Human Resource Services

Sacramento City Unified School District

Annual Employee Notifications

(All Employees, Substitutes, and Short-Term Temporary)

2021-22

Sacramento City Unified School District

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■ ANNUAL EMPLOYEE NOTIFICATIONS ■

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■ ANNUAL EMPLOYEE NOTIFICATIONS ■

NON-DISCRIMINATION IN EMPLOYMENT (BP/AR 4030)

The Governing Board prohibits unlawful discrimination*, intimidation, bullying* against and/or harassment of district employees and job applicants on the basis of actual or perceived race, color, national origin, *ethnicity, nationality,* ancestry, religious creed, *religion,* age, marital status, pregnancy, physical or mental disability, *disability, gender identity, gender expression*, medical condition, veteran status, genetics, gender or sexual orientation, *sex, or association with a person or a group with one or more of these actual or perceived characteristics* 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. Any district employee who engages in or permits unlawful discrimination or harassment shall be subject to disciplinary action up to and including dismissal. A district employee shall be deemed to have permitted unlawful discrimination or harassment if he/she fails to report an observed incident of discrimination and/or harassment, whether or not the victim complains. ***Any employee or applicant for employment who feels that he/she or another individual in the district has been subjected to the above should immediately contact his/her supervisor, principal, other district administrator, or the Superintendent or designee (Chief Human Resources Officer or HR Director at (916) 643-9050).***

CHILD ABUSE REPORTING REQUIREMENTS (BP/AR 5141.4)

Section 11166 of the Penal Code requires any childcare custodian, health practitioner, fire fighter, animal control officer, or humane society officer, employee of a child protective agency or child visitation monitor, who has knowledge of or observes a child in his/her professional capacity or within the scope of his/her employment whom he/she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse, to a child protective agency immediately or as soon as practically possible by telephone, and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident. "Child care custodian" includes teachers; an instructional aide, a teacher's aide, or a teacher's assistant employed by any public or private school, who has been trained in the duties imposed by this article, if the school district has so warranted to the State Department of Education; a classified employee of any public school who has been trained in the duties imposed by this article, if the school has so warranted to the State Department of Education; administrative officers, supervisors of child welfare and attendance, or certificated pupil personnel employees of any public or private school; administrators of a public or private day camp; administrators and employees of public or private youth centers, youth recreation programs, and youth organizations; administrators and employees of public or private organizations whose duties require direct contact and supervision of children and who have been trained in the duties imposed by this article; licensees, administrators, and employees of licensed community care or child day care facilities; head start teachers; licensing workers or licensing evaluators; public assistance workers; employees of a child care institution including, but not limited to, foster parents, group home personnel, and personnel of residential care facilities; social workers, probation officers, or parole officers; employees of a school district police or security department; any person who is an administrator or a presenter of, or a counselor in, a child abuse prevention program in any public or private school; a district attorney investigator, inspector, or family support officer unless the investigator, inspector, or officer is working with an attorney appointed pursuant to Section 317 of the Welfare and Institutions Code to represent a minor; or a peace officer, as defined in Chapter 4.5 (commencing with Section 830) of Title 3 of Part 2 of this code, who is not otherwise described in this section. "Health practitioner" includes physicians and surgeons, psychiatrists, psychologists, dentists, residents, interns, podiatrists, chiropractors, licensed nurses, dental hygienists, optometrists, or any other person who is licensed under Division 2 (commencing with Section 500) of the Business and Professions Code; marriage, family, and child counselors; emergency medical technicians I or II, paramedics, or other persons certificated pursuant to Division 2.5 (commencing with Section 1797) of the Health and Safety Code; psychological assistants registered pursuant to Section 2913 of the Business and Professions Code; marriage, family, and child counselor trainees as defined in subdivision (c) of Section 4980.03 of the Business and Professions Code; unlicensed marriage, family, and child counselor interns registered under Section 4980.44 of the Business and Professions E 5141.4(b) Code; state or county public health employees who treat minors for venereal disease or any other condition; coroners; paramedics; and religious practitioners who diagnose, examine, or treat children. "Child visitation monitor" means any person as defined in Section 11165.15.

EMPLOYEE USE OF TECHNOLOGY (BP/AR 4040 and BP/AR 6162.7, Use of Technology in Instruction)

Employees shall be responsible for the appropriate use of technology and shall use the district's electronic resources only for purposes related to their employment. Such use is a privilege that may be revoked at any time. Employees should be aware that computer files and communications over electronic networks, including e-mail and voicemail are not private. This technology should not be used to transmit confidential information about students, employees, or district affairs. To ensure proper use, the Superintendent or designee may monitor the district's technological resources, including email and voicemail systems, and district cell phones including text messaging, at any time without advance notice or consent. If passwords are used, they must be known to the Superintendent or designee so that he/she may have system access when the employee is absent. The Superintendent or designee shall establish administrative regulations which outline employee obligations and responsibilities related to the use of technology. Employees who fail to abide by these regulations shall be subject to disciplinary action, revocation of the user account, and legal action as appropriate. The Superintendent or designee may establish guidelines and limits on the use of technological resources. He/she shall ensure that all employees using these resources receive copies of related policies, regulations, and guidelines. Employees shall be asked to acknowledge in writing that they have read and understood these policies, regulations, and guidelines. In the event that the use of an electronic resource affects the working conditions of one or more employees, the Superintendent or designee shall notify the employees' exclusive representative. Employees are authorized to use the district's on-line services in accordance with user obligations and responsibilities specified below:

1. The employee in whose name an on-line services account is accessed or issued is responsible for its proper use at all times. Users shall keep personal account numbers, home addresses, and telephone numbers private. Confidential student information shall only be shared consistent with District policy and law. Employees shall use the system only

under the District's own account and if applicable their own user ID.

2. Employees shall use the system only for purposes related to their employment with the district. Commercial, political, and/or personal use of the system is strictly prohibited, including computer games, personal email/banking, and personal on-line activities. The use of signature lines should include name, title, phone number, etc. Confidentiality notice/disclaimers are allowed. No taglines, slogans, or quotes are to be included in the signature lines or in the body of the message. The district reserves the right to monitor any on-line communications for improper use.
3. Users shall not use the system to promote unethical practices or any activity prohibited by law or district policy.
4. Users shall not transmit material that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs.
5. Users shall not download pictures, images, music files or videos, or host for uploading copyrighted files.
6. Copyrighted material may not be placed on the system without the author's permission. Users may download copyrighted material for their own use only and only in accordance with copyright laws.
7. Vandalism will result in the cancellation of user privileges. Vandalism includes uploading, downloading, or creating computer viruses and/or any malicious attempt to harm or destroy district equipment, materials, or the data of any other user.
8. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify, or forge other users' mail.
9. Users are encouraged to keep messages brief.
10. Users shall report any security problem or misuse of the network to the Superintendent or designee.

SEXUAL HARASSMENT (BP/AR 4119.11)

The Governing Board prohibits sexual harassment in the working environment of district employees or applicants by any person in any form. Employees who permit or engage in such harassment may be subject to disciplinary action up to and including dismissal. Any employee or applicant for employment who feels that he/she or another individual in the district is being sexually harassed should immediately contact his/her supervisor, principal, other district administrator, or the Superintendent or designee (*Chief Human Resources Officer or HR Director at (916) 643-9050*) in order to obtain procedures for reporting a complaint. Complaints of harassment can be filed in accordance with AR 4031 - Complaints Concerning Discrimination in Employment. Any supervisor who receives a harassment complaint shall notify the Superintendent or designee, who shall ensure that the complaint is appropriately investigated. The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting when:

1. Submission to the conduct is made either expressly or by implication in term or condition of any individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting the individual.
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or of creating an intimidating, hostile, or offensive working or educational environment or of adversely affecting the student or employee's performance, evaluation, advancement, assigned duties, or any other condition of education, employment, or career development.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Other examples of sexual harassment, whether committed by a supervisor or any other employee, are:

1. Unwelcome leering, sexual flirtations, or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures, or gestures.
5. Spreading sexual rumors.
6. Touching an individual's body or clothes in a sexual way.
7. Cornering or blocking of normal movements.
8. Displaying sexually suggestive objects in the educational or work environment.
9. 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.

Each principal and supervisor has the responsibility of maintaining an educational and work environment free of sexual harassment. This responsibility includes discussing the district's sexual harassment policy with his/her students and/or employees and assuring them that they are not required to endure sexually insulting, degrading, or exploitative treatment or any other form of sexual harassment. The District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics.

DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING

The Sacramento City Unified School District is committed to creating and maintaining a safe work environment free of all forms of harassment and violence, and charges every employee with the responsibility of contributing toward that environment. You have a right to ask for help or changes in your workplace to make sure you are safe at work. Domestic violence means intentionally or recklessly causing or attempting to cause injury or harm, or placing any family member, domestic partner, or cohabitant in reasonable fear of injury. Workers who must leave their jobs to protect themselves or their children from domestic violence – "good cause" under the law – are eligible for unemployment benefits. Victims of domestic violence are protected against discharge or discrimination for taking time

off to seek protection orders or other judicial relief to help secure their own or their children's safety or welfare; as well as to get medical attention or services from a domestic violence shelter, program or rape crisis center, psychological counseling, or related to domestic violence, sexual assault, or stalking. The employee must give reasonable notice, if feasible. The Sacramento City Unified School District may require certification of domestic violence: a police report, protection order, and documentation from court or from a medical professional, domestic violence advocate, or counselor. To the extent the law allows, the Sacramento City Unified School District must maintain the employee's confidentiality. (*California Labor Code §230-230.1, as amended by 2000 Cal. Stat. 487)* Additionally, you have a right to be free from retaliation and discrimination. You can file a complaint with the Labor Commissioner's Office at www.dir.ca.gov/dlse.

The Sacramento City Unified School District declares that violent conduct of any kind will not be condoned or tolerated. Discipline up to and including termination of employment will occur to any employee who threatens or abuses others on work time or using work resources. Employees convicted of a crime as a result of domestic violence may be subject to corrective or disciplinary procedures, up to and including termination, when work performance or normal operation of the workplace is affected.

UNIFORM COMPLAINT (UC) PROCEDURES (BP/AR 1312.3)

The Governing Board recognizes that the district is responsible for complying with applicable state and federal laws and regulations governing educational programs. (T5 CCR 4620) The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination, harassment, intimidation, and/or bullying based on actual or perceived characteristics such as, age, sex, sexual orientation, or on the basis or a person's association with a person or group with one or more of these actual or perceived characteristics, gender, gender expression, gender identity, ethnic group identification, ethnicity, race, ancestry, nationality, national origin, religion, color, or mental or physical disability, or in any program or activity that receives or benefits from state financial assistance. The UCP 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, California Peer Assistance and Review Programs for Teachers, Career Technical and Technical Education and Career Technical and Technical Training Programs, Career Technical Education, Course Periods Without Educational Content, Economic Impact Aid, Education of Pupils in Foster Care and Pupils who are Homeless, and former Juvenile Court Pupils now enrolled in a school district, English Learner Programs, Regional Occupational Centers and Programs, School Safety Plans, State Preschool, Child Care and Developmental Programs, Child Nutrition Programs, Special Education Programs, Federal Safety Planning Requirements, After School Education and Safety, Compensatory Education, Every Student Succeeds Act/No Child Left Behind, Local Control Accountability Plans (including Charter Schools as describe in EC§47606.5 and §47607.3), Tobacco-Use Prevention Education, Agricultural Vocational Education, American Indian Education Centers and Early Childhood Education Program Assessments, Bilingual Education, Physical Education Instructional Minutes and pertaining to prohibitive requirements to pay pupil fees for participation in an educational activity. Additionally, the district shall use uniform complaint procedures to address complaints regarding insufficiency of instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils or staff, and/or teacher vacancy or misassignment issues as provided in Administrative Regulation 1312.4. The UCP shall also be used to resolve complaints of noncompliance with requirements related to reasonable accommodations for lactating students or pupils (see Board Policy 5146), educational rights of foster youth and homeless students, assignment of students to courses without educational content for more than one week per semester or to courses they have previously completed and physical education instructional minutes in elementary schools. The Board encourages the early, informal resolution of complaints at the site level whenever possible. Upon receipt of a written complaint from an individual, public agency or organization, uniform complaint procedures shall be initiated. The Superintendent or designee shall distribute full information about these procedures. 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 facts. This includes keeping the identity of the complainant confidential 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. The Board prohibits retaliation in any form for participation in complaint procedures, including but not limited to the 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. The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate mediation. The Superintendent or designee shall ensure that mediation results are consistent with state and federal laws and regulations.

Responsibility for UC Procedures

The Chief Human Resources Officer, Human Resource Services, will receive and investigate complaints and ensure district compliance with the law. The Chief Human Resources Officer will also assist complainants in understanding that they may pursue other remedies including actions before civil court or other public agencies. (T5 CCR 4621, 4622) Procedures shall be available free of charge. (T5 CCR 4622)

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 educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with the T5 CCR 4632. 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.

Step 1 Filing of Complaint: Any individual, public agency, or organization may file a written complaint of alleged noncompliance by the district. Complaints alleging unlawful discrimination 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. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination. (T5 CCR 4632) The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp. If a complainant is unable to put a complaint

in writing due to conditions such as illiteracy or other disabilities, district staff shall help him/her to file the complaint. (T5 CCR 4600)

Step 2 Mediation: Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process. Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information. If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint. The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (T5 CCR 4631)

Step 3 Investigation of Complaint: The compliance officer shall make all reasonable efforts to hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally. The complainant and/or his/her representative and the district's representatives shall have an opportunity to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witnesses. (T5 CCR 4631)

Step 4 Response: Within 60 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step 5 below, unless the complainant agrees in writing to extend the time line. (T5 CCR 4631)

Step 5 Final Written Decision: The report of the district's decision shall be in writing and sent to the complainant. (T5 CCR 4631) The report of the district's decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, the district shall arrange a meeting at which a community member of the complainant's choosing will interpret it for the complainant. This report shall include:

1. The findings and disposition of the complaint, including corrective actions, if any. (T5 CCR 4631)
2. The rationale for the above disposition. (T5 CCR 4631)
3. Notice of the complainant's right to appeal the decision to the California Department of Education, and procedures to be followed for initiating such an appeal. (T5 CCR 4631)
4. For discrimination complaints, notice that the complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. (T5 CCR 4631; Education Code 262.3)
5. A detailed statement of all specific issues that were brought up during the investigation and the extent to which these issues were resolved.

If an employee is disciplined as a result of the complaint, this report shall simply state 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.

Note: In accordance with California Code of Regulations, Title 5, complaints alleging discrimination, harassment, intimidation and/or bullying must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation and/or bullying complaint occurred.

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 15 days of receiving the district's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals. (T5 CCR 4652) When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the district's decision and must include a copy of the locally filed complaint and the district's decision. (T5 CCR 4652) The California Department of Education may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in T5 CCR 4650, exists. In addition, the California Department of Education may also intervene in those cases where the district has not taken action within 60 calendar 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. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies under state or federal discrimination, harassment, intimidation or bullying laws, if applicable, that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education 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 T5 CCR 4622.

COMPLAINTS CONCERNING DISCRIMINATION IN EMPLOYMENT (AR 4031)

The Governing Board designates the Associate Superintendent, Human Resource Services, as Coordinator(s) for Nondiscrimination in Employment. The following procedures shall be followed when an employee has a complaint alleging that a specific action, policy, procedure, or practice discriminates against him/her on any basis specified in the district's nondiscrimination policies.

1. The complaint must be initiated within 30 days after a complainant knew, or should have known, of the alleged discrimination.
2. All parties involved in allegations of discrimination shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made. The complainant also shall be notified of his/her right to appeal the decision to the next level.
3. When a complaint is brought against the individual responsible for the complaint process at any level, the complainant may address the complaint directly to the next appropriate level.
4. Meetings related to a complaint shall be held at times subject to the collective bargaining agreement and least likely to interfere with school schedules and operations.
5. For the protection of the complainant and the district, complaint proceedings shall be kept confidential insofar as appropriate.
6. All documents, communications, and records dealing with the complaint shall be placed in a district complaint file, which is a separate file from the district's personnel file.
7. No retaliation shall be taken in any form for the filing of a complaint, the reporting of instances of discrimination, or for participation in the complaint procedures. Such participation shall not in any way affect the status or work assignments of the complainant.

8. Time limits specified in these procedures may be revised only by written mutual agreement of all parties involved. A reasonable period of time to conduct an investigation will depend upon the quantity of witnesses and complexity of the investigation. If the district fails to respond within a specified or adjusted time limit, a complainant may proceed to the next level. If a complainant fails to take the complaint to the next step within the prescribed time, the complaint shall be considered settled at the preceding step.

Level I: The complainant shall first meet informally with the principal of the school or department where the allegedly discriminatory act occurred. A complaint regarding discrimination away from a school site should be discussed informally with an administrator selected by the Superintendent. If the complainant's concerns are not clear or cannot be resolved through informal discussion, the principal or other administrator shall prepare, within 10 working days, a written summary of his/her meeting(s) with the complainant. This report shall be available if requested by the nondiscrimination coordinator.

Level II: If a complaint cannot be satisfactorily resolved at Level I, the complainant may submit a formal written complaint to the district nondiscrimination coordinator within 10 days of his/her attempt to resolve the complaint informally. The written complaint shall include the following: (1) the complainant's signature or that of his/her representative; (2) the complainant's name, address, and telephone number; (3) the name and address of the district staff member who committed the alleged violation; (4) a description of the allegedly discriminatory act(s) or omission(s); (5) the discriminatory basis alleged; (6) a specific description of the time, place, nature, participants in, and witnesses to the alleged violation; (7) other pertinent information which may assist in investigating and resolving the complaint.

The nondiscrimination coordinator shall assign a staff member to assist the complainant with this writing if such help is needed. The coordinator shall respond to the complainant in writing within a reasonable period of time. The coordinator shall conduct any investigation necessary to respond to the complaint, including discussion with the complainant, person(s) involved, appropriate staff members and students, and review of the Level I report and all other relevant documents.

Level III: If the complaint cannot be resolved at Level II, the complainant may present the complaint to the Superintendent or designee within 10 days. The Superintendent or designee shall review the Level II investigation file, including the written complaint and all responses from district staff, and may conduct a further investigation if he/she finds it necessary to do so. The Superintendent or designee shall respond to the complainant in writing within a reasonable period of time.

Level IV: If the matter is not resolved at Level III, the complainant may file a written appeal to the Board within 10 working days after receiving the Level III response. The Superintendent or designee shall provide the Board with all information presented at previous levels. The Board shall grant the hearing request for the next regular Board meeting for which it can be placed on the agenda. Any complaint against a district employee shall be conducted in closed session as a personnel matter. The Board shall render its decision within a reasonable period of time. The Board may appoint a hearing panel to review the complaint and previous decisions and make recommendations to the Board. The panel shall hear the appeal and render its decision within 10 working days.

Other Remedies: Complainants may appeal the district's action to the California Department of Education. The Superintendent or designee shall ensure that complainants are informed that injunctions, restraining orders, and other civil law remedies may also be available to them. This information shall be published with the district's nondiscrimination complaint procedures and included in any related notices.

ANIMALS ON DISTRICT PROPERTY

It has come to our attention that there is a need to clarify regulations regarding animals. With the exception of the following three items, no animals are allowed at school sites or administrative facilities: (1) seeing-eye dogs and service dogs, (2) Board Policy 6163.2, "*animals may be brought to school only for educational purposes, subject to rules and precautions specified in administrative regulations related to health, safety and sanitation*," and (3) dogs used for law enforcement purposes.

TOBACCO-FREE SCHOOLS (BP/AR 3513.3)

The Governing Board recognizes the health hazards associated with tobacco products, including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff. Employees are encouraged to serve as models for good health practices that are consistent with the district's instructional programs. In accordance with state and federal law, smoking is prohibited in all district facilities and vehicles. The Board further prohibits the use of tobacco products at all times on district grounds. This prohibition applies to all employees, students, and visitors at any activity or athletic event on property owned, leased, or rented by or from the district. The Superintendent or designee shall inform students, parents/guardians, employees, and the public about this policy and related procedures. Signs prohibiting the use of tobacco shall be prominently displayed at all entrances to school property. The Superintendent or designee shall maintain a list of clinics and other resources which may assist individuals who wish to stop using tobacco products.

Employee Notifications

The Superintendent or designee shall notify employees of the district's tobacco-free schools policy. The notification shall also inform them of:

1. Their need to abide by district policy as a condition of employment.
2. The dangers of tobacco use in the workplace, including its threat to the health and safety of employees, students, and the public.
3. Available resources which may help employees stop using tobacco.
4. Possible disciplinary actions in accordance with Board policy, state law, and applicable collective bargaining agreements.

Enforcement Procedures for Visitors

A visitor who smokes on district property shall be informed of the district's tobacco-free schools policy and asked to refrain from smoking. If the person fails to comply with this request, the following actions may ensue:

1. The matter may be referred to the Superintendent or designee responsible for the area or the event.
2. The Superintendent or designee may direct the person to leave school property.
3. If necessary, the Superintendent or designee may request local law enforcement assistance in removing the person from school premises.
4. If the person repeatedly violates the tobacco-free schools policy, the Superintendent or designee may prohibit him/her from entering district property for a specified period of time.

ENVIRONMENTAL SAFETY (BP/AR 3514)

The Governing Board believes that students and employees have the right to learn and work in a safe, clean, and healthy environment. The district has an obligation to locate and reduce or eliminate potential risks to health and the environment, to use environmental resources in a responsible way, and to educate students and staff about environmental issues. The Superintendent or designee shall establish regulations to guard against environmental hazards. Students and staff are encouraged to report any unsafe conditions they may observe.

Air Quality

The Board recognizes that clean air contributes to a favorable learning environment for students, productivity for staff, and the health of all school occupants. Adequate ventilation, appropriate housekeeping and maintenance procedures, and the removal of pollution sources are all necessary to achieve good indoor air quality. The Superintendent or designee shall ensure that staff implements measures that will maintain good air quality in classrooms and offices. Air quality shall be considered in the setting and architectural design of new or remodeled facilities and in the selection of building materials and furnishings.

The Superintendent or designee shall ensure that the following measures are taken in order to reduce indoor air contaminants:

1. Heating, ventilating, and air conditioning systems shall be operated, inspected, and maintained in accordance with law. School buildings shall be inspected annually to ensure they have adequate ventilation systems, properly maintained so as to preclude the buildup of mold, mildew, and air contaminants. Filters shall be changed frequently.
2. Low-emission cleaning products shall be used whenever possible, and custodial duties that require polluting products shall be performed after classes are dismissed for weekends or vacations.
3. Only District approved cleaning products shall be used at District facilities.
4. Paints, adhesives, and solvents shall be used and stored in well-ventilated areas; these items shall be purchased in small quantities to avoid storage exposure.
5. Exterior wall and foundation cracks and openings shall be sealed to control exposure to rodents.
6. Water-damaged ceiling tiles, carpet, and other building materials shall be removed.

Pest Management

Sanitary measures shall be enforced and buildings regularly cleaned and repaired in order to prevent infestations, minimize the use of pesticides, and eliminate routine spraying. The Superintendent or designee shall ensure that the district follows integrated pest management procedures so as to use the most appropriate and least toxic method of control.

In determining when to control pests and whether to use mechanical, physical, chemical, cultural, or biological means, the district shall follow the principles of integrated pest management. Procedures shall include the following:

1. The choice of using a pesticide will be based on a review of all other available options and a determination that these options are not acceptable or not feasible. The full range of alternatives, including no action, will be considered.
2. Selected non-chemical pest management methods will be used whenever possible to provide the desired control. Cost or staffing considerations alone will not be adequate justification for use of chemical control agents.
3. The pest and the site of infestation shall be carefully identified. Strategies for managing the pest will be influenced by the pest species, and whether that species poses a threat to people, property, or the environment.
4. When it is determined that a pesticide must be used, the least hazardous material will be chosen and applied in accordance with law.
5. Staff, students, and parents/guardians shall receive information about the district's integrated pest management policy and procedures and notification of any upcoming pesticide treatments. Notice of upcoming pesticide treatments shall also be posted in areas designated by the Superintendent or designee. (Reference: Education Code 48980.3, 17612)
6. Records of pesticide use shall be maintained at a designated district office.
7. Pesticide purchases shall be limited to amounts authorized by the Superintendent or designee for use during the year. Pesticides shall be stored in a secure site not accessible to students or unauthorized staff; they shall be stored and disposed of in accordance with EPA-registered label directions and state regulations.
8. Persons applying pesticides shall follow label precautions and shall be trained in the principles and practices of integrated pest management.

Lead Exposure Reduction

The Board recognizes that exposure to lead is especially damaging to young children, and that hazardous levels of lead may sometimes be present in paint, soil, or drinking water. In order to minimize any harmful exposure, the district shall follow guidelines recommended by the Department of Health Services and specified in administrative regulations. In accordance with law, the Superintendent or designee shall inform school staff and parents/guardians of the results of any lead survey conducted by the Department of Health Services.

The following steps shall be taken to minimize potential exposure to lead:

1. Lead exposure hazards shall be evaluated before any renovation or remodeling is begun, and children shall not be allowed in or near buildings in which these activities may create lead dust. Contractors and workers shall comply with state and federal standards related to the handling and disposal of lead debris and the clean-up and containment dust within the construction area.
2. School drinking water fountains shall be monitored for the amount of lead in the water, and corrective action shall be taken when necessary.
3. The district shall provide parents/guardians and students with information about the prevention of lead poisoning, and may refer parents/guardians to their children's health care providers or local health department for blood lead testing of children six months through six years of age.
4. Remedial action to abate existing lead hazards shall be taken only by personnel qualified in accordance with law.

Asbestos Testing and Abatement

Maintenance staff shall be trained in the location, identification, proper cleaning, and ongoing maintenance of asbestos-containing materials and in the removal and decontamination of small amounts of such materials when needed to repair pipes or perform similar duties. Any more extensive asbestos abatement

work shall be done by state-certified asbestos abatement contractors in compliance with state and federal standards. The district's complete, updated management plan for material containing asbestos in school buildings shall be available for inspection in district and school offices during normal business hours. Parent, teacher, and employee organizations shall annually be informed of the availability of this plan. (40 CFR 763.93)

Other Environmental Safety Precautions

Principals or their designees shall enforce school rules designed to:

1. Prevent the accumulation of flammable, noxious, or otherwise dangerous materials unless adequate safeguards are provided.
2. Keep all school facilities free of debris.
3. Keep walkways at all times open to pedestrian traffic and clear of obstructions.

HAZARDOUS SUBSTANCES (BP/AR 3514.1)

The Governing Board recognizes that potentially hazardous substances are used in the daily operations of our schools. The Superintendent or designee shall ensure these substances are inventoried, used, stored, and regularly disposed of in a safe and legal manner. Insofar as possible, the Superintendent or designee shall minimize the quantities of hazardous substances stored on school property and shall substitute less dangerous materials for hazardous substances.

HAZARDOUS SUBSTANCES DISPOSAL / HAZARD COMMUNICATION PROGRAM

The disposal of chemicals may be accomplished in accordance with removal and disposal systems established by the County Office of Education or by permission of the County Superintendent of Schools.

The Superintendent or designee shall develop, implement, and monitor a written hazard communication program in accordance with state law. As part of this program, he/she shall ensure that employees are fully informed about the properties and potential hazards of substances to which they may be exposed, and that Safety Data Sheets are readily accessible to them. Teachers shall instruct students about the importance of proper handling, storage, disposal, and protection when using any potentially hazardous substance.

Hazard Communication Program

The written hazard communication program shall be available upon request to all employees and their designated representatives. The following materials are exempted from the hazard communication program and this district regulation: hazardous wastes; tobacco products; wood and wood products; manufactured articles; food, drugs, and cosmetics intended for personal consumption by employees while in the workplace; and substances used in compliance with regulations issued by the Department of Pesticide Regulation pursuant to Food and Agriculture Code 12981.

1. Container Labeling: Except for consumer products, pesticides, alcoholic beverages, and food, drug, and additive products which are already labeled in compliance with federal law, no container of hazardous substance shall be accepted by schools or the district without the 16 required elements:

   Whenever hazardous substances are transferred from their original containers to other containers, the secondary containers shall likewise be labeled with the identity and hazard warning statement.
2. Safety Data Sheets: Upon receiving a hazardous substance or mixture, the Superintendent or designee shall ensure that the manufacturer has also furnished a Safety Data Sheet (SDS) as required by law. If the SDS is missing or obviously incomplete, the Superintendent or designee shall request a new SDS from the manufacturer and shall notify the California Occupational Safety and Health Division (Cal/OSHA) if a complete SDS is not received. The Superintendent or designee shall maintain copies of the SDS for all hazardous substances, and ensure that they are kept up-to-date and available to all affected employees during working hours. He/she shall review each incoming SDS for new and significant health or safety information and shall disseminate this information to affected employees.
3. Employee Information and Training: Employees shall receive in-service training on hazardous substances in their work area at the time of their initial assignment and whenever a new hazard is introduced into their work area. This training shall include but is not limited to (8 CCR 5194):
   a. An overview of the requirements of California's Hazard Communication Regulation (Code of Regulations, Title 8, Section 5194), including employee rights described therein.
   b. The location, availability, and content of the district's written hazard communication program.
   c. Information as to any operations in the employees' work area where hazardous substances are present.
   d. The physical and health effects of the hazardous substances in the work area.
   e. Techniques and methods of observation that may determine the presence or release of hazardous substances in the work area.
   f. Methods by which employees can lessen or prevent exposure to these hazardous substances, such as appropriate work practices, use of personal protective equipment, and engineering controls.
   g. Steps the district has taken to lessen or prevent exposure to these substances.
   h. Instruction on how to read labels and review the SDS for appropriate information.
   i. Emergency and first aid procedures to follow if exposed to the hazardous substance(s).
4. List of Hazardous Substances: For specific information about the hazardous substances known to be present in the district and schools, employees may consult the SDS.
5. Hazardous Non-Routine Tasks: When employees are required to perform hazardous non-routine tasks, they shall first receive information about the specific hazards to which they may be exposed during this activity and the protective/safety measures which must be used. They shall also receive information about emergency procedures and the measures the district has taken to lessen the hazards, including ventilation, respirators, and the presence of another employee.
6. Hazardous Substances in Unlabeled Pipes: Before starting to work on unlabeled pipes, employees shall contact their

supervisors for information as to the hazardous substance(s) contained in the pipes, the potential hazards, and safety precautions which must be taken.

7. Informing Contractors: To ensure that outside contractors and their employees work safely in district buildings and schools, the Superintendent or designee shall inform these contractors of hazardous substances which are present on the site and precautions that employees may take to lessen the possibility of exposure. It shall be the contractor's responsibility to disseminate this information to his/her employees and subcontractors.

EXPOSURE CONTROL PLAN FOR BLOOD-BORNE PATHOGENS (BP/AR 4119.42)

The Superintendent or designee shall meet state and federal standards for dealing with blood-borne pathogens and other potentially infectious materials in the workplace. The Superintendent or designee shall establish a written Exposure Control Plan designed to protect employees from possible infection due to contact with blood-borne viruses, including human immunodeficiency virus (HIV) and hepatitis B virus (HBV). The Governing Board shall determine which employees have occupational exposure to blood-borne pathogens and other potentially infectious materials. In accordance with the district's Exposure Control Plan, employees having occupational exposure shall be offered the hepatitis B vaccination. The Superintendent or designee may exempt designated first-aid providers from pre-exposure hepatitis B vaccination under the conditions specified by state regulations. Any employee not identified as having occupational exposure in the district's exposure determination may petition to be included in the district's employee in-service and hepatitis B vaccination program. Any such petition should be submitted to the Superintendent or designee who shall evaluate the request and notify the petitioners of his/her decision. The Superintendent or designee may deny a request when there is no reasonable anticipation of contact with infectious material.

Definitions

Occupational Exposure means "reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties." Exposure Incident means "a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties." Parenteral contact means "piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts, and abrasions."

Exposure Control Plan

The district's Exposure Control Plan shall contain at least the following components:

1. A determination of which employees have occupational exposure to blood or other potentially infectious materials.
2. A description of the schedule and method for implementing exposure control requirements, including but not be limited to:
   a. Universal precautions.
   b. Engineering and work practice controls.
   c. Personal protective equipment.
   d. Housekeeping schedules.
   e. Hepatitis B vaccination.
   f. Post-exposure evaluation and follow-up.
   g. Informing employees about biohazards, including:
      (1) Labels and signs.
      (2) Training.
   h. Maintenance of training and medical records.
3. The district's procedure for evaluating circumstances surrounding exposure incidents.

The Exposure Control Plan shall be reviewed and updated at least annually and whenever necessary to:

1. Reflect new or modified tasks and procedures affecting occupational exposure.
2. Reflect new or revised employee positions with occupational exposure.
3. Review the exposure incidents which occurred since the previous update.

The district's Exposure Control Plan shall be accessible to employees in accordance with law. It also shall be made available to the Chief or Director of the National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services, or his/her designee, upon request for examination and copying.

Exposure Determination

The district's Exposure Determination shall be made without regard to the use of personal protective equipment and shall include:

1. All job classifications in which all employees have occupational exposure to blood-borne pathogens.
2. Job classifications in which some employees have occupational exposure.
3. All tasks and procedures or groups of closely related tasks and procedures in which occupational exposure occurs and which are performed by employees listed in item #2 above.

Vaccination Requirements:

Hepatitis B vaccinations

Hepatitis B vaccinations shall be provided at no cost to those employees determined to have occupational exposure to blood and other potentially infectious materials. Employees who decline to accept the vaccination shall sign the hepatitis B declination statement as required by law. The district may exempt "designated first-aid providers" from the pre-exposure hepatitis B vaccine if:

1. Rendering first aid is not the primary job responsibility of the employee and is not performed on a regular basis.
2. The district's Exposure Control Plan provides that:
   a. Employees report all first-aid incidents involving the presence of blood or other potentially infectious materials before the end of the work shift during which the incident occurred.
   b. Designated first-aid providers participate in the blood-borne pathogens training program.
   c. The full hepatitis B vaccination series shall be made available to unvaccinated first-aid providers no later than 24 hours after they render assistance in any situation involving the presence of blood or other potentially infectious material regardless of whether an exposure incident occurred.
3. The district implements a procedure to ensure the above requirements are met.

Senate Bill #792-Child Development Immunization/Vaccinations

"This bill commencing September 1, 2016, would prohibit a person from being employed or volunteering at a day care center or a family day care home if he or she has not been immunized against influenza, pertussis, and measles." To verify that our employee has met these requirements, employees must provide the employer with one of the following and/or complete form PSL-F273 to expedite verification:

- A yellow immunization card signed/dated by a licensed physician indicating the date the employee received the immunization and when it will expire.
- Formal medical verification that is signed and dated by a licensed physician that waives immunization due to health issues.
- Formal medical verification that is signed and dated by a licensed physician that certifies that the employee has evidence of current immunity to measles, pertussis, and/or influenza.

Note: Per this new law, personal belief exemptions will be granted without medical verification for influenza only.

Protective Equipment

The district shall provide appropriate personal protective equipment at no cost to the employee. The district shall maintain, repair, make accessible, and require employees to use and properly handle protective equipment.

Information and Training

The district shall provide a training program as specified by law to all employees in job classifications which have been determined to have some degree of occupational exposure. This program shall be offered at the time of initial assignment, annually thereafter, and whenever a change of tasks or procedures affects the employee's exposure. Employees who fall within the definition of designated first aid providers shall also receive training. Such training shall include the specifics of reporting first-aid incidents which involve blood or body fluids which are potentially infectious.

First-Aid Incidents

Unvaccinated designated first-aid providers must report any first-aid incident involving the presence of blood or other potentially infectious material, regardless of whether an exposure incident occurred, by the end of the work shift. The full hepatitis B vaccination series shall be made available to such employees no later than 24 hours after the first-aid incident.

Exposure Incidents: Post-evaluation and Follow-up

All exposure incidents must be reported as soon as possible to the Superintendent or designee. Following a report of an exposure incident, the district shall provide the exposed employee with a confidential medical evaluation and follow-up, as required by law. The district shall maintain the confidentiality of the affected employee and the exposure source during all phases of the post-exposure evaluation.

Records

Medical and training records shall be kept in accordance with law. Medical records shall be maintained for the duration of employment plus 30 years. Training records shall be maintained for three years from the date of training. An employee's records shall be made available to that employee and to the National Institute for Occupational Safety and Health in accordance with law. Medical records for each employee with occupational exposure will be kept confidential as appropriate and transferred or made available in accordance with law.

Nondiscrimination in District Programs and Activities (BP 0410)

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

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.

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

An individual filing a complaint of discrimination shall not be subjected to acts of retaliation for the purpose of interfering with any right secured by federal or state law. This includes acts of intimidation, threats, coercion, or discrimination.

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.

Access for Individuals with Disabilities

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.

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, note-takers, written materials, taped text, and Braille or large print materials.

Individuals with disabilities shall notify the Superintendent or principal 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.

EMPLOYEES WITH INFECTIOUS DISEASE (BP 4119.41)

The Governing Board encourages each employee to inform the district as soon as possible if he/she contracts an infectious disease which creates a physical or mental disability. The Board will reasonably accommodate the needs of such individuals. The

Board may reassign or grant disability leave to an employee who is unable to perform his/her job responsibilities because of illness or because the employee's illness significantly endangers his/her health or safety or the health or safety of others. No employee will be discriminated against because of his/her disability. Legal protections established for disabled persons extend to individuals significantly impaired by infectious diseases. When informed that an employee has a disabling infectious disease, the Superintendent or designee may request that the employee sign a release form to provide confidential medical information and records. In determining a reasonable accommodation of the employee's condition, the Superintendent or designee may consult with public health officials or physicians with expertise in the diagnosis and treatment of infectious disease. The Superintendent or designee may also communicate with the employee's physician regarding the employee's ability to perform the essential requirements of the job with reasonable accommodation and without posing significant health or safety risks to the employee or others. The Superintendent or designee shall prepare a confidential report which includes his/her recommendation and the medical information upon which it is based. These recommendations shall take into consideration:

1. The nature of the disease and the probability of its being transmitted, including the duration and severity of the risk.
2. The physical condition of the employee, including diagnosis, treatment, and prognosis of the condition.
3. The actual requirements of the employee's job and the expected type of interaction with others in the school setting.

This report shall be forwarded to the Board for confidential review and action. The job assignment of an employee with a disabling infectious disease shall be reevaluated whenever there is a change in medical knowledge or in the employee's medical regimen or health which might affect his/her assignment.

Confidentiality

The Board and the Superintendent or designee shall ensure that employee rights to confidentiality are observed. The district shall disclose medical record information only to the extent required or permitted by law. The medical records of any employee with a disabling infectious disease shall be held in strict confidence.

DRUG AND ALCOHOL-FREE WORKPLACE (BP 4020)

The Governing Board believes that the maintenance of drug and alcohol-free workplaces is essential to school and district operations. No employee shall unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any alcoholic beverage, drug, or controlled substance as defined in the Controlled Substances Act and Code of Federal Regulations before, during, or after school hours at school or in any other district workplace. The Superintendent or designee shall:

1. Publish and give to each employee a notification of the above prohibitions. The notification shall specify the actions that will be taken against employees who violate these prohibitions. The notification shall also state that as a condition of employment, the employee will abide by the terms of this policy and notify the employer, within five days, of any criminal drug or alcohol statute conviction which he/she receives for a violation occurring in the workplace. For the purpose of this policy, "conviction" shall mean a finding of guilt, including a plea of nolo contendere, or imposition of sentence, or both, by any judicial body charged to determine violations of federal or state criminal drug or alcohol statutes.
2. Establish a drug and alcohol-free awareness program to inform employees about:
   a. The dangers of drug and alcohol abuse in the workplace.
   b. The district policy of maintaining drug and alcohol-free workplaces.
   c. Any available drug and alcohol counseling, rehabilitation, and employee assistance programs.
   d. The penalties that may be imposed on employees for drug and alcohol abuse violations.
3. Notify the appropriate federal granting or contracting agencies within 10 days after receiving notification, from an employee or otherwise, of any conviction for a violation occurring in the workplace.
4. Initiate disciplinary action within 30 days after receiving notice of a conviction for a violation in the workplace from an employee or otherwise. Such action shall be consistent with state and federal law, the appropriate employment contract, the applicable collective bargaining agreement, and district policy and practices.
5. Make a good faith effort to continue maintaining a drug and alcohol-free workplace through implementation of Board policy. In taking disciplinary action, the Board shall require termination when termination is required by law. When termination is not required by law, the Board shall either take disciplinary action, up to and including termination, or shall require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by a federal, state, or local health, law enforcement, or other appropriate agency. The Board's decision shall be made in accordance with relevant state and federal laws, employment contracts, collective bargaining agreements, and district policies and practices.

DRUG AND ALCOHOL-FREE WORKPLACE NOTICE TO EMPLOYEES

YOU ARE HEREBY NOTIFIED that it is a violation of Board policy for any employee at a school district workplace to unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any alcoholic beverage, drug, or controlled substance as defined in the Controlled Substances Act and Code of Federal Regulations. “School district workplace" is defined as any place where school district work is performed, including a school building or other school premises; any school-owned or school-approved vehicle used to transport students to and from school or school activities; any off-school sites when accommodating a school-sponsored or school-approved activity or function, such as a field trip or athletic event, where students are under district jurisdiction; or during any period of time when an employee is supervising students on behalf of the district or otherwise engaged in district business.

As a condition of your continued employment with the district, you will comply with the district's policy on Drug and Alcohol-Free Workplace and will, any time you are convicted of any criminal drug or alcohol statute violation occurring in the workplace, notify your supervisor of this conviction no later than five days after such conviction.

Pursuant to the federal Omnibus Transportation Employee Testing Act (OTETA) of 1991, school bus drivers and other employees defined in the OTETA as being in safety sensitive positions shall be subject to a drug and alcohol-testing program that fulfills the requirements of the Code of Federal Regulations, Title 49, Part 382.

Pursuant to California Education Code 44836 and 45123, the Board may not employ or retain in employment persons convicted of a controlled substance offense as defined in Education Code 44011. If any such conviction is reversed and the person acquitted in a new trial or the charges dismissed, his/her employment is no longer prohibited.

Pursuant to Education Code 45123, the district may employ for classified service a person who has been convicted of a controlled substance offense only if it determines, from evidence presented, that the person has been rehabilitated for at least five years. The Board shall determine the type and manner of presentation of the evidence, and the Board's determination as to whether or not the person has been rehabilitated is final.

Pursuant to Education Code 44425, whenever the holder of any credential issued by the State Board of Education or the Commission for Teacher Preparation and Licensing has been convicted of a controlled substance offense as defined in Education Code 44011, the commission shall forthwith suspend the credential. When the conviction becomes final or when imposition of sentence is suspended, the commission shall revoke the credential.

Pursuant to Education Code 44940, the district must immediately place on compulsory leave of absence any certificated employee charged with involvement in the sale, use, or exchange to minors of certain controlled substances.

Pursuant to Education Code 44940, the district may immediately place on compulsory leave of absence any certificated employee charged with certain controlled substance offenses.

Pursuant to Education Code 45304, the district must immediately place on compulsory leave of absence any classified employee charged with involvement in the sale, use, or exchange to minors of certain controlled substances.

Pursuant to Education Code 45304, the district may immediately place on compulsory leave of absence any classified employee charged with certain controlled substance offenses.

Drug and alcohol counseling, rehabilitation, and/or employee assistance programs are available locally. If you need a referral, please contact the Chief Human Resources Officer.

SOLICITING AND SELLING (BP 4135)

Employees shall not solicit district staff, students, or their families with the intent to sell general merchandise, books, equipment, or services. Staff shall not distribute promotional, political, controversial, or other non-instructional materials unless approved by the Superintendent or designee. Staff members shall not use their status as district employees to secure information such as names, addresses, and telephone numbers for use in profit-making ventures. Educational tours may be promoted on school premises only if the district sponsors them. Employees engaged in planning, organizing, or leading tours as a private business shall make it clear that they do not represent the school or district. All activities related to such tours must be carried on outside of school hours and off school premises. Any classroom activity requiring students to bring money to school for any purpose must have the principal's approval. Staff participation in "flower funds," "sickness and bereavement funds," "anniversary funds," and the like shall be a matter of individual discretion.

TUTORING (BP 4137)

The Governing Board expects teachers and other members of the instructional staff to make every effort to resolve students' learning problems at school before recommending that parents/guardians engage a tutor or other professional help. By maintaining a competent, dedicated staff and adequate instructional resources, the Board seeks to minimize the need for individual tutoring. To preclude conflicts of interest, teachers may not accept any kind of remuneration for tutoring a student enrolled in any of their classes. Teachers who tutor other students must perform this service outside of school facilities and make their own arrangements with parents/guardians for the fees to be charged. The Board encourages teachers to tutor only in subjects or grade levels for which they are certificated.

OVERTIME OR COMPENSATORY TIME OFF FOR NON-EXEMPT EMPLOYEES UNDER THE FAIR LABOR STANDARDS ACT (FLSA)

Employees should refer to their union contracts for specific language that has been negotiated in regard to overtime and compensatory time off. For employees who are non-exempt under the FLSA, prior written approval from the evaluating supervisor is required prior to working overtime either for pay or compensatory time off. The FLSA designation for each position is shown on the position description and in the Terms of Employment signed by new or promoted employees. Overtime worked MUST be reported on time sheets along with the supervisor's approval so that comprehensive records of compensatory time off, or overtime for pay, can be appropriately maintained by the District.

EXEMPT EMPLOYEES UNDER THE FAIR LABOR STANDARDS ACT (FLSA)

Exempt employees are NOT entitled to overtime or compensatory time off. They are considered to be bona fide executives, administrators, or professionals such as teachers, principals, managers, some confidential and supervisory positions, and others. The FLSA designation for each position is shown on the position description and in the Terms of Employment signed by new or promoted employees.

FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement: FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons: for incapacity due to pregnancy, prenatal medical care or child birth; to care for the employee's child after birth, or placement for adoption or foster care; to care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or for a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements: The National Defense Authorization Act extends coverage for exigency leave to the family of all active-duty servicemembers who are deployed in a foreign country. Employees with a family member who is either in a regular component of the Armed Forces or a reserve component of the Armed Forces will be entitled to leave "because of any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty)" in a foreign country; may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

The act also extends coverage of "servicemember caregiver leave" to include caring for a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness

and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

The caregiver would be able to take up to 26 weeks of leave to care for a veteran for up to five years after he or she leaves military service if the veteran suffered a qualifying injury or illness in the line of active duty (or had an existing injury or illness aggravated in the line of active duty). The injury or illness could manifest itself before or after the member became a veteran.

Benefits and Protections: During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements: Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition: A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave: An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave: Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities: Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities: Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers: FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement: An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

AMERICANS WITH DISABILITIES ACT (ADA) OF 1990

The ADA prohibits discrimination against any qualified individual with a disability because of that disability. The purpose of the ADA is to provide a clear and comprehensive mandate for the elimination of discrimination against individuals with disabilities. The Sacramento City Unified School District provides equal access and opportunity to all persons, including qualified individuals with a disability. Applicants and employees are provided opportunities for employment in all positions, with or without reasonable accommodation. For further information on the ADA, contact the Office of Risk & Disability Management at 643-9421.

VIETNAM-ERA ADJUSTMENT ACT OF 1974

School districts with $10,000 or more in federal funds must take affirmative action to hire disabled veterans of all wars and ALL veterans of the Vietnam War. A disabled veteran is one with 30% or more disability rating from the Veteran's Administration, or one who was discharged from active duty for service-connected disability. The Sacramento City Unified School District gives additional points in the screening, interview, and selection process for disabled veterans of the Vietnam War.

OMNIBUS TRANSPORTATION EMPLOYEES ACT (OTEA) OF 1991

This act mandates alcohol and drug testing for all employees in safety sensitive positions. It applies to every employee who drives a commercial motor vehicle requiring a commercial driver's license such as bus drivers, grounds keepers, and maintenance drivers. Employees who drive vehicles that transport 16 or more passengers, weigh 26,001 pounds, or carry hazardous materials are subject to drug and alcohol testing. Drug

and alcohol tests include post-offer/pre-employment, post-accident resulting in a moving violation, reasonable suspicion, return to duty and follow-up, and random testing of 25% of identified employees each year.

EMPLOYEE ASSISTANCE PROGRAM

Most employees and eligible dependents are entitled to receive EAP services, administered by Mental Health Network (MHN). Eligible employees are entitled to receive seven sessions per benefit year. The spouse of an eligible employee is entitled to receive seven sessions, and the children of eligible employees are entitled in the aggregate to receive seven sessions per benefit year from July 1 through June 30. Services provided include clinical counseling and life management services, which include pre-retirement counseling, child care consultation, elder care consultation, Federal taxpayer consultation and representation service, organizing life's affairs, and other services. All services are confidential. Employees may call MHN 24 hours a day, seven days a week at 1-800-227-1060. The TDD number for the hearing impaired is 1-800-327-0801.

CODE OF ETHICS (BP 4119.21, BP 4219.21, BP 4319.21)

The Governing Board expects district employees to maintain the highest ethical standards, to follow district policies and regulations, and to abide by state and national laws. Employee conduct should enhance the integrity of the district and the goals of the educational program. The Board encourages district employees to accept as guiding principles the codes of ethics published by professional associations to which they may belong.

Certificated Employees (E 4119.21)

General Provisions

80331 (a) These rules are binding upon every person holding a credential or any license to perform educational services under the jurisdiction of the Commission on Teacher Credentialing, and the consequences of any willful breach may be revocation or suspension of the credential, or license, or private admonition of the holder.

(b) Nothing in these rules is intended to limit or supersede any provision of law relating to the duties and obligations of certificated persons or to the consequences of the violation of such duties and obligations. The prohibition of certain conduct in these rules is not to be interpreted as approval of conduct not specifically cited.

(c) These rules may be cited and referred to as "Rules of Conduct for Professional Educators."

(d) The Commission shall complete a study of the effect of these rules and present its findings to the Governor, the Legislature, and the State Board of Education no later than September 1, 1989.

(e) As used in these rules:

(1) "Certificated person" means any person who holds a certificate, permit, credential, or other license authoring the performance of teaching or education-related service in grades K through 12 in California public schools.

(2) "Professional employment" means the performance for compensation of teaching or other education-related employment in a position for which certification requirements are set by law.

(3) "Confidential information" means information made confidential by Section 35301 of the Education Code, or information which was provided to the certificated person solely for the purpose of facilitating his/her performance of professional services for or on behalf of the person or employer providing such information.

80332 (a) A certificated person shall not write or sign any letter or memorandum which intentionally omits significant facts, or which states as facts matters which the writer does not know of his/her own knowledge to be true relating to the professional qualifications or personal fitness to perform certificated services of any person whom the writer knows will use the letter or memorandum to obtain professional employment; nor shall he/she agree to provide a positive letter of recommendation which misrepresents facts as a condition of resignation or for withdrawing action against the employing agency.

Professional Candor and Honesty in Letters or Memoranda of Employment Recommendation

(b) This rule has no application to statements identified in the letter or memorandum as personal opinions of the writer, but does apply to unqualified statements as fact that which the writer does not know to be true, or to statements as fact that which the writer knows to be untrue.

Withdrawal from Professional Employment

80333 (a) A certificated person shall not abandon professional employment without good cause.

(b) "Good cause" includes, but is not necessarily limited to, circumstances not caused by or under the voluntary control of the certificated person.

Unauthorized Private Gain or Advantage

80334 A certificated person shall not:

(a) Use for his/her own private gain or advantage or to prejudice the rights or benefits of another person any confidential information relating to students or fellow professionals.

(b) Use for his/her own private gain or advantage the time, facilities, equipment, or supplies which are the property of his/her employer without the express or clearly implied permission of his/her employer.

(c) Accept any compensation or benefit or thing of value other than his/her regular compensation for the performance of any service which he/she is required to render in the course and scope of his/her certificated employment. This rule shall not restrict performance of any overtime or supplemental services at the request of the school employer; nor shall it apply to or restrict the acceptance of gifts or tokens of minimal value offered and accepted openly from students, parents, or other persons in recognition or appreciation of service.

80335 A certificated person shall not, after July 1,1989:

(a) Knowingly, accept an assignment to perform professional services if he or she does not possess a credential authorizing the service to be performed; unless he or she has first exhausted any existing local remedies to correct the situation, has then notified the County Superintendent of Schools in writing of the incorrect assignment, and the County Superintendent of Schools has made a determination, within 45 days of receipt of the notification, that the assignment was caused by extraordinary circumstances which make correction impossible, pursuant to the procedures referred to in Education Code Section 44258.9 (g) (2) and (3).

Performance of Unauthorized Professional Services

(b) Knowingly and willfully assign or require a subordinate certificated person to perform any professional service which the subordinate is not authorized to perform by his or her credential or which is not approved by appropriate governing board authorization, unless he or she has made reasonable attempts to correct the situation but has been unsuccessful, and has notified the County Superintendent of Schools of those attempts, and the County Superintendent of Schools has determined, within 45 days of being notified of the assignment, that the assignment was caused by extraordinary circumstances which make correction impossible.

(c) Neither (a) nor (b) shall be applicable in a situation where extraordinary circumstances make the correction of the misassignment impossible.

(d) There shall be no adverse action taken against a certificated person under this rule for actions attributable to circumstances beyond his or her control.

Performance with Impaired Faculties

80336 (a) A certificated person shall not:

(1) Perform or attempt to perform any duties or services authorized by his or her credential during any period in which he or she knows or is in possession of facts showing that his or her mental or intellectual faculties are substantially impaired for any reason, including but not limited to use of alcohol or any controlled substance.

(2) Assign or require or permit a subordinate certificated person to perform any duties authorized by his or her credential during any period in which the superior certificated person knows of his or her own knowledge, or is in possession of facts showing that the subordinate certificated person's mental or intellectual faculties are substantially impaired for any reason, including but not limited to use of alcohol or any controlled substance.

(b) For the purpose of this rule, substantial impairment means a visible inability to perform the usual and customary duties of the position in a manner that does not represent a danger to pupils, employees, or school property. It does not include or mean inability attributable to lack of, or inadequate, professional preparation or education.

Harassment and Retaliation Prohibited

80337 No certificated person shall directly or indirectly use or threaten to use any official authority or influence in any manner whatsoever which tends to discourage, restrain, interfere with, coerce, or discriminate against any subordinate or any certificated person who in good faith reports, discloses, divulges, or otherwise brings to the attention of the Governing Board of a school district, the Commission on Teacher Credentialing, or any other public agency authorized to take remedial action, any facts or information relative to actual or suspected violation of any law regulating the duties of persons serving in the public school system, including but not limited to these rules of professional conduct.

Discrimination Prohibited

80338 A certificated person shall not, without good cause, in the course and score of his of her certificated employment and solely because of race, color, creed, gender, national origin, handicapping condition, or sexual orientation, refuse or fail to perform certificated services for any person.

Classified Employees (E 4219.21)

School employees who are in daily contact with many phases of educational work should be persons whose conduct is beyond reproach and who sincerely believe in the advancement of education and the betterment of working conditions.

As a school employee I will:

1. Be proud of my vocation in order that I may use my best endeavors to elevate the standards of my position so that I may merit a reputation for high quality of service -- to the end that others may emulate my example.
2. Be a person of integrity, clean speech, desirable personal habits, and physical fitness.
3. Be just in my criticism and be generous in my praise; to improve and not destroy.
4. At all times be courteous in my relations with students, parents, teachers, and others.
5. Be a resourceful person who readily adapts himself to different kinds of work and changed conditions, and finds better ways to do things.
6. Conduct myself in a spirit of friendly helpfulness to my fellow employees to the end that I will consider no personal success legitimate or ethical which is secured by taking unfair advantage of another.
7. Associate myself with employees of other districts for the purpose of discussing school problems and cooperating in the improvement of public school conditions.
8. Always uphold my obligations as a citizen to my nation, my state, my school district, and my community, and give them unswerving loyalty.

Management, Supervisory, and Confidential Employees (E 4319.21)

A management, supervisor, or confidential school employee's behavior must conform to an ethical code. The code must be idealistic and at the same time practical, so that it can apply reasonably to all. The professional acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities to all and provides professional leadership in

the school and community. This responsibility requires standards of exemplary professional conduct. It must be recognized that the professional's actions will be viewed and appraised by the community, associates, and students. To these ends, the professional subscribes to the following statements of standards. The management, supervisory, confidential school employee:

1. Makes the well-being of students the fundamental element in all decision-making and actions.
2. Fulfills professional responsibilities with honesty and integrity.
3. Supports the principle of due process and equal treatment under the law.
4. Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
5. Implements the Governing Board of Education's policies and administrative rules and regulations.
6. Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.
7. Avoids using positions for personal gain through political, social, religious, economic, or other influence.
8. Accepts academic degrees or professional certification used in relationship with professional responsibilities only from duly accredited institutions.
9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
10. Honors all contracts until fulfillment or release.
11. Seeks to involve the public and keep them honestly informed.
12. Recommends the employment, development, promotion, and retention of the best possible personnel to assure a quality educational program.
13. Affirms duty of loyalty to carry out the goals, objectives, programs, and policies of the Board and the district.

GIFTS TO PERSONNEL (BP 5133)

The intent of this Board Policy is directed at **all employees** of the district.

The Governing Board recognizes that a certificated employee shall not accept any compensation or benefit or thing of value for the performance of any service which he/she is required to render in the course of his/her certificated employment.

This shall not apply to or restrict the acceptance of gifts or tokens of minimal value offered and accepted openly from students, parents/guardians or other persons in recognition or appreciation of service.

VERIFICATION OF EMPLOYMENT: THE WORK NUMBER

The Work Number® is an automated service that provides instant employment and income verification. This fast, secure service is used when applying for a mortgage or loan, for reference checking, leasing an apartment, or any other instance where proof of employment or income is needed. You benefit from having control of the process – authorizing others access to your information. The Work Number can be used anytime, anywhere, and is available 24 hours a day, 7 days a week.

Provide Proof of Employment

Give the person seeking your proof of employment, the verifier, the following information:

1. The Work Number Access Options:
   - **www.theworknumber.com**
   - **1-800-367-5690**
2. SCUSD Employer Code: 11367
3. Your Social Security Number

Sacramento City Unified School District

The Work Number Client Service Center
(Monday through Friday, 7:00 a.m. – 8:00 p.m.)
1-800-996-7566 (Voice) 1-800-424-0253 (TTY – Deaf)

Provide Proof of Employment & Income

1. Visit www.theworknumber.com/employees or call 1-800-367-2884
2. **Enter: SCUSD Employer Code: 11367**
   a. Your Social Security Number
   b. Your PIN # (the last four digits of your social security number)
3. Select to obtain a Salary Key – Write down the Salary Key
4. Give the person seeking proof of your employment & income:
5. The Work Number Access Options: www.theworknumber.com
   - SCUSD Employer Code: 11367 1-800-367-5690
   - Your Social Security Number
   - Your Salary Key

The Work Number Client Service Center
(Monday through Friday, 7:00 a.m. – 8:00 p.m.)
1-800-996-7566 (Voice) 1-800-424-0253 (TTY – Deaf)

DRESS AND GROOMING (BP 4119.22)

The Governing Board believes that since teachers serve as role models, they should maintain professional standards of dress and grooming. Just as overall attitude and instructional competency contribute to a productive learning environment, so do appropriate dress and grooming.

The Board encourages staff during school hours to wear clothing that demonstrates their high regard for education and presents an image consistent with their job responsibilities. Clothes that may be appropriate for shop instructors or gym teachers may not be appropriate for classroom teachers.

Risk-Based Authentication - Enhanced Security Enrollment

Security Enrollment is the process by which you provide the Work Number with information that will be used to verify your identity in the future. This is an innovative way to both protect your identity and to add a new layer of protection to your online account. After you complete this simple process, you'll know you're at an authentic site because you'll see your security image, which you chose during enrollment. The Work Number will know it's really you because they can validate your identity against the information you have provided to them during enrollment.

You will only have to enroll once, and continue to use the same PIN/Password you previously used. You will choose your personal security image during enrollment, and you can change it any time. The Work Number uses security questions to verify your identity on occasions when they can't verify your identity. You will choose your security questions during enrollment, and you can change them at any time.

Revised: 04-20-22

HUMAN RESOURCE SERVICES
P.O. Box 246870 • Sacramento, CA 95824-6870
(916) 643-9050 • FAX (916) 399-2016

Jorge A. Aguilar, Superintendent
Cancy McArn, Chief Human Resources Officer

SUBJECT:	**TITLE IX / SEXUAL HARASSMENT / DISCRIMINATION**		**HR-02**
TO:	All Employees, Substitutes, and Short-Term Temps		
DATE:	August 1, 2021		
PREPARED BY:	Christina Villegas	**DEPARTMENT:**	Human Resource Services
REVIEWED BY:	Monica Garland Nanci Rose Tiffany Smith-Simmons, Ed.D. David Van Natten	**APPROVED:**	

Sexual harassment violates federal and state law as well as the Sacramento City Unified School District's Board Policies and Administrative Regulations - *4119.11 (a) and 5145.7 (a).* By definition, *"sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature made by someone from or in the work or educational setting.* "Additionally, the District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics, as referenced in District Board Policy – 4030.

Examples of types of conduct which may constitute sexual harassment include, but are not limited to: (1) unwelcome leering, sexual flirtations, or propositions; (2) sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions; (3) graphic verbal comments about an individual's body, or overly personal conversation; (4) sexual jokes, notes, stories, drawings, pictures, or gestures; (5) spreading sexual rumors; (6) touching an individual's body or clothes in a sexual way; (7) purposefully cornering or blocking normal movements; (8) displaying sexually suggestive objects in the educational or work environment.

If you believe that your rights under this policy have been violated, the following courses of action may be taken without retaliation:

- Report the alleged violation to your immediate supervisor or site administrator for initial attempts at resolution, or contact District Compliance Coordinators: Student Related Issues (Title IX): Stephan Brown, Director, Student Services/Alternative Education, at (916) 643-9425, or Employee Related Issues (Title VII): Cancy McArn, Chief Human Resources Officer, at (916) 643-9050.
- Make an appointment to report your grievance to the State Department of Fair Employment and Housing (DFEH) via the internet, www.dfeh.ca.gov, or by phone: 1-800-884-1684. Walk-ins are generally not seen without an appointment (2218 Kausen Drive, Suite 100, Elk Grove, CA 95758).
- File your charges or complaints directly with: Equal Employment Opportunity Commission; Phone: 1-800-669-4000 (www.eeoc.gov). Please call first to obtain information or schedule an appointment.
- If you are a classified employee, you may also file a DFEH and consult with your union representative.
- If you are a certificated/non-management employee, you may also file a DFEH and contact your SCTA representative for counseling and guidance in this matter.

The site administrator will post a copy of the Title IX (Non-Discrimination on the Basis of Sex) Memo in all classrooms and offices. The Department of Fair Employment and Housing: Harassment or Discrimination in Employment notice will be posted on staff bulletin boards.

If you have questions or need assistance regarding Title IX law and sexual harassment, please refer to the numbers listed above and call the appropriate District's Title IX Compliance Coordinator.

(Revised 08/12/21)

TITLE VII/TITLE IX (NON-DISCRIMINATION ON THE BASIS

Includes Nondiscrimination & Sexual Harassment (BP/AR 0410, 4119.11 & 4030)

The Governing Board prohibits unlawful discrimination, intimidation, bullying against and/or harassment of district employees, job applicants, and District programs & activities on the basis of actual or perceived race, color, national origin, nationality, ancestry, ethnicity, ethnic group identification, religious creed, religion, age, marital status, pregnancy, physical or mental disability, disability, medical condition, veteran status, gender, gender identity, gender expression, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics 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. Any district employee who engages in or permits unlawful discrimination or harassment shall be subject to disciplinary action up to and including dismissal. A district employee shall be deemed to have permitted unlawful discrimination or harassment if he/she fails to report an observed incident of discrimination and/or harassment, whether or not the victim complains. Unlawful harassment includes, but is not limited to:

- Slurs, epithets, threats, or verbal abuse.
- Derogatory or degrading comments, descriptions, drawings, pictures, or gestures.
- Unwelcome jokes, stories, or teasing.
- Any other verbal, visual, or physical conduct which adversely affects employment, interferes with work performance, or creates an intimidating, hostile, or offensive work environment.

(Harassment may arise not only as a result of the offender's intention, but also as a result of the offended person's perception of the conduct.)

Title IX Policy on Sexual Harassment 4119.11(a) and 5145.7(a)

The Governing Board is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by an employee, student, or other person at school or at any school-related activity.

- Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action.

The Governing Board prohibits sexual harassment in the working environment of District employees or applicants by any person in any form.

- Employees who permit, engage, or participate in such harassment may be subject to disciplinary action up to and including dismissal.

Report Violations to:

1. Your supervisor or site administrator for initial attempts at resolution, or
2. Contact District Compliance Coordinators:
    - Student Related Issues (Title IX):
      Stephan Brown, Director II, Student Services/Alternative Education, (916) 643-9425, OR
    - Employee Related Issues (Title VII):
      Cancy McArn, Chief Human Resources Officer, (916) 643-9050.

(Revised 08-12-21)

PROCESS OF INVESTIGATION OF

EMPLOYEE HARASSMENT OR DISCRIMINATION IN EMPLOYMENT

Confidentiality Rule: *Do not delegate calling to anyone else. Do not leave messages that are detailed. Mark all information regarding this matter CONFIDENTIAL.*

STEP I
Principal or Direct Supervisor

1. Complaint (Form or Verbal Complaint Put Into Writing by Principal/ Direct Supervisor)
2. Principal or Direct Supervisor to Investigate and Document
3. Make Finding and Recommendation to Resolve
4. Copy of Written Finding to be Kept at Site; cc: to Human Resource Services Office Within 10 Days

Fill Out PSL-F088 Employment Discrimination/ Harassment Request ➔

STEP II
Director, Human Resource Services

1. Appropriate Human Resource Services Director to Investigate and Document
2. Make Finding and Recommendation to Resolve
3. Written Finding to be Kept in Human Resource Services Office; cc: to Chief Human Resources Officer

Appeal ➔

STEP III
Chief Human Resource Services Officer

1. Investigate and Confer With Superintendent and Legal Counsel
2. Make Finding and Proposed Resolution
3. Make Recommendation to Superintendent and Board of Education if Necessary; You may also contact

Human Resource Services

Process of Investigation of Student-to-Student Harassment, Discrimination, Intimidation, or Bullying

Confidentiality Rule: *Do not delegate calling to anyone else. Do not leave messages that are detailed. Mark all information regarding this matter CONFIDENTIAL.*

Important Note: At any time during the process, the parent/guardian or student may contact and work directly with the Title IX Officer (Director, Student Services/Alternative Education) or Bullying Prevention Specialist.

STEP I: School Site

a) Parent/guardian or student submits a complaint either verbal or in writing to the Principal, Assistant Principal, Counselor, Teacher, Activities Advisor, or any other staff member.

b) The Principal or designated Title IX Administrator is responsible for investigating and documenting the process.

c) The school site principal or designee will investigate all bullying reports in accordance with existing district practice and Board Policy 5145.4.

d) The Principal or designated Title IX Administrator makes a finding and recommendation to resolve the complaint.

e) A copy of the written findings must be kept at the site and a copy must be sent to the Title IX Officer (Director, Student Services/Alternative Education) within 10 days of resolution. A copy of the bullying complaints finding should be submitted to the Bullying Prevention Specialist.

At any time during the process, please do not hesitate to contact the Title IX Officer at 643-9425. For addressing issues related to bullying, please contact Jessica Wharton, Bullying Prevention Specialist at (916) 643-9076 or scusd.edu/school-climate-and-bully-prevention.

STEP II: Title IX Officer

a) The Title IX Officer (Director, Student Services) receives a Title IX Complaint. The Title IX Officer investigates documenting the process.

b) The Title IX Officer makes a finding and recommendation to resolve the complaint.

c) A written finding is filed in the Student Services Office and a copy is sent to the school site and parent.

STEP III: Appeal Process

a) Appeals can be made to the California Department of Education (CDE) at https://www.cde.ca.gov/re/cp/

b) The complainant has a right to appeal SCUSD's Decision to CDE by filing a written appeal within 15 days of receiving SCUSD's Decision. The appeal must include a copy of the complaint filed with SCUSD and a copy of SCUSD's Decision. You may also file a complaint through the U.S. Office of Civil Rights.

Human Resource Services

Employment Discrimination/Harassment Review Request

CONFIDENTIAL

Instructions:

Individuals alleging harassment and/or discrimination and requesting review are required to complete this form and select the appropriate Compliance Coordinator listed below and submit to 5735 47th Avenue, Sacramento, CA 95824● P.O. Box 246870, Sacramento, CA 95824-6870:

- **Student Related Issues (Title IX)**: Director of Student Services/Alternative Education OR
- **Employee Related Issues (Title VII)**: Chief Human Resources Officer

1. **Name of Complainant:** _____

_____

Home Address Zip Home Telephone

School/Office: _____

2. **Nature of Your Complaint:** Please describe the action you believe may be in violation of Title IX, or Title VII and identify any person(s) you believe may be responsible. (Attach additional sheets if necessary.)

_____

_____

_____

_____

_____

_____

_____

3. Have you discussed your complaint with any Sacramento City Unified School District personnel?

❒ Yes ❒ No

If yes, to whom have you spoken? Date:

4. What was the result of the discussion(s): _____

_____

_____

_____

_____

PLEASE ATTACH ANY STATEMENTS, NAMES OF WITNESSES, REPORTS, OR OTHER DOCUMENTS WHICH YOU FEEL ARE RELEVANT TO YOUR GRIEVANCE.

I certify that the foregoing is true and correct.

_____ _____ _____

Print Name Signature Date

FOR HUMAN RESOURCE SERVICES USE ONLY: Date Received:_____ Initial_____

Human Resource Services

Uniform Complaint Procedure

Extracted From AR 1312.3 Community Relations

Compliance Officers

The Governing Board designates the following compliance officers to receive and investigate complaints and ensure district compliance with law:

Chief Human Resources Officer
5735 - 47th Avenue
Sacramento, CA 95824
(916) 643-9050

The Chief Human Resource Officer, Human Resource Services, 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 Superintendent or designee.

Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with applicable state and/or federal laws and regulations and/or alleging discrimination in adult education, consolidated categorical aid programs, migrant education, career technical education and training programs, child care and development programs, child nutrition programs, special education programs, and federal school safety planning requirements. (Title 5 California Code of Regulations (T5CCR) 4610)

The District shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on, actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis or a person's association with a person or group with one or more of these actual or perceived characteristics, or any program or activity that receives or benefits from state financial assistance. [Government Code 11135, Education Code 200, Education Code 220, T5CCR 4610]

The District shall have the primary responsibility to insure compliance with applicable state and federal laws and regulations. [T5CCR 4620]

The District shall investigate complaints alleging failure to comply with applicable state and federal laws and regulations and/or alleging discrimination, and seek to resolve those complaints in accordance with the District's Uniform Complaint Procedures. [T5CCR 4610, 4620, and 4621]

There will be annual dissemination of a written notice of the District's complaint procedures to students, employees, parents or guardians of its students, school and district advisory committees, appropriate private school officials or representatives, and other interested parties. [T5CCR 4622]
Additionally, the district shall use uniform complaint procedures to address complaints regarding insufficiency of instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils or staff, and/or teacher vacancy or misassignment issues as provided in Administrative Regulation 1312.4. The District shall use uniform complaint procedures to address complaints regarding noncompliance with requirements related to accommodations for lactating students, educational rights of foster youth and homeless students, assignment of students to courses without educational content for more than one week per semester or to courses they have previously completed, and physical educational instructional minutes in elementary schools.

Notifications

The Chief Human Resource Officer, Human Resource Services, shall meet the notification requirements of Title 5 California Code of Regulations 4622, including the annual dissemination of district 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. The Chief Human Resource Officer, Human Resource Services, shall ensure that complainants understand that they may pursue other remedies, including actions before civil courts or other public agencies.

Complainants will receive written acknowledgement identifying the person(s), employee(s), or agency positions(s), or unit(s) responsible for receiving complaints, investigating complaints and ensuring District compliance. The written acknowledgement will also include a statement that ensures that such person(s), employee(s), position(s), or unit(s) responsible for compliance and/or investigation shall be knowledgeable about the laws/programs that he/she is assigned to investigate. [T5CCR 4621, 4631]

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 educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with the Title 5 California Code of Regulations 4632.

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.

Step 1: Filing of Complaint

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the district.

Complaints alleging unlawful discrimination 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. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination. [T5 CCR 4630]

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, district staff shall help him/her to file the complaint. [T5 CCR 4600]

Step 2: Mediation

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate mediation. The Superintendent or designee shall ensure that mediation results are consistent with state and federal laws and regulations.

Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. [T5 CCR 4631]

Step 3: Investigation of Complaint

The compliance officer shall make all reasonable efforts to hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his/her representative and the district's representatives shall have an opportunity to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witnesses. [T5 CCR 4631]

Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstructions of the investigation, may result in the dismissal of the complaint because of lack of evidence to support the allegations. [T5CCR 4631]

Refusal by the District to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail to refuse or cooperate in the investigation or engage 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. [T5CCR 4631]

Step 4: Response

Within 60 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #5 below unless the complainant agrees in writing to an extension of time. [T5 CCR 4631]

Step 5: Final Written Decision

The report of the district's decision shall be in writing and sent to the complainant. [T5 CCR 4631]

The report of the district's decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, the district shall arrange a meeting at which a community member of the complainants choosing will interpret it for the complainant.

The report will contain the following elements [T5CCR 4631]:

1. The findings of fact based on the evidence gathered.
2. Conclusion of law.
3. Disposition of the complaint.
4. The rationale for such a disposition.
5. Corrective actions, if any are warranted.
6. Notice of the complainant's right to appeal the District’s decision to the California Department of Education (CDE).
7. Procedures to be followed for initiating an appeal to CDE.

If an employee is disciplined as a result of the complaint, this report shall simply state 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.

Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. The District ensures that complainants are protected from retaliation and that the identity of a complainant alleging discrimination will remain confidential as appropriate, 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. [T5CCR 4621]

The Board prohibits retaliation in any form for participation in complaint procedures, including but not limited to the 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.

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 15 days of receiving the district's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals. [T5 CCR 4652]

When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the district's decision and must include a copy of the locally filed complaint and the district's decision. [T5 CCR 4652]

The California Department of Education may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists. In addition, the California Department of Education may also intervene in those cases where the district has not taken action within 60 calendar 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. 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 complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education 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 Title 5 California Code of Regulations 4622.

Program Administrators

Christine Baeta, Chief Academic Officer (916) 643-9086	Vacant, Director Child Development (916) 643-7800	Dr. Sadie Hedegard, Assistant Superintendent, Special Education (916) 643-9163
Kelley Odipo, Director State and Federal Programs 643-9051		Nathaniel Browning, Director, Cap. Prg. Fac & Res. Mgmt. (916) 264-4075, Ext. 1008

To obtain further information and forms regarding Uniform Compliant Procedures, please contact: Compliance Officer: Cancy McArn, Chief Human Resources Officer, Human Resources, Sacramento City Unified School District, 5735 47th Avenue, Sacramento, CA 95824, (916) 643-9050. The form (PSL-F089) may be downloaded from the district web page, www.scusd.edu, Human Resources, Uniform Complaint Procedures (left-hand side).

UNIFORM COMPLAINT (UC) PROCEDURES SHALL BE AVAILABLE FREE OF CHARGE: Contact Student Hearing and Placement Department (916) 643-9425 (Student Complaints) OR Human Resource Services, (916) 643-9050 (All Other Complaints). (T5 CCR 4622)

(Revised: 08-12-21)

Human Resource Services

Williams Uniform Complaint Procedure

Extracted From AR 1312.4 Community Relations

Types of Williams Complaints

The district shall use the following procedures to investigate and resolve complaints when the complainant alleges that any of the following has occurred: (Education Code 35186)

1. Instructional Materials

   a. A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.

   b. A pupil does not have access to instructional materials to use at home or after school in order to complete required homework assignments.

   c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

2. Teacher Vacancy or Misassignment

   a. A semester begins and a certificated teacher is not assigned to teach the class.

      Vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester. (Education Code 33126)

   b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.

   c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

   Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186)

3. Facilities

   A condition poses an emergency or urgent threat to the health or safety of pupils or staff.

   Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of pupils or staff while at school, including but not limited to gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff; or structural

damage creating a hazardous or uninhabitable condition. (Education Code 17592.72 paragraph (1) of subdivision (c))

Filing of Complaint

A complaint alleging any condition(s) specified above shall be filed with the principal of the school or his or her designee, in which the complaint arises. The principal or designee shall forward a complaint about problems beyond his/her authority to the Superintendent or designee within 10 working days. (Education Code 35186)

The school shall have a complaint form available for such Williams Complaints. (Education Code 35186(a)(1), Title 5 California Code of Regulations (T5CCR) 4680):

The complainant need not use the Williams Complaint form to file a complaint.

The Williams Complaint form shall identify the place for filing the complaint.

The Williams Complaint form will include a space to indicate whether a response is requested.

The principal or designee shall make all reasonable efforts to investigate any problem within his/her authority. He/she shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 35186)

The Williams complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she would like a response to his/her complaint, the principal or designee shall report the resolution of the complaint to him/her within 45 working days of the initial filing of the complaint. At the same time, the principal or designee shall report the same information to the Superintendent or designee. (Education Code 35186)

Upon receipt of a written complaint from an individual, public agency or organization, Williams's complaint procedures shall be initiated. The Superintendent or designee shall distribute full information about these procedures.

Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstructions of the investigation, may result in the dismissal of the complaint because of lack of evidence to support the allegations. (T5CCR 4631)

Refusal by the District to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail to refuse or cooperate in the investigation or engage 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. (T5CCR 4631)

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with Williams's complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate mediation. The Superintendent or designee shall ensure that mediation results are consistent with state and federal laws and regulations.

If a complainant is not satisfied with the resolution of the complaint, he/she may describe the complaint to the Governing Board at a regularly scheduled hearing. (Education Code 35186)

For complaints concerning a facility condition that poses an emergency or urgent threat to the health or safety of pupils or staff as described in item #3 above, a complainant who is not satisfied with the

resolution proffered by the principal or Superintendent or designee may file an appeal to the State Superintendent of Public Instruction within 15 days of receiving the report. (T5CCR 4687)

Reports

The Superintendent or designee shall report summarized data on the nature and resolution of all complaints to the Board and the County Superintendent of Schools on a quarterly basis. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. These summaries shall be publicly reported on a quarterly basis at a regularly scheduled Board meeting. (Education Code 35186, T5CCR 4686)

If a response is requested, the response shall be made to the mailing address of the complainant indicated on the complaint. (Education Code 35186(a)(1), T5CCR 4680)

If Section 48985 if the Education Code is applicable, the response, if requested, and report shall be written in English and the primary language in which the complaint was filed. (Education Code 5186(a)(1))

Complaints and written responses shall be public records. (Education Code 35186)

The complainant shall comply with the appeal requirements of Title 5 California Code of Regulations 4632 and 4687.

Forms and Notices

The Superintendent or designee shall ensure that the district's complaint form contains a space to indicate whether the complainant desires a response to his/her complaint and specifies the location for filing a complaint. A complainant may add as much text to explain the complaint as he/she wishes. (Education Code 35186)

The Superintendent or designee shall ensure that a notice is posted in each classroom in each school containing the components specified in Education Code 35186.

Program Administrators

Christine Baeta, Chief Academic Officer (916) 643-9086	Vacant, Director Child Development (916) 643-7800	Dr. Sadie Hedegard, Assistant Superintendent, Special Education (916) 643-9163
Kelley Odipo, Director State and Federal Programs 643-9051		Nathanial Browning, Director, Facilities and Maintenance (916) 264-4075, Ext. 1008

To obtain further information and forms regarding Williams Uniform Compliant Procedures, please contact: Compliance Officer: Cancy McArn, Chief Human Resource Officer, Human Resources, Sacramento City Unified School District, 5735 47th Avenue, Sacramento, CA 95824, (916) 643-9050. The form (PSL-F089) may be downloaded from the district web page, www.scusd.edu, Human Resources, Uniform Complaint Procedures (left-hand side).

UNIFORM COMPLAINT (UC) PROCEDURES SHALL BE AVAILABLE FREE OF CHARGE: Contact Student Hearing and Placement Department (916) 643-9425 (Student Complaints) OR Human Resource Services, (916) 643-9050 (All Other Complaints). (T5 CCR 4622)

(Revised: 08-12-21)

HUMAN RESOURCE SERVICES
P.O. Box 246870 ● Sacramento, CA 95824-6870
(916) 643-9050 ● FAX (916) 399-2016
Jorge A. Aguilar, *Superintendent*
Cancy McArn, *Chief Human Resources Officer*
Christina Villegas, *Director II*

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Student Board Member

ANNUAL NOTIFICATION **HR-04**
OF THE UNIFORM COMPLAINT PROCEDURES (UCP)
October 1, 2021

Dear Parents or Guardians of Students, Students, Employees, School and District Advisory Committees, Appropriate Private School Officials or Representatives, and Other Interested Parties:

We recognize that our system is inequitable by design and we vigilantly work to confront and interrupt inequities that exist to level the playing field and provide opportunities for everyone to earn, grow and reach their greatness. Our goal is that all students are given an equal opportunity to graduate with the greatest number of postsecondary choices from the widest array of options.

The Sacramento City Unified School District (SCUSD) has the primary responsibility to ensure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation and/or bullying complaints alleging violation of state or federal laws governing educational programs against any protected group, and all programs and activities that are subject to the Uniform Complaint Procedures (UCP).

SCUSD shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local Board to address unlawful discrimination, harassment, intimidation, and/or bullying regarding or based on, actual or perceived characteristics such as, age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, gender information, mental or physical disability, medical condition, nationality, national origin, race or ethnicity, immigration status, marital status, religion, sex, or sexual orientation, or on the basis or a person's association with a person or group with one or more of these actual or perceived characteristics, or in any program or activity that receives or benefits from state financial assistance. The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in Accommodations for Pregnant and Parenting Pupils, Adult Education, After School Education and Safety, Agricultural Career Technical Education, Career Technical Education (federal), Child Care and Developmental Programs, Compensatory Education, Consolidated Education, Course Periods Without Educational Content, Education of Pupils in Foster Care, Pupils who are Homeless, and former Juvenile Court Pupils now enrolled in a school district and Children of Military families, Every Student Succeeds Act, Local Control and Accountability Plans, Migrant Education, Physical Education Instructional Minutes, Pupil fees, Reasonable Accommodations to a

Lactating Pupil, Regional Occupational Centers and Programs, School Plans for Student Achievement, School Safety Plans, School-site Councils, State Preschool, and State Preschool Health and Safety Issues in districts exempt from Licensing.

And any other state or federal education program the State Superintendent of Public Instruction (SSPI) or designee deems appropriate.

Complaints must be filed in writing with the following compliance officer(s):

	Student related:
Cancy McArn Chief Human Resources Officer 5735 47th Avenue Sacramento, CA 95824 Phone: (916) 643-9050 Fax: (916) 399-2016	Stephan Brown Director, Student Hearing & Placement Department 5735 47th Avenue Sacramento, CA 95824 Phone: (916) 643-9425 Fax: (916) 399-2029

Complaints alleging discrimination, harassment, intimidation and/or bullying must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation and/or bullying complaint occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation and/or bullying, unless the time for filing is extended by the superintendent or his or her designee. Complainants are protected from retaliation.

Complaints will be investigated and a written decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. SCUSD's person responsible for investigating the complaint shall conduct and complete the investigation in accordance with Title 5 Code of Regulations (T5CCR) sections 4680-4687 and in accordance with local procedures adopted under section 4621 (T5CCR).

The District will provide an opportunity for the complainant(s) and/or representatives to present evidence or information. Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage 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.

If the District refuses to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage 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.

The complainant has a right to appeal SCUSD's decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving SCUSD's decision. The appeal must include a copy of the complaint filed with SCUSD and a copy of SCUSD's decision.

Complainant has a right to pursue civil law remedies; available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of SCUSD's complaint procedures. 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.

Pupil Fees/LCAP:

A pupil enrolled in a District school shall not be required to pay a pupil fee for participation in an educational activity. Complaints alleging pupil fees and/or an LCAP shall be filed no later than one year from the date the alleged violation occurred. (5 CCR §4630(c) (2)). A pupil fees complaint may be filed with the principal of a school or the District's superintendent or his or her designee. A pupil fees complaint and/or an LCAP complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

All of the following requirements apply to the prohibition identified above:

- All supplies, materials, and equipment needed to participate in educational activities shall be provided to pupils free of charge.
- A fee waiver policy shall not make a pupil fee permissible.
- The District shall not establish a two-tier educational system by requiring a minimal educational standard and also offering a second, higher educational standard that pupils may only obtain through payment of a fee or purchase of additional supplies that the school district or school does not provide.
- The District shall not offer course credit or privileges related to educational activities in exchange for money or donations of goods or services from a pupil or a pupil's parents or guardians, and a school district or school shall not remove course credit or privileges related to educational activities, or otherwise discriminate against a pupil, because the pupil or the pupil's parents or guardians did not or will not provide money or donations of goods or services to the school district or school.

UCP complaints regarding state preschool health and safety issues pursuant to HSC Section 1596.7925 shall include the following statements:

- File with the preschool program administrator or his or her designee.
- A state preschool health and safety issues complaint pursuant to HSC Section 1596.7925 about problems beyond the authority of the preschool program administrator shall be forwarded in a timely manner, but not to exceed 10 working days to the appropriate local educational agency official for resolution.
- A state preschool health and safety issues complaint pursuant to HSC Section 1596.7925 may be filed anonymously. A complainant who identifies himself or herself is entitled to a response if he or she indicates that a response is requested. A complaint form shall include a space to mark to indicate whether a response is

requested. If Section 48985 of the *EC* is otherwise applicable, the response, if requested, and report shall be written in English and the primary language in which the complaint was filed.

- A complaint form for a state preschool health and safety issue pursuant to HSC Section 1596.7925 shall specify the location for filing a complaint. A complainant may add as much text to explain the complaint as he or she wishes.

- The District policies and procedures contain the following statements regarding the Investigation of UCP complaints:

- The preschool program administrator or the designee of the District superintendent shall (1) make all reasonable efforts to investigate any problem within his or her authority. Investigations shall begin within 10 days of the receipt of the complaint and (2) remedy a valid complaint within a reasonable time period, but not to exceed 30 working days from the date the complaint was received and report to the complainant the resolution of the complaint within 45 working days of the initial filing. If the preschool program administrator makes this report, he or she shall also report the same information in the same timeframe to the designee of the District superintendent.

In order to identify appropriate subjects of state preschool health and safety issues pursuant to HSC section 1596.7925, a notice shall be posted in each California state preschool program classroom in each school in the District.

- The notice shall (1) state the health and safety requirements under Title 5 of the *California Code of Regulations* that apply to California state preschool programs pursuant to HSC section 1596.7925 and (2) state the location at which to obtain a form to file a state preschool health and safety issues complaint pursuant to HSC section 1596.7925.

The District shall not be prohibited from solicitation of voluntary donations of funds or property, voluntary participation in fundraising activities, or school districts, schools, and other entities from providing pupils prizes or other recognition for voluntarily participating in fundraising activities.

This is declarative of existing law and shall not be interpreted to prohibit the imposition of a fee, deposit, or other charge otherwise allowed by law.

A complaint of noncompliance with the requirements of this pupil fee law may be filed with the principal of a school under the Uniform Complaint Procedures set forth in Chapter 5.1 (commencing with Section 4600) of Division 1 of Title 5 of the California Code of Regulations.

If the District finds merit in a complaint regarding Pupil fees, LCAPs, Education of Pupils in Foster Care, Pupils who are Homeless, and former Juvenile Court Pupils now enrolled in a school district and Pupils of

Military families, Reasonable Accommodations to a Lactating Pupil, Course Periods without Educational Content (grades nine through twelve), the Physical Education Instructional Minutes (grades one through

eight), the District shall provide remedy.

In the case of complaints regarding: Course Periods without Educational Content, Reasonable Accommodations to a Lactating Pupil, and Education of Pupils in Foster Care, Pupils who are Homeless, and former Juvenile Court Pupils now enrolled in a school district and Pupils of Military families, the remedy shall go the affected pupil.

In the case of complaints regarding: Pupil Fees, Physical Education Instructional Minutes and LCAP, the remedy shall go to all affected pupils and parents/guardians.

A complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with the requirements.

A pupil fees or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

The District will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis or a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the District, which is funded directly by, or that receives or benefits from any state financial assistance.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable, and of the appeal pursuant to Education Code Section 262.3. (EC §§234.1, 262.3, 49013; 5 CCR §4622)

If the District finds merit in a complaint regarding Pupil Fees, LCAP, or Physical Education Instructional Minutes (grades one through eight), or the California Department of Education finds merit in an appeal, the District shall provide a remedy to all affected pupils, parents, and guardians that, where applicable, includes reasonable efforts by the District to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the state board.

If the District finds merit in a complaint regarding Reasonable Accommodations to a Lactating Pupil; Course Periods without Educational Content (grades nine through twelve); or Education of Pupils in Foster Care, Pupils who are Homeless, former Juvenile Court Pupils now enrolled in a school district, and pupils in military families, the District shall provide a remedy to the affected pupil.

- The District will attempt in good faith by engaging in reasonable efforts to identify and fully reimburse all pupils, parents and guardians who paid a pupil fee within one year prior to the filing of the complaint.

The District policies and procedures include the following statements on how to file an appeal regarding State Preschool Health and Safety Issues in District's Exempt from Licensing:

- A complainant not satisfied with the resolution of the preschool program administrator or the designee of the District superintendent has the right to describe the complaint to the governing board of the local educational agency at a regularly scheduled hearing of the governing board or body, as applicable, of the District.

- A complainant who is not satisfied with the resolution proffered by the preschool program administrator or the designee of the District superintendent has the right to file an appeal to the State Superintendent of Public Instruction (SSPI) within 30 days of the date of the report.

- A complainant shall comply with the appeal requirements of 5 *CCR* Section 4632.

- The SSPI or his or her designee shall comply with the requirements of 5 *CCR* Section 4633 and shall provide a written decision to the State Board of Education describing the basis for the complaint, the District's response to the state preschool health and safety issues pursuant to HSC Section 1596.7925 complaint and its remedy or proposed remedy and, as appropriate, a proposed remedy for the issue described in the complaint, if different from the District's remedy.

The District shall report summarized data on the nature and resolution of all state preschool health and safety issues complaints pursuant to HSC Section 1596.7925 on a quarterly basis to the county superintendent of schools and the governing board or body, as applicable, of the District. The summaries shall be publicly reported on a quarterly basis at a regularly scheduled meeting of the District's governing board. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. Please note that all Uniform Complaints and responses are public records.

Information regarding the requirements of this pupil fee law shall be included in the annual notification distributed to pupils, parents and guardians, employees, and other interested parties pursuant to Section 4622 of Title 5 of the California Code of Regulations.

The District shall establish local policies and procedures to implement the provisions of this law. (cf. Education Code 49011—49013)

The District shall post a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, former Juvenile Court Pupils now enrolled in a school district and Pupils of Military families as specified in Education Code Sections 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

A copy of SCUSD's UCP policy and complaint procedures shall be available free of charge and via the District website www.scusd.edu . (Revision 1; 10/2021)

HUMAN RESOURCE SERVICES
P.O. Box 246870 ● Sacramento, CA 95824-6870
(916) 643-9050 ● FAX (916) 399-2016

Jorge A. Aguilar, *Superintendent*
Cancy McArn, *Chief Human Resources Officer*

Williams Complaints Classroom Notice
Community Relations E 1312.4
Notice to Parents/Guardians, Pupils, Teachers: Complaint Rights

Parents/Guardians, Pupils, and Teachers:

Education Code 35186 requires that the following notice be posted in each classroom:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each pupil, including English learners, must have a textbook, or instructional materials, or both, to use in class and to take home to complete required homework assignments.

2. School facilities must be clean, safe, and maintained in good repair. Good repair means that the facility is maintained in a manner that assures that it is clean, safe, and functional as determined by the Office of Public School Construction.

3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present.
   Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.
   Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

4. If you do not think these requirements are being met, a Uniform Complaint form (PSL-F089 Complaint Form) may be obtained at the school office, district office, or download from the Sacramento City Unified School District website at http://www.scusd.edu/uniform-complaint-procedure . You may also download a copy of the California Department of Education complaint form from the following web site: http://www.cde.ca.gov/re/cp/uc

If you have other questions, please contact the following Administrators:
Erin Hanson, Assistant Superintendent, Curriculum and Instruction at (916) 643-9120, or Instructional Assistant Superintendents: Tu Moua-Carroz at (916) 643-9244, Aprille Shafto at (916) 643-9244, Tuan Duong at (916) 643-9244, & Chad Sweitzer at (916) 643-9244 or Lisa Allen, Deputy Superintendent at 643-9191.

Human Resource Services

Complaint Form

For Office Use Only

Case #:

Check One

☐ Employee ☐ Applicant ☐ Parent/Guardian ☐ Public ☐ Student* ☐ Anonymous

Date (mm/dd/yy): / / Response Requested: ☐ Yes ☐ No

Site/Location: Administrator:

Course or Grade Level: Room Number or Location:

Site/Location Address: Email address:

Name of Complainant (Print):

Complainant Address:

Complainant Home/Work Phone: Location:

Please indicate the type of complaint below: (BP refers to Board Policy; E refers to Exhibit.)

Employee/Applicant: Employment Discrimination/Harassment *(BP 1312.3, 4144)*

☐ Age ☐ Sex ☐ Sexual Orientation ☐ Ethnic Group Identification

☐ Race ☐ Ancestry ☐ National Origin ☐ Mental or Physical Disability

☐ Religion ☐ Color ☐ Other: ☐ Employee Complaint *(BP 4144)*

Student *

☐ Student Complaint *(BP 5144, 5145.7)* ☐ Accommodations for lactating students *(BP 5146)* ☐ Educational rights of Foster Youth & Homeless students

Parent/Public

☐ Complaint Concerning Schools *(BP 1312)* ☐ Complaint Concerning District Employee(s) *(BP 1312.1)*

☐ Discrimination in Programs *(BP 4144)* ☐ Complaint Concerning Instructional Material *(BP 1312.2)*

Parent/Public: Williams Case Complaint Concerning Deficiencies Related to *(BP 1312.4, E[1] 1312.4):*

Instructional Materials

☐ A pupil, including an English Learner, does not have standards-aligned textbooks or instructional materials or state-adopted textbooks or other required instructional materials to use in class. *(EC 35186[e][1][A], T5CCR 4681)*

☐ A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials. *(EC 35186[e][1][B], T5CCR 4681)*

☐ Textbooks or instructional materials are in poor or unusable condition, having missing pages, or are unreadable due to damage. *(EC 35186[e][1][C], T5CCR 4681)*

☐ A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials. *(T5CCR 4681)*

(Continued on the following page)

Parent/Public: Williams Case Complaint Concerning Deficiencies Related to:
(BP 1312.4, E[1] 1312.4): (continued)

Teacher Vacancy or Misassignments	☐ A semester begins and a teacher vacancy exists. (A position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position of which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.) *(EC 35186[e][2][A], T5CCR 4682)* ☐ A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20% English learner pupils in the class. *(EC 35186[e][2][B], T5CCR 4682)* ☐ A teacher assigned to teach a class for which the teacher lacks a subject matter competency. *(EC 35186[e][2][C], T5CCR 4682)*
Conditions of Facilities	☐ A condition poses an urgent or emergency threat to the health or safety of pupils or staff, including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air-conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school district determines appropriate. *(EC 17592.72, T5CCR 4683)* ☐ A school restroom has not been maintained or cleaned regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers. *(EC 35292.5[a][1])* ☐ The school has not kept restrooms open during school hours when pupils are not in classes, and has not kept a sufficient number of restrooms open during school hours when pupils are in classes. This does not apply when temporary closing of the restroom is necessary for pupil safety or to make repairs. *(EC 35292.5)*
Intensive Instruction and Services Provided to Students Who Have Not Passed One or Both Parts of CAHSEE After the Completion of 12th Grade	☐ Intensive instruction and services were not provided pursuant to Education Code Section 37254 to pupils who have not passed one or both parts of the high school exit examination after the completion of grade 12. *(EC 35186[a][4], EC 35186[e][4]), EC 35186[f][4])* ***Note: California High School Exit Examination (CAHSEE) and Intensive Instruction and Services requirements suspended until the year 2018, per SB 172 (2015).***

Employee/Parent/Student/Public:Other Uniform Complaint Procedures claims
(1312.3)

☐ Assignment of students to courses without educational content for more than one week per semester or to courses they have previously completed

☐ Physical educational instructional minutes in elementary schools

(Continued on the following page)

Person(s) Involved in Complaint:	1.			
	2.			
Date of Occurrence (mm/dd/yy):	/ /	Time:	Witness:	
Ethnicity (if applicable):		Age (if applicable):	Sex: ☐ Male	☐ Female

Describe the Specific Nature of the Complaint: (Include as much information you feel is necessary. Attach additional pages, if necessary.)

Complainant's Requested Remedy:

*Return student complaints to: Student Hearing and Placement Department, 5735 47th Avenue, Sacramento, CA 95824, through District Mail to Box Number 760, fax to (916) 399-2029, phone (916) 643-9425.
Return all other complaints to: Human Resource Services, 5735 47th Avenue, Sacramento, CA 95824, through District Mail to Box Number 770, fax to (916) 399-2016, phone (916) 643-9050.

Note: If dissatisfied with the District's decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the district's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals. (CCR 4652)

UNIFORM COMPLAINT PROCEDURES SHALL BE AVAILABLE FREE OF CHARGE.
PHONE NUMBERS ARE LISTED ABOVE TO REQUEST COPIES OF THE PROCEDURE.

HUMAN RESOURCE SERVICES
P.O. Box 246870 ● Sacramento, CA 95824-6870
(916) 643-9050 ● FAX (916) 399-2016
Jorge A. Aguilar, *Superintendent*
Cancy McArn, *Chief Human Resources Officer*

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Jacqueline Zhang
Student Board Member

DATE: July 1, 2021 **HR-06**

TO: All Employees

FROM: Cancy McArn, Chief Human Resources Officer Human Resource Services Department

SUBJECT: Reporting Child Abuse: 2021-22

This memorandum is sent to all employees as mandated reporters. Please review below the law requirements of being a mandated reporter and how to file a report.

Child Abuse Reporting Law Requirements:

The State of California Child Abuse and Neglect Reporting Act (Penal Code section 11166, et seq.) requires all mandated child abuse reporters to report known or suspected child abuse or neglect to the proper authorities. The following is an excerpt from Penal Code section 11166:

…a mandated reporter shall make a report…whenever the mandated reporter, in the mandated report's professional capacity or within the scope of the mandated report's employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. The mandated reporter shall make an initial report by telephone…immediately or as soon as is practicably possible, and shall prepare and send…a written follow-up report within 36 hours of receiving the information concerning the incident.

…"reasonable suspicion" means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on his or her training and experience, to suspect child abuse or neglect…For the purpose of this article, the pregnancy of a minor does not, in and of itself, constitute a basis for a reasonable suspicion of sexual abuse.

Persons Mandated to Report Child Abuse: Penal Code section 11166:

For the purposes of the reporting law, all educators, school employees, and college intern/trainees are mandated reporters. An amendment to the law in 2000 redefined mandated reporters to include all classified employees of any public school in addition

to teachers, aides, administrators, and others. Training for mandated reporters is provided by the District; however, the absence of training shall not excuse a mandated reporter from the duties imposed under reporting laws.

Volunteers whose duties require contact and supervision of children should also obtain training. (Penal Code section 11165.7)

Definitions and Types of Child Abuse:

As provided in Penal Code section 11165.6, the term "child abuse or neglect" includes:

- Physical injury or death inflicted by other than accidental means upon by another person
- Neglect
- Sexual Abuse
- Willful harming or injuring of a child or the endangering of the person or health of a child
- Unlawful corporal punishment or injury

Neglect means negligent treatment or maltreatment of a child by a person responsible for the child's welfare under circumstances indicating harm or threatened harm to the child's health or welfare, and includes both acts and omissions on the part of the responsible person. (Penal Code section 11165.2)

Severe neglect means the negligent failure of a person having the care or custody of a child to protect the child from severe malnutrition or medically diagnosed nonorganic failure to thrive, and includes those situations of neglect where any person having the care or custody of a child willfully causes or permits the person or health of the child to be placed in a situation such that the child's person or health is endangered, including the intentional failure to provide adequate food, clothing, shelter or medical care. (Penal Code section 11165.2)

General neglect means the negligent failure of a person having the care or custody of a child to provide adequate food, clothing, shelter, medical care, or supervision where no physical injury to the child has occurred. (Penal Code Section 11165.2)

Sexual Abuse means sexual assault or sexual exploitation.

Sexual Assault includes: rape, statutory rape, gang rape (or rape in concert), incest, sodomy, lewd or lascivious acts upon a child, oral copulation, sexual penetration, child molestation and intentional masturbation in the presence of a child. (Penal Code section 11165.1)

Sexual exploitation includes preparing, selling or distributing matter depicting a minor engaged in obscene acts; knowingly promoting, aiding or assisting, employing, using, persuading, inducing or coercing a child or any person responsible for a child's welfare who knowingly permits or encourages a child to engage in, or assist others to engage in, prostitution or a live performance involving obscene sexual conduct, or to pose or

model alone or with others for purposes of preparing a film, photograph, negative, slide, drawing, painting or other pictorial depiction involving obscene sexual conduct; and knowingly depicting a child in, or knowingly developing, duplicating, printing or exchanging any film, photograph, video tape, negative or slide in which a child is engaged in an act of obscene sexual conduct. (Penal Code section 11165.1)

Willful Cruelty or Unjustifiable Punishment means a situation where any person willfully causes or permits any child to suffer, or inflicts thereon, unjustifiable physical pain or mental suffering, or having the care or custody of any child, willfully causes or permits the person or health of the child to be placed in a situation such that the child's person or health is endangered. (Penal Code section 11165.3)

Unlawful Corporal Punishment means a situation where any person willfully inflicts upon any child any cruel or inhumane corporal punishment or injury resulting in a traumatic condition. It does not include an amount of force that is reasonable and necessary for a person employed by a public school to quell a disturbance threatening physical injury to person or damage to property, for purposes of self-defense or to obtain possession of weapons or other dangerous objects within the control of the pupil (Education Code Section 49001), or that is necessary to maintain order, protect property, protect the health and safety of students, and maintain conditions conducive to learning (Education Code Section 44807). (Penal Code section 11165.4)

In addition, any mandated reporter who has knowledge of; or reasonably suspects that a child is suffering serious emotional damage or is at risk of suffering serious emotional damage, evidenced by states or being, **may** make a report. (Penal Code section 11166.05)

REPORTING PROCEDURES:

As mandated reporters, all school employees **must** report the known or suspected incidence of child abuse or neglect to the appropriate agency **immediately** or when practically possible **by telephone**. (Penal Code section 11166)

The following information must be provided at the time of the telephone call:

- Name, business address and telephone number of the mandated reporter, and the capacity that makes the person a mandated reporter;
- The child's name and address, present location and, where applicable, school, grade and class;
- The names, addresses and telephone numbers of the child's parents/guardians;
- The information that gave rise to the reasonable suspicion of child abuse or neglect and the source or sources of that information; and
- The name, address, telephone number, and other relevant personal information about the person or persons who might have abused or neglected the child. The mandated reporter must make this report even if some of this information is not known or is uncertain to him or her. (Penal code section 11167.)

The telephone call **must** be followed within **36 hours** by a written report to the same agency to which the telephone report was made. (Penal Code section 11166)

For your reference, the following are some of the agencies to contact:

1. Children's Protective Services (24 hr. number).....(916) 875-5437
   3701 Branch Center Road
   P.O. Box 269057
   Sacramento, CA 95826-9057

   This is the agency to call for in-family suspected abuse (including live-in non-related persons) for which law enforcement is not immediately needed.

2. Sacramento City Police Department.....(916) 808-0800
   5770 Freeport Blvd. Ste 100
   Sacramento, CA 95822

   This is the agency to call for suspected abuse by non-family persons (neighbor, childcare provider, etc.), or if an immediate response is required for incidents occurring **within** city limits.

3. Sacramento County Sheriff's Department.....(916) 874-5115
   Sheriff's Dispatch
   711 G Street, Room 304
   Sacramento, CA 95814

   This is the agency to call for suspected abuse by non-family persons (neighbor, childcare provider, etc.), and which occurred **outside** city limits or if an immediate response is required.

REPORT FORM:

The required form is the Suspected Child Abuse Report (Penal Code section 11168.) These reporting forms can be obtained online at https://oag.ca.gov/sites/all/files/agweb/pdfs/childabuse/ss_8572.pdf. The online form is accessed by obtaining a code when you phone your report. The reporting party should fill in the form completely, using the address and telephone number of their work site.

a) Submit one copy to the child protective agency to which the telephone report was made.
b) Submit one copy to the Health Services Department within one working day (Mail Box #764) to be maintained in a confidential file by the Coordinator of Health Services. **NO OTHER COPIES ARE TO BE KEPT ON SITE OR FOR PERSONAL RECORDS.**
c) Notify the site principal and the director/supervisor of your department of the report.
d) The person reporting the suspected child abuse or neglect has the option of deleting his/her name from the copy that is sent to the Health Services Department. However, the Health Services copy verifies that the reporter has complied with the law for mandated reporters.

The report should be typed, if possible. Make a photocopy and submit the photocopy to Health Services Department (Mail Box 764).

For reports sent to Children's Protective Services, the reporting party should receive a written response from the investigating social worker. This written response should be forwarded to Health Services Department (Mail Box 764) to be attached to the Health Services copy of the original report.

CONFIDENTIALITY MANDATES:

Interview at School: When a representative of Children's Protective Services deems it necessary, a suspected victim of child abuse or neglect may be interviewed during school hours, on school premises, concerning a report of suspected child abuse or neglect. The child is given the option of being interviewed in private or selecting any adult school employee or volunteer aide to be present at the interview. The purpose of having a staff member at the interview is to lend support to the child and help him/her feel as comfortable as possible. The staff member cannot participate in the interview or discuss the facts or circumstances of the case with the child, and is subject to confidentiality requirements. (Penal Code section 11174.3)

Identity of mandated reporter: The identity of all persons who are mandated reporters who report child abuse or neglect shall be confidential and disclosed only among: agencies receiving or investigating mandated reports, the district attorney in a criminal prosecution or an action initiated under Welfare & Institutes Code Section 602 arising from alleged child abuse, counsel appointed pursuant to Welfare & Institutions Code Section 317 (c), county counsel or district attorney in a proceeding under Family Code Section 7800 or Welfare & Institutions Code Section 300, a licensing agency when abuse or neglect in out-of-home care is reasonably suspected, or when the mandated reporter(s) waive confidentiality, or by court order. (Penal Code section 11167)

Reports of Suspected Child Abuse or Neglect: Required reports of suspected child abuse or neglect and the information contained in those reports are confidential and may be disclosed only to: persons or agencies to whom disclosure of the identity of the mandated reporter(s) is permitted, persons or agencies to whom disclosure is permitted under Penal Code Section 11170(b), persons or agencies with whom investigations of child abuse or neglect are coordinated under Penal Code Section 11174, multidisciplinary personnel teams as defined in Welfare & Institutions Code Section 18951(d), persons or agencies responsible for the licensing of facilities which care for children, and other identified persons and agencies. (Penal Code section 11167.5.)

A violation of any of these confidentiality provisions is a misdemeanor punishable by up to six months in jail or by a fine of $500, or both. (Penal Code section 11167.5)

FAILURE TO REPORT:

The mandated reporter who fails to report an incident of known or reasonably suspected child abuse or neglect is guilty of a misdemeanor punishable by up to six months in jail or by a fine of $1000.00, or both. (Penal Code Section 11166(c)) Educators who fail to report may also risk loss of their license or credential (Education Code Section 44421.) In addition, a failure to report may result in personal civil liability (Landeros v. Flood (1975) 17 Cal3d 399).

When two or more mandated reporters have knowledge of a known or suspected instance of child abuse or neglect, the telephone and written reports may be made by one person selected by mutual agreement.

However, if the selected person fails to report, then the other person is responsible for reporting. (Penal Code section 11166 11166 (h))

The reporting duties are individual. No supervisor or administrator may impede or inhibit the reporting duties and no person making a report shall be subject to any sanction for making the report. Internal procedures to apprise administrators and supervisors of reports may be established; however, they cannot require any employee to disclose his or her identity to the employer. Reporting possible child abuse or neglect to an employer, supervisor, principal, school counselor, coworker or other person does not substitute for making a mandated report. (Penal Code section 11166(i))

IMMUNITY FROM CIVIL OR CRIMINAL LIABILITY FOR MANDATED REPORTERS:

No mandated reporter shall be civilly or criminally liable for any required report. Any other person reporting known or suspected child abuse or neglect shall not incur civil or criminal liability unless it can be proven that a false report was made and the person knew that the report was false or was made with reckless disregard for the truth or falsity of the report and, in that event, the person is liable for any damages caused. (Penal Code section 11172)

Sacramento City Unified School District

HEALTH SERVICES DEPARTMENT

5735 47th Avenue □ Sacramento, CA 95824
(916) 643-9412 □ FAX (916) 643-9471
Jorge A. Aguilar, Superintendent
Victoria Flores, Director III,
Student Support and Health Services

DATE: July 31, 2021

TO: All Employees

FROM: Victoria Flores, Director III
Student Support and Health Services Department

SUBJECT: PROCEDURES TO BE USED IN SCHOOLS FOR THE PREVENTION OF INFECTIOUS DISEASES TRANSMITTED BY BODY FLUIDS: 2021-2022

Resources from the California Department of Education and the Centers For Disease Control are incorporated in the following preventive guidelines. The basic principle promoted by these guidelines is to use Universal Precautions.

BACKGROUND:

The epidemic of the acquired immunodeficiency syndrome/human immunodeficiency virus (AIDS/HIV) infection has created much interest in what precautions can be taken to prevent the spread of all infectious diseases.

Because of the concern generated by AIDS/HIV infection, the California Legislature had mandated that schools inform their employees annually about appropriate methods for preventing the spread of all infectious diseases, with specific information about AIDS/HIV and also Hepatitis B infections (Health and Safety Codes, Sections 120875 and 120880).

In addition, Cal-OSHA, the California Occupational Safety and Health Administration adopted the Bloodborne Pathogens Standard (8-CCR-5193). “Bloodborne Pathogens” are defined as pathogenic microorganisms, which are present in human blood and can cause disease in humans. These pathogens include but are not limited to, hepatitis B virus, hepatitis C virus and human immunodeficiency virus. The Standard requires employers to develop plans and adopt practices, which eliminate or minimize employee occupational exposure to blood and other contaminated body fluids. In compliance with the Standard, Sacramento City Unified School District has 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:
4. Universal Precautions
5. Engineering controls
6. Work practice controls
7. Personal protective equipment
8. Post exposure evaluation and follow-up
9. Regulated waste disposal
10. Labels and bags
11. Housekeeping practices
12. Training and education of employees
13. Record-keeping

A copy of the Exposure Control Plan is available for review at every school site and program office within the school district.

UNIVERSAL PRECAUTIONS

The term UNIVERSAL PRECAUTIONS refers to a system of infection control in which the body fluids of all persons are treated as if known to be infectious. In the school setting, those precautions should include: hand washing, using disposable 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 it is not known that a person is infected; (2) persons should not wait until an identified infected student or adult is encountered 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 antibody to the HIV virus.

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 routine hygienic practice.

2. All staff should wash their hands in the following circumstances:

    - Before handling food, drinking or eating
    - After toileting
    - After contact with body fluids or items soiled with body fluids
    - 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 paper towel. Discard the towel.

5. Classroom instruction about proper hand washing can be integrated into health instruction at all grade levels.

FIRST AID INVOLVING BODY FLUIDS AND CPR:

1. Avoid direct skin contact with body fluids. Allow the student or staff person to clean their own body fluid spill when this can be done safely. If direct skin contact occurs, hands and other affected skin areas should be washed 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:

    - Immediately wash the skin area exposed to body fluids with soap and running water. If it is the eye or mouth, flush with water.
    - Report the incident directly to your supervisor and include the names of everyone directly involved, as soon as possible.

The site administrator, supervisor or designee will report work-related injuries to the District Workers' Compensation Office at (916) 643-9299. The SIA Nurse will direct the employee to the appropriate medical facility to determine the need for Hepatitis B vaccination and treatment. The SIA nurse will notify the Health Services Office of all occupational exposure incidents.

Employees working after hours and/or weekends may be directed by their site administrator, supervisor or designee to call 643-9299 and leave message. Someone will return your call the next business day. If it is an emergency, call 9-1-1 or go to the nearest hospital.

3. Disposable single-use latex gloves should be used when contact with body fluids is anticipated (such as bloody nose, diapering, etc.). Gloves are standard components for first aid supplies in the schools so that they are readily accessible for emergencies and regular care given in school health offices. Latex gloves as well as non-latex gloves are available from the district warehouse.

4. Devices that prevent backflow 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 medical supply companies.

5. Any soiled clothing should be placed in a plastic bag, sealed and placed in a second plastic bag. If soiled with blood, the second bag should be a red biohazard bag, available from the custodian. Label with the student's name. Send home with the student.

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. Waste in which contains recognizable fluid blood is considered biohazardous waste and must be double bagged with the outside bag color-coded red and with a biohazard label. Biohazard waste cannot be disposed of in the dumpster. Health Services will pick up biohazard waste when notified by district sites. Please note: Band-Aids, feminine hygiene products or dressings with a small amount of dried blood are NOT considered biohazardous waste and may be disposed of in plastic bags as regular trash.

3. 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 Health Services. Place intact needles and syringes in the designated puncture-proof container. Do not bend or break needles and do not recap needles. Health Services will pick up and dispose of the containers with a medical waste hauler.

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 wastebasket.

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 cleanup, 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 AIDS/HIV 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 the immune system vulnerable to life threatening opportunistic infections and malignancies. The virus also may directly attack the central nervous system. Persons infected with HIV may have no apparent symptoms for up to ten years and may appear to be in good health. More than half of the persons in the United States who have been diagnosed to have AIDS (the advanced stage of HIV infection) have died. There is no known cure for AIDS at this time.

HOW IS HIV INFECTION SPREAD?

Everyone infected with HIV, even a person without apparent symptoms, is capable of transmitting the infection. HIV infection can be transmitted by:

1. Sexual activity involving direct contact with blood, semen, or vaginal secretions of someone who is infected
2. Sharing intravenous (IV) needles and/or syringes with someone who is infected
3. Accidental needle sticks with needles containing infected blood
4. Direct contact with infected blood on broken skin or mucous membranes (eyes, nose, mouth)
5. Receiving a blood transfusion or blood products from someone who is infected (screening test advancements have reduced this risk)
6. Sharing unsterilized instruments for tattooing, ear piercing, shaving or acupuncture with someone who is infected
7. Being born to or breast fed by an infected mother

THE HIV/AIDS VIRUS CANNOT BE TRANSMITED OR SPREAD:

through air or water	by using drinking fountains, toilets, sinks, etc.
by coughing or sneezing	through closed-mouth kissing
on surfaces such as phones or door knobs	through hugging

(There is no documentation of transmission through these sources.)

SYMPTOMS OF HIV INFECTION:

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 sweats	Diarrhea	Weight loss

A blood test, which shows the presence of HIV antibodies, confirms HIV infection. As the HIV infected person becomes unable to fight off infections and certain illnesses, the person is diagnosed with AIDS. There is no cure for HIV or AIDS at this time.

HIV/AIDS RESOURCES:

Education:

Sacramento County AIDS Program (916) 875-6022

Testing: Anonymous Testing:
Sacramento County Department of Health and Human Services (916) 874-7720

Medical Treatment: CARES Community Health (916) 443-3299

Information: Northern California AIDS Hotline (1-800-367-2437)
Monday through Friday – 9:00 a.m. to 4:00 p.m.
Saturday and Sunday – Closed
www.HIVServicesCa.com
Operators speak: English, Spanish
AIDS/HIV Night Line: 1-800-273-2437, 5:00 p.m. to 5:00 a.m. every night

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 6 weeks to 6months after becoming infected with the virus. Five to ten percent of infected adults can become chronic virus carriers. Hepatitis B carriers may or may not have chronic liver disease. Persons with chronic liver disease are at increased risk for developing liver cancer.

HOW IS HEPATIITS 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 percentage of people will carry the virus in their blood for years and are known as chronic carriers. Hepatitis B can be transmitted by:

1. Sexual activity involving direct contact with blood, semen, or vaginal secretions of someone who is infected
2. Sharing unsterile 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 of infected blood with broken skin or mucous membrane (eyes, mouth, nose)
5. Accidental needle sticks with needles containing blood from a virus carrier
6. Being born to an infected mother
7. Sharing toothbrushes of an infected person

SYMPTOMS:

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

HEPATITIS B VACCINATION:

The Cal-OSHA Bloodborne Pathogens Standard requires employers to offer the 3-injection Hepatitis B vaccination series free to those employees who are determined to be occupationally at risk for exposure to blood and other potentially infectious materials as a result of their job duties. Sacramento City Unified School district employees who are determined to be at risk are provided with specific Bloodborne Pathogen Standard training and written information about the opportunity to receive the Vaccination series.

Initial and annual re-trainings are mandatory in order to meet Cal/OSHA requirements for the following job classifications:

- athletic coach
- bus attendant
- bus driver
- campus monitor
- child care worker
- custodian
- elementary school principal, secretary or clerk who perform first aid routinely
- physical education teacher
- plant manager
- plumber
- police officer
- preschool staff
- school community liaison
- school nurse
- special education teacher or aide working with disabled student (of special day classes except LD and RSP)
- walking attendant

Other employees not listed above may wish to discuss the need for Hepatitis B vaccine with their primary care physician. The Hepatitis B vaccination series may be covered by district health plans.

Questions regarding this memorandum may be directed to the Health Services Office at (916) 643-9412.

OFFICE OF THE SUPERINTENDENT
5735 47th Avenue ● Sacramento, CA 95824
(916) 643-9000 ● FAX (916) 399-2058
Jorge A. Aguilar, Superintendent
Doug Huscher, Assistant Superintendent of Student Support Services
Victoria Flores, Director III, Student Support Services

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Trustee Area 7

Jacqueline Zhang
Student Board Member

DATE: August 16, 2021

TO: All Employees

FROM: Victoria Flores, Director III
Student Support and Health Services

SUBJECT: Student Suicide Prevention: 2021-2022

Today's students face increasing pressures, including the ongoing realties of the COVID-19 pandemic, that can lead to emotional distress, depression, anxiety, and even thoughts of suicide. As educators, we can help mitigate these mental health risks and save lives by learning how to recognize signs of emotional distress, warning signs for suicide, and how to help students access supports.

SCUSD Student Suicide Prevention Training Mandate
State Law AB2246, AB1767, & SCUSD Board Policy 5141.52 requires all district staff and all other adults who work with students to be trained in suicide prevention awareness.

SCUSD has adopted Kognito, an online role-play simulation to help us recognize the signs of distress, use conversations to approach a student and discuss our concerns and refer parents/students to the appropriate resources. The Kognito simulations let you practice these challenging conversations at your own pace through role-play with an emotionally-responsive virtual student or parent.

For the 2021-2022 school year, all district staff are required to complete the Kognito Simulation ***Emotional & Mental Wellness*** which meets the mandated suicide prevention awareness training requirement and provides professional development about the importance of emotional and mental health wellness. The ***Emotional & Mental Wellness*** simulation will take approximately 45-60 minutes to complete.

In addition, any district staff hired after July 1, 2021 will need to complete at least one of the Kognito At-Risk Suite Simulations which includes At-Risk for High School Educators, At-Risk for Middle School Educators, and At-Risk for Elementary School Educators.
In order to access the online Kognito simulations follow the directions below.

Step 1: Go to - https://kognitocampus.com/

- If you already have an existing Kognito account with your SCUSD email, sign in to your account.

• If you do not already have an account, click on the link directly above the login section where it says “Don’t have an account? Click Here”.

Step 2: Once you arrive at the popup window, fill in the required information and enter the enrollment key: **scusd**

• You will then be asked to identify your school site and answer a few demographic questions.

Step 3: Once you login to your account, choose the appropriate simulation to complete. You will have access to the required training - ***Emotional & Mental Wellness*** - and all of the *At-Risk* simulations, should you be interested and/or want to complete additional simulations. You may start and stop the simulation anytime and will be able to pick back up where you stopped.

Step 4: Complete the ending evaluation, which will automatically generate your certificate of completion. The system will electronically track your certificate and indicate you have met the state law mandate. *You do not have to submit anything further to the district.*

If you have any issues with logging in or questions about the Kognito simulations - please reach out to the Student Support & Health Services team - Victoria Flores, Director victoria-flores@scusd.edu or Jacqueline Rodriguez, Coordinator jacqueline-rodriguez@scud.edu.

Thank you for your work in enhancing the safety net for youth by completing these simulations. Together we can all help keep our students and community safe.

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

2021-2022 STUDENT SUICIDE RISK ASSESSMENT PROCEDURES

Always take signs of suicidal feelings, thoughts, behaviors, or plans very seriously. Potential signs may include verbal statements, written content, artistic expressions, social media postings, etc.

The following procedures are to be followed whether student/school staff are in-person at school or participating in distance learning (See also 2021-22 Suicide Risk Assessment Business Process):

Role of all district staff (including all district contracted partners)

1. Any staff who are concerned that a student is showing warning signs of potential suicide risk or self-injury must immediately contact the school administrator or designee. If suicide risk is urgent and immediate (i.e. student has indicated immediate plan for suicide /self-injury or recently attempted self-harm or suicide), call 911 and provide current location of the student.

    a. If the student is exhibiting imminent danger to self or others, the student should be immediately transported to a hospital or mental health treatment center by parent/caregiver, and if not available by local law enforcement (request the "Mobile Crisis Response Team" if available).

    b. If this concern is after hours and the school administrator is not available - staff must provide crisis hotline numbers to the student and contact the parent/guardian. If a safe adult cannot be reached, call Law Enforcement and request the Mobile Crisis Response Team complete a Welfare Check. Crisis Resources include:

    - Crisis Text Line: Text "HOME" to 741-741
    - Suicide Prevention Lifeline: 1-800-273-8255 (TALK)
    - The Source Sacramento: Call/Text 1-916-787-7678 (Support for youth/caregivers 24/7)
    - Sacramento PD Non-Emergency: 916-264-5471 & Sheriff's Dept: 916-874-5115. Indicate it is a mental health crisis and requesting *Mobile Crisis Response Team*.

    c. If this concern is during the Expanded Learning Program and after 5:00 PM, Expanded Learning Program staff will contact their assigned SCUSD Area Specialist.

    - The Area Specialist will identify the SCUSD mental health professional who will conduct the suicide risk assessment.

2. If the student is in-person at school, staff must keep student under **constant** adult supervision until suicide risk assessment has been completed. Staff will not release a student

exhibiting potential suicide risk without a suicide risk assessment and/or consultation with a trained district employed mental health professional.

3. The school administrator or designee shall immediately contact a district employed mental health professional (i.e. school counselor, nurse, psychologist, social worker, or mental health specialist) that is certified in SCUSD-approved suicide assessment tools and is assigned to the school site. Only district employed mental health professionals trained in the district approved suicide risk assessment tool can complete a suicide risk assessment.

4. If no certified professional is available at the school site**,** the principal or designee will contact the Student Support & Health Services Staff **(in the order listed below)** to identify someone to complete the assessment. **CALL/TEXT ONLY - DO NOT EMAIL:**

- Daniel Cisneros, **Connect Center/Student Support & Health Services**: 916.826.4174
- Theresa Tavianini, **Connect Center/Student Support & Health Services**: 916.826.3923
- Jacqueline Rodriguez, **Student Support & Health Services**: 916.752.3353
- Victoria Flores, **Student Support & Health Services**: 916.752.3643

5. In the event that a parent/guardian/adult caregiver wants to remove the student prior to completion of an assessment, or if the parent/guardian/adult caregiver refuses to take the student for necessary follow-up care at an emergency room or mental health treatment center, staff must report the removal/refusal to the school administrator or designee and assess whether mandated reporting requirements require a referral to child protective services and/or law enforcement.

6. Staff will maintain confidentiality of the student as appropriate prior to, during, and after suicide risk assessment process. Information regarding student mental health shall only be shared as is necessary for the safety of the student (i.e. school administrator, district mental health professional, parent/guardian). Do not share with staff where it is not in the best interest of the student or relevant.

Role of SCUSD Mental Health Professional (MHP)

1. Upon notification that a student was identified as being at risk of suicide as described above, district employed mental health professionals must complete and document all parts of a suicide risk assessment, which include:

- Administration of the district approved suicide risk assessment tool;
- Safety Plan;
- Disposition Summary;
- Document actions taken per assigned department's policies and procedures.

2. If the MHP is not able to conduct the assessment with the student in person due to

independent study, assessment is to be completed remotely (phone or video). Use contact information provided by the referring party. If none was provided, use contact information in Infinite Campus following the emergency priority listing.

- Sample introduction when calling a parent/guardian - "I am (state role) and am calling regarding a safety concern about (insert student name)."
- Use age or developmental level appropriate language in speaking to the student.
- Speak with the student/parent and gain access to speak privately with the student to conduct the assessment individually with the student. In the event that a parent/guardian prevents the completion of an assessment, contact Law Enforcement and request the Mobile Crisis Response Team complete a Welfare Check.

3. Once the assessment is completed, the MHP will speak with the parent/guardian and student to develop a plan to ensure the student's safety. Both the student and parent/guardian will at a minimum be provided with the following information:

- Suicide Prevention Lifeline: (800) 273-8255(TALK)
- The Source Sacramento: Call/Text 1-916-787-7678 (Support for youth/caregivers 24/7)
- Crisis Text Line: Text "HOME" to 741-741
- Mental Health Urgent Care Clinic: (916) 520-2460; 2130 Stockton Blvd, Ste 300
- Sacramento County Behavioral Health ACCESS team: 1-916-875-1055

4. In the event immediate contact cannot be made with a student or parent/guardian, a minimum of 3 attempts should be made to reach the student or parent/guardian, or other Primary contacts listed in Infinite Campus. If not successful in contacting anyone by 30 minutes before the end of the work day, or earlier if the severity of the concern warrants, the mental health professional will contact Law Enforcement and request the Mobile Crisis Response Team complete a Welfare Check.

5. In the event that a parent/guardian refuses to take the student for necessary follow-up care at an emergency room or mental health treatment center, staff must report the refusal to the school administrator or designee and determine whether mandated reporting requirements require a referral to child protective services and/or law enforcement.

6. No disclosure shall be made to the student's parent/guardian/caregiver when there is reasonable cause to believe that the disclosure would result in a clear and present danger to the health, safety, or welfare of the student. In the case of no disclosure to parent/guardian, staff should consult with another certified district employed mental health professional, and must report safety/welfare concerns to child protective services and/or law enforcement. Documentation of this decision should be made on the suicide risk assessment disposition summary as well as follow MHP department documentation procedures.

7. If the student is assessed to be at imminent risk of suicide or self-injury, the mental health professional will attempt to remain in tele-contact with the student until an adult is present to assist with obtaining emergency mental health care for further assessment (e.g. parent/guardian will accompany student to ER/Mental Health Urgent Care Clinic, or call 911). If at this time, parent/guardian refuses to obtain further assessment, refer to Step #5.

8. After completion of the risk assessment and it is determined that risk is present but not imminent, the mental health professional should discuss and develop a safety plan with the student. If assessment is conducted virtually and based upon the developmental and language capacity of the student, they will be asked to write a safety plan out in their current location and show the final document on the screen and/or send a photo of the plan after safety planning has been conducted. MHP will simultaneously fill out the Safety Plan form to document the agreed upon procedure.

9. For all students assessed for risk of suicide or self-injury, regardless of identified risk level, the MPH should inform the student's parent/guardian of the outcome of the assessment and safety plan for the student, when necessary (e.g. sent to County Intake Stabilization Unit, to ER, connected to therapist, and/or completed a safety plan, etc.)

10. Following completion of the assessment, safety plan, and disposition summary, send all completed paperwork to Susan Lee in Student Support & Health Services via email at susan-ann-lee@scusd.edu (put "CONFIDENTIAL" in the subject line) or intra-district mail to SSHS / Box 708.

11. Document in Infinite Campus under Counseling - General - Contact Log - in "details section write "Assessment #4"

Volunteer Agreement to Administer Epinephrine Auto-Injectors

LEGAL SERVICES

———MEMORANDUM———

TO:	**School Site Employees**
FROM:	**Victoria Flores, Director III, Student Support and Health Services; Raoul Bozio, In House Counsel, Legal Services**
SUBJECT:	**Volunteer Agreement Form to Administer Epinephrine Auto-Injectors**
DATE:	**July 31, 2021**

Pursuant to Education Code Section 49414, school districts, including the Sacramento City Unified School District (District), are required to provide emergency epinephrine auto-injectors ("Epi-Pens") to school nurses and trained personnel at all school sites. This form requests volunteers to be trained to administer an epinephrine auto-injector to a person if the person is suffering, or reasonably believed to be suffering, from an anaphylactic reaction.

The training provided shall be consistent with the most recent Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs published by the federal Centers for Disease Control and Prevention and the most recent guidelines for medication administration issued by the California Department of Education. An employee who volunteers pursuant to this section shall not be required to administer an emergency epinephrine auto-injector until completion of the required training, and documentation of completion is recorded in his or her personnel file.

The Trainings Provided to Volunteers Shall Include:

(A) Techniques for recognizing symptoms of anaphylaxis.

(B) Standards and procedures for the storage, restocking, and emergency use of epinephrine auto-injectors.

(C) Emergency follow-up procedures, including calling the emergency 911 telephone number and contacting, if possible, the pupil's parent and physician.

(D) Recommendations on the necessity of instruction and certification in cardiopulmonary resuscitation.

(E) Instruction on how to determine whether to use an adult epinephrine auto-injector or a junior epinephrine auto-injector, which shall include consideration of a pupil's grade level or age as a guideline of equivalency for the appropriate pupil weight determination.

(F) Written materials covering the information required under this subdivision.

Voluntary Nature. The employee agreeing to be trained to administer emergency epinephrine auto-injectors is doing so completely voluntarily. An employee of the school or charter school or an employee of the school district or county office of education, shall not directly or indirectly use or attempt to use his or her authority or influence for the purpose of intimidating, threatening, coercing, or attempting to intimidate, threaten, or coerce any staff member who does not choose to volunteer, including, but not limited to, direct contact with the employee.

Volunteer Agreement to Administer Epinephrine Auto-Injectors

Rescission. Any employee who volunteers may rescind his or her offer to administer epinephrine auto-injectors up to three days after the completion of the training. After that time, a volunteer may rescind his or her offer to administer epinephrine auto-injectors with a two-week notice.

If you wish to **rescind** your offer to administer epinephrine auto-injectors pursuant to the above, please

sign here: _____Date:_____

District Provided Defense and Indemnification. Pursuant to Ed. Code 49414, and District Board Policies and Administrative Regulations 5141, 5141.21, and 3530, District shall ensure that each employee who volunteers under this section will be provided defense and indemnification by the school district, for any and all civil liability, in accordance with, but not limited to, that provided in Division 3.6 (commencing with Section 810) of Title 1 of the Government Code. This information shall be reduced to writing, provided to the volunteer, and retained in the volunteer's personnel file.

I, _____ hereby acknowledge that I have been provided with the above information by the Sacramento City Unified School District regarding volunteering to receive training for, and to administer, epinephrine auto-injectors to a student in need of such when a school nurse is not available.

This agreement will remain in effect until July 31st, 2022 unless rescinded above.

Employee Signature: _____Date:_____

Employee Name: _____

Employee Title:_____Location/Classroom_____

School Name:_____

Training

Trained by: _____on _____.
(School Nurse's Name) *(Date)*

Completed Form Distribution:

☐ Employee who is Volunteering ☐ Emergency Epinephrine Kit Binder

☐ Health Services (Box 764) ☐ Human Resources (Box 770)

OFFICE OF THE SUPERINTENDENT
5735 47th Avenue ● Sacramento, CA 95824

Jorge A. Aguilar, Superintendent

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Isa Sheikh
Student Board Member

DATE: August 16, 2021

TO: All Employees

FROM: Victoria Flores, Director
Student Support & Health Services

Keyshun Marshall, Coordinator
Risk Management Department

SUBJECT: Return to Health mitigation measures remain in effect for K-12 Schools

We want to be sure all SCUSD employees are aware of the current health and safety guidelines outlined in our Return to Health Plan.

The following health and safety mitigation measures are required for all staff:

- California Department of Public Health (CDPH) issued a new public health order that takes effect August 12, 2021 requiring all school staff to either show proof of full vaccination or be tested at least once per week:
  - COVID-19 Vaccine Clinics continue throughout our district and community. Staff may report their vaccination status.
  - COVID testing remains available free of charge to all individuals – testing is offered at the Serna Center Monday through Friday from 12:30-3pm and at school sites, once school resumes.
- Face coverings are mandated for all individuals. This means that while we are at work or school everyone must keep their face coverings on. Face coverings are free and readily available. Upon request N95 mask are available for daily use.
- Stay home when sick – all staff must remain home if they are symptomatic, exposed or tests positive for COVID-19 and must follow the return to work/school guidelines.
- Providing hand hygiene and respiratory hygiene supplies.
- Ensuring spaces are well-ventilated and high touch areas are disinfected.
- Physical distancing should be practiced to the maximum extent possible while returning all staff and students to full capacity.
- Report any exposure to COVID or a positive COVID test to your supervisor immediately.

We remain committed to keeping everyone informed, especially as revised federal, state or county guidance is released. We appreciate your support of the health and safety of our community – together we are making a difference in stopping the spread of COVID-19.

Sacramento City Unified School District

BULLETIN

SUBJECT:	**Workers' Compensation Claims Reporting Procedures**		**2021-22 NO. BS - 11**
TO:	All School Sites and Departments		
DATE:	July 1, 2021		
PREPARED BY:	Keyshun Marshall Coordinator II, Risk & Disability Management	**DEPARTMENT:**	Risk & Disability Management
REVIEWED BY:	Rose Ramos Chief Business Officer, Business Services	**APPROVED:**	*Rose Ramos* Rose Ramos, Chief Business Officer

Claims Reporting Procedure:

1. All work-related injuries/illness must be reported directly to the supervisor, site administrator or designee as soon as possible. Contact the **Schools Insurance Authority Injury Reporting Line as soon as possible at (916) 643-9299** to report an injury/illness and to obtain further information and instructions from an Early Intervention Nurse (EIN). All claims are to be reported to this number **ONLY.** Employees working after hours and/or weekends should report their injury/illness to their supervisor, site administrator or designee, and the reporting line as soon as possible and/or the following business day. If the after-hours injury/illness requires immediate medical treatment **call 911** or go to the nearest hospital immediately.

2. If medical treatment is necessary, an EIN (916) 643-9299 will provide instructions and information on scheduling a doctor's appointment.

3. For questions related to existing workers' compensation claims, contact **Schools Insurance Authority at their main number: (916) 364-128, Disability Management at (916) 643-7895 or email Amber Pena at Amber-Pena@scusd.edu.**

Emergencies: If the injury/illness is life threatening, **call 911** or report to the nearest hospital. For all work-related injuries/illnesses, please contact the district's workers' compensation

reporting line for Schools Insurance Authority at (916) 643-9299 or immediately after you've obtained emergency care.

Payroll Related Questions: Contact Disability Management at (916) 643-7895. For all work and non-work related injury/illness, payroll is coordinated through the process of disability management.

Temporary Transitional Work Program: To assist injured employees in their recovery for both work and non-work related injuries/illnesses, the District provides temporary transitional work in the form of modified or alternate work whenever possible. After reporting to the supervisor, if the injured worker has a work restriction or is temporarily disabled from work, **IMMEDIATELY** contact the Return-to-Work Coordinator with SIA at (916) 364-1281 for work related injuries/illnesses and Disability Management at (916) 643-7895 for non-work related injuries/illnesses for approval to return to work.

Temporary Transitional Work Program Alternate Site: The temporary duty work assignment timesheets are available for both work and non-work related injuries/illnesses. The timesheet must be completed, signed by the site administrator/supervisor and the employee. Once complete fax or email to the permanent site and Disability Management at (916) 399-2071. leaves@scusd.edu

Permanent Restrictions: The District will comply with all federal, state and local laws and regulations requiring the accommodation of disabled employees. Contact Disability Management at (916) 643-7895 if you have a permanent disability that will affect your performance at work.

Doctor Appointment/Physical Therapy Appointments: Appointments are to be scheduled before or after work whenever possible to prevent sick leave dock or wage loss. This applies to follow-up appointments and physical therapy as well. ***Please note: For work-related injuries/illnesses, workers' compensation will not pick up benefits for lost time or wages due to medical or therapy appointments.***

Doctor's Statement/Medical Appointment: The injured worker must provide the original medical slip to their supervisor immediately following his/her medical appointment. The supervisor will immediately forward the original doctor's statement to Disability Management, in order to prevent payroll interruptions or holds. Medical documents can be emailed to leaves@scusd.edu, or faxed to a secured fax number at (916) 399-2071.

Reporting Absences: Report workers' compensation absences, doctor's appointments and therapy as "SLIA" (sick leave industrial accident) on the monthly absence report. Non-work related injuries should be reported as "sick."

Please contact Disability Management at (916) 643-7895 if you have any questions or concerns.

INJURY/ILLNESS PHONE DIRECTORY

Schools Insurance Authority Workers' Compensation

P.O. Box 276710

Sacramento, CA 95827-6710

916-364-1281 (Phone)

916-364-2421 (Fax)

NEW INJURY/ILLNESS REPORTING:	
Reporting Line	916-643-9299
RETURN TO WORK QUESTIONS:	
Return to Work Unit	916-364-1281
EXISTING CLAIM QUESTIONS:	916-364-1281
PAYROLL and DISABILITY RELATED QUESTIONS:	916-643-7895

Risk & Disability Management

Non-Industrial Injuries/Illnesses

SCUSD - BOX 840

916-643-7895 (Phone)

916-399-2071 (Fax)

Please call 916-643-7895 to inquire about the following:

- NEW INJURY/ILLNESS REPORTING
- RETURN TO WORK QUESTIONS
- PAYROLL and DISABILITY RELATED QUESTIONS
- EMAIL MEDICAL DOCUMENTS to leaves@scusd.edu

HUMAN RESOURCE SERVICES
P.O. Box 246870 ● Sacramento, CA 95824-6870
(916) 643-9050 ● FAX (916) 399-2016
Jorge A. Aguilar, *Superintendent*
Cancy McArn, *Chief Human Resources Officer*

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Jacqueline Zhang
Student Board Member

DATE: September 22, 2021 **HR-03**

TO: All Employees

FROM: Christina Villegas, Director
Human Resource Services

Keyshun Marshall, Coordinator
Risk Management Department

SUBJECT: Hour-Zero Online Training Resource - Reminder

In efforts to continue to provide our employees with an at-your-fingertips easy online training resource, the District is continuing to work with Schools Insurance Authority (SIA) to provide the online system called Hour-Zero. Hour-Zero provides online training in line with mandated requirements to help Districts stay in compliance. As employees who work in an education setting, we must take the necessary steps required by law on being mandated trained as well as provide for the safety of the students, families, and staff we serve.

In order to complete the online training go to http://www.hour-zero.com/ and follow step-by-step instructions attached.

SCUSD Training Mandates:

COVID-19 - Online Training Requirements:
In California, workplace safety and health regulations require employers take steps to protect workers exposed to infectious diseases like the Novel Coronavirus (COVID-19), which is widespread in the community. Cal/OSHA has posted guidance to help employers comply with these requirements and to provide workers information on how to protect themselves and prevent the spread of the disease. All Staff must complete the SIA COVID-19 training. It's recommended designated site staff also complete the Pandemic for Administrators and Pandemic for Teachers.

Child Abuse Reporting—Online Training Requirements:
In California, certain individuals are mandated by law to report known or suspected child abuse. These mandated reporters are listed in the Child Abuse and Neglect Reporting Act (CANRA); of the over 40 categories listed, teachers are listed first, as well as, classified employees who work closely with students. In accordance with the State of California Child Abuse and Neglect Reporting Act (Penal Code Section 11166, et seq.) and Assembly Bill 1432 Mandated child abuse reporting, school employees must be trained annually on this topic. It is imperative that employees know how to respond, that employees understand their rights and responsibilities as a mandated

reporter, and that employees are familiar with District's policies and reporting procedures. All employees of the school district must be trained and must report known or suspected child abuse.

Healthy Schools Act - Integrated Pest Management - Online Training Requirements:
In California, when pesticides are used at schools and childcare centers the Healthy Schools Act defines requirements for school and childcare center staff, pest management professionals, and the Department of Pesticide Regulation. The California Legislature originally passed the law in 2000. The Healthy Schools Act also encourages schools and child care centers - collectively referred to as school sites-to adopt effective, low-risk pest management practices, also known as integrated pest management or IPM.

Sexual Harassment Prevention—Online Training Requirements:
The Governing Board prohibits unlawful discrimination, intimidation, bullying against and/or harassment of District employees, job applicants, and District programs & activities on the basis of actual or perceived race, color, national origin, nationality, ancestry, ethnicity, ethnic group identification, religious creed, religion, age, marital status, pregnancy, physical or mental disability, disability, medical condition, veteran status, gender, gender identity, gender expression, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics at any District site and/or activity (BP/AR 4030, 4119.11 (a) and 5145.7 (a)). 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.

Any District employee who engages in or permits unlawful discrimination or harassment shall be subject to disciplinary action up to and including dismissal. A District employee shall be deemed to have permitted unlawful discrimination or harassment if he/she fails to report an observed incident of discrimination and/or harassment, whether or not the victim complains.

District Compliance Coordinators are noted below and may be reached through the following contact information:

Sexual Harassment Prevention Student Related Issues (Title IX):
Stephan Brown, Director II, Student Services/Alternative Education,
(916) 643-9425

Sexual Harassment Prevention Employee Related Issues (Title VII):
Cancy McArn, Chief Human Resources Officer,
(916) 643-9050

Healthy Schools Act IPM Coordinator:
Keyshun Marshall, Coordinator II, Risk &
Disability Management
(916) 643-9421

Staff members are required to complete all of the online trainings assigned to them through Hour-Zero. The process is simple, and yet incredibly important. It is anticipated that online trainings should take approximately 30 to 60 minutes to complete depending on the duration requirement for each training.

For questions regarding the above online training information, employees may reach out to Christina Villegas, Human Resources Director, at 916-643-7496 and/or Keyshun Marshall, Risk Management Coordinator, at 916-643-9421.

As a reminder, in order to complete the online training go to http://www.hour-zero.com/ and follow step-by-step instructions attached.

SIA Mandated Reporter Training | HZ Online

Welcome!

Welcome to HZ Online, part of the Hour-Zero School Emergency Program! HZ Online is a web-based emergency management system, designed specifically for K-12 schools.

HZ Online serves as your gateway to the compulsory **Mandated Reporter** course. In addition to completing the online course, you are encouraged to check out the Mandated Reporter Game, a quiz-show style game that you can play to enrich group discussions surrounding training or play on your own. *Play it and learn along the way!*

Remember – emergency preparedness starts with you! We hope you find the training to be informative and enjoyable. Let's get started.

Step-by-Step Instructions

1) **Login**

To begin your Mandatory Reporter training, login to HZ Online.

a) **Click on the web link** in the password email, sent to you by Hour-Zero Web-Application Admin.

   i) If you did not receive an email containing your password, contact your district Program Coordinator. You need the password to login.

   ii) Alternatively, you may type hour-zero.com into your web browser and click on **CLIENT LOGIN** (upper right corner of screen).

b) Once you reach the **LOGIN** screen, do the following:

   i) **Enter your Username.**
   Your Username is your **full** district email address – it must have your district domain in it (e.g., email-name@your-district.org).

   ii) **Enter your temporary password.**
   Your temporary password is contained in the email with the subject line *New Password* sent by *Hour-Zero Web-Application Admin*.

   - Passwords are case sensitive.
   - If copying and pasting the password, be careful not to grab an extra character space. The temp passwords are 10 characters long. *Tip: Count the dots on your screen to be sure you have the correct number of characters.*
   - Once logged in, you will be asked to create a new password.

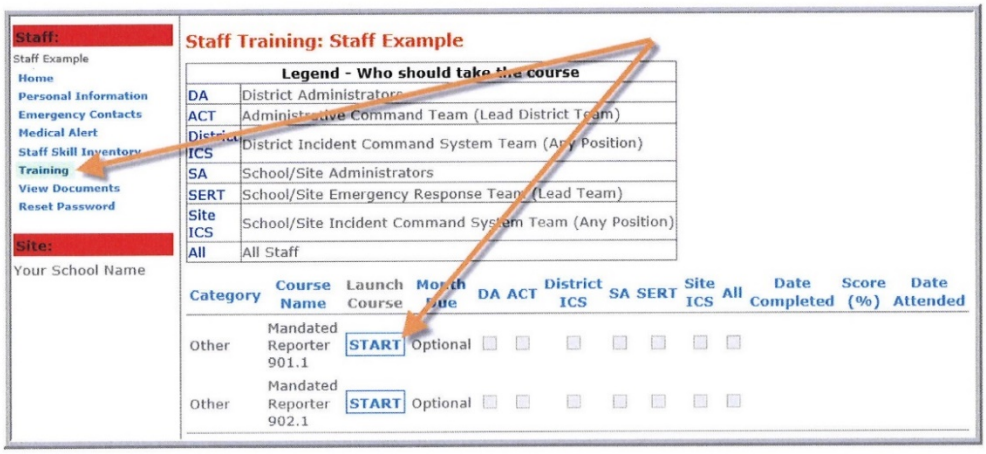
©Hour-Zero Crisis Consulting Ltd.

2) **Click Training.**

   Once you've entered the HZ Online system, **click Training**, located under the Staff menu on the left side of the screen.

3) **Navigate to Mandated Reporter 901.1**

   Within the list of courses, navigate to Mandated Reporter 901.1.



4) **Click Start.**

   To launch, click the "Start" button associated with the respective course.

5) **Take the course and exam.**

   And that's it.

Once you've successfully finished the course, your date of completion and score will appear next to the course name. This provides a record of your course completion for your district.

You are not required to complete the other staff information screens or to take any other training in the system at this time.

Congratulations! You've successfully finished your Mandated Reporter training and elevated your school's level of preparedness. Thanks for doing your part to create a safer school for your students and fellow staff!

©Hour-Zero Crisis Consulting Ltd.

SIA Mandated Reporter Training | HZ Online

Welcome!

Welcome to HZ Online, part of the Hour-Zero School Emergency Program! HZ Online is a web-based emergency management system, designed specifically for K-12 schools.

HZ Online serves as your gateway to the compulsory **Mandated Reporter** course. In addition to completing the online course, you are encouraged to check out the Mandated Reporter Game, a quiz-show style game that you can play to enrich group discussions surrounding training or play on your own. *Play it and learn along the way!*

Remember – emergency preparedness starts with you! We hope you find the training to be informative and enjoyable. Let's get started.

Step-by-Step Instructions

1) **Login**

To begin your Mandatory Reporter training, login to HZ Online.

a) **Click on the web link** in the password email, sent to you by Hour-Zero Web-Application Admin.

   i) If you did not receive an email containing your password, contact your district Program Coordinator. You need the password to login.

   ii) Alternatively, you may type hour-zero.com into your web browser and click on **CLIENT LOGIN** (upper right corner of screen).

b) Once you reach the **LOGIN** screen, do the following:

   i) **Enter your Username.**
   Your Username is your **full** district email address – it must have your district domain in it (e.g., email-name@your-district.org).

   ii) **Enter your temporary password.**
   Your temporary password is contained in the email with the subject line *New Password* sent by *Hour-Zero Web-Application Admin*.

   - Passwords are case sensitive.
   - If copying and pasting the password, be careful not to grab an extra character space. The temp passwords are 10 characters long. *Tip: Count the dots on your screen to be sure you have the correct number of characters.*
   - Once logged in, you will be asked to create a new password.

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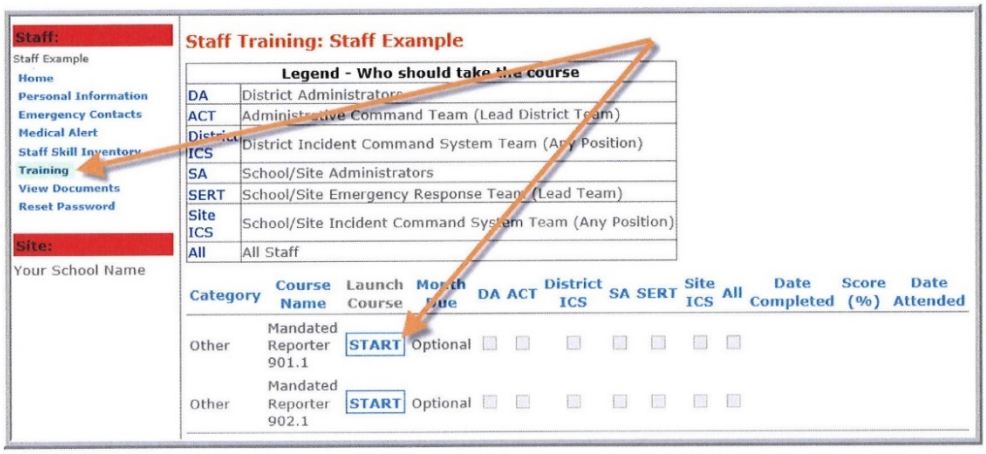
2) **Click Training.**

   Once you've entered the HZ Online system, **click Training**, located under the Staff menu on the left side of the screen.

3) **Navigate to Mandated Reporter 901.1**

   Within the list of courses, navigate to Mandated Reporter 901.1.



4) **Click Start.**

   To launch, click the "Start" button associated with the respective course.

5) **Take the course and exam.**

   And that's it.

Once you've successfully finished the course, your date of completion and score will appear next to the course name. This provides a record of your course completion for your district.

You are not required to complete the other staff information screens or to take any other training in the system at this time.

Congratulations! You've successfully finished your Mandated Reporter training and elevated your school's level of preparedness. Thanks for doing your part to create a safer school for your students and fellow staff!

©Hour-Zero Crisis Consulting Ltd.

Sacramento City Unified School District

BULLETIN

SUBJECT: **STARR Team Requests** **2020-21 NO. BS - 2**

TO: All Departments

DATE: September 4, 2020

PREPARED BY: Erika Zavaleta, Administrative Assistant **DEPARTMENT:** Business Services

REVIEWED BY: Emily Hanisits, Payroll Supervisor **APPROVED:**

Rose Ramos,
Chief Business Officer

The Business Services Division established the **STARR** *(Service, Training, Answers, Reliable Resources)* Team to provide training and assistance in an on-site, user-friendly environment. Please review the attached revised STARR Team Requests form and forward to new staff that can benefit from any of the topics shown.

How does STARR Team work?

1. Select one or more topics of interest listed in the STARR Team Requests form for your site to receive training.
2. Email the completed form directly to Erika-Zavaleta@scusd.edu or send via office mail to Business Services, Box 800
3. A mutually agreeable date and time for the STARR Team training will be arranged.
4. One or more STARR Team members will visit your location on the appointed day and provide the requested in-service training, demonstration, explanation, etc. Please note, training for some of the topics listed are held at SERNA Center and trainings marked with an asterisk are provided via phone conference only.
5. Due to social distancing guidelines, trainings that are normally held in person may be arranged via Zoom Video Conference when applicable or held in a larger conference room that meets the six feet physical distancing guidelines.

Attachment: STARR Team Requests form

Business Services

STARR TEAM REQUESTS

TOPIC	RESPONSIBLE OFFICE
☐ Attendance accounting	Budget Services
☐ Budget report monitoring	Budget Services
☐ Contract process	Contracts Office
☐ Escape requisition process	Purchasing Services*
☐ Escape requisition coding process	Budget Services
☐ Grants Writing	Continuous Improvement & Accountability Office
☐ Chargeback/orders/payments	Purchasing Services*
☐ Managing outstanding requisitions	Accounts Payable Office
☐ Petty cash reconciliation	General Accounting Office
☐ Petty cash reimbursements/policy	Accounts Payable Office
☐ Reproduction services	Central Printing Services
☐ Special projects monitoring	Budget Services
☐ Student activity (school fund raisers) Accounting/Reimbursement	General Acct./Internal Audit
☐ Supplies ordering	Purchasing Services*
☐ Absence batch reporting	Payroll Department
☐ Time sheet reporting	Payroll Department
☐ Disability Management/Worker's Compensation	Risk and Disability Management
☐ Employee Wellness	Risk and Disability Management
☐ Waste Removal/Safety	Risk and Disability Management
☐ Mandated training for COVID-19	Risk and Disability Management
☐ Other request: _____	Various
☐ General office work flow/process review	Various

Location **Contact Person** **Phone Number**

Email this form to Erika-Zavaleta@scusd.edu or mail to Business Services, Box 800.
If you have questions, call Erika Zavaleta at x439055

***Please note departments marked with an asterisk (*) provide training via phone conference only.**

7.14.2020

Sacramento City Unified School District

BULLETIN

SUBJECT: **VEHICLE SAFETY PROGRAM EMPLOYEE PULL NOTICE**

2020-21 NO. BS - 3

TO: All School Sites and Departments

DATE: September 4, 2020

PREPARED BY: Keyshun Marshall, Coordinator II, Risk & Disability Management

DEPARTMENT: Risk & Disability Management

REVIEWED BY: Rose Ramos, Chief Business Officer, Business Services

APPROVED: Rose Ramos, Chief Business Officer

For Your Information:

The Sacramento City Unified School District has established a driver's safety program known as "EPN" (Employee Pull Notice) for all employees and volunteers that drive on behalf of the District as follows:

1. Employees that drive district vehicles
2. Employees that use their own vehicles to transport students
3. Volunteers that drive district vehicles
4. Volunteers that use their own vehicles to transport students

"ENP" allows the District to monitor driver license records of employees and volunteers who are required to drive on behalf of the District. This program is designed to ensure the safety of staff, students, and the community.

If you have questions or concerns regarding this program, please feel free to contact Risk & Disability Management at (916) 643-9421.

Sacramento City Unified School District

BULLETIN

SUBJECT: **FIREWORKS** **2020-21 NO. BS - 5**

TO: All School Sites and Departments

DATE: September 4, 2020

PREPARED BY: Keyshun Marshall, Coordinator II, Risk & Disability Management

DEPARTMENT: Risk & Disability Management

REVIEWED BY: Rose Ramos, Chief Business Officer, Business Services

APPROVED: Rose Ramos, Chief Business Officer

Please see the following information regarding Sacramento City Unified School District's prohibited firework activity on District grounds:

Firework sales remain excluded from the District's insurance coverage provided through Schools Insurance Authority. Therefore, any firework activity including sales, booths and stands are prohibited on District property.

An incorporated booster, athletic club or other group registered as a 501(c)(3) non-profit is a separate legal entity and may elect to continue firework sales activity on non-District owned or operated property as provided by their insurance coverage and operating procedures. These non-profit groups are not eligible for district insurance coverage.

For questions or concerns please contact Risk & Disability Management at (916) 643-9421.

Sacramento City Unified School District

BULLETIN

SUBJECT: **STUDENT ACCIDENT INSURANCE** **2020-21 NO. BS - 7**

TO: All School Sites and Departments

DATE: September 4, 2020

PREPARED BY: Keyshun Marshall, Coordinator II, Risk & Disability Management

DEPARTMENT: Risk & Disability Management

REVIEWED BY: Rose Ramos, Chief Business Officer, Business Services

APPROVED: Rose Ramos, Chief Business Officer

For information regarding Student Accident Insurance, please visit the Risk & Disability Management Department webpage at: https://www.scusd.edu/post/student-sport-and-team-activities or visit the Student Insurance application webpage directly at: https://www.studentinsuranceusa.com/k-12-student-insurance-plans/.

The Risk & Disability Management Department distributed a limited supply of Student Insurance applications to all school sites in the past. However, due to the low participation in the program, Student Insurance information and applications are now **ONLINE ONLY** at www.studentinsuranceusa.com/k-12student-insurance-plan/. Click on "Enroll Now." Also accessible through the District internet under the Risk & Disability Management page.

For more information or help with enrollment in the Student Insurance program, please contact Student Insurance at 1(800) 367-5830.

Sacramento City Unified School District

BULLETIN

SUBJECT: **RESTRICTION FOR VEHICLES USED TO TRANSPORT STUDENTS** **2020-21 NO. BS - 8**

TO: All School Sites and Departments

DATE: September 4, 2020

PREPARED BY: Keyshun Marshall, Coordinator II, Risk & Disability Management

DEPARTMENT: Risk & Disability Management

REVIEWED BY: Rose Ramos, Chief Business Officer, Business Services

APPROVED: Rose Ramos, Chief Business Officer

Please see the following information regarding the District's restrictions on the use of personal and commercial vehicles for transporting students. The regulations outlined below are intended for your protection as well as that of students, staff, parents/volunteers, and the District.

- The District's self-insured risk pool does not cover 15 passenger vans, which includes rented or borrowed vans.
- It is unlawful for employees, administrators or volunteers to drive students in a vehicle that carries more than 10 passengers (including the driver) unless the driver holds a Commercial Driver's License and School Pupil Activity Bus (SPAB) Certification and the vehicle is SPAB certified.
  - This vehicle must pass the same inspections as a regular school bus.
  - The driver must meet the requirements of a school bus driver.
- The seats cannot be removed from a 15-passenger vehicle to meet occupant requirements.
- The vehicle must have been manufactured and maintained as a 10-passenger (including driver) vehicle for it to be allowable as transportation for students without the licensing restrictions mentioned above.

Van Usage/Rentals: Vans may be rented or leased from vendors as long as they meet the 10 passenger or less (including the driver) rating. K-12 schools in California SHALL NOT use a 15 passenger van to transport students even if seating capacity is reduced to 10 occupants or less. The rental and/or use of a van that has the capability of carrying more than 10 passengers (including driver) shall be unlawful to use.

Buses: If you require transportation for students, please contact the District Transportation Department at (916) 277-6703. They may be able to provide a school bus for your trip or can give you a list of District approved charter bus lines that may be hired.

Sacramento City Unified School District

MEMORANDUM

DATE: April 25, 2022

TO: Sacramento City Unified School District (District) Staff and Employees

FROM: Legal Services and Technology Services

RE: District Records

The purpose of this memorandum is to share various updates and remind staff and employees of their obligations concerning District records and District devices. The District recognizes the importance of securing and retaining its documents in accordance with law, Board policy, and administrative regulations. *See* Exhibit A – Board Policy 3580 (District Records); Exhibit B – Administrative Regulation 3580 (District Records).

All records, including electronic records (e.g., email and text messages), related to District business are subject to the classes defined in Administrative Regulation 3580 (District Records). *See* Exhibit B. Depending on the class categorization, a record is considered permanent, optional, or disposable, subject to varying timelines for retention. *Id.*

The District destroys electronic records following their third year of existence. As such, it is critical for employees to classify the records in accordance with Administrative Regulation 3580 (District Records) and retain any electronic records in a separate file if such documents are required to be retained for longer than three years. *See* Exhibit B.

Retaining records is critical for various reasons:

- The California Public Records Act (CPRA, Government Code sections 6250-6276.48) defines a public record as, "any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics." The CPRA thus applies to email and text messages and requires that District employees properly identify, manage, and store such communications in accordance with the classes defined in Administrative Regulation 3580 (District Records). *See* Exhibit

B. Additionally, because the CPRA applies to electronic communications, employees' email and text messages concerning District business are subject to public disclosure. *See City of San Jose v. Superior Court*, 2. Cal.5th 608 (2017) (finding that the emails of the agents of a public entity that concern the business of the public entity even when using the individual's private email are considered public records).

- Litigation/legal holds on records may require the District to suspend its routine record retention and destruction policy and processes to preserve relevant documents.

Employees are prohibited from using their District-issued devices for personal business and are required to regularly purge their email accounts and District-issued devices (e.g., cell phones) of personal electronically stored information and other information unrelated to District business. The District may check for appropriate use of any District-owned equipment at any time. Accordingly, if employees use their District accounts for personal purposes the District may view and access such records. *See* Gov. Code § 8314(a) ("It is unlawful for any elected state or local officer, including any state or local appointee, employee, or consultant, to use or permit others to use public resources for a campaign activity, or personal or other purposes which are not authorized by law.").

Thank you for compliance with Board Policy and Administrative Regulation 3580 (District Records). Please contact Legal Services and/or Technology Services for any questions regarding the same.

Exhibit A

Sacramento City USD

Board Policy

District Records

BP 3580
Business and Noninstructional Operations

The Governing Board recognizes the importance of securing and retaining district documents. The Superintendent or designee shall ensure that district records are developed, maintained, and disposed of in accordance with law, Board policy, and administrative regulation.

(cf. 1340 - Access to District Records)
(cf. 3440 - Inventories)
(cf. 4112.6/4212.6/4312.6 - Personnel Files)
(cf. 5125 - Student Records)

The Superintendent or designee shall consult with district legal counsel, site administrators, district information technology staff, personnel department staff, and others as necessary to develop a secure document management system that provides for the storage, retrieval, archiving, and destruction of district documents, including electronically stored information such as email. This document management system shall be designed to comply with state and federal laws regarding security of records, record retention and destruction, response to "litigation hold" discovery requests, and the recovery of records in the event of a disaster or emergency.

(cf. 0440 - District Technology Plan)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 4040 - Employee Use of Technology)
(cf. 9011 - Board Member Electronic Communications)

The Superintendent or designee shall ensure the confidentiality of records as required by law and shall establish regulations to safeguard data against damage, loss, or theft.

(cf. 5125.1 - Release of Directory Information)

The Superintendent or designee shall ensure that employees receive information about the district's document management system, including retention and confidentiality requirements and an employee's obligations in the event of a litigation hold established on the advice of legal counsel.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

If the district discovers or is notified that a breach of security of district records containing unencrypted personal information has occurred, the Superintendent or designee shall notify every individual whose personal information was, or is reasonably believed to have been, acquired by an unauthorized person. Personal information includes, but is not limited to, a social security number, driver's license or identification card number, medical information, health insurance information, or an account number in combination with an access code or password that would permit access to a financial account. (Civil Code 1798.29)

The Superintendent or designee shall provide the notice in a timely manner either in writing or electronically, unless otherwise provided in law. The notice shall include the material specified in Civil Code 1798.29, be formatted as required, and be distributed in a timely manner, consistent with the legitimate needs of law enforcement to conduct an uncompromised investigation or any measures necessary to determine the scope of the breach and restore reasonable integrity of the data system. (Civil Code 1798.29)

(cf. 1112 - Media Relations)
(cf. 1113 - District and School Web Sites)
(cf. 4112.9/4212.9/4312.9 - Employee Notifications)
(cf. 5145.6 - Parental Notifications)

Safe at Home Program

District public records shall not include the actual addresses of students, parents/guardians, or employees when a substitute address is designated by the Secretary of State pursuant to the Safe at Home program. (Government Code 6206, 6207)

When a substitute address card is provided pursuant to this program, the confidential, actual address may be used only to establish district residency requirements for enrollment and for school emergency purposes.

(cf. 5111.1 - District Residency)
(cf. 5141 - Health Care and Emergencies)

Legal Reference:
EDUCATION CODE
35145 Public meetings
35163 Official actions, minutes and journal
35250-35255 Records and reports
44031 Personnel file contents and inspection
49065 Reasonable charge for transcripts

49069 Absolute right to access
CIVIL CODE
1798.29 Breach of security involving personal information
CODE OF CIVIL PROCEDURE
1985.8 Electronic Discovery Act
2031.010-2031.060 Civil Discovery Act, scope of discovery demand
2031.210-2031.320 Civil Discovery Act, response to inspection demand
GOVERNMENT CODE
6205-6210 Confidentiality of addresses for victims of domestic violence, sexual assault or stalking
6252-6265 Inspection of public records
12946 Retention of employment applications and records for two years
PENAL CODE
11170 Retention of child abuse reports
CODE OF REGULATIONS, TITLE 5
430 Individual student records; definition
432 Varieties of student records
16020-16022 Records, general provisions
16023-16027 Retention of records
UNITED STATES CODE, TITLE 20
1232g Family Educational Rights and Privacy Act
CODE OF FEDERAL REGULATIONS, TITLE 34
99.1-99.8 Family Educational Rights and Privacy Act

Management Resources:
WEB SITES
California Secretary of State: http://www.sos.ca.gov/safeathome

Policy SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
adopted: November 16, 1998 Sacramento, California
revised: November 5, 2001
revised: September 16, 2021

Exhibit B

Sacramento City USD

Administrative Regulation

District Records

AR 3580
Business and Noninstructional Operations

Classification of Records

Records means all records, maps, books, papers, and documents of a school district required by law to be prepared or retained as necessary or convenient to the discharge of official duty. (5 CCR 16020)

Records do not include materials not necessary or convenient to the discharge of official duty, such as unsolicited electronic mail and advertisements.

(cf. 1340 - Access to District Records)

Before January 1, the Superintendent or designee shall review the prior year's records and shall classify them as either a Class 1 (Permanent), Class 2 (Optional), or Class 3 (Disposable) record. (5 CCR 16022)

Records of continuing nature (active and useful for administrative, legal, fiscal, or other purposes over a period of years) shall not be classified until such usefulness has ceased. (5 CCR 16022)

An inventory of equipment shall be a continuing record and shall not be classified until the inventory is superseded or until the equipment is removed from district ownership. (5 CCR 16022)

(cf. 3440 - Inventories)

A student's cumulative record is a continuing record until the student ceases to be enrolled in the district. (5 CCR 16022)

(cf. 5125 - Student Records)

When an electronic or photographed copy of a Class 1 (Permanent) record has been made, the copy may be classified as Class 1 (Permanent) and the original classified as either Class 2 (Optional) or

Class 3 (Disposable). However, no original record that is basic to any required audit may be destroyed prior to the second July 1st succeeding the completion of the audit. (Education Code 35254)

Class 1 - Permanent Records

The original of each of the following records, or one exact copy of it when the original is required by law to be filed with another agency, is a Class 1 (Permanent) record and shall be retained indefinitely unless microfilmed in accordance with 5 CCR 16022: (5 CCR 16023)

1. Annual Reports

a. Official budget

b. Financial reports of all funds, including cafeteria and student body funds

c. Audit of all funds

d. Average daily attendance, including Period 1 and Period 2 reports

e. Other major annual reports, including:

(1) Those containing information relating to property, activities, financial condition, or transactions

(2) Those declared by Governing Board minutes to be permanent

(cf. 3100 - Budget)
(cf. 3452 - Student Activity Funds)
(cf. 3460 - Financial Reports and Accountability)
(cf. 3551 - Food Service Operations/Cafeteria Fund)

2. Official Actions

a. Minutes of the Board or Board committees, including the text of rules, regulations, policies, or resolutions included by reference only

b. The call for and the result of any elections called, conducted, or canvassed by the Board

c. Records transmitted by another agency pertaining to its action with respect to district reorganization

(cf. 7214 - General Obligation Bonds)
(cf. 9324 - Minutes and Recordings)

3. Personnel Records

Class 1 (Permanent) records include all detailed records relating to employment; assignment; amounts and dates of service rendered; termination or dismissal of an employee in any position; sick leave record; rate of compensation, salaries, or wages paid; and deductions or withholdings made and the person or agency to whom such amounts were paid. In lieu of the detailed records, a complete proven summary payroll record for each employee containing the same data may be classified as a Class 1 (Permanent) record and the detailed records may then be classified as Class 3 (Disposable) records.

Information of a derogatory nature as defined in Education Code 44031 shall be retained as a Class 1 (Permanent) record only when the time for filing a grievance has passed or the document has been sustained by the grievance process.

(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)
(cf. 4112.6/4212.6/4312.6 - Personnel Files)

4. Student Records

The records of enrollment and scholarship for each student required by 5 CCR 432 and all records pertaining to any accident or injury involving a minor for which a claim for damages had been filed as required by law shall be classified as Class 1 (Permanent) records. These include any related policy of liability insurance, except that these records cease to be Class 1 (Permanent) records one year after the claim has been settled or the statute of limitations has expired.

(cf. 5111.1 - District Residency)
(cf. 5141 - Health Care and Emergencies)
(cf. 5143 - Insurance)

5. Property Records

Class 1 (Permanent) records include all detailed records relating to land, buildings, and equipment. In lieu of detailed records, a complete property ledger may be classified as a Class 1 (Permanent) record. The detailed records may then be classified as Class 3 (Disposable) records if the property ledger includes all fixed assets; an equipment inventory; and, for each piece of property, the date of acquisition, name of previous owner, a legal description, amount paid, and comparable data if the unit is disposed of.

(cf. 3280 - Sale or Lease of District-Owned Real Property)

Class 2 - Optional Records

Any records considered temporarily worth keeping, but which are not Class 1 records, may be classified as Class 2 (Optional) records and shall be retained until reclassified as Class 3 (Disposable) records. If, by agreement of the Board and Superintendent or designee, classification of

the prior year records has not been made before January 1 as specified in 5 CCR 16022, all records of the prior year may be classified as Class 2 (Optional) records pending further review and classification within one year. (5 CCR 16024)

Class 3 - Disposable Records

All records not classified as Class 1 (Permanent) or as Class 2 (Optional) records shall be classified as Class 3 (Disposable) records. These include, but are not limited to, detailed records basic to audit, including those relating to attendance, average daily attendance, or business or financial transactions; detailed records used in preparing another report; teachers' registers if all information required by 5 CCR 432 is retained in other records or if the General Records pages are removed from the register and classified as Class 1 (Permanent) records; and periodic reports, including daily, weekly, and monthly reports, bulletins, and instructions. (5 CCR 16025)

All Class 3 (Disposable) records shall be destroyed during the third school year after the school year in which the records originated. In addition, Class 3 (Disposable) records shall not be destroyed until after the third school year following the completion of any legally required audit or the retention period required by any agency other than the State of California, whichever is later. A continuing record shall not be destroyed until the fourth year after it has been classified as a Class 3 (Disposable) record. (5 CCR 16026, 16027)

(cf. 5113.2 - Work Permits)

Electronically Stored Information

All electronically stored information related to the conduct of district business, including information created, saved, sent, or received on a district employee's or Board member's personal account or device, shall be saved as an electronic file to a district-provided account or device and retained in accordance with the section "Classification of Records" above. Such information includes, but is not limited to, email, computer files, and other electronic communications related to district business. In addition, when appropriate, the information may be printed and physically filed in a way that allows it to be easily retrieved when needed.

(cf. 9012 - Board Member Electronic Communications)

Employees shall be required to regularly purge their email accounts and district-issued computers, cell phones, and other communication devices of personal electronically stored information and other information unrelated to district business. The Superintendent or designee may check for appropriate use of any district-owned equipment at any time.

(cf. 4040 - Employee Use of Technology)

Any person to whom a district-owned computer, cell phone, or other electronic communication device is provided shall be notified about the district's electronic information management system and, as necessary, provided training on the effective use of the device.

Regulation SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
approved: November 16, 1998 Sacramento, California
reviewed: June 11, 2002
revised: October 12, 2021