expected to follow the same guidelines that govern employee use of other district resources, such as district telephones. Work related e-mail may be sent to a group of district users, such as central office or elementary secretaries. The sender should select an appropriate group. A message should not be sent to everyone unless the message applies to everyone. E-mail is not provided as a public forum and should not be used to broadcast personal opinion or personal information. Teachers may establish an employee e-mail account for district business communication, and a classroom account for instructionally appropriate e-mail communication by individual students or student groups. Participation in Multiple User Dimensions (news groups, chat rooms, etc.) may be permitted only for work related communications. Electronic communication users shall immediately notify their supervisor if they receive a message they believe is inappropriate.

**Student E-Mail:** Students may be provided with district shared classroom accounts for instructional purposes. No individual student e-mail accounts will be established other than as authorized in writing by the Superintendent or designee. Students may not use e-mail services other than the district service to send or receive communication on district computers. Participation in Multiple User Dimensions (news groups, chat rooms, etc.) may be permitted only for communication approved by teachers for specific instructional purposes. Students may not agree to meet someone they have communicated with through electronic communication unless it involves the approval and participation of their parent/guardian. Individual students and students’ teams may have e-mail communication opportunities through a shared classroom account. Requests for classroom accounts must be approved by the principal of the school. Electronic communication users shall immediately notify their teacher or principal if they receive a message they believe is inappropriate.

**Internet Regulations:** Any district information published on the internet and any information published on the district’s Internet site must be consistent with these regulations:

1. **General:** San Juan electronic services remain at all times the property of the district.
2. **Purpose:** The district provides Internet publication opportunities for the specific and limited purpose of achieving the district’s goals and accomplishing its educational purposes. The purpose of any district Internet publication must be related to current district goals.
3. **Internet Services:** The district shall be the only approved provider of Internet services. Any exceptions must be approved by the Superintendent or her/her designee. Use of district Internet services is restricted to district departments, schools, and other district purposes. Any school or office publishing approved Internet information shall also be responsible for updating that information. The district’s Internet services are not provided as a public, student, or employee forum. Internet pages for schools, classrooms, and departments/offices are appropriate. Internet pages for individuals and organizations are not permitted. Any exceptions must be approved by the Superintendent or her/his designee.
4. **District Review:** The district reserves the right to monitor all information on its servers and to change or delete information at any time.
5. **Student Information:** Student information is private and protected, and the release of any personally identifiable student information, including photographs and student work, must be in accordance with District policies and regulations on student records and Internet publications. Unless a parent/guardian has submitted a written objection, student directory information may be published. Written permission must be obtained from parents/guardians and students before publishing student work. No information may be released about a student if the student’s parent/guardian has made a written request to the school principal not to have information released. Unless notified in writing of an objection by a parent, legal guardian, or student of age 18, photographs and videos of students and/or names may be posted on school websites for positive recognition. Written objections may be submitted at any time during the school year but must be renewed at the start of each school year. Notice of how photographs and videos of students are handled will be posted on the District web site and each school web site. Written parent/guardian permission is required before publishing any photograph or video that identifies students receiving special education services.
6. **Copyright Clearance:** District policies and existing laws on copyright shall govern materials accessed through computer networks and the Internet.
7. **Required Content: Each Internet page must contain the following:**
  - a. San Juan Unified School District
  - b. Name of the school or department
  - c. All rights reserved by the District

The following disclaimer shall be available to everyone who accesses a District Internet page: “Any expressed personal opinions are not those of the school or District. Information is provided without warranties. The District assumes no responsibility for any harm or damage that may be incurred by users, or for the content of any site to which District pages may be linked. Reference to products, services, or publications does not imply endorsement.” Information on each page must be easy to understand, concise, true and accurate. Each page must be checked for correct spelling and grammar.

Approved by Cabinet: January 16, 1996 Carmichael, California  
Revised by Cabinet: August 15, 1997  
Revised by Cabinet: October 2, 2001  
Revised by Cabinet: August 21, 2007  
Revised by Cabinet: June 25, 2012

**District Computer User Agreement**

\_\_\_\_ Guest \_\_\_\_ Employee \_\_\_\_ Student \_\_\_\_ Other

I have read, I understand, and I agree to fully comply with all of the rules contained in the San Juan Unified School District’s policy and administrative regulations on Use of District Computers, Computer Networks, and Internet Services.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Applicant (Print): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Purpose of Computer Use/Access Requested:

Access Requested (check boxes below and attach appropriate account request forms):

\_\_\_\_ Email/General Network Access to Pertaine Student System

\_\_\_\_ Other \_\_\_\_ Pertain Financial System

Period of Use/Access Requested:

School/District Office:

Staff Supervisor:

Approved by (Assistant Superintendent or his/her designee)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Send this agreement and the appropriate account request forms to Computer Services.

SAN JUAN UNIFIED SCHOOL DISTRICT

Carmichael, California

# San Juan Unified

## Board Policy

### BP 5144

Students

#### Discipline

The Governing Board desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, effective classroom management, and parent involvement can minimize the need for discipline. Staff shall use preventative measures and positive conflict resolution techniques whenever possible. In addition, discipline shall be used in a manner that corrects student behavior without intentionally creating an adverse effect on student learning or health.

(cf. 6020 - Parent Involvement)

Board policies and administrative regulations shall outline acceptable student conduct and provide the basis for sound disciplinary practices. Each school shall develop disciplinary rules to meet the school's particular needs.

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. Persistently disruptive students may be assigned to alternative programs or removed from school in accordance with law, Board policy, and administrative regulation.

(cf. 3515 - School Safety and Security)

(cf. 4158/4258/4358 - Employee Security)

(cf. 5136 - Gangs (Which Advocated Drug Use, Violence Or Disruptive Behavior)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Individuals with Exceptional Needs))

(cf. 6184 - Continuation Education)

Staff shall enforce disciplinary rules fairly, consistently, and in accordance with the district's nondiscrimination policies.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

The Superintendent or designee shall provide professional development as necessary to assist staff in developing consistent classroom management skills, implementing effective disciplinary techniques, and establishing cooperative relationships with parents/guardians.

(cf. [4131](#) - Staff Development)

(cf. [4231](#) - Staff Development)

**Legal Reference:**

## EDUCATION CODE

[32280-32288](#) School safety plans  
[35146](#) Closed sessions  
[35291](#) Rules  
[35291.5-35291.7](#) School-adopted discipline rules  
[37223](#) Weekend classes  
[44807.5](#) Restriction from recess  
[48900-48926](#) Suspension and expulsion  
[48980-48985](#) Notification of parent/guardian  
[49000-49001](#) Prohibition of corporal punishment  
[49330-49335](#) Injurious objects

## CIVIL CODE

[1714.1](#) Parental liability for child's misconduct

## CODE OF REGULATIONS, TITLE 5

[307](#) Participation in school activities until departure of bus  
[353](#) Detention after school

**Management Resources:**

## CSBA PUBLICATIONS

Maximizing Opportunities for Physical Activity during the School Day, Fact Sheet, 2009

## CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES

Classroom Management: A California Resource Guide for Teachers and Administrators of Elementary and Secondary Schools, 2000

## STATE BOARD OF EDUCATION POLICIES

01-02 School Safety, Discipline, and Attendance, March 2001

## WEB SITES

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education: <http://www.ed.gov>

## Policy SAN JUAN UNIFIED SCHOOL DISTRICT

adopted: June 9, 1992 Carmichael, California

revised: October 19, 1993

revised: June 9, 2009

revised: February 14, 2012

# San Juan Unified

## Board Policy

### AR 5144 Students

#### Discipline

##### Site-Level Rules

In developing site-level disciplinary rules, the principal or designee shall solicit the participation, views, and advice of one representative selected by each of the following groups:

(Education Code 35291.5)

1. Parents/guardians
2. Teachers
3. School administrators
4. School security personnel, if any
5. For junior high and high schools, students enrolled in the school

Disciplinary strategies provided in Board policy, administrative regulation, and law may be used in developing site-level rules. These strategies include, but are not limited to:

1. Referral of the student for advice and counseling  
(cf. [6164.2](#) - Guidance Services)
2. Discussion or conference with parents/guardians  
(cf. [6020](#) - Parent Involvement)
3. Recess restriction
4. Detention during and after school hours
5. In accordance with Board policy and administrative regulation, restriction or disqualification from participation in extracurricular activities  
(cf. [6145](#) - Extracurricular and Cocurricular Activities)
6. Community service
7. Reassignment to an alternative educational environment  
(cf. [6158](#) - Independent Study)  
(cf. [6184](#) - Continuation Education)
8. Suspension and expulsion in accordance with law, Board policy, and administrative regulation  
(cf. [5144.1](#) - Suspension and Expulsion/Due Process)  
(cf. [5144.2](#) - Suspension and Expulsion/Due Process (Individuals with Exceptional Needs))

Each school shall file a copy of its rules with the Superintendent or designee.

The rules shall be consistent with law, Board policy, and district regulations. The Governing Board may review, at an open meeting, the approved school discipline rules for consistency with Board policy and state law. (Education Code [35291.5](#))

Each school shall review its site-level discipline rules at least every four (4) years.

It shall be the duty of each employee of the school to enforce the school rules on student discipline. (Education Code [35291](#))

#### Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any student.

Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student. (Education Code [49001](#))

Corporal punishment does not include any pain or discomfort suffered by a student as a result of his/her voluntary participation in an athletic or other recreational competition or activity. In addition, an employee's use of force that is reasonable and necessary to protect himself/herself, students, staff, or other persons, to prevent damage to property, or to obtain possession of weapons or other dangerous objects within the control of the student is not corporal punishment. (Education Code [49001](#))

(cf. [4158/4258/4358](#) - Employee Security)

(cf. [5131.7](#) - Weapons and Dangerous Instruments)

(cf. [6145.2](#) - Interscholastic Competition)

### **Recess Restriction**

A teacher may restrict a student's recess time only when he/she believes that this action is the most effective way to bring about improved behavior. When recess restriction may involve the withholding of physical activity from a student, the teacher shall try other disciplinary measures before imposing the restriction. Recess restriction shall be subject to the following conditions:

1. The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.
2. The student shall remain under a certificated employee's supervision during the period of restriction.
3. Teachers shall inform the principal of any recess restrictions they impose.

(cf. [5030](#) - Coordinated School Health Programs)

(cf. [6142.7](#) - Physical Education)

### **Detention After School**

Students may be detained for disciplinary reasons up to one hour after the close of the maximum school day. (5 CCR [353](#))

If a student will miss his/her school bus on account of being detained after school, or if the student is not transported by school bus, the principal or designee shall notify parents/guardians of the detention at least one day in advance so that alternative transportation arrangements may be made. The student shall not be detained unless the principal or designee first notifies the parent/guardian.

In cases where the school bus departs more than one hour after the end of the school day, students may be detained until the bus departs. (5 CCR [307](#), [353](#))

Students shall remain under the supervision of a certificated employee during the period of detention.

Students may be offered the choice of serving their detention on Saturday rather than after school.

(cf. [6176](#) - Weekend/Saturday Classes)

### **Community Service**

As part of or instead of disciplinary action, the Board, Superintendent, principal, or principal's designee may, at his/her discretion, require a student to perform community service during nonschool hours, on school grounds, or, with written permission of the student's parent/guardian, off school grounds. Such service may include, but is not limited to, community or school outdoor beautification, campus betterment, and teacher, peer, or youth assistance programs. (Education Code [48900.6](#))

This community service option is not available for a student who has been suspended, pending expulsion, pursuant to Education Code [48915](#). However, if the recommended expulsion is not



implemented or the expulsion itself is suspended, then a student may be required to perform community service for the resulting suspension. (Education Code [48900.6](#))

### **Notice to Parents/Guardians and Students**

At the beginning of the school year, the Superintendent or designee shall notify parents/guardians, in writing, about the availability of District rules related to discipline. (Education Codes 35291 and 48980)  
(cf. [5145.6](#) - Notifications Required by Law)

The Superintendent or designee shall also provide written notice of the rules related to discipline to transfer students at the time of their enrollment in the District.

#### **Regulation SAN JUAN UNIFIED SCHOOL DISTRICT**

approved: June 9, 1992 Carmichael, California  
revised by Superintendent's cabinet: September 21, 1993  
revised by Superintendent's cabinet: August 2, 1994  
revised by Superintendent's cabinet: January 30, 1996  
revised by Superintendent's cabinet: 1996  
revised by Superintendent's cabinet: January 17, 2012

# San Juan Unified

## Board Policy

BP 6144

Instruction

### Controversial Issues

The Governing Board believes it is important to view controversial issues as essential to a well balanced educational program. Students should have opportunities to discuss controversial issues which have political, social or economic significance and which the students are mature enough to investigate and address. The study of controversial issues should help students learn how to gather and organize pertinent facts, discriminate between fact and fiction, draw intelligent conclusions, and respect the opinions of others.

The Board expects teachers to exercise caution and discretion when deciding whether or not a particular issue is suitable for study or discussion in any particular class or learning situation.

Teachers should not spend time on any topic which they feel is not suitable for the class or related to the established course of study.

The Board also expects teachers to ensure that all sides of a controversial issue are impartially presented, with adequate and appropriate factual information. Teachers sponsoring guest speakers shall comply with BP/AR 6162.8 and shall ask the outside speakers not to use their position or influence on students to forward their own religious, political, economic or social views. Without promoting any partisan point of view, the teacher should help students separate fact from opinion and warn them against drawing conclusions from insufficient data. The teacher shall not suppress any student's view on the issue as long as its expression is not malicious or abusive toward others.

(cf. [1312.1](#) - Complaints Concerning School Personnel)

(cf. [1312.2](#) - Complaints Concerning Instructional Materials)

(cf. [5145.2](#) - Freedom of Speech/Expression: Publications Code)

(cf. [6162.8](#) - Outside Speakers in Classroom)

Legal Reference:

#### EDUCATION CODE

[51510](#) Prohibited study or supplemental materials

[51511](#) Religious matters properly included in courses of study

[51530](#) Prohibition and definition re advocating or teaching communism with intent to indoctrinate

[51933](#) Sex education courses

[60040](#) Portrayal of cultural and racial diversity

[60044](#) Prohibited instructional materials

[60045](#) Required to be accurate, objective, current, and suited to needs and comprehension at respective grade levels

Policy SAN JUAN UNIFIED SCHOOL DISTRICT

adopted: June 9, 1992 Carmichael, California

Effective: September 1, 1992

Revised: June 29, 2004



**San Juan Unified School District**  
**Board Policy 0201**  
**HUMAN DIGNITY**

**Human Dignity:** Recognizing that the population-students, parents/guardians, employees, visitors, and community members of the district is diverse, the Governing Board believes it is part of the district's mission to provide a positive, harmonious environment in which respect for the diverse makeup of the school community is promoted. Human dignity is reflected in attitudes and behaviors toward others and self. Human dignity is characterized through respect, sensitivity and care exhibited in the interaction of staff, students, parents/guardians, and other persons. A major aim of education in the district is the development of a reasoned commitment to the core values of a democratic society. In accordance with this aim, the district will not tolerate behavior by students, employees, parents/guardians, or visitors which insults, degrades, or stereotypes any individual, race, gender, disability, physical characteristic, ethnic group, sexual preference, age, national origin, income level, or religion. Appropriate consequences for violating the human dignity policy will be specified in the code of conduct for each school. The spirit of this policy will be applied to all district departments. Conduct by staff or visitor which violates this policy will be addressed in accordance with provisions of district policy, California laws, and/or the appropriate employee contract.

(cf. 0410 – Nondiscrimination in District Programs and Activities)

(cf. 1250 – Visits to Schools)

(cf. 4030 – Nondiscrimination in Employment)

(cf. 4118 – Suspension/Disciplinary Action)

(cf. 4119.1 – Sexual Harassment)

(cf. 4218 – Suspension/Disciplinary Action)

(cf. 5131.41 – Criticism of Students)

(cf. 5131.42 – Handling of Slurs)

(cf. 5144 – Discipline)

(cf. 5144.1 – Suspension and Expulsion/Due Process)

(cf. 5144.2 – Suspension and Expulsion/Due Process/Individual's Needs) (cf. 5145.7 – Sexual Harassment)

(cf. 6141.2 – Recognition of Religious Beliefs and Customs)

(cf. 6141.3 – Character Education)

(cf. 6141.6 – Multicultural Education)

**Legal Reference:**

**EDUCATION CODE**

200-262 – Prohibition of discrimination

32211 – Threatened disruption or interference with classes

44810-44811 – Willful interference with classroom conduct, extracurricular activities

48900-48926 – Pupil Suspension or Expulsion

**PENAL CODE**

71 – Threatening school or public officers or employees

415-416 – Disturbing the peace, public school

626-627.10 – Access to school campuses, conduct therein, registration, revocation of permission to be on campus

**CIVIL CODE**

54 – Right of access to public places by individuals with disabilities

**GOVERNMENT CODE**

11135 – Nondiscrimination in State-funded programs

**TITLE VII, CIVIL RIGHTS ACT OF 1964**

**TITLE IX, EDUCATION AMENDMENTS OF 1972**

**VOCATIONAL REHABILITATION ACT OF 1973**

503-504

**CODE OF REGULATIONS, TITLE 5**

90-101 – Plans to alleviate racial and ethnic segregation of minority students

Policy adopted January 25, 2000, San Juan Unified School District, Carmichael, California



## San Juan Unified School District EMPLOYEE SAFETY HANDBOOK

### San Juan USD Telephone Numbers

Emergency Number: 9 – 911

Non-Emergency Numbers	
SJUSD 24-Hour District Security Operations	(916) 971-7000
SJUSD Safe Schools Dispatch Office	(916) 971-7981
SJUSD Workers' Compensation Information	(916) 971-7756
To Report a Work-Related Injury	(877) 564-6175
SJUSD District Office	(916) 971-7700
Sacramento County Sheriff's Department	(916) 874-5115
Citrus Heights Police Department	(916) 726-2499
California Highway Patrol (CHP)	(916) 861-1300
California Poison Control	(800) 222-1222

### GENERAL SAFETY INFORMATION

#### Employee Safety – Board Policy 4257

The Governing Board believes that safety is the responsibility of every employee. The Board expects all employees to use safe work practices and to report and correct any unsafe conditions which may occur. Supervisors shall constantly promote safety and correct any unsafe work practice through education, training, and enforcement. No employee shall be required to work under unsafe or hazardous conditions or to perform tasks which endanger health, safety, or well-being of the employee. The district shall provide employees with appropriate safety equipment. Working conditions and equipment shall be maintained in compliance with standards prescribed by Federal, State, and local laws and regulations.

**SJUSD Safety Mission Statement:** It is the philosophy of the district that in an emergency situation, all staff members share the responsibility for the implementation of the school safety plan. It is imperative that all staff members understand that they have the responsibility and the authority to act on situations in the absence of an administrator or designee. Emergency preparedness plans are site-specific, and in most cases follow a step-by-step procedure. However, in some situations, procedures may occur simultaneously with several personnel working together doing different tasks.

#### EMPLOYEE ROLES AND RESPONSIBILITIES:

**Site Administrator:** The site administrator has the overall responsibility for the organization and development of the school safety plan. The site administrator should work to engage development, refinement and practice of this plan. In an emergency, the site administrator is important, but if a situation develops in the absence of this person, all staff should be trained and empowered to act to implement the plan to ensure the safety of everyone on campus.

**Classroom Teacher:** Classroom teachers are primarily responsible for the safety and welfare of the pupils. Teachers will:

- Keep accurate and current information about the emergency plans for the school
- Provide instruction the pupils must follow during actual operation and practice of the emergency plan
- Understand and use effective methods for handling pupils and parents during an emergency
- Have a readily accessible list of students in their charge with pertinent data and phone numbers
- Make all emergency data and procedures available to a substitute teacher

**Support Staff:** Support staff should work in unity with site leadership. In some cases, individuals may have specific assignments. Generally, the support staff will:

- Keep accurate and current information about the emergency plans for the school
- Act to support emergency operations to ensure student control
- Report and be available to react to site needs

**GENERAL SAFETY RULES FOR ALL EMPLOYEES:** San Juan Unified School District employees are responsible for adhering to established safety rules and procedures. The following general safety rules are applicable to all district employees:

1. Employees must report unsafe acts or unsafe conditions to the appropriate supervisors.
2. Employees are required to behave in a safe manner at all times. Horseplay and similar activities will not be tolerated.
3. Obey safety instructions, rules, policies, and procedures. Use provided safety devices and safety equipment, if necessary.
4. Aisles, corridors, electrical panels, fire extinguishers, and fire exits must be clear of obstructions at all times.
5. Report every injury or illness, no matter how minor, to your supervisor immediately so that proper treatment and documentation may occur.
6. Obey all traffic laws.
7. Where required, employees must wear protective equipment (goggles, safety glasses, masks, gloves, hair nets, etc.) that is appropriate for the task.
8. Secure valuables, such as keys, purses, and cell phones in a locked drawer or cabinet.
9. Employees should practice proper lifting procedures using leg muscles, not back muscles. For heavier loads, ask for assistance.
10. Any spilled liquid, oil, or grease must be cleaned up immediately.
11. Employees should learn the location of *all* emergency exits, fire alarm pulls, and fire extinguishers near his/her work station.

### GENERAL SAFETY INFORMATION

**First Aid:** First aid is the initial, immediate care for someone with an illness or injury. It is usually provided to a patient before emergency medical personnel arrives. Preparedness is an important part of first aid. First aid kits are located throughout the district's school sites and departments. Employees should know the location of the nearest first aid kit. Persons who do not have first aid training should not try to provide assistance, as he/she may cause more harm to the injured person. Each site should have at least one employee with a current, up-to-date First Aid Certification. If there is any

doubt to the seriousness of an injury, call 911.

**Emergency Procedures:** According to Administrative Regulation 3517, the district disaster preparedness plan shall be available to staff, students, and the public in the district Safe Schools Resources Center, located in the District Office at 3738 Walnut Avenue, Carmichael, CA, as well as in the office of each school principal. Individual school site disaster plans shall be provided to each teacher and shall be available for public inspection at the principal's office. The principal shall make certain students and staff are familiar with their site plan. Employees must learn emergency procedures *before* an emergency occurs. It is important to keep in mind that not all emergencies result in the same action. It is advisable for all employees to keep a list of emergency phone numbers readily available so that one may contact emergency services quickly when needed. When an emergency occurs, employees must immediately follow the site plan.

**Personal Protective Equipment (PPE):** Personal Protective Equipment is protective clothing or work accessories designed to create a barrier against workplace hazards, injuries or illnesses. Examples of PPE include safety glasses, face shields, safety shoes, hard hats, gloves, earplugs, hair nets, and dust masks. Employees must know and be trained to protect against the hazards of their specific job. Protective equipment must be tested, cleaned and maintained for peak effectiveness. Replacement equipment may become necessary as equipment becomes worn and used.

**Driver safety:** Employees who are entrusted with the care of district owned vehicles must have a valid driver license. If an employee who is required to drive a district vehicle loses his/her license, or has a suspended license, he/she must report it to a supervisor immediately. Employees who are required to have a Commercial Driver Licenses (CDL), must abide by the district's drug and alcohol policy, and are subject to random testing. Whether the driver is transporting students or work materials, it is his/her responsibility to behave in a safe and courteous manner at all times. Seat belts must be worn while operating the vehicle. Cell phones must have hands-free technology, and text messaging is prohibited while driving. Drivers are responsible for reporting any unsafe or hazardous conditions. Accidents must be reported to the immediate supervisor as well as to the district's Risk Management department.

**Ladders and Heights:** Ladder safety is an important part of reducing injuries. When used properly, ladders are safe, but when used improperly they may cause serious injury or death. Common hazards of ladder use include instability, electrical shock, and falling. All ladders should be checked for potential hazards or defects before use. Make sure the rungs are dry before climbing the ladder. The ladder should be appropriate in height and material for the job. Ladders should be placed firmly on the ground. The base of the ladder should be one foot away from the building for every four feet in height. Do not try to extend the ladder by placing it on blocks, boxes, or other materials. Always face a ladder when using it, and be sure to have three points of contact (i.e., two hands and one foot) on the ladder at all times. Do not carry tools or other objects while ascending or descending the ladder; use a tool belt to carry any items. Do not leave tools at the top of a ladder, as they may fall and cause injury. While working on a ladder, keep the body centered. It is important to not lean too far to the side and overextend the body. Metal ladders must not be used near power lines or other electrical devices. If an employee feels sick or dizzy while at heights, the employee should climb down immediately. He/she should rest until the feeling passes. An employee should **never** move a ladder when someone is on it.

**Back Safety and Lifting Techniques:** Improper lifting techniques may lead to serious back, arm, and leg injuries. Employees should consider using mechanical equipment such as a hand truck or asking for help if there is a chance the load will be too heavy or awkward. Ensure the load is stable and will not shift. Be sure to check the surrounding area, and clear anything in the way that may become a tripping hazard. Map out the easiest (not the shortest) route to deposit the weight, and include safe places to stop and rest, if necessary. When lifting or lowering the object, be sure to bend your knees, and avoid stooping. Keep your back straight, (but not vertical), and use your legs to lift the load. Carry the load close to your body, and use your stomach muscles to balance the weight. Avoid twisting your back; instead, move your feet to position the weight.

**Office Safety:** Although not typically considered to be a dangerous work area, an office may present many hazards that may contribute to injuries in this type of setting. One of the most common hazards in an office is the possibility of tripping and/or falling. An open file drawer is a common cause of falls. Office employees must be sure to close file cabinets or drawers when not in use. Slippery, wet floors or torn and loose carpeting may also cause an accident. Liquid spills must be cleaned up immediately and the area should be marked with a sign to indicate a wet floor. It is also important to allow for clear walkways and aisles. Floors should be free of trash, electrical cords, cables and other items. Materials should not be stored in doorways, corridors, or exits. Employees should not stand on a chair, stool, or other unstable surface in order to reach for an object, as this may cause a fall. Avoid sitting on the edge of desks, tables, or low filing cabinets. Electrical hazards may also exist in an office environment. Employees must avoid overloading outlets with extension cords, as this may create a fire hazard. It is important to check for broken or frayed cords, and have them replaced immediately. Do not place cords near heat or water, and never use electrical equipment when your hands are wet. Office employees must practice good housekeeping techniques. In addition to keeping walkways and aisles clear of clutter, storage rooms should be neat and orderly, and organized so that lighter objects are towards the top of cabinets, and heavier items are near the bottom. It is important not to hang or store heavy objects above an employee's head. Furniture should be monitored and checked occasionally for sharp edges, points, or splinters. Office employees should avoid sealing envelopes with staples, pins, or other sharp objects. Shoes must be worn at all times. Many employees in an office setting use a computer on a regular basis. To reduce the risk of carpal tunnel syndrome and other repetitive motion injuries, it is important to make certain the work station is safe and comfortable. Keeping the body in neutral, relaxed positions will help avoid pain and injury. The monitor should be directly in front of the employee and placed approximately an arm's length away from the body. The display screen may be too low or too high if the head must be angled up or down to view the monitor. The keyboard should also be directly in front of the employee, at a height that allows for relaxed shoulders and wrists. Elbows should be close to the body when typing. The mouse or pointer should be placed near the keyboard. Telephones should be kept within easy reaching distance, and a headset should be used, if possible. Feet should be placed flat on the floor.

**Workers' Compensation:** Workers' compensation for San Juan Unified School district is administered by the Risk Management Department. All district employees are covered by this program which provides benefits to those injured on the job during the course of performing job related duties. It is the employee's responsibility to report work-related injuries arising from the course of job duties immediately to his/her supervisor and to contact the injury intake line at 1-877-564-6175. In the event of an injury or accident requiring emergency medical attention, call 911. If medical attention is needed immediately, but it is not an emergency, contact the injury intake line at 1-877-564-6175, and direct the employee to: The Doctor's Center, 4948 San Juan Avenue, Fair Oaks, CA 95628. (916) 966-6287. For further information regarding Workers' Compensation, please contact (916) 971-7756.