

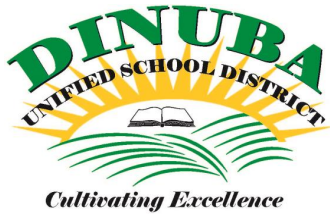
# Substitute Teacher Training Handbook

**2023-2024**

*We believe kids can!  
Connecting is key!  
Learning unlocks opportunities!*

# Dinuba Unified School District (DUSD) Substitute Teacher Training Handbook Table of Contents

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## Dinuba Unified School District

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1327 East El Monte Way, Dinuba, California 93618  
Tel. (559) 595-7200 • FAX (559) 591-3334

Dear Substitute Teacher:

Welcome to another challenging year.

For the past several years, Dinuba Unified School District (DUSD) has achieved what all school systems strive for, consistent progress in raising student achievement. To continue our success, it is important that DUSD has the support and dedication of everyone.

Nationwide statistics show that by the time a student graduates from high school, that student will have spent the equivalent of a full year being taught by a substitute teacher. Your services as a substitute teacher provide schools with the opportunity to continue a quality educational program in the absence of the regular classroom teacher. As a vital member of the school's educational team, you are responsible for ensuring sustained student achievement and maintaining a safe and orderly environment for the students. DUSD is confident you will provide your best efforts in meeting these expectations. To further assist substitute teachers in their efforts, *The Substitute Teacher Training Handbook* has been prepared by the office of Human Resources & Communication.

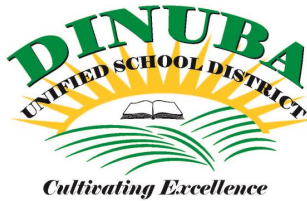
*The Substitute Teacher Training Handbook* was developed to provide the guidance necessary for program continuity and coordination with the regular teacher's assignment. It contains reference information and provides guidelines for the day-to-day expectations of substitute teachers.

We appreciate your service to our students and district.

Sincerely,

Marti Kochevar  
Assistant Superintendent, Human Resources & Communication

Danelle Contreras  
Human Resources Technician II



## OUR MISSION "Empowering Each Student to Succeed in Life."

### Dinuba's Tenets

#### Diversity

...provides a variety of perspectives to develop pathways to our future.

#### Innovation

...provides creative educational options to guide every student's learning experiences.

#### Nurturing

...provides a community of support for the social, emotional, and physical well-being of all students and staff.

#### Unity

...provides a common purpose towards which everyone shares in preparing our students to become contributing citizens of a global society.

#### Building Character

...provides a foundation for responsibility, trustworthiness, respect, citizenship, fairness, and caring for all.

#### Accountability

...provides an assurance for successful achievement through the acceptance of personal responsibility by all.

### Moral Imperative

The Dinuba Unified School District's moral imperative is to end the cycle of generational poverty in our community through education. We believe **all** kids can learn. We believe connecting is key. We believe learning unlocks opportunity.

### Mission

The Dinuba Unified School District's mission is to foster a culture of collaboration, trust and respect among staff, families and the community to promote educational success for all preschool through 12<sup>th</sup> grade.

### Our Goals

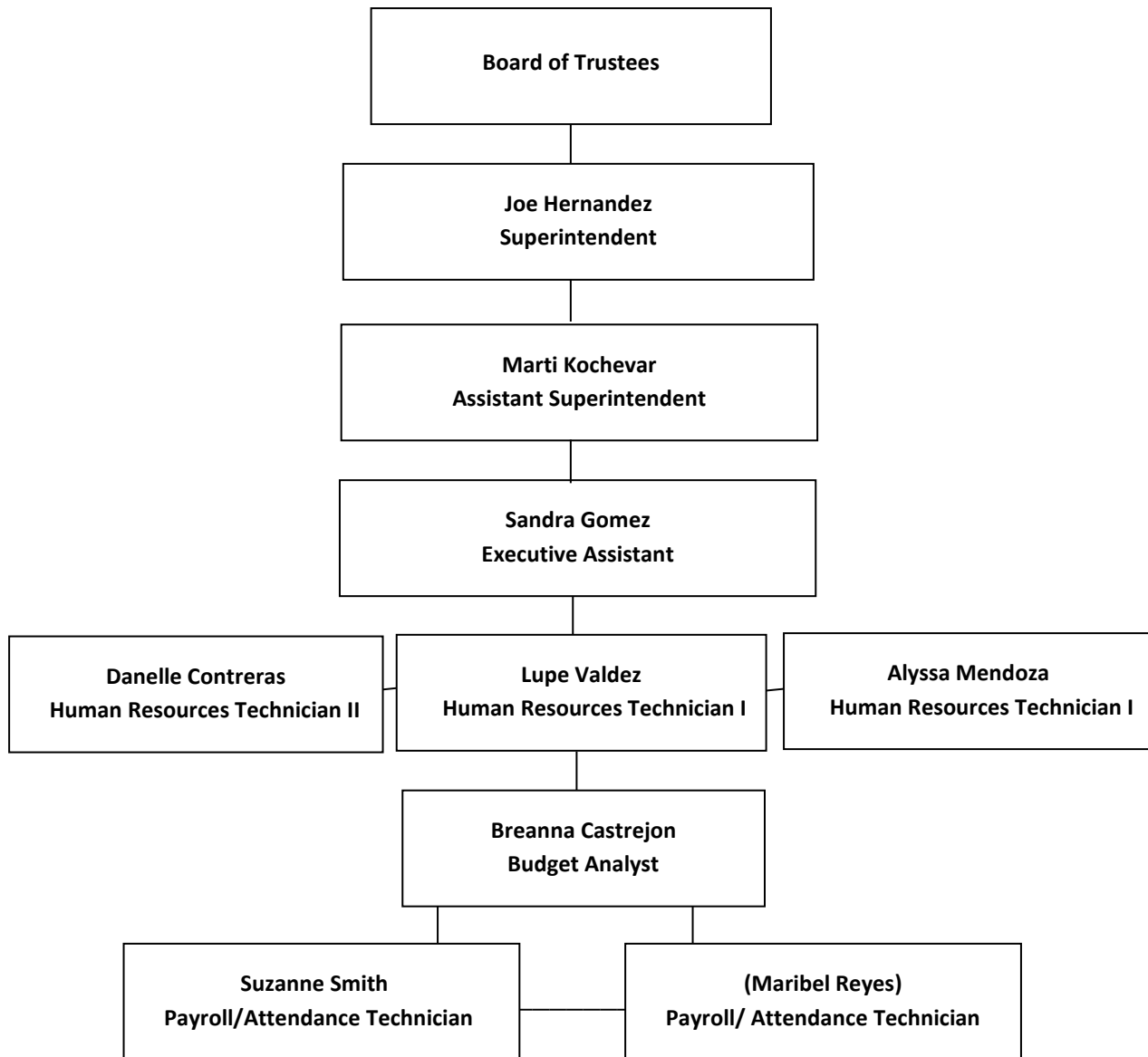
- **Academics:** Every student will experience high academic achievement and continuous growth by participating in a rigorous instructional program designed to raise the academic bar and close achievement gaps so that every student will become a globally competitive citizen in a culturally diverse world.
- **Safety:** Every school and office will be safe and secure, promote individual wellbeing, and provide positive, respectful, and caring environments for teaching, learning, and working.
- **Communication:** Every stakeholder will experience clear, timely, honest, transparent, and widely available communication about system initiatives and activities that engages them in building a culture of trust through action and establishes DUSD as a world-class school system.
- **Organizational Effectiveness:** Dinuba Unified School District will maximize organizational efficiency and effectiveness by engaging in strategic efforts that employ rigorous, relevant, and reasonable performance standards that provide for all employees' professional growth and shared accountability for student, school, and organizational performance.



## Our Core Values

- Learning is our core purpose.
- Effective teaching is the most essential factor in student learning.
- Effective leaders support learning and optimum performance at all levels.
- DUSD is committed to doing whatever it takes to ensure that every student learns and succeeds, regardless of race, ethnicity, gender, socioeconomic status, language proficiency, or disability.
- Every student will be successful when provided high expectations and sufficient, appropriate supports.
- Organizational development is essential to DUSD becoming a high-performing school system.
- Trusting relationships and commitment to our core values will foster learning at all levels.
- Students, parents, employees, community members, and all DUSD stakeholders comprise Team DUSD.
- Every member of Team DUSD has value and makes important contributions towards DUSD becoming a high-performing school system.
- Positive and productive relationships among all members of Team DUSD are built through meaningful communications and engagement.
- All members of Team DUSD are partners in creating, sustaining, and investing in a culture of deliberate excellence and are vital to our success.

# Dinuba Unified School District Department of Human Resources & Communication



**1327 E. El Monte Way  
Dinuba, CA 93618  
Phone: (559) 595-7200  
Fax: (559) 591-3334**

## Career Opportunities

- Dinuba Unified School District encourages those who wish to seek career or advancement opportunities within DUSD to stay in touch with the following resources:
  - ♦ Vacancy announcements (distributed to every school and office for posting.)
  - ♦ Dinuba Unified School District Web site by accessing <http://dusd.dinuba.k12.ca.us> and click on “Job Postings”
  - ♦ Edjoin.org



## Training Resources

- Professional development focuses on content knowledge, pedagogy, the ongoing analysis of student data, and the continuous evaluation of the impact of instruction on student learning. TBA

# Payroll

Substitute teachers are paid monthly. The pay period starts on the 1st of the month and ends on the last day of the month, then paid on the 15th of the following month. Checks will be auto deposited on pay day (if auto deposit is elected) or it will be mailed to the address on file.

In order to be paid for your substitute services, you must sign in to the e-Schools Solutions system. This must be done every day of service, even if it is a long-term assignment.

The substitute sign in log is consistent at every site. Long-term substitutes sign in daily.

Itinerant substitutes report to the Instructional Services Department, State & Federal Programs Director at the Vocational Center (VEC).

## Important Numbers and Web sites

School District Office	.....	559-595-7200
Fax	.....	559-591-3334
Web site - <a href="http://dusd.dinuba.k12.ca.us">http://dusd.dinuba.k12.ca.us</a>		

Marti Kochevar, Assistant Superintendent	.....	559-595-7203
Sandra Gomez, Executive Assistant	.....	559-595-7206
Danelle Contreras, Human Resources Technician II	.....	559-595-7204
Alyssa Mendoza, Human Resources Technician I	.....	559-595-7200
Rosemary Romero, Benefits Technician	.....	559-595-7320
Breanna Castrejon, Budget Analyst	.....	559-595-7328
Suzanne Smith, Payroll/Attendance Technician	.....	559-595-7217
Maribel Reyes, Payroll/Attendance Technician	.....	559-595-7218
CPS Reporting Hotline	.....	559-730-2677
Information Technology Help Desk (IT)	.....	559-595-7337

## Benefits

Substitute teachers are eligible for the following:

- Direct deposit of their paychecks. The direct deposit form is available at time of employment or from the Dinuba Unified payroll department.
- Workers' Compensation: May apply when an injury or illness is incurred during the course of employment.
- Earn sick leave. This law applies to school district employees who do not currently earn sick leave, including substitutes, temporary and short-term employees. An employee who, on or after July 1, 2015, works in California for 30 or more days within a year from the beginning of employment is entitled to paid sick leave.

Note: Substitute teachers may elect membership in the California State Teacher's Retirement System (CalSTRS).





To access the SmartFindExpress sub system, please log onto <http://dusd.dinuba.k12.ca.us/> under the “Staff” tab. There, you will:

- View the Substitute Orientation Video
- Access and accept available substitute positions (District will provide login information)

**come to SmartFindExpress - Dinuba USD's Absence Re**

Dinuba Unified Employees; You must first register with the SFE system by calling: **(559)725-4685**

**Access ID** = Your Access ID is your phone/cell number without area code.  
**Password** = Click the "Forgot Password" under the submit button.

If you need additional assistance please contact the HR Department.

Alyssa Mendoza 595-7200 xt:9091  
Danelle Contreras 595-7204  
Lupe Valdez 595-7205

Please click on the following links to view orientation



Access ID

Password

[Forgot Password?](#)



# DINUBA UNIFIED SCHOOL DISTRICT CALENDAR SCHOOL YEAR 2023-2024

## July 2023 (0)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	H	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## October 2023 (22)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	≠	≠	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## January 2024 ( 17)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	H	H	3	4	5	6
7	8	9	10	11	12	13
14	H	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## April 2024 (21)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	H	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## August 2023 (16)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	Ω	Ω	Ω	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## November 2023 (15)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			Ω	2	T	4
5	6	7	8	9	H	11
12	<	<	<	<	<	18
19	20	21	22	H	H	25
26	27	28	29	30		

## February 2024 (19)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	H	13	14	15	16	17
18	H	20	21	22	T	24
25	26	27	28	29		

## May 2024 (22)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	H	28	29	M	M	

## September 2023 (20)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	H	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## December 2023 (13)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	*	M	20	21	22	23
24	H	H	27	28	29	30
31						

## March 2024 (16)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	<	<	≠	≠	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	H	30
31						

## June 2024 (0)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	H	20	21	22
23	24	25	26	27	28	29
30						

**District Holidays (16)**  
 July 4 Independence Day  
 Sept 4 Labor Day  
 Nov 10 Veterans' Day Obs.  
 Nov 23/24 Thanksgiving  
 Dec 25/26 Christmas  
 Jan 1/ 2 New Year's  
 Jan 15 Martin Luther King, Jr.  
 Feb 12 Lincoln's Birthday  
 Feb 19 Washington Day / Pres. Day  
 March 29 Easter Friday  
 April 1 Easter Monday  
 May 27 Memorial Day  
 June 19—Juneteenth

**Special Days**  
 Aug 4 New Teacher Orientation  
 Aug 7-9 Teacher In Service  
 Aug 10 First Day of Instruction  
 Oct. 12-13 WIS Parent Conferences/ Min Days  
 Nov. 1 Staff PD Day / No School  
 Nov— 3 K-6 End Trimester  
 Nov. 13-17 K-6 Parent Conf. Min. Days  
 Nov 20-24 Thanksgiving / No School  
 Dec 19 End of Semester (7—12)  
 Dec 20-Jan 5 Winter Break  
 Jan 8 School in Session  
 Feb. 23 K—6 End Trimester  
 Mar. 5-6 Conf./min days (K-6)  
 March 7-8 WIS Parent Conf. Min Days.  
 March 25—April 1- Spring Break  
 May 29 WIS Promotion  
 May 29 SV/RR/Adult Grad  
 May 30 DHS Graduation  
 May 31 Last Day of School

**Elementary Grading Period Days**  
 Aug. 10—Nov.3 = 60  
 Nov. 6—Feb. 23 = 58  
 Feb 26—May 31 = 63

**7-12 Grading Period**  
 Fall Semester 86 Days  
 Spring Semester 95 Days

181 Student Instruction Days

Legend	
H	District Holiday/ No School
Ω	Teacher Orientation or Professional Dev. / No school
	<b>Bold Red—No School</b>
<	Parent Conference K-6 / early release
≠	WIS Parent Conferences / Min. Day Dismissal
M	K—12 Minimum Day
*	WIS / DHS Minimum Day—for finals
T	Trimester End (K - 6)

Elementary Early Dismissal Every Wednesday: Grades 1-3 dismiss at 1:30 p.m.  
 Grades 4-6 dismiss at 2:15 p.m. Every Wednesday  
 WIS Early Release Every Monday at 2:00 p.m. & DHS Early Release Every Tuesday at 2:20 p.m. for Prof. Dev.  
 K-6 Early Release for Parent Conferences 1:15 p.m. / Min. Days at 1:15 p.m. Grades 7-12 Min Day Release Time is 12:20 p.m.  
 Aug. 7 Opening session for staff, Aug. 8 Staff PD, Aug 9 Teacher classroom prep day, November 1—Staff PD  
 Board Approved March 9, 2023

# DINUBA UNIFIED SCHOOL DISTRICT

## Roosevelt Elementary School

1311 N. Euclid  
Dinuba, CA 93618  
Phone: (559) 595-7290  
Fax: (559) 595-9628  
Principal: Elizabeth Gonzalez  
Secretary: Elizabeth Lopez

## Grand View Elementary School

39746 Road 64  
Dinuba, CA 93618  
Phone: (559) 595-7275  
Fax: (559) 595-8189  
Principal: Jesse Rodriguez  
Secretary: Kassandra Hampton

## Lincoln Elementary School

850 Eaton  
Dinuba, CA 93618  
Phone: (559) 595-7260  
Fax: (559) 595-7287  
Principal: Melissa Vega  
Secretary: Melani Delgadillo

## Wilson Elementary School

305 East Kamm  
Dinuba, CA 93618  
Phone: (559) 595-7370  
Fax: (559) 595-7279  
Principal: Maria Lichtenwaldt  
Secretary: Becky Diaz

## Jefferson Elementary School

1660 E Sierra Way  
Dinuba, CA 93618  
Phone: (559) 595-7266  
Fax: (559) 595-7269  
Principal: Robert Valenzuela  
Secretary: Irma Larios

## Kennedy Elementary School

999 N. Crawford  
Dinuba, CA 93618  
Phone: (559) 595-7300  
Fax: (559) 596-2051  
Principal: Blake Benham  
Secretary: Candy Gonzalez

## Dinuba High School

340 E. Kern  
Dinuba, CA 93618  
Phone: (559) 595-7220  
Fax: (559) 591-3655  
Principal: Andrew Popp  
Secretary: Mona Carrion

## Sierra Vista High School

8470 Ave. 406  
Dinuba, CA 93618  
Phone: (559) 595-7240  
Fax: 559 595 8198  
Principal: Jonathan Torres  
Secretary: Jorge Longoria

## Ronald Reagan Academy

8470 Ave. 406  
Dinuba, CA 93618  
Phone: 559-595-0563  
Fax: 559-595-7218  
Principal: Jonathan Torres  
Secretary: Denna Schaub

## Washington Intermediate School

1150 N. Hayes  
Dinuba, CA 93618  
Phone: (559) 595-7252  
Fax: (559) 595-8158  
Principal: Kevin Thomas  
Secretary: Elaine Barton

## Dinuba Adult School

8470 Ave. 406  
Dinuba, CA 93618  
Phone: (559) 596-2066  
Fax: (559) 596-2064  
Principal: Jonathan Torres  
Secretary: Debra Hayes

**CALIFORNIA CODE OF REGULATIONS, TITLE 5 80303  
CHANGE IN EMPLOYMENT STATUS**

- (a) Whenever a credential holder, working in a position requiring a credential:
- (1) is dismissed or nonreelected;
  - (2) resigns;
  - (3) is suspended or placed on unpaid administrative leave as a final adverse employment action for more than 10 days;
  - (4) retires; or
  - (5) is otherwise terminated by a decision not to employ or re-employ; as a result of an allegation of misconduct or while an allegation of misconduct is pending, the superintendent of the employing school district shall report the change in employment status to the Commission not later than 30 days after the employment action.
- (b) The report shall contain all known information about each alleged act of misconduct.
- (c) The report shall be made to the Commission regardless of any proposed or actual agreement, settlement, or stipulation not to make such a report. The report shall also be made if allegations served on the holder are withdrawn in consideration of the holder's resignation, retirement, or other failure to contest the truth of the allegations.
- (d) Failure to make a report required under this section constitutes unprofessional conduct. The Committee may investigate any superintendent who holds a credential who fails to file reports required by this section.
- (e) The superintendent of an employing school district shall, in writing, inform a credential holder of the content of this regulation whenever that credential holder, working in a position requiring a credential, is dismissed, nonreelected, resigns, is suspended or placed on unpaid administrative leave as a final adverse employment action for more than ten days, retires or is otherwise terminated by a decision not to employ or re-employ as a result of an allegation of misconduct or while an allegation of misconduct is pending. Failure to comply with this subdivision by a superintendent of schools constitutes unprofessional conduct which shall be investigated by the Committee of Credentials.



# Commission on Teacher Credentialing

Division of Professional Practices Voicemail: (916) 322-4974 Fax (916) 323-6735 [www.ctc.ca.gov](http://www.ctc.ca.gov)  
1900 Capitol Avenue Sacramento, CA 95811-4213

## SCHOOL DISTRICT NOTIFICATION OF CREDENTIAL HOLDER'S CHANGE IN EMPLOYMENT STATUS DUE TO ALLEGATIONS OF MISCONDUCT (CALIFORNIA CODE OF REGULATIONS, TITLE 5 SECTION 80303)

Name of Credential Holder: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Last Four of SSN: \_\_\_\_\_ Incident Date(s): \_\_\_\_\_

Employment Start Date: \_\_\_\_\_ Employment End Date: \_\_\_\_\_

Final Disciplinary Action: \_\_\_\_\_ Date of Final Action: \_\_\_\_\_

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

Position and Title: \_\_\_\_\_

Employing School District: \_\_\_\_\_ COE: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Number: \_\_\_\_\_

<p><b>Please attach the following documents: (if applicable)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Notification Form</li> <li><input type="checkbox"/> Cover Letter (Case Summary)</li> <li><input type="checkbox"/> Notice of Intent to Dismiss/Suspend</li> <li><input type="checkbox"/> Statement of Charges/Accusation</li> <li><input type="checkbox"/> Request for a CPC Hearing and Hearing Dates</li> <li><input type="checkbox"/> Final Decision (District/CPC)</li> <li><input type="checkbox"/> Letter of Resignation or Retirement</li> <li><input type="checkbox"/> Board's Acceptance</li> <li><input type="checkbox"/> Settlement/General Release Statement</li> <li><input type="checkbox"/> Copy of Signed Contract</li> </ul>	<p><b>Relevant Evidence:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> District Investigation Report(s)</li> <li><input type="checkbox"/> Law Enforcement Report(s) Police/Court</li> <li><input type="checkbox"/> Written Statement(s) of: Victim(s) Witness(es) Parent/Guardian(s)</li> <li><input type="checkbox"/> Contact Information* Name, Address, Phone Number of: Victim(s) Witness(es) Parent/Guardian(s)</li> </ul> <p><b>Investigation Materials:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Copies of Emails/Text Messages</li> <li><input type="checkbox"/> Computer Printouts (Hard Copy)</li> <li><input type="checkbox"/> Correspondence with Employee</li> <li><input type="checkbox"/> All Other Relevant Documents</li> </ul> <p><b>*NOTE:</b> Parent permission is obtained prior to interviewing students.</p>
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**Mail To:** Commission on Teacher Credentialing  
Division of Professional Practices  
ATTN: Nicole Lee  
1900 Capitol Avenue  
Sacramento, CA 95811-4213

**Fax To:** (916) 323-6735

**E-Mail To:** [DPPquestions@ctc.ca.gov](mailto:DPPquestions@ctc.ca.gov)

If you have any questions, Nicole Lee can be reached at the above email address or by calling (916) 322-8551.

# **Policies and Regulations of the Dinuba Unified School District**

The *Manual of Policies and Regulations* contains all policies adopted by the Board of Education and rules issued by the Superintendent of Schools. These policy statements are visions, goals, principles, and/or positions of the Board of Education to guide and direct the Superintendent of Schools and all Dinuba Unified School District employees. It is the responsibility of the substitute teacher to follow all the policies and rules adopted by the Board of Education and enacted by the Superintendent.

Some of the more relevant policies have been provided in the following pages. *Board Policies and Administrative Regulations* can also be accessed by logging onto <http://dusd.dinuba.k12.ca.us/>

# **Dinuba USD**

## **Board Policy**

### **Sexual Harassment**

BP 4119.11 4219.11,4319.11

#### **Personnel**

Note: Education Code 212.6 mandates the district to have a written policy on sexual harassment. As part of this mandate, the district also should adopt a sexual harassment policy related to students; see 5145.7 - Sexual Harassment. In certain circumstances, sexual harassment may be a violation of Title VII of the Civil Rights Act of 1964 and/or Title IX of the Education Amendments of 1972, as well as California law.

The Board of Education 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.

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4118 - Suspension/Disciplinary Action)

Note: Pursuant to Education Code 212.6, the Board's policy must contain information on where to obtain specific procedures for reporting charges of sexual harassment and pursuing available remedies. In the following paragraphs, "Superintendent or designee" should be revised so as to provide the title of the person who has been designated as the district's Coordinator for Nondiscrimination in Employment. See AR 4031 - Complaints Concerning Discrimination in Employment.

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 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.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act, especially:

12940 Prohibited discrimination

12950.1 Sexual harassment training

LABOR CODE

1101 Political activities of employees

1102.1 Discrimination: sexual orientation

CODE OF REGULATIONS, TITLE 2

7287.8 Retaliation

7288.0 Sexual harassment training and education

CODE OF REGULATIONS, TITLE 5

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

UNITED STATES CODE, TITLE 42

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

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

2000h-2-2000h-6 Title IX, 1972 Education Act Amendments

CODE OF FEDERAL REGULATIONS, TITLE 34

106.9 Dissemination of policy

COURT DECISIONS

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

Faragher v. City of Boca Raton, (1998) 118 S.Ct. 2275

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

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

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

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

Management Resources:

OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS GENERAL

Protecting Students from Harassment and Hate Crime, January, 1999

WEB SITES

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

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

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

Policy DINUBA UNIFIED SCHOOL DISTRICT

adopted: July 16, 1998      Dinuba, California



# Dinuba USD

## Board Policy

### Professional Standards

BP 4119.21 4219.21,4319.21

#### Personnel

The Board of Education expects district employees to maintain the highest ethical standards, exhibit professional behavior, follow district policies and regulations, and abide by state and federal laws. Employee conduct should enhance the integrity of the district and advance the goals of the district's educational programs. Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill his/her responsibilities and should focus on his/her contribution to the learning and achievement of district students.

- (cf. 0200 - Goals for the School District)
- (cf. 4112.2 - Certification)
- (cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)
- (cf. 4131 - Staff Development)
- (cf. 4231 - Staff Development)
- (cf. 4331 - Staff Development)

The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.

- (cf. 2111 - Superintendent Governance Standards)
- (cf. 9005 - Governance Standards)

#### Staff Conduct with Students

The Board expects all employees to exercise good judgment and maintain professional standards and boundaries when interacting with students both on and off school property. Inappropriate employee conduct shall include, but not be limited to, engaging in harassing or discriminatory behavior; engaging in inappropriate socialization or fraternization with a student; soliciting, encouraging, or establishing an inappropriate written, verbal, or physical relationship with a student; furnishing tobacco, alcohol, or other illegal or unauthorized substances to a student; or engaging in child abuse.

- (cf. 0410 - Nondiscrimination in District Programs and Activities)
- (cf. 4040 - Employee Use of Technology)
- (cf. 5131 - Conduct)
- (cf. 6163.4 - Student Use of Technology)

An employee who observes or has evidence of inappropriate conduct between another employee and a student shall immediately report such conduct to the principal or Superintendent or designee. An employee who has knowledge of or suspects child abuse shall file a report pursuant to the district's child abuse reporting procedures as detailed in AR 5141.4 - Child Abuse Prevention and Reporting.

- (cf. 5141.4 - Child Abuse Prevention and Reporting)

Any employee who is found to have engaged in inappropriate conduct with a student in violation of the law or this policy shall be subject to disciplinary action.

(cf. 4118 - Suspension/Disciplinary Action)

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

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

PENAL CODE

11164-11174.4 Child Abuse and Neglect Reporting Act

CODE OF REGULATIONS, TITLE 5

80331-80338 Rules of conduct for professional educators

Management Resources:

COUNCIL OF CHIEF STATE SCHOOL OFFICERS PUBLICATIONS

Standards for School Leaders, 1996

NATIONAL EDUCATION ASSOCIATION PUBLICATIONS

Code of Ethics of the Education Profession, 1975

WEB SITES

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

Association of California School Administrators: <http://www.acsa.org>

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

California Federation of Teachers: <http://www.cft.org>

California School Employees Association: <http://www.csea.com>

California Teachers Association: <http://www.cta.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Council of Chief State School Officers: <http://www.ccsso.org>

Policy DINUBA UNIFIED SCHOOL DISTRICT

adopted: February 25, 2010 Dinuba, California

# **Dinuba USD**

## **Board Policy**

### **Child Abuse Prevention And Reporting**

BP 5141.4

#### **Students**

##### Child Abuse Prevention

The Board of Education recognizes the district's responsibility to educate students about the dangers of child abuse so that they will acquire the skills and techniques needed to identify unsafe situations and to react appropriately and promptly.

Note: The following paragraph should be modified to reflect district practice. Education Code 51220.5 specifies that the district's course of study for grades 7 and/or 8 may include parenting skills education, including instruction on child abuse and neglect.

The district's instructional program shall include age-appropriate and culturally sensitive child abuse prevention curriculum. This curriculum shall explain students' right to live free of abuse, inform them of available support resources, and teach them how to obtain help and disclose incidents of abuse. The curriculum also shall include training in self-protection techniques.

(cf. 6143 - Courses of Study)

The Superintendent or designee shall seek to incorporate community resources into the district's child abuse prevention programs. To the extent feasible, the Superintendent or designee shall use these community resources to provide parents/guardians with instruction in parenting skills and child abuse prevention.

(cf. 1020 - Youth Services)

##### Child Abuse Reporting

The Board recognizes that child abuse has severe consequences and that the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse. The Superintendent or designee shall establish procedures for the identification and reporting of such incidents in accordance with law.

(cf. 0450 - Comprehensive Safety Plan)

Employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for investigating and prosecuting cases of child abuse and neglect.

Note: Penal Code 11165.7 describes the content of training to be provided to mandated reporters; see the accompanying administrative regulation. Districts that do not provide such training are required to report to the California Department of Education the reasons that training has not been provided. Pursuant to Penal Code 11165.7, a lack of training does not excuse any mandated reporter from the duty to report suspected child abuse and neglect.

The Superintendent or designee shall provide training regarding the reporting duties of mandated reporters.

In the event that training is not provided to mandated reporters, the Superintendent or designee shall report to the California Department of Education the reasons that such training is not provided. (Penal Code 11165.7)

Legal Reference:

EDUCATION CODE

32280-32288 Comprehensive school safety plans

33308.1 Guidelines on procedure for filing child abuse complaints

44690-44691 Staff development in the detection of child abuse and neglect

44807 Duty concerning conduct of students

48906 Notification when student released to peace officer

48987 Dissemination of reporting guidelines to parents

49001 Prohibition of corporal punishment

51220.5 Parenting skills education

PENAL CODE

152.3 Duty to report murder, rape, or lewd or lascivious act

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

288 Definition of lewd or lascivious act requiring reporting

11164-11174.4 Child Abuse and Neglect Reporting Act

WELFARE AND INSTITUTIONS CODE

15630-15637 Dependent adult abuse reporting

CODE OF REGULATIONS, TITLE 5

4650 Filing complaints with CDE, special education students

Management Resources:

CDE LEGAL ADVISORIES

0514.93 Guidelines for parents to report suspected child abuse

WEB SITES

California Attorney General's Office, Crime and Violence Prevention Center: <http://safestate.org>

California Department of Education, Safe Schools: <http://www.cde.ca.gov/lr/ss>

California Department of Social Services, Children and Family Services Division:

<http://www.childsworld.ca.gov>

U.S. Department of Health and Human Services, National Clearinghouse on Child Abuse and Neglect Information: <http://nccanch.acf.hhs.gov>

Policy DINUBA UNIFIED SCHOOL DISTRICT

adopted: March 6, 2008 Dinuba, California

**Dinuba USD**  
**Administrative Regulation**  
**Employee Security**

AR 4258 4158,4358

**Personnel**

An employee may use reasonable force when necessary to protect himself/herself from attack, to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects on or within the control of a student. (Education Code 44807, 49331)

(cf. 5131.7 - Weapons and Dangerous Instruments)

Employees shall immediately report instances of attack, assault or threat against them by any student to their principal or other immediate supervisor, and also to the appropriate local law enforcement agency. The report shall be forwarded immediately to the Superintendent or his/her designee, who shall comply with any reasonable request from the employee for information in the possession of the Superintendent relating to the incident or the persons involved, and shall act in appropriate ways as liaison between the employee, the police, and the courts. (Education Code Section 44014)

It is the duty of every employee who is attacked, assaulted or menaced by student, and of the employee's supervisor, to report the incident to local law enforcement officials even if it has been reported to superior school district officers. Failure by the employee and the principal/supervisor to make such a report is a misdemeanor, and it is also a misdemeanor for any person to inhibit or impede the filing of the report. It is illegal for a Board member or any employee of the district to impose any sanctions against any person under the duty to report an attack, assault or menace by a student. (Education Code Section 44014)

If criminal or civil proceedings are brought against an employee alleging that the employee committed an assault in connection with his/her employment, such employee may request the board to furnish legal counsel to defend the employee in any civil action or proceeding brought against the employee, within the limits set by law. (Government Code Section 995)

The Board shall reimburse an employee for the cost of medical, surgical or hospital services (less the amount of any insurance reimbursement) incurred as the result of any injury sustained in the course of his/her employment.

**Information for Teachers**

The Superintendent or designee shall inform the teacher of every student who has caused or tried to cause another person serious bodily injury or any physical injury which requires professional medical treatment. This information shall be based upon written district records or records received from a law enforcement agency. Teachers shall receive the information in confidence and shall not disseminate it further. (Education Code 49079)

The above information shall be given to teachers in writing, and a copy shall be kept in the student's file.

(cf. 3514 - Safety)

An employee whose person or property is injured or damaged by willful misconduct of a student may ask the district to pursue legal action against the student or the student's parent/guardian. (Education Code 48905)

(cf. 3515.4 - Recovery for Property Loss or Damage)

**Use of Pepper Spray**

Employees who possess pepper spray on school property shall be notified of the following conditions:

1. The pepper spray shall be used only in self-defense.
2. An employee who uses pepper spray other than in self-defense shall be subject to disciplinary action by the district and, in accordance with law, a fine and/or imprisonment.

3. The employee shall ensure that the pepper spray is stored in a secure place and not accessible to students or other individuals. An employee who is negligent in the storage of pepper spray may be subject to disciplinary action.

Regulation DINUBA UNIFIED SCHOOL DISTRICT  
approved: July 16, 1998 Dinuba, California

## **Education Code**

### **Education Code**

#### **Teacher control over student**

EC 44807

Every teacher in the public schools shall hold pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning. The provisions of this section are in addition to and do not supersede the provisions of Section 49000.

(Enacted by Stats. 1976, Ch. 1010.)

#### **Reference:**

Education Code 49000

# REPORT SUSPECTED CHILD ABUSE AND NEGLECT

All school district employees are required under California law to report suspected child abuse and neglect.

Any of these acts involving anyone under the age of 18 must be reported.

- ▶ **Sexual Abuse**
- ▶ **Physical Abuse**
- ▶ **Emotional Abuse**
- ▶ **Neglect**

The District employee **must** report to the appropriate law enforcement authorities any **reasonable suspicion** that a child has been abused or neglected. Responsibility for investigating suspected abuse lies with law enforcement or other legal authorities. You are not to investigate on your own.  
**Your job is to REPORT.**

**“Reasonable suspicion”** occurs when “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 support child abuse or neglect.” (Penal Code 11166)

## YOU MUST REPORT BY PHONE AND IN WRITING.

<b>Police Department</b>	Phone: 559-591-5914	Fax: 559-591-5920
<b>Child Protective Services (CPS)</b>	Phone: 559-730-2677	Fax: 559-730-2510
<b>Sheriff’s Department</b>	Phone: 559-733-6218	Fax: 559-730-2756

**1. PHONE:** Immediately contact by phone your local police, Child Protective Services (CPS) or sheriff’s department and report the suspected abuse or neglect.

**2. WRITING:** Within 36 hours of phoning law enforcement, a written report must be sent, faxed or submitted electronically to your local Police, CPS or Sheriff’s department. The written report should be completed on a state form which can be downloaded at [http://ag.ca.gov/childabuse/pdf/ss\\_8572.pdf](http://ag.ca.gov/childabuse/pdf/ss_8572.pdf). The form also is available in the school principal’s office and at district headquarters. The form should be faxed to the same agency that received your phone report. Save the fax confirmation sheet with the written report.

By law, the name of the employee who makes the report is strictly confidential.

It is provided only to investigators working on the case.

**Failure to report suspected child abuse or neglect is a crime punishable by six months in jail and a \$1,000 fine.**

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# SUSPECTED CHILD ABUSE REPORT

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

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

PLEASE PRINT OR TYPE

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

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

SS 8572 (Rev. 12/02)

### DEFINITIONS AND INSTRUCTIONS ON REVERSE

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

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

# Dinuba USD

## Board Policy

### Drug And Alcohol-Free Workplace

BP 4020

#### Personnel

Note: The following policy complies with the Drug-Free Schools and Communities Act Amendments of 1989 and Government Code 8350-8357, as well as the Drug-Free Workplace Act of 1988. The Drug-Free Schools and Communities Act covers districts that receive federal funds either directly or indirectly. It applies to all employees rather than just those involved in a federally assisted project and includes alcohol in addition to "controlled substances."

"The Drug-Free Workplace Act and Government Code 8350-8357 require districts to notify their employees of their policy on this topic and certify that they have adopted a policy which includes required provisions. Contracts and grants are subject to suspension and termination and the contractors or grantees subject to suspension and debarment if false certification is made or if the certification is violated by failure to carry out the requirements of these laws.

The Board of Education 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, and

- 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.

(cf. 4118 - Suspension/Disciplinary Action)

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

Legal Reference:

EDUCATION CODE

44011 Controlled substance offense

44065 Issuance of credentials

44425 Conviction of controlled substance offenses as grounds for revocation of credential

44836 Employment of certificated persons convicted of controlled substance offenses

44940 Compulsory leave of absence for certificated persons

44940.5 Procedures when employees are placed on compulsory leave of absence

45123 Employment after conviction of controlled substance offense

45304 Compulsory leave of absence for classified persons

GOVERNMENT CODE

8350-8357 Drug-free workplace

UNITED STATES CODE, TITLE 21

202 Schedules I-V

812 Controlled Substances Act

UNITED STATES CODE, TITLE 41

701-707 Drug-Free Workplace Act

CODE OF FEDERAL REGULATIONS, TITLE 21

1300.1-1300.15 Definitions relating to controlled substances

THE DRUG-FREE WORKPLACE ACT OF 1988

Public Law 100-690, 5151-5160

DRUG-FREE SCHOOLS AND COMMUNITIES ACT AMENDMENT OF 1989

H.R. 3614

Policy DINUBA UNIFIED SCHOOL DISTRICT

adopted: July 16, 1998      Dinuba, California

# **Dinuba USD**

## **Board Policy**

### **Tobacco**

BP 5131.62

#### **Students**

The Board of Education recognizes that tobacco use presents health hazards and desires to discourage students' use of tobacco products.

(cf. 3513.3 - Tobacco-Free Schools)

Note: Education Code 48901 states that no school shall permit smoking or the use of tobacco or nicotine products by students while they are on school property, attending school-sponsored activities or under the supervision of district employees.

Students shall not smoke, chew or possess tobacco or nicotine products on school property or during school hours, at school-sponsored events, or while under the supervision of district employees. Students who violate this prohibition shall be subject to disciplinary procedures which may result in suspension from school.

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

All students shall receive instruction on the effects of smoking on the human body.

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6143 - Courses of Study)

#### Legal Reference:

##### EDUCATION CODE

48900 Suspension or expulsion (grounds)

48900.5 Suspension, limitation on imposition; exception

48901 Smoking or use of tobacco prohibited

51202 Instruction in personal and public health and safety

##### HEALTH AND SAFETY CODE

104420 Implementation of tobacco use prevention program

Policy DINUBA UNIFIED SCHOOL DISTRICT

adopted: July 16, 1998      Dinuba, California

# Dinuba USD

## Board Policy

### Code Of Ethics

BP 4219.21 4119.21,4319.21

#### Personnel

The Board of Education expects district employees to maintain the highest ethical standards, exhibit professional behavior, follow district policies and regulations, and abide by state and federal laws. Employee conduct should enhance the integrity of the district and advance the goals of the district's educational programs. Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill his/her responsibilities and should focus on his/her contribution to the learning and achievement of district students.

- (cf. 0200 - Goals for the School District)
- (cf. 4112.2 - Certification)
- (cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)
- (cf. 4131 - Staff Development)
- (cf. 4231 - Staff Development)
- (cf. 4331 - Staff Development)

The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.

- (cf. 2111 - Superintendent Governance Standards)
- (cf. 9005 - Governance Standards)

#### Staff Conduct with Students

The Board expects all employees to exercise good judgment and maintain professional standards and boundaries when interacting with students both on and off school property. Inappropriate employee conduct shall include, but not be limited to, engaging in harassing or discriminatory behavior; engaging in inappropriate socialization or fraternization with a student; soliciting, encouraging, or establishing an inappropriate written, verbal, or physical relationship with a student; furnishing tobacco, alcohol, or other illegal or unauthorized substances to a student; or engaging in child abuse.

- (cf. 0410 - Nondiscrimination in District Programs and Activities)
- (cf. 4040 - Employee Use of Technology)
- (cf. 5131 - Conduct)
- (cf. 6163.4 - Student Use of Technology)

An employee who observes or has evidence of inappropriate conduct between another employee and a student shall immediately report such conduct to the principal or Superintendent or designee. An employee who has knowledge of or suspects child abuse shall file a report pursuant to the district's child abuse reporting procedures as detailed in AR 5141.4 - Child Abuse Prevention and Reporting.

- (cf. 5141.4 - Child Abuse Prevention and Reporting)

Any employee who is found to have engaged in inappropriate conduct with a student in violation of the law or this policy shall be subject to disciplinary action.

(cf. 4118 - Suspension/Disciplinary Action)

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

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

PENAL CODE

11164-11174.4 Child Abuse and Neglect Reporting Act

CODE OF REGULATIONS, TITLE 5

80331-80338 Rules of conduct for professional educators

Management Resources:

COUNCIL OF CHIEF STATE SCHOOL OFFICERS PUBLICATIONS

Standards for School Leaders, 1996

NATIONAL EDUCATION ASSOCIATION PUBLICATIONS

Code of Ethics of the Education Profession, 1975

WEB SITES

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

Association of California School Administrators: <http://www.acsa.org>

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

California Federation of Teachers: <http://www.cft.org>

California School Employees Association: <http://www.csea.com>

California Teachers Association: <http://www.cta.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Council of Chief State School Officers: <http://www.ccsso.org>

Policy DINUBA UNIFIED SCHOOL DISTRICT

adopted: February 25, 2010 Dinuba, California

# Dinuba USD

## Board Policy

### Accidents

BP 5141.1

### Students

Although the district makes every reasonable effort to prevent student accidents and injuries, accidents occur. The Superintendent or designee shall develop procedures to ensure that first aid and/or medical attention is provided as quickly as possible and that parents/guardians are notified of accidents.

Note: Pursuant to the Code of Regulations, Title 8, Section 5193, employers with one or more employees having occupational exposure to bloodborne pathogens must enforce universal precautions to prevent contact with blood or other potentially infectious materials.

Universal precautions shall be observed whenever it is possible that students, employees or others may have contact with blood or body fluids as a result of the accident.

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

Mouthpieces, resuscitation bags or other ventilation devices shall be available at each school and during athletic competitions in the event that resuscitation is necessary.

(cf. 6145.2 - Interscholastic Competition)

District staff shall appropriately report and document student accidents.

(cf. 3530 - Risk Management/Insurance)

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

(cf. 5142 - Safety)

(cf. 5143 - Insurance)

### Legal Reference:

#### EDUCATION CODE

32040-32044 First aid equipment

49300-49307 School safety patrols

49408 Emergency information

49409 Athletic events; physicians and surgeons; emergency medical care; immunity

49470 Medical and hospital services for athletic program

49471 Medical and hospital services not provided or available

49472 Medical and hospital services for pupils

49474 Ambulance services

51202 Instruction in personal and public health and safety

#### CODE OF REGULATIONS, TITLE 8

5193 California Bloodborne Pathogens Standard

Policy DINUBA UNIFIED SCHOOL DISTRICT

adopted: July 16, 1998      Dinuba, California

# Dinuba USD

## Board Policy

### Infectious Diseases

BP 5141.22

#### Students

The Board of Education recognizes its dual responsibility to protect the health of students from risks posed by infectious diseases and to uphold the right of students to a free and appropriate education. The district requires all staff to routinely observe universal precautions to prevent exposure to bloodborne pathogens and prevent the spread of all infectious disease.

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

(cf. 5141.23 - Infectious Disease Prevention)

The admission of a student with a disease that is contagious within the school setting shall be determined by the Superintendent or designee in accordance with standard procedures. The district shall exclude students only in accordance with law.

(cf. 5112.2 - Exclusions from Attendance)

(cf. 5141.26 - Tuberculosis Testing)

(cf. 5141.3 - Health Examinations)

#### Students with Bloodborne Pathogen Infections

Note: Of the 250,000 cases of Acquired Immune Deficiency Syndrome (AIDS) reported to the Centers for Disease Control as of January 1993, there were no reported cases of HIV transmission in school or day care settings. However, school districts are required to enact Exposure Control Plans and Universal Precautions for the prevention of contact with potentially infectious body fluids which may contain pathogens such as the hepatitis B virus (HBV) and the human immunodeficiency virus (HIV).

The following optional policy is based, in part, on the fact that schools are more likely to have unknown cases of students with bloodborne pathogens than to have a student who is known to have such an infection.

The Board recognizes that human immunodeficiency virus (HIV) and hepatitis B virus (HBV) are bloodborne pathogens and not casually transmitted. Children with bloodborne pathogen infections are entitled to attend school and receive a free and appropriate public education. The sole presence of bloodborne pathogens is not sufficient reason to exclude students from attending school.

Note: Since HIV/AIDS may result in immunodeficiency, the student with HIV has a greater risk of becoming seriously ill from childhood diseases such as chicken pox or measles. Assessment of the student's risk is best made by the student's private physician.



Parents/guardians are encouraged to inform the Superintendent or designee if their child has HIV/AIDS so that school staff may keep the student's parents/guardians informed of any outbreak of disease at school. The district will work cooperatively with the student's parent/guardian and physician to minimize the child's exposure to other diseases in the school setting.

Note: The following optional paragraph recognizes that infected students and their families may face discrimination and fear from others.

The Board desires to be supportive of students infected with bloodborne pathogens and to help their families cope with difficulties they may face. The Board believes that schools can play an important role in educating the school community about the nature of bloodborne pathogens and alleviating fears about their transmission.

Note: Pursuant to Section 504 of the Rehabilitation Act (29 USC 794), the courts have held that AIDS is a handicap and a student with AIDS cannot be excluded from regular class without evidence that the student poses a risk of transmission of the HIV virus to classmates or teachers. (Thomas v. Atascadero Unified School District) In addition, a California appellate court has held that a district may be liable for attorneys' fees if it wrongfully refuses to admit a person with AIDS. (Phipps v. Saddleback Valley Unified School District).

(cf. 6158 - Independent Study)

(cf. 6159 - Individualized Education Program)

(cf. 6183 - Home/Hospital Instruction)

Legal Reference:

EDUCATION CODE

48210-48216 Persons excluded

49073-49079 Privacy of pupil records

49403 Cooperation in control of communicable disease and immunization of pupils

49405 Smallpox control

49406 Examination for tuberculosis (employees)

49408 Information of use in emergencies

49602 Confidentiality of student information

51202 Instruction in personal and public health and safety

CALIFORNIA CONSTITUTION

Article 1, Section 1 Right to Privacy

CIVIL CODE

# Dinuba USD

## Board Policy

### Nondiscrimination/Harassment

BP 5145.3

#### Students

Note: The following mandated policy reflects various provisions of state and federal law which prohibit discrimination against students in educational programs and activities based on certain actual or perceived characteristics of an individual, including Education Code 220, which prohibits discrimination based on race, nationality, ethnicity, gender, sex, sexual orientation, religion, or any other characteristic contained in the definition of hate crimes in Penal Code 422.55; Title VI (42 USC 2000d-2000e-17), which prohibits discrimination based on race, color, or national origin; and Title IX (20 USC 1681-1688), which prohibits discrimination based on sex. Education Code 260 gives the Governing Board primary responsibility for ensuring that district programs and activities are free from discrimination based on age or any of these characteristics. See also BP 0410 - Nondiscrimination in District Programs and Activities.

Education Code 234.1, as amended by AB 9 (Ch. 728, Statutes of 2011), mandates that districts adopt policy prohibiting discrimination, harassment, intimidation, and bullying based on the foregoing characteristics, as well as gender identity and gender expression, at school or in any school activity related to school attendance or under the authority of the district. The California Department of Education (CDE), through its compliance monitoring program, reviews districts' uniform complaint procedures and other related policies and practices to ensure compliance with these requirements.

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual 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 gender expression; 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.

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

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.9 - Hate-Motivated Behavior)

(cf. 5146 - Married/Pregnant/Parenting Students)

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

Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

The Board also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying.

Note: In its October 2010 Dear Colleague Letter: Harassment and Bullying, the U.S. Department of Education's Office for Civil Rights (OCR) identifies training of the school community as one of the key measures for minimizing discriminatory and harassing behavior in school. Such training should include how to recognize prohibited behaviors and what to do when they occur. The following paragraph is optional and may be modified to reflect district practice.

The Superintendent or designee shall provide age-appropriate information to students, parents/guardians, and training to employees regarding discrimination, harassment, intimidation, and bullying, including, but not limited to, the district's nondiscrimination policy, what constitutes prohibited behavior, how to report incidents, and to whom such reports should be made.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

In providing instruction, guidance, supervision, or other services to district students, employees and volunteers shall carefully guard against segregating or stereotyping students.

(cf. 1240 - Volunteer Assistance)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

(cf. 6164.2 - Guidance/Counseling Services)

Note: In some situations, the district may need to provide individualized accommodation to a student to protect him/her from harassment or bullying. For example, to protect a student from discrimination on the basis of his/her gender identity or gender expression pursuant to Education Code 210.7, the district may need to provide the student with access to appropriate facilities, such as restrooms. However, each situation will need to be analyzed to determine the most appropriate course of action to meet the safety needs of the student, based on the circumstances involved. See CSBA's policy brief Providing a Safe, Nondiscriminatory School Environment for All Students.

The principal or designee shall develop a plan to provide students with appropriate accommodations when necessary for their protection from threatened or potentially harassing or discriminatory behavior.

Note: Policies related to discrimination or harassment must be consistent with First Amendment rights to free speech. Education Code 48950 prohibits a district from subjecting a high school student to disciplinary sanctions solely on the basis of speech or other communication that would be constitutionally protected if engaged in outside of campus. However, Education Code 48950 also specifies that the law does not prohibit discipline for harassment, threats, or intimidation unless constitutionally protected. Whether such speech might be entitled to constitutional protection would be determined on a case-by-case basis, with consideration for the specific words used and the circumstances involved. The district should consult legal counsel as necessary.

Students who engage in discrimination, harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate discipline, up to and including counseling, suspension, and/or expulsion. Any employee who permits or engages in prohibited discrimination, harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Suspension/Disciplinary Action)  
(cf. 4119.21/4219.21/4319.21 - Professional Standards)  
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)  
(cf. 5144 - Discipline)  
(cf. 5144.1 - Suspension and Expulsion/Due Process)  
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))  
(cf. 5145.2 - Freedom of Speech/Expression)

#### Grievance Procedures

Note: Education Code 234.1, as amended by AB 9 (Ch. 723, Statutes of 2011), mandates that districts adopt a process for receiving and investigating complaints of discrimination, harassment, intimidation, and bullying based on specified actual or perceived characteristics. Such a process, which is required to be consistent with the uniform complaint procedures specified in 5 CCR 4600-4687, must include (1) a requirement that school personnel who witness an act take immediate steps to intervene when safe to do so, (2) a timeline for investigating and resolving complaints, (3) an appeal process, and (4) translation of forms when required by Education Code 48985.

Pursuant to 34 CFR 104.7 and 106.8, the district is required to designate the person(s) responsible for the overall implementation of the requirements of Title IX and Section 504, which prohibit discrimination on the bases of sex and disability. This individual may be the same person designated in the district's uniform complaint procedures to ensure compliance with specified programs and to receive complaints; see AR 1312.3 - Uniform Complaint Procedures. In addition, districts may designate more than one person to receive complaints (e.g., one person at each school).

The following position is designated Coordinator for Nondiscrimination to handle complaints regarding discrimination, harassment, intimidation, or bullying, and to answer inquiries regarding the district's nondiscrimination policies:

Assistant Superintendent  
1327 E El Monte Way  
Dinuba, CA 93618  
(559) 595-7200

(cf. 1312.1 - Complaints Concerning District Employees)  
(cf. 1312.3 - Uniform Complaint Procedures)

Any student who feels that he/she has been subjected to discrimination, harassment, intimidation, or bullying should immediately contact the Coordinator, the principal, or any other staff member. In addition, any student who observes any such incident should report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Any school employee who observes an incident of discrimination, harassment, intimidation, or bullying or to whom such an incident is reported shall report the incident to the Coordinator or principal, whether or not the victim files a complaint.

In addition, the employee shall immediately intervene when safe to do so. (Education Code 234.1)

Upon receiving a complaint of discrimination, harassment, intimidation, or bullying, the Coordinator shall immediately investigate the complaint in accordance with the district's uniform complaint procedures specified in

AR 1312.3 - Uniform Complaint Procedures.

Note: As part of its responsibility to monitor district compliance with legal requirements concerning discrimination pursuant to Education Code 234.1, the CDE is required to ensure that the district posts its nondiscrimination policies in all schools, offices, staff lounges, and student government meeting rooms. The following paragraph may be revised to specify the means by which the district posts its nondiscrimination policies.

The Superintendent or designee shall ensure that the student handbook clearly describes the district's nondiscrimination policy, procedures for filing a complaint regarding discrimination, harassment, intimidation, or bullying, and the resources that are available to students who feel that they have been the victim of any such behavior. The district's policy shall also be posted on the district web site or any other location that is easily accessible to students.

(cf. 1113 - District and School Web Sites)  
(cf. 1114 - District-Sponsored Social Media)  
(cf. 6163.4 - Student Use of Technology)

When required pursuant to Education Code 48985, complaint forms shall be translated into the student's primary language.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination  
48900.3 Suspension or expulsion for act of hate violence  
48900.4 Suspension or expulsion for threats or harassment  
48904 Liability of parent/guardian for willful student misconduct  
48907 Student exercise of free expression  
48950 Freedom of speech  
48985 Translation of notices  
49020-49023 Athletic programs  
51500 Prohibited instruction or activity  
51501 Prohibited means of instruction  
60044 Prohibited instructional materials

CIVIL CODE

1714.1 Liability of parents/guardians for willful misconduct of minor

PENAL CODE

422.55 Definition of hate crime  
422.6 Crimes, harassment

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform Complaint Procedures  
4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

UNITED STATES CODE, TITLE 42

2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended  
2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

**CODE OF FEDERAL REGULATIONS, TITLE 34**

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

**COURT DECISIONS**

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130

**Management Resources:**

**CSBA PUBLICATIONS**

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

Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010

**FIRST AMENDMENT CENTER PUBLICATIONS**

Public Schools and Sexual Orientation: A First Amendment Framework for Finding Common Ground, 2006

**NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS**

Dealing with Legal Matters Surrounding Students' Sexual Orientation and Gender Identity, 2004

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

Dear Colleague Letter: Harassment and Bullying, October 2010

Notice of Non-Discrimination, January 1999

**WEB SITES**

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

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

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

First Amendment Center: <http://www.firstamendmentcenter.org>

National School Boards Association: <http://www.nsba.org>

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

**Policy DINUBA UNIFIED SCHOOL DISTRICT**

adopted: March 6, 2008      Dinuba, California

revised: August 8, 2013

# Dinuba USD

## Administrative Regulation

### Emergencies And Disaster Preparedness Plan

AR 3516

#### Business and Noninstructional Operations

##### Components of the Plan

The Superintendent or designee shall ensure that district and school site plans address, at a minimum, the following types of emergencies and disasters:

1. Fire on or off school grounds which endangers students and staff

(cf. 3516.1 - Fire Drills and Fires)

2. Earthquake or other natural disasters

(cf. 3516.3 - Earthquake Emergency Procedure System)

3. Environmental hazards

(cf. 3514 - Environmental Safety)

(cf. 3514.2 - Integrated Pest Management)

4. Attack or disturbance, or threat of attack or disturbance, by an individual or group

(cf. 3515 - Campus Security)

(cf. 3515.2 - Disruptions)

(cf. 5131.4 - Student Disturbances)

5. Bomb threat or actual detonation

(cf. 3516.2 - Bomb Threats)

6. Biological, radiological, chemical, and other activities, or heightened warning of such activities

7. Medical emergencies and quarantines, such as a pandemic influenza outbreak

(cf. 5141.22 - Infectious Diseases)

The Superintendent or designee shall ensure that the district's procedures include strategies and actions for prevention/mitigation, preparedness, response, and recovery, including, but not limited to, the following:

1. Regular inspection of school facilities and equipment and identification of risks

(cf. 3530 - Risk Management/Insurance)

2. Instruction and practice for students and employees regarding emergency plans, including:
  - a. Training of staff in first aid and cardiopulmonary resuscitation
  - b. Regular practice of emergency procedures by students and staff

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

3. Specific determination of roles and responsibilities of staff during a disaster or other emergency, including determination of:

- a. The appropriate chain of command at the district and, if communication between the district and site is not possible, at each site

- b. Individuals responsible for specific duties

- c. Designation of the principal for the overall control and supervision of activities at each school during the emergency, including authorization to use his/her discretion in situations which do not permit execution of prearranged plans

- d. Identification of at least one person at each site who holds a valid certificate in first aid and cardiopulmonary resuscitation

- e. Assignment of responsibility for identification of injured persons and administration of first aid

4. Personal safety and security, including:

- a. Identification of areas of responsibility for supervision of students

- b. Procedures for evacuation of students and staff, including posting of evacuation routes

- c. Procedures for release of students, including a procedure to release students when reference to the emergency card is not feasible

(cf. 5141 - Health Care and Emergencies)

(cf. 5142 - Safety)

- d. Identification of transportation needs, including a plan which allows bus seating capacity limits to be exceeded when a disaster or hazard requires students to be moved immediately to ensure their safety

(cf. 3543 - Transportation Safety and Emergencies)

- e. Provision of a first aid kit to each classroom

- f. Arrangements for students and staff with special needs

(cf. 4032 - Reasonable Accommodation)



(cf. 6159 - Individualized Education Program)

g. Upon notification that a pandemic situation exists, adjustment of attendance policies for students and sick leave policies for staff with known or suspected pandemic influenza or other infectious disease

(cf. 4161.1/4361.1 - Personal Illness/ Injury Leave)

(cf. 4261.1 - Personal Illness/Injury Leave)

(cf. 5113 - Absences and Excuses)

(cf. 6183 - Home and Hospital Instruction)

5. Closure of schools, including an analysis of:

a. The impact on student learning and methods to ensure continuity of instruction

b. How to provide for continuity of operations for essential central office functions, such as payroll and ongoing communication with students and parents/guardians

(cf. 3516.5 - Emergency Schedules)

6. Communication among staff, parents/guardians, the Governing Board, other governmental agencies, and the media during an emergency, including:

a. Identification of spokesperson(s)

(cf. 1112 - Media Relations)

b. Development and testing of communication platforms, such as hotlines, telephone trees, and web sites

(cf. 1113 - District and School Web Sites)

c. Development of methods to ensure that communications are, to the extent practicable, in a language and format that is easy for parents/guardians to understand

d. Distribution of information about district and school site emergency procedures to staff, students, and parents/guardians

7. Cooperation with other state and local agencies, including:

a. Development of guidelines for law enforcement involvement and intervention

b. Collaboration with the local health department, including development of a tracking system to alert the local health department to a substantial increase of student or staff absenteeism as indicative of a potential outbreak of an infectious disease

(cf. 1400 - Relations between Other Governmental Agencies and the Schools)

8. Steps to be taken after the disaster or emergency, including:

- a. Inspection of school facilities
- b. Provision of mental health services for students and staff, as needed

(cf. 6164.2 - Guidance/Counseling Services)

Regulation DINUBA UNIFIED SCHOOL DISTRICT  
approved: October 12, 2006 Dinuba, California

# Dinuba USD

## Board Policy

### Student Use Of Technology

BP 6163.4

#### Instruction

The Board of Education intends that technological resources provided by the district be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning.

- (cf. 0440 - District Technology Plan)
- (cf. 1113 - District and School Web Sites)
- (cf. 4040 - Employee Use of Technology)
- (cf. 5131 - Conduct)
- (cf. 6163.1 - Library Media Centers)

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district computers, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with district regulations and the district's Acceptable Use Agreement.

- (cf. 5125.2 - Withholding Grades, Diploma or Transcripts)
- (cf. 5144 - Discipline)
- (cf. 5144.1 - Suspension and Expulsion/Due Process)
- (cf. 5144.2 - Suspension and Expulsion/Due Process: Students with Disabilities)
- (cf. 5145.12 - Search and Seizure)

The Superintendent or designee shall provide age-appropriate instruction regarding the district's acceptable use agreement, including instruction on the safe use of social networking sites and other Internet services including, but not limited to, the dangers of posting personal information online, misrepresentation by online predators, and how to report inappropriate or offensive content or threats.

- (cf. 6143 - Courses of Study)

The Superintendent or designee, with input from students and appropriate staff, shall regularly review this policy, the accompanying administrative regulation, and other relevant procedures to help ensure that the district adapts to changing technologies and circumstances.

#### Use of District Computers for Online Services/Internet Access

Note: 20 USC 6777 mandates that districts adopt an Internet safety policy as a condition of receiving technology funds under Title II, Part D of the No Child Left Behind Act (20 USC 6751-6777) for the purpose of purchasing computers with Internet access or paying for direct costs associated with accessing the Internet. 47 USC 254 mandates that districts adopt an Internet safety policy in order to qualify for federal universal service discounts for Internet access (E-rate discounts). This mandate applies to districts that receive E-rate discounts for Internet access, Internet services, or internal connections, but not to districts that receive discounts for telecommunications services only.

Both 20 USC 6777 and 47 USC 254 require that the district's policy include the operation and enforcement of a "technology protection measure" that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors. As part of the funding application process, a district is

required to certify that it has the required policy in place and is enforcing the operation of the technology protection measure. For the first year that a district is applying for funds, 20 USC 6777 and 47 USC 254 allow the district to certify that it does not yet have the policy or technology protection measure in place, but that it is in the process of putting the policy or measure in place for the second funding year.

The following paragraph is mandated for districts that use E-rate or federal technology funding sources and may be adapted by other districts that choose to install technology protection measures.

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors, and that the operation of such measures is enforced. (20 USC 6777, 47 USC 254)

Note: Districts receiving E-rate discounts are also mandated by 47 USC 254 to adopt a policy that addresses (1) access by minors to "inappropriate matter" on the Internet; (2) safety and security of minors when using email, chat rooms, and other forms of direct electronic communication; (3) unauthorized access, including "hacking" and other unlawful online activities by minors; (4) unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and (5) measures designed to restrict minors' access to harmful materials. The following paragraph may be revised to reflect district practice. See the accompanying administrative regulation for additional language implementing this mandate.

The Board desires to protect students from access to inappropriate matter on the Internet. The Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet. He/she also shall establish regulations to address the safety and security of students and student information when using email, chat rooms, and other forms of direct electronic communication.

Note: The following optional paragraph addresses access to social networking sites such as MySpace, Facebook, Xanga, Friendster, and others, and may be revised by districts that choose to allow limited access for educational purposes.

Student use of district computers to access social networking sites is prohibited. To the extent possible, the Superintendent or designee shall block access to such sites on district computers with Internet access.

Before using the district's technological resources, each student and his/her parent/guardian shall sign and return an Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree to not hold the district or any district staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or users' mistakes or negligence. They shall also agree to indemnify and hold harmless the district and district personnel for any damages or costs incurred.

(cf. 6162.6 - Use of Copyrighted Materials)

Staff shall supervise students while they are using online services and may ask teacher aides, student aides, and volunteers to assist in this supervision.

Legal Reference:

EDUCATION CODE

51006 Computer education and resources  
51007 Programs to strengthen technological skills  
51870-51874 Education technology  
60044 Prohibited instructional materials

PENAL CODE

313 Harmful matter  
502 Computer crimes, remedies  
632 Eavesdropping on or recording confidential communications  
653.2 Electronic communication devices, threats to safety

UNITED STATES CODE, TITLE 15

6501-6506 Children's Online Privacy Protection Act

UNITED STATES CODE, TITLE 20

6751-6777 Enhancing Education Through Technology Act, Title II, Part D, especially:

6777 Internet safety

UNITED STATES CODE, TITLE 47

254 Universal service discounts (E-rate)

CODE OF FEDERAL REGULATIONS, TITLE 16

312.1-312.12 Children's Online Privacy Protection Act

CODE OF FEDERAL REGULATIONS, TITLE 47

54.520 Internet safety policy and technology protection measures, E-rate discounts

Management Resources:

CSBA PUBLICATIONS

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

FEDERAL TRADE COMMISSION PUBLICATIONS

How to Protect Kids' Privacy Online: A Guide for Teachers, December 2000

MY SPACE.COM PUBLICATIONS

The Official School Administrator's Guide to Understanding MySpace and Resolving Social Networking Issues

WEB SITES

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

American Library Association: <http://www.ala.org>

California Coalition for Children's Internet Safety: <http://www.cybersafety.ca.gov>

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

Center for Safe and Responsible Internet Use: <http://csriu.org>

Federal Communications Commission: <http://www.fcc.gov>

Federal Trade Commission, Children's Online Privacy Protection:

<http://www.ftc.gov/privacy/privacyinitiatives/childrens.html>

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

Web Wise Kids: <http://www.webwisekids.org>

Policy DINUBA UNIFIED SCHOOL DISTRICT

adopted: March 6, 2008 Dinuba, California

reviewed: June 14, 2012

# Dinuba USD

## Board Policy

### Student Records

BP 5125

#### Students

The Board of Education recognizes the importance of keeping accurate, comprehensive student records as required by law. Procedures for maintaining the confidentiality of student records shall be consistent with state and federal law.

The Superintendent or designee shall establish regulations governing the identification, description and security of student records, as well as timely access for authorized persons. These regulations shall ensure parental rights to review, inspect and copy student records and shall protect the student and the student's family from invasion of privacy.

(cf. 3580 - District Records)

(cf. 4040 - Employee Use of Technology)

(cf. 5125.1 - Release of Directory Information)

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

(cf. 5125.3 - Challenging Student Records)

The Superintendent or designee shall designate a certificated employee to serve as custodian of records, with responsibility for student records at the district level. At each school, the principal or a certificated designee shall act as custodian of records for students enrolled at that school. The custodian of records shall be responsible for implementing Board policy and administrative regulation regarding student records. (5 CCR 431)

#### Legal Reference:

##### EDUCATION CODE

48201 Student records for transfer students who have been suspended/expelled

48904-48904.3 Withholding grades, diplomas, or transcripts of pupils causing property damage or injury; transfer of pupils to new school districts; notice to rescind decision to withhold

48918 Rules governing expulsion procedures

49060-49079 Pupil records

49091.14 Parental review of curriculum

51747 Independent study programs

56050 Surrogate parents

56055 Foster parents

##### CODE OF CIVIL PROCEDURE

1985.3 Subpoena duces tecum

##### FAMILY CODE

3025 Access to records by noncustodial parents

##### GOVERNMENT CODE

6252-6260 Inspection of public records

##### HEALTH AND SAFETY CODE

120440 Immunizations; disclosure of information

WELFARE AND INSTITUTIONS CODE

681 Truancy petitions

16010 Health and education records of a minor

CODE OF REGULATIONS, TITLE 5

430-438 Individual pupil records

16020-16027 Destruction of records of school districts

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

300.500 Definition of "personally identifiable"

300.501 Opportunity to examine records for parents of student with disability

300.573 Destruction of information

COURT DECISIONS

Falvo v. Owasso Independent School District, 220 F.3d. 1200 (10th Cir. 2000)

Management Resources:

WEB SITES

U.S. Department of Education, Family Policy Compliance Office:

<http://www.ed.gov/policy/gen/guid/fpco/index.html>

Policy DINUBA UNIFIED SCHOOL DISTRICT

adopted: February 9, 2006 Dinuba, California

# Dinuba USD

## Administrative Regulation

### Criminal Record Check

AR 4212.5

#### Personnel

Note: AB 1610 (Ch. 588, Statutes of 1997) amended Education Code 45125 to require that all classified employees, including substitute and temporary employees, submit fingerprint identification cards. In addition, the law prohibits the district from employing an applicant until the Department of Justice (DOJ) completes its investigation.

Pursuant to Education Code 45122.1, as amended by AB 1612 (Ch. 589, Statutes of 1997), the district is prohibited from hiring any individual who has been convicted of a violent or serious felony, unless the individual has obtained a certificate of rehabilitation and pardon. If the district receives notification from the DOJ that a temporary, substitute or probationary employee has been convicted of a violent or serious felony, the district must immediately terminate the employee without regard for any other termination procedure specified in law or in the district's collective bargaining agreement. See 4212 - Appointment and Conditions of Employment.

#### Applicants for Employment

Note: The law is unclear as to the exemption for secondary school students. Education Code 45125(a) exempts from the fingerprinting requirement secondary school students working at any district school. However, Education Code 45125(c) exempts only those secondary students working at the school they attend. However, since the intent of the legislation appears to be the exemption of secondary students, this administrative regulation reflects the language of Education Code 45125(a). Clean-up legislation will be necessary to clarify this contradiction.

All applicants for classified positions, including temporary, substitute and part-time positions, shall be required to submit fingerprint identification cards. However, secondary school students attending a district school and applying for a temporary or part-time position shall not be required to submit a fingerprint identification card. (Education Code 45125)

Note: Pursuant to Education Code 45125, as amended by AB 1610 (Ch. 588, Statutes of 1997), the Governing Board shall require applicants to complete two fingerprint identification cards. These cards, along with a personal description of the applicant, shall then be forwarded to the DOJ for processing. Option 1 is for use by districts that prepare fingerprint identification cards. Option 2 is for districts that have a local public law enforcement agency prepare the cards.

The Superintendent or designee shall ensure that each classified applicant has a local law enforcement authority prepare fingerprint identification cards with his/her personal description. The local law enforcement authority shall forward these cards to the Bureau of Criminal Identification Investigation, State Department of Justice, for processing. (Education Code 45125)



Note: Education Code 45125 authorizes the district to charge each applicant a fee, in an amount determined by the DOJ, for processing the identification cards. In addition, the district may charge the applicant an additional \$2.00 processing fee. If the applicant is then hired by the district, the fee may be reimbursed; fees not reimbursed to applicants shall be credited to the district's general fund.

The remainder of this section applies to all districts.

The district may charge the applicant a fee for processing the application as specified in law. If the applicant is subsequently hired by the district within 30 days of the application, the fee may be reimbursed to the applicant. (Education Code 45125)

The Superintendent or designee shall forward these fingerprint identification cards to the Department of Justice for processing. The Department of Justice shall ascertain whether the prospective employee has been convicted of any crime. (Education Code 45125)

Note: Pursuant to Education Code 45125, as amended by AB 1610 (Ch. 588, Statutes of 1997), the DOJ must notify the agency that submitted the card (either the district or local law enforcement) whether the applicant has been arrested or convicted of any crime no more than 15 working days after receiving the identification cards. However, even if the DOJ does not complete the check within the 15-day time limit, the law appears to prohibit the district from hiring that employee until the check is completed. The district may request that the DOJ complete the check through an expedited process. The DOJ charges an additional fee for this process and guarantees that the check will be completed within shorter period of time (currently about 17 working days).

Education Code 45125 also provides that, upon the implementation of an electronic fingerprinting system, the DOJ shall provide the background information to districts within three working days. If the DOJ is unable to comply with the three-day requirement, the agency will then be required to telephone the district.

The Board of Education shall not employ an applicant until the Department of Justice completes its obligations regarding arrest and conviction information. (Education Code 45125)

(cf. 4212 - Appointment and Conditions of Employment)

Note: Education Code 45125.5 allows the district to ask a local law enforcement agency to conduct an automated criminal records check of prospective classified employees. This process is a name check only, not the complete fingerprint check conducted by the DOJ. If the law enforcement agency agrees to conduct the check, it must respond within 72 hours and may charge the district a fee which does not exceed its actual expenses.

The Superintendent or designee may ask the local law enforcement agency to conduct an automated records check to ascertain whether a prospective classified employee has a criminal record. This information shall be requested only for applicants whom the district intends to hire at the time the check is requested. (Education Code 45125.5)

(cf. 4112.6/4212.6/4312.6 - Personnel Records)

(cf. 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records)

#### Current Employees

The Superintendent or designee shall forward to the Department of Justice a list of all current classified employees, except students employed at the school they attend, who have not completed a criminal background check. (Education Code 45125)

The Superintendent or designee shall prepare fingerprint identification cards for all current classified employees, except secondary school students employed by the district, who have not completed a fingerprint identification card in accordance with the requirements specified above.

These cards shall be immediately forwarded to the Department of Justice for processing.

Annually on September 30, the Superintendent or designee shall submit to the Department of Justice a list of all classified employees for the prior school year and shall indicate whether a criminal background check pursuant to this administrative regulation has been completed for these employees. (Education Code 45125)

Note: Pursuant to Education Code 45122.1, upon notification by telephone from the DOJ that a current temporary or substitute classified employee has been convicted of a violent or serious felony, the employee must immediately be placed on administrative leave without pay. Once the district receives written notification of the fact from the DOJ, the employee must immediately be terminated, without regard for any other termination procedure specified in law or in the district's collective bargaining agreement. This law does not apply if the employee has received a certificate of rehabilitation and a pardon.

Upon notification by telephone from the Department of Justice that a current temporary or substitute classified employee has been convicted of a violent or serious felony, the Superintendent or designee shall immediately place that employee on leave without pay. (Education Code 45122.1)

Upon receipt of written notification of the fact of conviction from the Department of Justice, the Superintendent or designee shall immediately terminate the temporary or substitute employee without regard to any other procedure for termination specified in the Education Code or district procedures, unless that employee has received a certificate of rehabilitation and a pardon. (Education Code 45122.1)

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

If the employee challenges the Department of Justice record and the Department of Justice withdraws in writing its notification, the Superintendent or designee shall immediately reinstate the employee with full restoration of salary and benefits. (Education Code 45122.1)

Legal Reference:

**EDUCATION CODE**

- 44332.6 Criminal record check, county board of education
- 44346.1 Applicants for credential, conviction of a violent or serious felony
- 44830.1 Certificated employees, conviction of a violent or serious felony
- 45122.1 Classified employees, conviction of a violent or serious felony
- 45125 Use of personal identification cards to ascertain conviction of crime
- 45125.5 Automated records check
- 45126 Duty of Department of Justice to furnish information

**GOVERNMENT CODE**

- 6200-6203 Crimes related to public records

**PENAL CODE**

- 502 Unauthorized access to computers
- 667.5 Prior prison terms, enhancement of prison terms
- 1192.7 Plea bargaining limitation

11075-11081 Criminal record dissemination

11105 State criminal history information; furnishing to authorized persons

11105.3 Record of conviction involving sex crimes, drug crimes or crimes of violence; availability to employer for applicants for positions with supervisory or disciplinary power over minors

11140-11144 Furnishing of state criminal history information

13300-13305 Local summary criminal history information

CODE OF REGULATIONS, TITLE 11

703 Release of criminal offender record information

708 Destruction of criminal offender record information

Regulation DINUBA UNIFIED SCHOOL DISTRICT

approved: July 16, 1998 Dinuba, California



# Substitute Teacher Guidelines

An important aspect of becoming an effective substitute teacher is how you view and portray yourself to students, staff, and the community. The following substitute teacher guidelines provide expectations, guidance, and tools to aid in your success with Dinuba Unified School District.

## Prior to Your First Assignment



- Be familiar with Dinuba Unified School District policies and rules. Copies of the *Manual of Policies and Regulations* are available at each school building and can be accessed by logging onto <http://dusd.dinuba.k12.ca.us>
- Reference each school's *Staff Handbook* for expectations and procedures.
- Have a pen and paper available when accepting an assignment. You will need to keep the date, time, location, and job number for each accepted assignment as a reference.
- Determine the amount of time it will take to arrive at each school location listed on your substitute teacher profile. Have driving directions, school phone numbers, and contact names available for assignment questions.

## Reporting Times and Punctuality

The SFE calling system will call substitute teachers to fill an assignment from 5:30 p.m. through 10:00 p.m. for all future assignments. The system will call substitute teachers to fill that day's positions beginning as early as 5:30 a.m. and will continue to call until the available assignments are 50% complete. Call the school's main office to provide an approximate time of arrival if you are unable to report on time.



- Arrive at the school office at the time indicated by *SmartFindExpress*.
- Report to the school secretary who will greet and issue three items: key, roster, feedback form.
- Report to your classroom to review lesson plans and routines and prepare for the day.
- Call the school's main office to provide an approximate time of arrival if you are unable to report on time.

## Prior to the Start of Any Assignment

- Report to the main office a minimum of 10-15 minutes prior to the start of the assignment to obtain class location, assignment folder, keys (if applicable), and other information from the designated office staff.
- Sign the substitute login book.
- Clarify, with the school's office, the procedure for taking student attendance. Attendance in DUSD is to be taken electronically, or attendance cards may need to be completed and sent to the main office at the end of homeroom period. Ensure you have a seating chart to assist with the attendance procedure.
- Check with the office to see if there is anything special going on that day such as an assembly, fire drill, group testing, etc.
- Check the substitute folder or look for notes regarding information related to students with Special Needs or students with individual health needs such as allergies, seizures and/or disorders.
- Introduce yourself to teachers in neighboring classrooms. Surrounding teachers can assist with questions about the school's policies and procedures.



- Become acquainted with the classroom. Locate and review the classroom rules and evacuation map. Familiarize yourself with emergency evacuation procedures posted in the classroom.
- Review the contents of the assignment folder which typically will contain seating charts, lesson plans, and the teacher's regular schedule.
- Read through the lesson plans and identify books, handouts, and materials that you will be responsible for throughout the day.
- Write your name and the lesson instructions on the board.

- Prepare to have the students begin to work immediately.
- Stand at the door and greet students when they enter.
- Technology – lesson plans
- For any emergency incident in the classroom, please contact the front office immediately. DO NOT leave an ill student unattended or DO NOT send an ill student to the office. Call the office before sending the student to the nurse.

## Throughout the Day

- Follow the teacher's lesson plan as closely as possible and provide feedback to the teacher about the activities of the day. Collect materials and student work as directed and assign homework as specified in the lesson plan.
- Circulate the classroom and monitor the students to keep them on task.
- Perform duties as requested by the teacher or school's administrator during planning period.
- Maintain a professional attitude at all times. Have a positive attitude about the school, the students, and your teaching assignment.
- Turn in your time sheet.

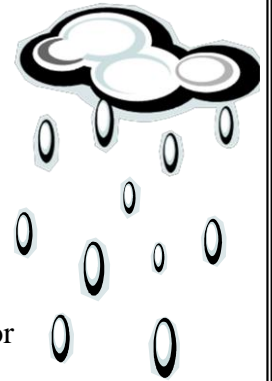
## Change of Assignments and Cancellation of Assignments

When substitute teachers accept an assignment, they are making a commitment to the school.

- Use SFE to report all assignment cancellations as soon as possible. Refer to your *Substitute Quick Reference* brochure.
- Cancel assignments through SFE only in cases of emergencies. **Note:** It is unacceptable to cancel one assignment and pick up another within a 24 hour period.
- Contact the school, in addition to reporting the cancellation through SFE, if the cancellation is the morning of the assignment. This notifies school personnel that they need to make other arrangements.
- Assignment changes will be communicated by the school's administration. You may be asked to accept an assignment outside your background or educational training. You are not expected to be content experts. However you are to make every attempt to follow the lesson plan and maintain a classroom environment that is conducive to learning.
- If a substitute reports to a site due to scheduling error by the school after their arrival, the school will try to find an instruction related assignment. If the school does not have an assignment available and you are unable to find another comparable assignment, you will be compensated 2 hours pay *IF* the substitute teacher remains at the site as extra help.

## Emergency Conditions/Inclement Weather

- Listen to local media stations or check the DUSD Web site for delayed openings, early dismissals, or school closings during inclement weather.
- Adjust your report time and arrive at least 15 minutes prior to the opening of school when schools are delayed.
- Follow the cancellation procedures referenced above if you are unable to report for the assignment.
- Foggy day schedule; reporting time is typically a 1 hour delay past the normal start time.



## Helpful Hints

- **Parking** - Know where the designated parking is for staff. Know the procedures for gate opening/closing times.
- **Rest Rooms** – Locate the appropriate restroom. Several schools have rest rooms available for staff only.
- **Cell Phone** – Turn off cell phones while school is in session.
- **Faculty Room** – Determine from the school secretary where you can safely store your lunch and other personal belongings.
- **Photocopier** – Find the workroom. If you need to make copies of handouts from the lesson plan, the copier is usually located in this room. Remember that all technology is to be used for educational purposes only. Personal use of technology is not permitted.



- **Mailboxes** – Long-term subs. Verify with the school’s secretary if you will need to check the teacher’s mailbox located in the office. If applicable, check the mailbox in the morning before class begins and again at lunch time.
- **Special Area Classes** – Recognize where the special area classes are located and the procedure for taking students to these special area classes. Special area classes include physical education, music, art, library, and computer lab.
- **Dismissal** – Know the procedure and time to dismiss students. Request a bell schedule from the main office.
- **Cafeteria** – Become familiar with the procedure to dismiss students for lunch. You may need to report a lunch count at the beginning of the day.
- **Visitors** – Direct anyone who does not have a visitor badge or a volunteer badge to the office immediately. All visitors must go to the office to sign in and get a badge.
- **Excusing Students from the Classroom** – Review the procedures to excuse a student. Schools may use hall passes, bathroom/lavatory passes, and/or nurse passes. Under no circumstances should you release a student directly to a parent without going through the office.
- **Discipline Referrals:** Recognize and observe PBIS procedures (Positive Behavior Intervention Support).



- **Medical Procedures** - Know the procedures for accidents and illnesses, and locate the nurse passes.
- **Medical Emergency** – For any medical emergency incident in the classroom or on campus, please contact the front office immediately. **DO NOT LEAVE THESE STUDENTS UNATTENDED.**
- **Teacher’s Schedule** - Identify assigned duties, locations, and responsibilities.
- **Emergency Procedures** – Familiarize yourself with the room’s evacuation map and the school’s *Critical Response and School Emergency Safety Management Guide*. *Universal Emergency Response Procedures* have been provided.

## **Classroom Management Tips**

- Become familiar with the lesson plans for the day before the students enter the room.
- Distribute materials on desks before students enter the classroom.
- Be present and visible in the room when students enter. Students should never be left unattended.
- Begin instruction/activities immediately. Start the students on the lesson before taking attendance; use the seating chart rather than calling names. Spending time on procedures provides time for students to get bored and start behaving inappropriately.



- Have students’ directions displayed (chalkboard/transparency) for student reference.
  - Talk as little as possible when students are involved in quiet, seat work.
  - Give clear and concise directions. Avoid arguing with students.
  - Have individual students hold questions until the rest of the class has begun work. Be positive but not overly friendly. Praise students for their good behavior.
  - Treat students with respect; be fair and consistent.
- Appreciate and respect students’ personal space. This may vary from student to student.
  - Do not ever touch a student!

## **Behavior Management Tips**

- Avoid criticism of students and respond to situations in a positive way.
- Teach expectations. Establish your rules and expectations very clearly at the beginning of the day.





- Do not discuss the students or any information obtained or observed with other people, especially out of school. If you feel you need to discuss a concern, you can speak with the school's administrator. Confidentiality is essential.
- Refer any unresolved problems with students to the appropriate administrator immediately. At no time should abusive language be used or punishment be administered to a student.
- Be responsible for the safety of the students. Do not leave students unattended. Automatically refer students to the nurse for all cuts, injuries, administration of medication, or other health related reasons.

➤ **DO NOT USE ANY PHYSICAL FORCE OR PUNISHMENT. DO NOT EVER TOUCH A STUDENT.**

- Monitor closely all student activities.
- Expect to be visited by site and district leaders including the Superintendent, Assistant Superintendent and Instructional Directors.

## Other Teacher Duties

- Report promptly for lunch duty, bus duty, or other special assignments that appear on the teacher's schedule. You are taking on the roles and responsibilities of the teacher.
- Be alert and attentive to what students are doing.
- Remain standing and move about the area you are supervising.
- Intervene before allowing a situation to get out of control and don't hesitate to ask for help from another teacher.
- Never leave students unsupervised.
- Remember, your active presence is usually enough to discourage inappropriate behavior.



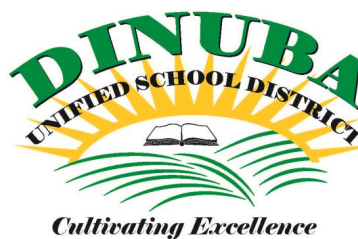
## End of the Day

- Collect any materials provided to the students.
- Remind students of homework.
- Have the students clean up their area.
- Take a few minutes to complete a report for the teacher. Use the substitute teacher feedback form to provide a detailed summary of what was completed for the day. Leave the summary on the teacher's desk. Write a detailed summary of what was accomplished throughout the day, along with any problems that arose and things that went well. Provide an explanation as to why you were unable to carry out any plans left for the day. Leave completed assignments neatly organized.

# Positive Behavior Intervention and Supports (PBIS)

## Guiding Principles

- PBIS is **NOT** a curriculum, intervention, or practice, but **IS** a decision making framework that guides selection, integration, and implementation of the best evidence-based academic and behavioral practices for improving important academic and behavior outcomes for all students
- Prevention
- Define and teach positive social expectations for all kids
- Acknowledge positive behavior
- Arrange consistent consequences for problem behavior
- Use data to make decisions and solve problems
- Arrange the environment to prevent the development and occurrence of problem behavior
- Teach and encourage prosocial skills and behaviors
- Implement evidence-based behavioral practices with fidelity and accountability
- Screen universally and monitor student performance & progress continuously
- PBIS schools focus on **preventing** misbehavior instead of using punishment as a method of changing behavior.
- There is a greater focus on teaching expected behaviors and acknowledging good choices.
- Positive adult-to-student interactions exceed negative
- Proactive: Behavior expectations are concise/clear/known/positively stated.
- Positive reinforcement procedures to be used with fidelity to reinforce behavioral expectations.
- Use of evidence-based academic and behavioral interventions and supports must be provided within a multi-tiered framework of increasing intensity for all students in all school setting.
- Dedicated time should be provided to teach pro-social behavior/skills
- Ongoing collection of data for decision-making purposes and regular communication between administration and staff shall occur so they may effectively assist students in intervention.
- Arrange the environment to prevent the development and occurrence of problem behavior.
- Outreach opportunities will be made available to families to inform them of pro-social behavior expectations.



## SUBSTITUTE TEACHER; ETHICAL STANDARDS

As a Substitute Teacher, you are responsible for your behavior while employed by DUSD. Adherence to all laws and regulations concerning the personal and civil rights of individuals will be strictly enforced.

Substitute Teachers must adhere to the policies and procedures regarding students as outlined by Dinuba Unified School District. A policy handbook is available at the school site.

- a. **Substitute Teachers** are expected to maintain the same high ethical standards as regular teachers. Confidential information must not be discussed with district staff or the public without approval of the site administrator. Stories or reactions to various schools or personnel should not be repeated.
- b. **Student accidents** must be immediately reported. A written report should be completed on forms available in the school office. Employees shall not assume or admit liability for any accident. Administrative regulations require a report of the facts to the proper office.
- c. **Drug Abuse** Careful judgment must be exercised by all school staff members. When the activities or behavior of a student creates a suspicion that the student is under the influence of drugs or narcotics, the student should be treated as ill. The principal should be notified and will follow the steps as indicated in Administrative Regulation 5012.1.
- d. **Pledge of Allegiance to Flag** There shall be a daily pledge of allegiance to the flag of the United States of America in each school.
- e. **Child Abuse** Section 11166 of the Penal Code requires you to report any knowledge or suspicion of child abuse to the Child Protective Agency immediately by the telephone and follow up with a written report within 36 hours of receiving the information.
- f. **Civil Defense and Disaster Procedures** Dinuba Unified has developed a plan for protecting our school children in case of disaster. It is your responsibility to become familiar with these policies.
- g. **Sexual Harassment** is a form of discrimination and is prohibited by both federal and state law. County Board and Superintendent Policies 4119.11 prohibit sexual harassment of employees and Board Policy 6146.7 prohibits sexual harassment of students.



## LEGAL CONSIDERATIONS regarding....

- o Alcohol prohibited
- o Assault, Battery, Insults, Abuses and Threats prohibited
  - Breaking up fights: Loud noise; whistle; bring attention to the situation. If you are hurt, you are abandoning your post and your students
- o Drugs prohibited
- o Hate Crimes prohibited
- o Smoking prohibited
- o Weapons prohibited
- o Child Abuse, Known or Suspected
  - All school district employees are required under California law to report known or suspected child abuse and neglect
- o Corporal Punishment prohibited
- o Discipline and Supervision
  - All activities of students shall be under the direct supervision of a certificated employee
- o Sexual Harassment Prohibited

Legal References: State Dept of Education; [www.leginfo.ca.gov](http://www.leginfo.ca.gov)

**ACCEPTABLE USE POLICY (AUP)**  
SUMMARY OF TERMS AND CONDITIONS  
FOR USE OF ONLINE SERVICES (INTERNET)  
**Dinuba Unified School District**

Online services including Internet access is now available to some students and teachers in Dinuba Unified School District. We are very pleased to bring this access to Dinuba Unified School District and believe telecommunications offer vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence at Dinuba Unified School District by facilitating resource sharing, innovation and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

1. electronic mail communication with people all over the world;
2. information and news from many educational sites including museums, science departments, libraries, and institutes;
3. public domain and shareware of all types;
4. discussion groups and bulletin boards posting on a plethora of topics ranging from Chinese culture to the environment to literature to music to politics;
5. access to many University Library Catalogs, the Library of Congress, CARL, and ERIC.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. **On a global network it is impossible to control all materials and an industrious user may discover controversial information. Therefore, blocks to inappropriate material will be provided by hardware, software, subscribed services, and/or due diligence. We (Dinuba Unified School District) firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of our district.**

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical, and legal utilization of the network resources. If a Dinuba Unified School user violates any of these provisions, his or her use of online services will be terminated and future access could possibly be denied. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

**ACCEPTABLE USE POLICY (AUP)**  
TERMS AND CONDITIONS FOR USE OF ONLINE SERVICES (INTERNET)  
**Dinuba Unified School District**  
**AGREEMENT**

Please read the following carefully before signing this document. This is a legally binding document.

1. **Acceptable Use - The use of the Internet or online services at Dinuba Unified School District sites must be in support of education and research and consistent with the educational objectives of the Dinuba Unified School District. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.**

2. **Privileges - The use of online services is a privilege, not a right, and inappropriate use will result in a cancellation of that privilege. Each student will be counseled by his/her teacher or sponsoring teacher on the proper use of the online services prior to use. The technology support personnel may close an account at any time as required. The administration, faculty, and staff of each school site may request the technology support personnel to deny, revoke, or suspend specific use by individuals.**
3. Netiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - a. Be polite. Do not get abusive in your messages to others.
  - b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
  - c. Do not reveal your personal address or phone numbers of students or colleagues.
  - d. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e. Do not use the online services in such a way that you would disrupt the use of the online services by other users.
  - f. All communications and information accessible via the online services should be assumed to be private party.
  - g. If you inadvertently access objectionable matter, quickly report it to your teacher. The teacher will report the incident to the principal and the parents will be notified.
4. The Dinuba Unified School District make no warranties of any kind, whether expressed or implied, for the service it is providing. Dinuba Unified School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the online services is at your own risk. Dinuba Unified School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
5. Security - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the online services, you must notify a technology support person at your school site. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to online services.
6. Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any online services being used by the school site. This includes, but is not limited to, the uploading or creation of computer viruses.
7. Acceptance of Terms and Conditions - All terms and conditions as stated in this document are applicable to Dinuba Unified School District. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of California, and the United States of America.

I understand and will abide by the above Terms and Conditions for use of the Internet and online services. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.

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

# IMPORTANT NOTICE

SUBSTITUTE TEACHERS ARE  
NOT TO USE COMPUTERS  
IN THE CLASSROOMS UNLESS THE  
PERMANENT TEACHER  
HAS LEFT INSTRUCTIONS  
IN THEIR LESSON PLANS TO USE  
COMPUTERS.

# IMPORTANT NOTICE

**DINUBA UNIFIED SCHOOL DISTRICT**  
**GUIDELINES FOR APPROPRIATE DRESS**  
**For Regular Year/Summer School While Students are Present**

**ALL CERTIFICATED STAFF/ MANAGEMENT and CLERICAL/SECRETARIAL/FISCAL/INSTRUCTIONAL SUPPORT**

The Staff recognizes the importance of promoting positive role models for our students. The Guidelines for Appropriate Dress include:

1. All staff members should wear a district or site issued Identification Badge
2. All clothing shall be neat, clean and acceptable in repair and appearance sufficient to be worn within the bounds of decency, modesty and good taste as appropriate for school.
3. Garments shall be sufficient to appropriately conceal undergarments at all times.
4. Articles of clothing, clothing styles or shoes which present a hazard to the health or safety of the employee or are disruptive/distracting to the educational practice are not acceptable.
5. Hair cuts; hair styles and make-up which features unusual or extreme colors to the extent they are disruptive to the educational process are not acceptable.
6. Dress may vary depending upon special activities at each work site/or on field trips.
7. All staff should maintain appropriate personal hygiene/cleanliness.

APPROPRIATE DRESS	INAPPROPRIATE DRESS
<ul style="list-style-type: none"> <li>• Corporate Casual</li> <li>• Staff ID Badges</li> <li>• Women: Dresses, skirts or split skirts (no higher than 2" above knee). Blouses or tops with a minimum 2" wide shoulder strap.</li> <li>• Suits</li> <li>• Ties for men – encouraged, otherwise collared shirts</li> <li>• Slacks/pants/ dressy jeans- no shorter than mid-calf</li> <li>• Sweaters</li> <li>• Sweatshirts/t-shirts – decorative, seasonal, and <b>for school spirit activities (Spirit Fridays)</b></li> <li>• Grooming:  Males: Neatly groomed and trimmed facial hair. Keep beard, mustache, etc., neatly trimmed and haircut maintained.  All Employees: Other than pierced ears, no distracting body/facial piercing.</li> </ul>	<ul style="list-style-type: none"> <li>• Excessively Tight, Revealing and/or distracting clothing</li> <li>• Jogging suits or sweat pants (except for PE)</li> <li>• Dresses, skirts or split skirts- more than 2" above the knee</li> <li>• Shorts (except for P.E., field trips, special school activities, no more than 2" above the knee.)</li> <li>• Beach type sandals/ flip flops</li> <li>• T-shirts -except <b>school logo</b> worn for special school activities</li> <li>• Jeans with holes, faded or frayed. No visible drawstrings.</li> <li>• Hats, caps or other types of head coverings (except when worn for health reasons)</li> <li>• Tattoos: Large or distracting tattoos need to be covered.</li> </ul>

*\*Please speak with your supervisor if any of the following apply: Special Circumstances, Health Conditions, Religious or Cultural Exceptions.*

*\*\* Some departments may require a more restrictive or differentiated dress code because of the needs of that department.*



Classroom Management  
**Dos and Don'ts in the Classroom**

**DO**

1. Show respect for your students' dignity.
2. Explain your rules, teach them, and enforce them.
3. Be consistent and fair.
4. Have high expectations for your students.
5. Model correct behavior.
6. Avoid power struggles.
7. Remember you are a professional; keep your temper under control.
8. Speak firmly and audibly when dealing with a problem.
9. Use language free from scatology, sexual terms, racial or ethnic terms, and profanity.
10. Keep your hands to yourself. (CPI Training)
11. By both words and actions impress upon the class that YOU are in control.
12. Give a defiant student a chance to back down gracefully before moving on to steps that could escalate the crisis.
13. Tell a defiant student exactly what his/her options are and the probable consequences of continued defiance.
14. Bring a crisis situation to a speedy conclusion. The longer it lasts, the more difficult it is to bring it to a reasonable conclusion.
15. If a student refuses all reasonable alternatives and remains openly defiant and hostile, call a site administrator for immediate assistance. send an adult teacher for help in bringing that student under control.

**DON'T**

1. Try to be a "buddy" with your students.
2. Try to be "perfect."
3. Shout at or curse a student.
4. Make demeaning remarks to a student.
5. Touch a student.
6. Threaten any action you DO NOT INTEND to carry through on.
7. Ask another student to help you physically control a student.

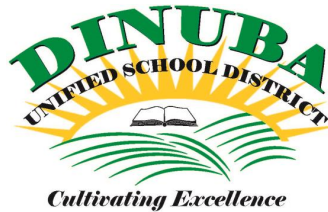
Outside the Classroom  
**Dos and Don'ts on Discipline**

DO

1. Perform any scheduled supervision duties of the absent teacher
2. Be friendly with students outside the classroom
3. Use a firm voice when you see a situation that could lead to trouble starting to develop.
4. Give students a chance to change their behavior before you take any further steps.
5. If a student fight is involved, announce loudly (not a shout) that you are coming through the crowd that gathers.
6. As you near the fight, order the students involved to break it up.
7. If the students continue to battle, grab the nearest student and lead him away from the scene as quickly as possible.
8. Report an incident to the site administrator immediately and notify them of the situation.
9. Ask students involved in an incident, or spectators, for their names or if they can give you the name of one of the students involved.
10. Stay professional and use language that shows professionalism.
11. If you see large numbers of students running in one direction, follow them. Something's going down, usually a fight. If another teacher is following them, ask him if he wants you to come along or go to the office to let the administration know what's happening.
12. If you see an administrator hurrying across the campus, ask if he/she needs help. The more adults arrive at a fight, the easier it is to break it up without further trouble.

DON'T

1. Step between two fighters. Teachers risk personal injury when they come between combatants.
2. Try to determine who started a *fight* on the scene. Take the combatants to the office and let the administration gather all the facts.
3. Don't try to run after any of the students involved in a fight



A major goal of Dinuba Unified School District is to maintain a safe and orderly learning environment in every school. The examples below are behaviors that are considered to be so severe in nature that they may lead to action up to and including immediate termination of employment for a first offense.

- Immodest, lewd, obscene conduct or a language that renders the employee unfit for the performance of his/her duties.
- Inducing students or others to participate in/or commit an act(s) which are immodest, indecent, or obscene.
- Other conduct deemed incompatible with the education mission of the school.
- Conduct contributing to the delinquency of a minor.
- Child abuse, neglect, or allegations of child abuse and neglect.
- Failing to report suspected child abuse.
- Sexual harassment or harassment of any kind towards students or staff.
- Intimidation of students, staff, or citizens at large, including use of racial slurs and/or other derogatory remarks.
- Misuse or negligent treatment of Board of Education property.
- Disclosing confidential information to unauthorized person.
- Inappropriate relationships with students or parents.
- Falsifying of any school record or employment application.
- Misuse of school or school system funds.
- Disorderly conduct on school property or while on duty to include: fighting, threatening, and/or attempting to inflict bodily harm on another person.
- Possession of firearms or other weapons on Board property.
- Dating and/or having a sexual relationship with a student.
- Any post-employment arrests.
- Gang recruitment.
- Violation of HIPPA laws.
- Any pending criminal charges.
- Reasonable suspicion or abuse of drugs and alcohol.
- Threat to self or others.
- Bizarre behavior that possess a possible health and safety risk.
- Theft.
- Any behavior identified as inappropriate.
- Text messaging or emails of personal nature to students.
- Screaming, yelling, name-calling, in a threatening manner.
- Verbal abuse.
- Grabbing, shoving, and/or pushing.
- Comments of sexual or intimate nature.
- Using physical methods for discipline.
- Threats of physical action.
- Leaving students unsupervised.

The examples below are performance concerns which are considered to be unacceptable in the workplace that may individually or collectively result in action up to and including termination.

- Failure to perform all work and duties assigned by the administrator or their designee.
- Failure to follow the written or verbal instruction of the administrator or their designee.
- Failure to follow specified course of studies adopted by the Board of Education.
- Failure to follow the teacher's lesson plan and/or duty schedule.
- Documented policy violations or expectations not met.
- Failing to complete work assignments.
- Performing work assignments in an inappropriate or unsatisfactory manner.
- Poor classroom/behavior management.
- Unexcused absences.
- Excessive tardiness.
- Failure to report for an assignment.
- Cancel an assignment the morning of without calling the school.
- Pattern of leaving assignments early.
- Any behavior identified as unprofessional.
- Use of profanity.
- Screaming, yelling, and/or name-calling.
- Talking about personal or sexual matters.
- Rudeness.
- Dressing inappropriately.
- Eccentric behavior.

The above lists of examples are not intended to be exhaustive. Dinuba Unified School District reserves the right to inactivate and/or terminate a substitute teacher's employment without reason or for any reason permitted by law that is determined by the school principal or the Board to be a disruption to the instructional program.

## Maintaining Employment & Substitute Expectations

A substitute teacher's employment with Dinuba Unified School District is "at-will," meaning that either the employer or the employee can terminate the employment relationship at any time and for any reason, immediately and without prior notice. All employees of Dinuba Unified School District are expected to conduct themselves in accordance with applicable laws and standards of behavior that support the mission and goals of the school system. The following information is provided to help you better understand procedures which may affect your status as a substitute teacher.

**Accepting Jobs:** If a substitute is not actively accepting assignments, they may be removed from the substitute list. **Three to Four (3-4) days a month is required to remain active on the substitute list.** If a substitute feels they will be inactive for 90+ days, the substitute teacher is required to submit in writing reason for leave, (medical leave, or long-term assignment at another district. Failure to submit the inactivity could result in termination from the substitute list. If removed from the substitute list the substitute teacher may re-apply the following school year. Rehiring will be based on DUSD's hiring needs.

**Concerns:** If a concern is received from a campus principal/department head, the substitute may be blocked from accepting any jobs at that campus. The substitute may be removed from the substitute list for the campus and possibly from the District indefinitely.

**No Call/No Show:** A notation will be added to a substitute's file if they accept an assignment and fail to report to work. The substitute may be inactivated and a letter regarding the incident will be emailed to the substitute. A no-call no-show will be counted as a block or administrator concern.

**Frequent Cancellations:** Substitute frequenting canceling assignments may be blocked from accepting any jobs. The substitute may be removed from the substitute list for a specific campus and possibly from the District indefinitely. Frequent cancellations will be counted as a block or administrator concern.

**Three (3) Blocks, Administrator reports, or concerns** will result to inactive status indefinitely.

**Half-Day Assignments:** There are times when the substitute placement system will request the substitute for a half-day assignment. If this occurs, the substitute is required to report to work for the reporting times specified in the absence record. Less than 6 hours is paid at the substitute hourly rate of \$27.50.

**Unavailability to Substitute:** You will be expected to add these "Unavailable Dates" in the substitute Absence Management system, SmartFind.

**Changes in Personal Information:** Phone number, address, e-mail address and other contact information must be kept current with the District Office, please email [alyssa.mendoza@dinuba.k12.ca](mailto:alyssa.mendoza@dinuba.k12.ca).

**Sub Permit Changes or Renewals:** If there is a change in status, it is the responsibility of the substitute to notify the HR Department. Substitutes will not be paid for services rendered without a valid credential/permit, please renew on time.

**Individuals Working Post-Retirement:** <https://www.calstrs.com/working-after-retirement> The substitute must meet all District employment requirements to be eligible. The District cannot and does not make any guarantees regarding substitute's continued right to receive the Retirement Benefits. Further, substitute is not relying on any statements made by the District regarding the effect of substitute teaching for the District on substitute's Retirement Benefits. Finally, substitute agrees not to sue or otherwise bring any claim against the District, its board of Trustees, its Superintendent, or any other employee or agent of the District for any loss or reduction in the value of substitute's Retirement Benefits or for reporting to the Teacher Retirement System that he/she did substitute teach for the District.

## **Reasonable Assurance**

Each spring all active substitute teachers receive a letter assuring they may return to their position as a substitute employee. At that time, substitute teachers who do not wish to continue their employment must notify the Office of Personnel & Instruction of that decision. Any active substitute teacher who goes beyond 90 days without working in an assignment will be inactivated as a substitute teacher unless they have made their unavailability known through *SmartFindExpress*.

## **Priority Listings: Priority, Preferred, and Do Not Use**

Schools have the option of using Priority and Do Not Use lists in the automated calling system to indicate a substitute's status with the school.

Priority lists are created by school administrators to identify those substitute teachers that best meet the needs of their school. Substitute teachers on these lists are called first for open assignments at that school.

Substitute teachers provide a valuable service to the students. That service, however, is only valuable to the extent that it meets the needs and expectations of the school's administration. When school administrators feel a substitute's performance has been unsatisfactory, they will discuss the issue with the substitute teacher. If the substitute teacher's performance does not improve, a conference will be scheduled with the Assistant Superintendent of Instruction and Personnel and a *Do Not Use Notice* may be considered along with disciplinary action.

Administrators dealing with complaints regarding situations involving child abuse, neglect, inappropriate behavior, misconduct and/or behavior detrimental to the safety and well-being of students will follow the reporting guidelines set forth in Board Policy 5141.4. The substitute teacher's employment may be immediately suspended pending the results of an investigation.

# POSITIVE RESPONSES TO STRESS

## 1. ASK FOR HELP IF/WHEN YOU NEED IT

We get emotionally connected to our own problems and this means that it can be very hard to problem-solve, analyze the situation, plan a strategy.

## 2. PLAN SOME RECREATION INTO YOUR SCHEDULE

Go out to dinner with loved ones or friends, go to the movies, rent a video, plan a fun weekend, play golf/go bowling/go camping/get involved in a city-league or church-league sport.

## 3. WRITE IN A JOURNAL

Sometimes just writing it out is a catharsis in and of itself (i.e., you get rid of what is worrying you)

## 4. GET SOME REGULAR PHYSICAL EXERCISE

A reasonable amount of physical exercise will help you and your body combat some of the more negative physical aspects of stress.

## 5. FIND SOMETHING/SOMEONE THAT MAKES YOU LAUGH

Cultivate that sense of humor! Laughter lifts our mood because the body releases endorphins (chemicals that make us feel good).

## 6. FOCUS ON A REASONABLE GOAL

Create a plan for yourself. Whether it's a plan to solve a problem, a plan to accomplish some personal growth, or a plan that will allow you to create a more reasonable schedule, you will feel more empowered and in control.

## 7. FOCUS YOUR THOUGHT/ACTIONS ON WHAT YOU CAN DO

Doing what is in our circle of personal control helps us worry less about those things that we cannot directly control or have much influence over.

## 8. TAKE CARE OF YOUR SPIRITUAL SELF

Pray, meditate, read inspirational books, listen to music that touches your heart and soul.

## 9. TRIAGE YOUR CONCERNS/PRIORITIZE YOUR TIME & ACTIONS

Sort out what needs to be done/attended to/solved/addressed in the order of their importance and/or urgency. Don't be afraid to let others know what you can and will do in regards to those things that create stress.

## 10. PLAN SOME TIMES FOR SOLITUDE

We all need a little space at times. Getting away from the phone, the email, the schedule, is healthy. Remember: You can't run away from stress, but you can step away temporarily from time to time in order to catch your breath and regroup.

# NEGATIVE RESPONSES TO STRESS

## 1. SUGAR

Easily absorbed into the bloodstream, raises short-term energy. The body copes by secreting insulin to reduce the sugar levels, which causes an energy dip.

## 2. CAFFEINE

Found in coffee, in many soft drinks, most "energy" drinks (i.e. Red Bull, etc.), chocolate, and tea. Gives an energizing boost, albeit temporary, and one that may actually increase stress. Reduces sleep.

## 3. ALCOHOL

May cause some people to feel energized initially, but then less aware, dulls sensations, can heighten emotions, lessens inhibitions, dulls reflexes. Can become an addiction.

## 4. NICOTINE

An extremely toxic, addictive chemical that increases the heart rate while giving the smoker a short-term feeling of relaxation.

## 5. PRESCRIPTION MEDICINES

Give quick "fixes" (relaxation, calmness), but ignore underlying causes of stress and can cause dependency, if not outright addiction.

## 6. ADRENALIN PRODUCING BEHAVIORS

Risky physical behaviors that cause the body to increase production of insulin as a reaction to fear, risky situations or behavior.

## 7. AGGRESSION

Yelling, threats, confrontation, as reaction to stress can quickly go out of control and result in damaged relationships.

## 8. COMPLAINING/WHINING

A reaction to stress that really doesn't enhance or improve the daily professional work environment, especially if/when it is too frequent/becomes the routine.

## 9. SULKING

This can quickly become a form of self-pity, and it can also damage relationships, create real or perceived grudges, etc.

## 10. EXCESSIVE WORRY

Wastes time, increases feelings of anxiety, can result in panic attacks, prevents people from operating and thinking at their highest level.



Thank you for your commitment to the students of Dinuba Unified School District and best wishes for success in all your endeavors within the school system. Any questions about this handbook, *SmartFindExpress*, or substitute teacher employment can be directed to the office of Human Resources & Communication at (559) 595- 7204 or (559) 595-7206.

Dinuba Unified School District  
Assistant Superintendent  
Human Resources & Communication  
1327 E. El Monte Way  
Dinuba, CA 93618  
Phone: 559-595-7200  
Fax: 559-591-3334