

Simi Valley Schools

SIMI VALLEY UNIFIED SCHOOL DISTRICT

2020/2021

CLASSIFIED EMPLOYEE HANDBOOK

OUR PROMISE

The Simi Valley Unified School District offers the families of Simi Valley and the surrounding area a vibrant portfolio of educational choices built on a common sense of community and the common purpose of inspiring each and every student to succeed in school, career and life.

We believe that the best student outcomes are achieved when we provide:

- Rigorous academic programs, relevant to a diverse and changing world;
- High expectations that respect the differences in our students;
- Exceptional instruction in an innovative learning environment;
- Opportunities for our students to build confidence and strong character;
- Participation of everyone in our students' success.

We are driven, proud and passionate about the personal and intellectual success of each and every student.

No matter where the future takes you, the road to success runs through Simi Valley.

MOTTO

From here to anywhere

DISTRICT ADMINISTRATION

Jason Peplinski, Ed.D., Superintendent

Office of Educational Services - (805) 306-4500

Hani Youssef	Assistant Superintendent, Education Services
Jerry Block	Director, Secondary Education
Julie Ellis	Director, Elementary Education
Jamie Snodgrass	Director, Instruction and Pupil Services

Office of Student Support Services - (805) 306-4500

Sean Goldman	Assistant Superintendent, Student Support Services
Andrea Heisser	Program Specialist
Kendall Forrester	Program Specialist
Pat Weintraub	Program Specialist
Brian Wenzel	Program Specialist
Erin MacIntyre	.5 Program Specialist

Office of Business Services - (805) 306-4500

Ron Todo	Associate Superintendent
Shelley Barta	Director, Fiscal Services
Ryan Comerford	Director, Child Nutrition
Phil Scrivano	Director, Information Technology
Cindy Mynatt	Risk Manager
Benard Veasley	Director, Transportation & Student Safety
Derrick Hoffman	Director, Purchasing

Office of Personnel Services - (805) 306-4500

Dan Houghton	Assistant Superintendent
Sophia Crocker	Director, Classified Personnel

Office of Facilities & Planning - (805)

306-4500 Pedro Avila	Director of Facilities and Planning

District Office
Telephone: (805) 306-4500

SIMI VALLEY UNIFIED SCHOOL DISTRICT
2020 / 2021 School Year

101 W. Cochran Street
Simi Valley, CA 93065-6217

SUPERINTENDENT ***Jason Peplinski, Ed.D., (805) 306-4500***
Tania Bishop, Executive Assistant, 306-4500 Ex. 4002

ASSOCIATE SUPERINTENDENT, BUSINESS & FACILITIES
Ron Todo (805) 306-4500
Cassondra Meehan, Sr. Admin. Assistant, 306-4500 Ex. 4012

ASSISTANT SUPERINTENDENT, PERSONNEL SERVICES
Dan Houghton (805) 306-4500
Meg Fairless, Sr. Admin. Assistant, 306-4500 Ex. 4042
FAX: (805) 520-6670

ASSISTANT SUPERINTENDENT, EDUCATIONAL SERVICES
Hani Youssef, Ed.D., (805) 306-4500
Kristen Colbert, Sr. Admins. Assistant, 306-4500 ext. 4205

ASSISTANT SUPERINTENDENT, STUDENT SUPPORT SERVICES
Sean Goldman, (805) 306-4500
Eileen Duarte, Sr. Admin. Assistant, 306-4500 ex. 4302
FAX: (805) 520-6670

CODE	ELEMENTARY SCHOOLS	NAME/TITLE	PHONE	FAX
12	**ARROYO** 225 Ulysses Street 93065	**ALDO CALCAGNO, Principal** Heike Shack, Office Manager	306-4420 #2106	520-6763
13	**ATHERWOOD** 2350 E. Greensward Street 93065	**TERRI LEON, Ed.D., Principal** Heather Lundberg, Office Manager	520-6730 #2206	520-6738
16	**BERYLWOOD** 2300 Heywood Street 93065	**ROBIN HUNTER, Ed.D., Principal** Linda McKenna, Office Manager	520-6705 #2306	520-6102
17	**BIG SPRINGS** 3401 Big Springs Avenue 93063	**SEAN PLATT, Principal** Michele Hubbs, Office Manager	520-6710 #2406	520-6103
25	**CRESTVIEW** 900 Crosby Avenue 93065	**NORA KUNTZ, Principal** Pam Waxman, Office Manager	520-6715 #2506	520-6104
27	**GARDEN GROVE** 2250 N. Tracy Avenue 93063	**NICOLE PERRYMAN., Principal** Becky Zortea, Office Manager	520-6700 #2606	520-6105
29	**HOLLOW HILLS** 828 Gibson Avenue 93065	**SHAWN RUMBLE, Principal** Jennifer Clark, Office Manager	520-6720 #3006	520-6106
35	**KATHERINE** 5455 Katherine Street 93063	**SHAY LUNDSTROM, Principal** Terrie Lorentz, Office Manager	520-6780 #3206	520-6108
40	**KNOLLS** 6334 Katherine Road 93063	**SHANDA WEAVER, Principal** Nicole Sattler, Office Manager	520-6735 #3306	520-6109
55	**MADERA** 250 Royal Avenue 93065	**MELODY DENNERT, Principal** Brynn Bennett-Crisp, Office Manager	520-6740 #3406	520-6742
58	**MOUNTAIN VIEW** 2925 Fletcher Street 93065	**JENNIFER GOLDMAN, Principal** Francene De Fazio, Office Manager	520-6775 #3506	520-6110
60	**PARK VIEW** 1500 Alexander Street 93065	**JENNIFER CONMAY, Principal** Elizabeth Sheranian, Office Manager	520-6755 #3606	520-6120
65	**SANTA SUSANA** 4300 Apricot Road 93063	**STACY WALKER, Principal** Karen Linn, Office Manager	520-6765 #6006	520-6121
73	**SYCAMORE** 2100 Ravenna Street 93065	**LAURA MINER, Principal** Kathleen Hinkle, Office Manager	520-6745 #6206	520-6123
75	**TOWNSHIP** 4101 Township Avenue 93063	**LORI NEIMAN, Principal** Sherry Wehlage, Office Manager	520-6770 #6306	520-6124
80	**VISTA** 2175 Wisteria Street 93065	**ERIN TAGGART, Principal** Nicole Whaley, Office Manager	520-6750 #6406	520-6752
95	**WHITE OAK** 2201 Alscot Avenue 93063	**APRIL JACOBSEN, Principal** Karen De Orio, Office Manager	520-6617 #6506	520-6126
96	**WOOD RANCH** 455 Circle Knoll Drive 93065	**KATE SNOWDEN, Principal** Kim Holden, Office Manager	579-6370 #6606	579-6373

CODE	EARLY CHILDHOOD DEVELOPMENT CENTER	NAME/TITLE	PHONE	FAX
34	**JUSTIN EARLY LEARNERS ACADEMY** 2245 N. Justin Avenue 93065	**Laurie Cariker, Coordinator ECE** Pin Tanaka, Office Manager	520-6619 #3106	520-6107

CODE	MIDDLE SCHOOLS	NAME/TITLE	PHONE	FAX
20	**HILLSIDE MIDDLE SCHOOL** 2222 E. Fitzgerald Road 93065	**TIM BEDNAR, Principal** Tee Buckle, Assistant Principal Leslee Cybulski, Dean of Students Karen Hewitt, Office Manager	520-6810 #1007 #1011 #1006	520-6156
72	**SINALOA MIDDLE SCHOOL** 601 Royal Avenue 93065	**BRAD TORTI, Principal** Erin Mahoney, Assistant Principal James Jenkins, Dean of Students Julie Orme, Office Manager	520-6830 #7007 #7008 #7006	520-6835
78	**VALLEY VIEW MIDDLE SCHOOL** 3347 Tapo Street 93063	**MICHAEL HALL, Principal** Renee McCraw , Assistant Principal Dawn Peters, Assistant Principal Nadia Hurtadot, Office Manager	520-6820 #1308 #1307 #1306	520-6157

CODE	SENIOR HIGH SCHOOLS	NAME/TITLE	PHONE	FAX
32	**APOLLO CONTINUATION SCHOOL** 3150 School Street 93065	**SHANNA SARRIS, Principal** Karen Smith, Office Manager	520-6150 #1507	520-6655
33	**ROYAL HIGH SCHOOL** 1402 Royal Avenue 93065	**KEITH DERRICK, Principal** Aaron Dobson, Assistant Principal Wendy Mayea, Assistant Principal Patricia Myszkowski, Assistant Principal Debra Broberg, Activities Director Andy Andreolli, Athletic Director Harriet Hunsaker, Office Manager	306-4875 #2711 #2709 #2707 #2736 #2735 #2706	520-6644
37	**SANTA SUSANA HIGH SCHOOL** 3570 E. Cochran Street 93063	**MATTHEW GUZZO, Principal** Aimee Spurbeck-Boian, Assistant Principal Jason Quartararo, Assistant Principal Teri Hypes, Office Manager **Program for the Severely Handicapped**	520-6800 #3707 #3708 #3706 #3883 Or #3884	579-6385
30	**SIMI VALLEY HIGH SCHOOL** 5400 Cochran Street 93063	**DEAN MAY, Principal** John C Baxter, Assistant Principal Brian Cox, Assistant Principal Shannon Madsen, Assistant Principal Brian Kiunke, Activities Director Joelle Cardona, Athletic Director Sharon Klug, Office Manager	**577-1400** #6707 #6709 #6711 #6740 #6737 #6706	520-6633

CODE	HOME SCHOOL / INDEPENDENT STUDY K-12	NAME/TITLE	PHONE	FAX
07	**MONTE VISTA SCHOOL** 1220 Fourth Street Simi Valley 93065	**STEPHEN PIETROLUNGO, Ed.D., Principal** Ruth Sosa, Office Manager	579-6326 #2006	520-6727

CODE	ADULT SCHOOL	NAME/TITLE	PHONE	FAX
01	**SIMI INSTITUTE FOR CAREERS & EDUCATION** 1880 Blackstock Avenue Simi Valley 93065	**MICHELE ARSO, Principal** Mark Sheinberg, Assistant Principal Melvin Vines, Assistant Principal Shayna Ledesma, Assistant Principal , Office Manager **SCHOOL OF COSMETOLOGY**	579-6200 #1608 #1609 #1607 #1606 579-6275	522-8902

July 9, 2020 REVISED

Simi Valley Unified School District

*REVISED 2020/2021

JULY

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

☺ 3 Independence Day (legal holiday) Observed

AUGUST

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

☼ 10 New Teachers Report (1/2 day)
■ 11, 12, 13 All Teacher Staff Development
♦ 14 Preparation Day (Full Day)
● 17 First Student Day

SEPTEMBER

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

☺ 7 Labor Day
☻ 28 Local Holiday (Yom Kippur)

OCTOBER

3rd School Month

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

NOVEMBER

4th School Month

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

☺ 11 Veterans Day
▲ 23 Thanksgiving Recess Begins
25 Classified Holiday
☺ 26 Thanksgiving Day
☻ 27 Local Holiday

DECEMBER

5th School Month

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

▲ 18 Winter Recess
☻ 24 Local Holiday
☺ 25 Christmas Day
☻ 31 Local Holiday

JANUARY

6th School Month

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

☺ 1 New Year's Day
♦ 4 Teacher Prep Day
● 5 First Day of 2nd Semester
☺ 18 Martin Luther King Day

FEBRUARY

7th School Month

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

* 12 Non work day for all employees EXCEPT 12 MONTH CLASSIFIED EMPLOYEES
☺ 15 President's Day

MARCH

8th School Month

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

▲ 29 Spring Recess

APRIL

9th School Month

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

☻ 2 Local Holiday (Good Friday)
* 5 Non work day
6 School Reconvenes

MAY

10th School Month

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

☺ 31 Memorial Day

JUNE

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

3 Graduation
● 4 Last Day of school
4 Teacher Checkout

● First & Last Day of School
☺ Legal Holiday
☻ Local Holiday
■ Staff Development (Student Non-Attendance)
♦ Preparation Day (Student Non-Attendance)
☼ Orientation Half-day (Student Non-Attendance)
▲ Thanksgiving, Winter & Spring Recess
Classified Holiday
* Non work day

BOE approved 6/23/2020

RULES AND REGULATIONS

In addition to the specific areas covered in this section, it is important that District employees adhere to generally accepted standards of personal and business conduct. The District organization is here to serve Simi Valley's citizens, and we must all remember that the public, the Board of Education, the Personnel Commission and fellow workers judge us, in large part, on basic qualities such as courtesy, integrity and reliability.

ATTENDANCE
To effectively serve the public, the District needs employees on duty each day they are scheduled to work, and at the appointed time. Since employee tardiness and absenteeism contribute to higher labor costs, detracts from the effectiveness of other staff members, and weakens the District's ability to provide services, you should strive for perfect attendance by:

1. Maintain reasonable health standard.
2. Taking precaution against illness.
3. Not permitting minor indisposition's or inconveniences to keep you away from the job.
4. Taking care of personal affairs outside of working hours.

WORKING HOURS (see Contract of Agreement XII)
Working hours are determined by the requirements of each department. Most departments operate on a Monday through Friday, with work beginning at 8:00 a.m. through 4:30 p.m. schedule.

MEAL PERIODS AND BREAKS (see Contract of Agreement XII, D)
Most employees normally receive a 30 or 60-minute meal period depending on the department. The meal period includes travel to and from the lunch site. Each employee is also allowed a 15-minute break near the mid-point of every four-hour work period. Meal periods and breaks may not be saved for time off, and are scheduled by your department to ensure that services to the public are not impaired. Eating at times other than meal times and breaks is not appropriate.

DRESS CODE
Since adults in schools serve as role models, they should maintain professional standards of dress and grooming. Just as overall attitude and job competency contribute to a productive learning environment, so do appropriate dress and grooming.

Staff are encouraged, during school hours, to wear clothing that demonstrates their high regard for **education** and presents an image consistent with their job responsibilities. Common sense in your personal appearance should be the guiding principle in selecting apparel. Your clothing and appearance should be neat, clean, in good taste and not constitute a safety hazard.

Uniforms (see Contract of Agreement X, D)
You may be required to wear uniforms provided by the District in the performance of your duties. The uniform identifies you as a District employee. These uniforms are to be worn during regular working hours and may include wear to and from work, but they are not to be worn at other times. Proper care of the uniform, both on and off the job site, will reflect favorably upon you and the District.

CHANGE OF NAME OR ADDRESS
If you change your name, address or phone number, you must report the change to your supervisor and to the Classified Personnel Services Department.

EMERGENCIES
Each site/department has developed a disaster plan that outlines steps to take in an emergency or major disaster. See your site administrator/supervisor to review procedures and become familiar with the plan for your site.

In the event of a bomb threat, learn as much as you can while on the phone. Notify your supervisor immediately. Your supervisor will have you complete the bomb threat checklist from the Emergency Preparedness Flipchart located at each site. Be sure to identify yourself and location.

In the event of a medical emergency, notify your supervisor as soon as practical. If emergency services are needed, immediately call 911 and administer appropriate first aid (if trained) or make the individual as comfortable as possible without being moved until first aid can be administered.

EMPLOYMENT OF RELATIVES

In order to preclude situations which could bring about a conflict of interest for administrators, an employee shall not be appointed to a position where a member of his/her immediate family maintains supervisory or evaluation responsibilities for the position.

Immediate family members may be employed at the same department or work location with the approval of the Superintendent or designee.

PERSONNEL FILES

The personnel file maintained in the Classified Personnel Services Department is the only official and legal permanent record that can be maintained on employees. The procedures regarding the maintenance of a personnel file is governed by Education Code 44031 which includes a protocol whereby employees can correct or rebut incomplete or inaccurate information contained in the personnel file which might affect their employment status. Various documents related to employment, including correspondence, periodic evaluations and related documents, and other documents are maintained in the personnel file.

Every employee has the right to review his/her personnel file upon request. Such review shall take place during normal business hours. All employee personnel files are confidential and are available only to the employee and to people with official access permission.

POLITICAL ACTIVITIES

As a citizen, you have the right and privilege to take or refrain from taking a stand on a political issue and to support or oppose any issue or candidate. However, employers have a duty to regulate political activities in the workplace, and thus, most political related activities must be conducted on your own time and off district premises. District employees shall not use district funds or services, school time, supplies or equipment to urge the passage or defeat of any ballot measure or candidate.

Under no circumstances shall district employees:

1. Solicit or receive any political campaign funds or contributions on school property during working hours.
2. Use school equipment for the preparation or reproduction of political campaign materials.
3. Post or distribute political campaign materials on school property.
4. Disseminate political campaign materials through the district's mail service, e-mail or staff mailboxes.
5. Use students to write, address or distribute political campaign materials.
6. Present viewpoints on particular candidates or ballot measures in the classroom without giving equal time to the presentation of opposing views.
7. Wear buttons or articles of clothing that express political opinions on ballot measures or candidates during school instructional time, including passing periods.

Although employees may not conduct political activities on school property during working hours, they are free to discuss politics and solicit or receive funds or contributions for political purposes outside the employee's working hours, including the lunch period, other scheduled work breaks or other non-duty time during the school day. You are expected to exercise reasonable care to show that you are acting in the capacity of a private citizen and not as a member of the staff of the Simi Valley Unified School District.

PUBLIC RELATIONS
Because you are employed by the Simi Valley Unified School District, you have an important public relations responsibility. Your work, attitude and appearance are all subject to close inspection by your employers...the taxpaying public. In many cases, you are the only Simi Valley Unified School District employee a certain individual may know, and total judgment of the efficiency and character of the organization is based on the way you perform. For this reason, it is important that you give a good day's work and courteous treatment to people you have agreed to serve.

Courtesy means, among other things, being prompt to wait on people, being patient and a good listener, and taking a personal interest in seeing that calls, requests or complaints are properly handled.

If you receive a call, complaint or request about something that you cannot or should not handle, take a personal interest in seeing that the call, request or complaint gets to the proper office. You are employed to serve the public.

CARE OF DISTRICT PROPERTY
Every job in the organization requires the use of supplies and some type of equipment. All employees are charged with the responsibility of maintaining this property in the best possible condition and making the most efficient use of supplies issued to them.

You can help keep costs down by exercising reasonable care over the property for which you are responsible. Under no circumstances can you loan building keys to students or unauthorized adults.
Unsafe, inappropriate or wasteful use of Simi Valley Unified School District's property or equipment is grounds for disciplinary action, up to and including dismissal.

MAINTENANCE / REPAIRS
Report any building or maintenance problems to the building manager for action.

PERSONAL PROPERTY PROTECTION
You may file a claim to recover the actual cost of repair or replacement of personal property damaged in the line of duty. Such liability shall be limited to a maximum of $100 and shall only occur in the event of accidental damage (excluding careless use or normal wear and tear), theft, or vandalism of said property. Employees shall notify the site administrator/supervisor of loss and/or damage within five (5) working days following discovery of the loss/damage to initiate the procedure for processing the claim. (AR 4256.3)

The District agrees to make every reasonable effort to find and seek prosecution against persons who violate a unit member’s person and/or property.

DISTRICT PROPERTY USE
Personal telephone calls are not to be made on District time if at all avoidable. If you must make or receive occasional personal calls at work, keep them to an absolute minimum in terms of frequency and length.

SELLING ON THE PREMISES
Solicitation on District property, by either outside sales persons or District employees, is prohibited.

GIFTS AND GRATUITIES
Employees are not to accept any gift or gratuity from an individual, company or organization doing business with the District because gifts can be viewed as unethical attempts to influence District operations. Although some offers are made in good faith and intent, all employees are expected to remain free from any potential conflict of interest. Any gift offered by an outside party should be politely, but firmly, declined.

OUTSIDE EMPLOYMENT
You may hold another job if the other job is not detrimental to the interest of the District. Generally, outside work is considered detrimental if it causes you to be less productive or if it constitutes a conflict of interest with your District job.

DISCIPLINARY ACTION
Disciplinary action may occur for a number of reasons, including neglect of duty, failure to observe District and/or departmental rules, excessive absenteeism or lack of integrity. Unless an action of an employee is egregious, the employee who is performing poorly or behaving improperly is usually warned by his supervisor. If the warning is not heeded, it may be necessary to take disciplinary action with the employee. Disciplinary action can vary with each case but is usually one of the following: oral reprimand, written reprimand, suspension without pay, demotion or dismissal. (MSR 6.70)
If the disciplinary action involves loss of pay or dismissal, a permanent employee has the right to a hearing to respond to the charges before the penalty is decided upon by District Administration. This is called the "Skelly" procedure. The employee has the right to appeal the decision made by the Board of Education to the Personnel Commission.

COMPLAINT PROCEDURE (see Contract of Agreement XIX)
A complaint procedure is established to provide an orderly procedure where employee complaints can be made and considered in a timely manner. Through this procedure, employees may seek resolution of complaints which involve rules, regulations, laws or administrative procedures which the employee believes have not been followed or regarding working conditions and job relations including the complaint of one employee against another employee. (MSR 8.10)

It is also the intent of this procedure to emphasize the need for employee complaints to be submitted through established chains of authority and for satisfaction of the complaint to be reached at the lowest possible level in that chain. The procedure to be followed can be found in the Merit System Rules and Regulations or Contract of Agreement on file in your department and in the Personnel Office.

EMPLOYEE ORGANIZATIONS (see Contract of Agreement II)
Employee organizations serve many purposes for employees and they work with the District toward common goals. A primary purpose of these organizations is to represent employees on matters such as pay, work hours, and grievances. State law guarantees your right to join an employee organization.

At present, the District formally recognizes the California School Employees Association. Information concerning this organization is available from your association representative.

Maintenance of Membership
All members of the California School Employees Association must maintain their membership for the life of the Contract of Agreement. A member can only terminate their dues deduction within a period of thirty (30) days following the expiration of the Contract of Agreement. Such revocation must be in writing with copies to the payroll department and to CSEA.

EMPLOYMENT REQUIREMENTS

EQUAL EMPLOYMENT OPPORTUNITY / ADA

The Simi Valley Unified School District is an equal employment opportunities employer, and as such, is committed to equal employment at all levels of responsibility. The employment and procurement in every department/school within the District will be on a totally fair and impartial basis, and no factors of race, religious creed, color, ancestry, national origin, sex, age, marital status, medical condition, or physical handicap, where the latter does not impair one's job performance with reasonable accommodations, are to be considered. The District has taken affirmative steps to insure that under-representation and under-utilization at all levels of responsibility of members of minority ethnic groups and women and/or men will be corrected. A coordinator is in place to hear concerns and/or grievances of its employees. (42 United States Code Section 12101)

Furthermore, the District recognizes the Americans with Disabilities Act (ADA) and acknowledges that reasonable accommodations for the employment of qualified persons with a physical disability or medical condition are necessary.

CHILD ABUSE REPORTING

The Simi Valley Unified School District is concerned about the national problem of child abuse. In an effort to support existing laws and support personnel in reporting child abuse, the District has established Administrative Regulation 5141.4 which establishes procedures which offer direction and clarity to the reporting process.

Duty to Report

All certificated and classified employees shall report known or suspected child abuse to a child protective agency by telephone immediately or as soon as practically possible and in writing within 36 hours. The reporting duties are individual and cannot be delegated to another individual. School district employees shall not conduct nor attempt to conduct an investigation of such suspicion.

Definitions

1. "Child Abuse" includes the following:
    a. A physical injury inflicted by other than accidental means on a child by another person.
    b. Sexual abuse of a child.
    c. Willful cruelty or unjustifiable punishment of a child, or willfully inflicting unjustifiable physical pain or mental suffering, or failure to safeguard a child from these injuries when the child is under person's care or custody.
    d. Unlawful corporal punishment or injury resulting in a traumatic condition.
    e. Neglect of a child or abuse in out-of-home care.

2. "Mandated Reporters" are those people defined by law as "child care custodians", "health practitioners", "child visitation monitors" and "employees of a child protective agency". Mandated reporters include virtually all school employees. All district personnel are designated as "child care custodians".

3. "Child Protective Agencies" are those law enforcement and child protective services responsible for investigating child abuse reports, including the local police or sheriff department, county welfare or juvenile probation department and child protective services.

4. "Reasonable Suspicion" means that it is objectively reasonable for a person with your training and experience to entertain such a suspicion, based on facts to suspect child abuse.

a. To assist in determining whether an incident is reportable, you can ask yourself the question, "Do I suspect, based on my training and experience, that the injury was not accidental or not self-inflicted?" If you have reasonable suspicion that a student is a victim of abuse, whether physical, sexual, or neglect, the incident is reportable.
b. If a student tells you that he or she is being sexually abused, believe the student and report it immediately. It is extremely rare for a child not being abused to make up a scenario involving sexual abuse.
c. When discussing a child abuse matter, remember that they are the victims of a crime and not to blame for it. Also, do not belittle the student's parents.

Reporting Procedures

1. It is the policy of the district that child custodians immediately report known or suspected child abuse by telephone to the Simi Valley Police Department or the east area office of the Sheriff's Department if minor resides in county area of jurisdiction. Suspected sexual assault should be reported to Child Protective services when a family member is the suspect; all other suspected sexual assaults should be reported directly to the respective law enforcement agency.

   If someone other than the child care custodian makes the call to the respective protective agency, the child care custodian who first suspected child abuse or sexual assault is legally responsible for ensuring that the call was actually made.

   Notify and request, if needed, the assistance of Student Support Services staff or a school nurse for non-investigative purposes only.

   The telephone report must be made immediately, or as soon as practically possible, upon suspicion. This report will include:
   a. The name of the person making the report.
   b. The name of the child.
   c. The present location of the child.
   d. The nature and extent of any injury.
   e. Any other information requested by the child protective agency, including the information that led the mandated reporter to suspect child abuse.

When a verbal report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

Simi Valley Police Department	(805) 583-6950
Ventura County Sheriff's Department	(805) 494-8200
Ventura County Child Protective Services	(805) 654-3200 or 1-800-754-7600

2. Within 36 hours of making the telephone report, the mandated reporter shall complete and mail to the local child protective agency a written report which includes a completed Department of Justice form (DOJ SS 8572). Copies of this form may be obtained from the District or the local child protective agency. Instructions are included on the form, and reporters may ask the site administrator for help in completing and either mailing it or giving it to the responding officer or deputy; however, the mandated reporter is personally responsible for ensuring that the written report is correctly filed.

3. Employees reporting child abuse to a child protective agency are encouraged, but not required, to notify the site administrator or designee as soon as possible after the initial verbal report by telephone. When so notified, site administrator shall forward the information to Student Support Services.

   Administrators so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law and district regulations. At the Mandated Reporter's request, the principal may assist in completing and filing the forms and in working with any responding law enforcement official.

If the mandated reporter does not disclose his/her identity to a district administrator, a copy of the written report should be provided to Student Support Services without his/her signature or name.

Legal Responsibility and Liability

1. Mandated reporters have absolute immunity. School employees required to report are not civilly or criminally liable for filing a required or authorized report of known or suspected child abuse.
2. If a mandated reporter fails to report an instance of child abuse which s/he knows to exist or reasonably should know to exist, s/he is guilty of a misdemeanor punishable by confinement in jail for up to six months, a fine of up to $1,000, or both. The mandated reporter may also be held civilly liable for damages resulting from any injury to the child after a failure to report.
3. When two or more persons who are required to report have joint knowledge of a suspected instance of child abuse, and when they so agree, the telephone report may be made by either of them and a single report made and signed by that person. However, if any person knows or should know that the designated person failed to make the report, that person then has a duty to do so.
4. The duty to report child abuse is an individual duty and no supervisor or administrator may impede or inhibit such reporting duties. Furthermore, no person making such a report shall be subject to any sanction.

Victim Interviews

Upon request, a child protective agency representative may interview a suspected victim of child abuse during school hours, on school premises, concerning a report of suspected child abuse that occurred within the child's home. The child shall be given the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child (Penal Code 11174.3).

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

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school (Penal Code 11174.3).

Release of Child to Peace Officer or Child Protective Services Agent

When a child is released to a peace officer or child protective services agent and taken into custody as a victim of suspected child abuse, the Superintendent or designee and/or principal or designee shall **not** notify the parent/guardian as required in other instances of removal of a child from school, but rather shall provide the peace officer or agent with the address and telephone number of the child's parent/guardian. It is the responsibility of the peace officer or agent to notify the parent/guardian of the situation (Ed. Code 48906). The peace officer or agent will be asked to sign an appropriate release or acceptance of responsibility form.

If You Are Accused of Molesting or Abusing a Child

1. If a verbal allegation is made by a parent, tell them that in view of their serious concerns, you will contact your administrator who will arrange a joint meeting time. Do not debate the issue with the parent. If the parent insists on calling the principal or supervisor directly, that is their right; you may wish to call first to alert the administration to the situation.
2. If a report has been filed with the police or protective services agent, there will be an investigation and you will be questioned. If questioned, it is recommended that you speak with an administrator present who can confirm what you say, and the context in which you made the statement. It is your right not to talk to a peace officer or agent without first consulting your personal attorney at your own expense.

If a police officer comes to interrogate you, you may wish, for your own protection, to consult your personal attorney at your own expense prior to saying anything to the police. Sometimes innocent people feel "I don't mind talking, I have nothing to hide," but innocent statements can sometimes be manipulated or interpreted in such a way to aggravate the situation. If you do choose to discuss the matter, it is recommended that you do so in the presence of an administrator.

3. If either formal charges or informal allegations are filed against you, the Simi Valley Unified School District will conduct an investigation into the matter before deciding what action, if any, needs to be taken. Pending the outcome of an investigation and before formal charges are filed, the employee may be subject to reassignment or a paid leave of absence.

   Upon filing formal charges or upon conviction, the District may take disciplinary action in accordance with law, district policies, regulations and/or collective bargaining agreements. The Superintendent or designee shall seek legal counsel in connection with either the suspension or dismissal of the employee.

EMPLOYEE MEDICAL EXAMINATION

All employees of the district may be required to undergo a periodic medical examination to insure that the employee is free from any communicable disease, or when there is evidence that a medical problem exists that interferes with the normal responsibilities of the employee's position. The District will either provide the required examination, cause the examination to be provided, or provide the employee with reasonable reimbursement for the required examination. A medical certificate stating that the employee is physically able to resume regular duties shall be placed in the employee's personnel file. (BP 4212.4)

EMPLOYMENT ELIGIBILITY VERIFICATION DOCUMENT

Verification of the right to work in the U.S. is required by the Federal Government. Upon initial employment, the employee must show evidence of identity and employment eligibility when completing the I-9 Document.

FINGERPRINTS

Each employee will be fingerprinted in conformance with Education Code Section 45125 and as a condition of employment. Fingerprints are forwarded to the Department of Justice for screening to assure that no employee has been convicted of a narcotic, sex crime or other crime that would preclude employment by the Simi Valley Unified School District.

OATH OR AFFIRMATION OF ALLEGIANCE

A signed Oath of Allegiance is required of all California public employees. Its primary purpose is to ensure that you will serve as a disaster service worker in a major disaster. In the event of natural, manmade or war-caused emergencies which result in conditions of disaster or extreme peril to life, property and resources, all district employees are subject to disaster service activities as assigned to them by their superiors. An employee may be exempt from taking the above oath if he/she raises a valid religious objection.

SEXUAL HARASSMENT

The key word in defining sexual harassment is **unwelcome**. When any unwanted, unwelcome, or unsolicited sexual conduct is imposed on a person who regards it as offensive or undesirable, it is sexual harassment. When a person finds the conduct is unwelcome, it becomes illegal. Even conduct implicit in nature--hidden in subtlety or innuendo--is unlawful if it is unwelcome. If the employee or student states that she (or he) finds the behavior offensive, the actions are unwelcome. Often victims will seek to avoid confrontation or may fear reprisals and consequently do not clearly state their objection. Therefore, all employees must learn to be sensitive to how their actions may be perceived by others, no matter what they personally may believe or intend. (The following procedures are from Administrative Regulation 4119.11)

What is Sexual Harassment?

Sexual harassment shall be defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature, made by any employee, volunteer or student in the school district.

Pursuant to law, unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature constitutes sexual harassment when:

1. Submission to the conduct is explicitly or implicitly made in term or condition of an individual's employment, academic status or progress.
2. Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment.
4. Submission or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs or activities available at or through the school.

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

1. Unwelcome sexual flirtations or propositions.
2. Verbal abuse of a sexual nature.
3. Graphic verbal comments about an individual's body.
4. Sexually degrading words used to describe an individual.
5. Display of sexually suggestive objects or pictures in the educational environment.
6. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Acts of sexual harassment must be considered by a reasonable person, who is of the same gender as the victim, to be sufficiently severe or pervasive to have a negative impact upon the individual's academic or work performance or to create an intimidating, hostile or offensive educational or work environment.

When Should a Complaint Be Made?

If you feel you are being discriminated against, or if you observe that discrimination is being practiced in your work area, you should contact the Personnel Services Department. It is your right to file a complaint under our Complaint Procedure.

A complaint should be filed as quickly as possible after the date of the alleged harassment. A limit of 180 days shall be imposed unless the time for filing the complaint is extended for good cause. All complaints must be processed and reviewed within five school days.

How Should a Complaint Be Made?

All individuals or groups who file a complaint shall be granted the right of confidentiality and privacy to the extent the law allows. Retaliation of any kind by the alleged harasser shall be considered a violation of Title IX and will result in immediate disciplinary action.

All formal complaints must be put in writing. The complainant may use the written complaint form provided by the school district or may provide their own form of written complaint. Complainants are encouraged to provide their name and address to effectively process the complaint and monitor the results but are not required to do so. The name of the complainant may not be revealed without prior consent.

Complaints of sexual harassment may be directed to any or all of the following people/agencies:

1. School district employees alleging sexual harassment may complain to their supervisors or department heads. The supervisor or department head will ensure that a written complaint is prepared and that appropriate actions are taken to solve the problem and prevent its recurrence in the future.

   The actions taken by a supervisor or department head will be recorded on a standard response form. A copy of this written response will be forwarded, along with a copy of the written complaint, to the school district's Title IX Officer(s).

School district employees, as well as all other individuals alleging sexual harassment, may also complain to principals, the Title IX officer(s), the State Department of Education and/or the Office for Civil Rights as specified in this section.

2. Title IX Officer(s): Individuals alleging sexual harassment may complain to the school district's Title IX Officer(s). The Title IX Officer must ensure that a written complaint is prepared and shall ask the complainant if s/he wants to prepare it individually or with the Title IX Officer(s). The Title IX Officer will then interview all people involved to ensure the problem is corrected in the most effective manner and record the results of the investigation on a standard response form prepared by the school district. To contact the Title IX officer(s) call the district office, 101 West Cochran Street, Simi Valley, CA 93065, (805) 306-4500.

3. Office of Gender Equity - California Department of Education: Individuals alleging sexual harassment may complain directly to the California Department of Education or may file a complaint after filing a separate complaint with the school district. To contact the California Department of Education call or write: Office of Gender Equity, California Department of Education, 721 Capital Mall, Sacramento, CA 95814 (916) 657-2813.

4. Office for Civil Rights: Individuals alleging sexual harassment may complain directly to the Office for Civil Rights or may file a complaint after filing a separate complaint with the school district. A grievant is not required by law to use the school district's grievance procedures before filing a complaint with the Office for Civil Rights; however, filing a complaint with the Office for Civil Rights may preclude any further use of the school district's grievance procedures. If the grievant uses the school district's grievance procedures and also files a complaint with the Office for Civil Rights, the complaint must be filed with the Office for Civil Rights within 60 days after the last act of the school district's grievance process. To contact the Office for Civil Rights, write or call the following: U.S. Department of Education, 50 United Nations Plaza, #239, San Francisco, CA, 94102, (415) 556-7000.

How to Appeal a Decision Made by the School District

Individuals who are dissatisfied with the school district's response to a sexual harassment complaint may appeal to the school district, the Office for Civil Rights or seek civil law remedies.

1. School District: Appeals may be made to the Superintendent. S/he will contact the Title IX Officer(s) to review the complaint and response and work with all individuals involved in the complaint to resolve the problem. Contact the Superintendent at the District Office, 101 West Cochran Street, Simi Valley, CA 93065, (805) 306-4500.

   Appeals may be made to the Board during one of their regular meetings in a closed session. The Board will work with all individuals involved in the complaint to resolve the problem. To verify date and location of meetings call the Superintendent's office at (805) 306-4500.

2. Office of Gender Equity - California Department of Education: Appeals of a school district decision regarding a sexual harassment complaint may be made with the California Department of Education. To contact the California Department of Education call or write: Office of Gender Equity, California Department of Education, 721 Capital Mall, Sacramento, CA 95814 (916) 657-2813.

3. Office of Civil Rights: Appeals of a school district's decision regarding a sexual harassment complaint may be made with the Office for Civil Rights. To contact the Office for Civil Rights, write or call the following: U.S. Department of Education, 50 United Nations Plaza, #239, San Francisco, CA 94102, (415) 556-7000.

4. Civil Law Remedies: Appeals of a school district's decision may be made in court through civil law remedies. Complainants should consult an attorney for more information. .**All materials concerning the complaint, including the written complaint, written responses, notes, letters & legal papers, shall be maintained by the school district for five years after the investigation is completed.**

VERIFICATION OF SOCIAL SECURITY CARD

The District requires a copy of your social security card be on file with the Payroll Department before any payroll checks will be processed. Per federal regulations, the District must pay you exactly as your name is listed on your social security card. This regulation is in place to protect both the employee and employer. By using the exact information printed on your social security card, earnings reported to state and federal agencies will be posted accurately to insure proper credit to you. If an employee is paid under an incorrect name or social security number, the District may be subject to penalties. A copy of your social security card is also required by the Public Employees' Retirement System upon enrollment.

HEALTH AND SAFETY

INJURY AND ILLNESS PREVENTION PROGRAM

Simi Valley Unified School District maintains an Injury & Illness Prevention Program which complies with Cal/OSHA General Industry Safety Orders, California Code of Regulations, Title 8, Section 3203. The full program is available on request to all employees or their designated representatives, Cal/OSHA personnel and other authorized persons as required by California law.

The District's Injury & Illness Prevention Program is designed to prevent injuries, illnesses and accidents in the workplace. The primary purpose of the program is to ensure the safety and health of all district employees as well as other personnel under district supervision.

To achieve this goal, the District has implemented a comprehensive Injury & Illness Prevention Program which includes:

1. A program of safety and health inspections to find and eliminate unsafe working conditions or practices, to control health hazards, and to comply fully with the safety and health standards for every job.
2. Safety training programs for all employees.
3. Providing employees with personal protective equipment and instructions for its care and use.
4. A procedure for the investigation of every injury which includes determining the cause of the incident and the corrective actions taken to prevent its reoccurrence.
5. A method for communicating with employees on occupational health and safety matters.
6. Enforcing safety and health rules through an incentive program and/or disciplinary procedures.
7. Responsibility for safety at all levels of the organization.

The District's goal is the participation by all school related persons, employees and students, in accident prevention and their acceptance of personal responsibility for safety. **The Full Program is located on the SVUSD website under Risk Management, District Safety Programs.**

- **OUTBREAKS OF INFECTIOUS DISEASE COVID-19**

Addendum to the IIPP **located on the SVUSD website under Risk Management, District Safety Programs.**

- **CODE OF SAFE PRACTICES**

The Code of Safe Practices is a set of safety rules developed to help keep employees safe. The full list of practices can be found in appendix A of this document and with the IIPP **located on the SVUSD website under Risk Management, District Safety Programs.**

HEAT ILLNESS PREVENTION PROGRAM

The purpose of the Heat Illness Prevention Plan is to prevent worker illness and to meet the requirements set forth in the California Code of Regulations, Title 8, Section 3395. The Heat Illness Prevention Plan serves as a supplement to the organization's Injury and Illness Prevention Program (IIPP). The Heat Illness Prevention Plan establishes procedures and provides information necessary to educate employees in the recognition and prevention of heat related illness and to ensure their own safety and the safety of others.

Scope

This program will apply to all employees and volunteers whose primary job assignment involve outdoor work and may be exposed to environmental risk factors that could place the employee at risk of heat illness. **The full program is located on the SVUSD Website under Risk Management, District Safety Programs.**

HAZARDOUS MATERIALS COMMUNICATION PROGRAM

The District maintains a Hazard Communication Program that complies with Cal/OSHA General Industry Safety Orders, California Code of Regulations, Title 8, Section 5194 and is incompliance with Globally Harmonized System, taking full effect July 2016. This program addresses the use of Chemicals in the workplace. It discusses the ways in which employees are made aware of the potential hazards involved in their regular work, and how it is made safer by use of education, appropriate labeling for notification and use of personal protective equipment.

The District believes that safety and health information should be shared openly with anyone using or working around hazardous substances and that all attempts should be made to minimize the use of hazardous substances.

The following is a summary of the District's Hazard Communication Program:

1. The District will label, tag or mark all hazardous substance containers with the chemical make/contents and appropriate health and physical hazard warnings.
2. The District will maintain a list of all hazardous substances in the workplace.
3. The District will maintain in a designated book in each area, Safety Data Sheets (SDS), recording when hazardous substances are used or stored.
4. Before being assigned to handle hazardous substances and before new hazardous substances are introduced into the work area, employees shall participate in Hazard Communication Training.

The full program is available on request to all employees or their designated representatives, Cal/OSHA personnel and other authorized persons as required by California law. **The program is located on the SVUSD website under Risk Management, District Safety Programs**

INTEGRATED PEST MANAGEMENT (IPM)

Use of pesticides/herbicides on any school campus is strictly regulated. Employees should never use pesticides/herbicides unless they have been trained and appropriate notifications are posted. **More details can be found on the SVUSD website under Maintenance and Operations.**

WORK-RELATED INJURIES AND ILLNESSES

The District elects to self-fund its workers' compensation liability. Medical bills and all other benefits are paid directly from school district funds. The District contracts with an independent third-party administrator who is responsible for providing claims-handling services, administering all workers' compensation benefits in accordance with the Labor Code, and working with the District to return injured workers back to employment.

The District's third-party administrator for Workers' Compensation is:
YORK Risk Services Group, Inc.
P.O. Box 619079 Roseville, CA
95661 Telephone: (888) 644-2635

Reporting Work-Related Injuries/Illnesses

All work related injuries and illnesses are to be immediately reported to your supervisor or office manager regardless of the need for medical treatment. The employee or office manager must call and report the injury to **Company Nurse at 855 602-5267**. A Supervisor's Report of Injury must be completed by the supervisor directly after an injury has been reported.

Obtaining Medical Treatment: Initial medical treatment will be directed by **Company Nurse** or in an unusual situation, the **Risk Management Department**. If an incident occurs after administrative working hours, notify your supervisor and call **Company Nurse @ 855 602-5267** to obtain medical treatment at the facility indicated below. Treatment at a hospital emergency room is only authorized when an actual emergency exists or after hours of operation for the designated urgent care facility.

Injuries will be treated at the following district-designated urgent care facilities:	
Med Center 1980 Sequoia Ave Simi Valley CA 93063 (805) 583-5555	**CareNow** 2888 Cochran St. Simi Valley CA 93065 (805) 823-6180

All subsequent medical treatment should be authorized through the district's third-party administrator. Excluding the first examination, subsequent visit to the clinic must be scheduled before or after working hours. Time away from work for treatments scheduled during regular work shifts will be charged to sick leave or vacation and not workers' compensation.

If injury is serious enough to warrant immediate medical treatment, call 911. **Report the injury to a supervisor and Risk Management (805) 306-4500 X4083**. Unauthorized medical treatment will not be paid for under the district's workers' compensation program.

Modified Duty Assignments

The District administers a temporary modified-duty program which accommodates various types of work restrictions. Provide a copy of the doctor's report or release to duty statement to your supervisor and the Risk Management Department. You, your supervisor and Risk Management will discuss any restrictions and a possible temporary modified duty assignment.

Questions and Other Information

If you have any questions regarding your claim or treatment, please do not hesitate to call the Risk Management Department or YORK Risk Services. Prior approval must be obtained to leave the state while receiving workers' compensation benefits.

STUDENT INJURY

If a student is injured while you are supervising the campus or are in close proximity, immediately alert the nurse/health clerk and the main office. If you are trained and have appropriate supplies, begin first aid. In the aftermath of the injury you will be asked to provide information regarding the injury for an incident report.

BLOODBORNE PATHOGENS (BBP) EXPOSURE CONTROL PLAN

The Simi Valley Unified School District has adopted a Blood borne Pathogens Exposure Control Plan in accordance with the OSHA Blood borne Pathogens Standard 29 CFR 1910.1030 and Title 8, 5193

The full program is available on request to all employees or their designated representatives, Cal/OSHA personnel and other authorized persons as required by California law. **The program is located on the SVUSD website under Risk Management, District Safety Programs.**

Implementation methodology for program:

1. **Exposure Determination -** A review of employee tasks has been completed to identify employee groups who may be at greater risk for exposure to BBP. Some groups such as Special Education teachers and Staff, Coaches and Custodians are at greater risk of exposure.
2. **Work Practices - Standard precautions will be observed at all the District facilities**. All blood and bodily fluids will be considered infectious. Work practices shall be implemented to eliminate or minimize exposure to employees. Standard Precautions include:
   - Use of gloves
   - Use of a barrier for CPR
   - Hand washing
   - Disposal of contaminated waste
   - Disinfection

3. **Personal Protective Equipment -** Personal protective equipment shall be provided without cost to the employee. The program manager/principal is responsible for ensuring that the proper personal protective equipment is available. Employees are responsible for wearing the designated personal protective equipment:
   - **Disposable gloves** or **Utility gloves**
   - **Barrier masks for CPR**
   - **Masks and/or glasses for specialized health care procedures**,
4. **Hepatitis B Vaccine - Employees** whose primary job activities include day-to-day exposure to blood and body fluid and individuals whose additional job activities include the potential for occupational exposure shall be offered the Hepatitis B vaccine.
5. **Post-exposure evaluation and follow-up - Exposure** incidents shall immediately be reported to the employee's supervisor and Risk Management Department. Employees who experience an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the Cal-OSHA Standard.
6. **Training - Training** will be provided to all affected employees regarding all aspects of the Blood borne Pathogens Exposure Control Plan.

TOBACCO FREE ENVIRONMENT (BP 3513.3)

Tobacco use is prohibited in all facilities owned and/or operated by the Simi Valley Unified School District, including indoors, outdoors and in all district vehicles whether located on or off the premises. Included in the prohibition is tobacco use in privately owned vehicles located on district owned and/or operated property. This policy applies to employees, students, and the general public. The policy also includes use of other electronic devices emitting vapor which may or may not be tobacco based. (Electronic cigarettes) Any questions or interpretation arising to the intent of the regulation regarding specific facilities or locations will be resolved by the Assistant Superintendent of Personnel Services.

The District will prepare and make available to employees a list of clinics and other agencies that provide programs which assist individuals who wish to stop smoking or using other tobacco products. With sufficient interest, an ongoing program may be established with financial support.

VIOLENCE-FREE WORKPLACE

The Simi Valley Unified School District has zero tolerance for workplace violence. Acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect district employees or which occur on district property will not be tolerated.

The District's prohibition against threats and acts of violence applies to all persons involved in the district's operation, including but not limited to personnel, contract, and temporary workers and anyone else on district property. Violations by any individual on district property, by any individual acting as a representative of the District while off district property, or by any individual acting off of district property when his/her actions affect the Simi Valley Schools' business interests will lead to disciplinary action (up to and including termination) and/or legal action as appropriate.

Every employee and every person on district property is encouraged to report incidents of threats or acts of physical violence of which he/she is aware. The report should be made to the employee's immediate supervisor or another supervisory employee if the immediate supervisor is not available. Nothing in this policy alters any other reporting obligation established in policies or in state, federal or other applicable law.

AIR POLLUTION EMERGENCY ALERT PLAN

In the event of an air pollution emergency alert, the Superintendent or designee will notify each site of the level of the alert. School staff will be expected to modify programs which require students to have prolonged or strenuous physical activities on the day of the episode declaration. In determining whether a proposed activity can be conducted assess each activity to ascertain its potential for increasing the respiration rate for an extended period of time. The intensity of an activity should be the determining factor in deciding to cancel an activity

DRUG AND ALCOHOL FREE WORKPLACE (BP 4020)

The District is fully committed to achieving a drug and alcohol free environment for its students and employees. The unlawful manufacture, distribution, dispersing, possession or use of a controlled substance or alcohol is prohibited in all district work places.

While the District has no intention of intruding into the private lives of its employees, involvement with drugs off the job can affect job performance and safety. To this end, the district will act to eliminate any substance abuse (illegal, prescription or other substance) which increases the potential for accidents, absenteeism, substandard performance, poor employee morale or damage to the reputation of the District. All employees should be aware that violations of the Drug Free Workplace Policy will result in discipline, up to and including termination.

As a condition of being employed to work under any federal grant received by the Simi Valley Unified School District, employees are required to abide by the terms of this statement. These employees are further required to notify their supervisor, (or the Classified Personnel Services Department), of any conviction for a criminal drug statute violation within five days after such conviction.

TRANSPORTATION EMPLOYEES

The Simi Valley Unified School District desires to take all possible steps to ensure transportation safety for district students and staff. A drug and alcohol testing program has been established for all school bus drivers and any other employees who hold a commercial driver's license which is necessary to perform duties related to their employment with the district. This program fulfills the requirement of federal law and regulations. (Federal Highway Administration Drug Testing Regulations, Title 49 of the Code of Federal Regulations) For all applicable employees more information can be found in the transportation department.

FREEDOM FROM TUBERCULOSIS

As required by Ed Code, section 49406 verification of freedom from tuberculosis is required upon employment. If you had a TB taken within one year of employment in another district which has not expired, it will be accepted to meet this requirement. If you had a TB x-ray or intradermal skin test within the past 60 days, for another reason that can be verified in writing by the doctor or agency who administered the test, it will be accepted. The District must have TB verification within ten days of beginning work. Employees are required to renew their TB verification every four (4) years after initial employment. The District shall require a TB Risk Assessment questionnaire to be completed and reviewed by a doctor or registered nurse. Should an employee need a skin test or x-ray, the district will cover the cost of the skin test and one follow-up x-ray; the District designated health provider must be utilized.

EMERGENCY PREPAREDNESS RESPONSIBILITIES

The Government Code of the State of California, in the interest of protecting all citizens of the State, declares all public employees to be disaster service workers (Cal Gov. Code 3100-3109) subject to such emergency preparedness activities as may be assigned to them by their superiors or by law. Each employee is responsible to check in with his/her supervisor. District and site specific plans can be found at each school. **The District General Emergency Operation Plan (EOP) can be found on the SVUSD website under the Risk Management and Employee sections. A comprehensive program including all site specific programs can be found in the Risk Management department.**

EMERGENCY PROCEDURES

Evacuation / Fire

- Alarm Sounds
- Grab "Go Bag'
- Shut (but NOT lock) classroom doors once room is cleared
- Proceed with students/staff to evacuation area
- Take Attendance
- Submit a student account form if students are missing
- Hold up either: The GREEN "All clear" (all students accounted)
  The RED "Need Help" missing students.
  Submit a student account form to report any missing students.
- Look for Incident Commander for instructions (White Helmet, White Vest)
- If you have an EOP position, coordinate with your designated buddy to insure that your class is safe and report to Incident Command station for your work instructions
- Follow Incident Commander instructions procedures until all clear is called
- Return to class once all clear is called

E**MERGENCY PROCEDURES cont.**

Lockdown

- Announcement: “This is a Lockdown”
- Close and lock doors
- Turn off lights
- Close blinds or block windows
- Students who are outside go to nearest classroom
- Do not open door again until lock-down is cancelled
- Document students who are present: phone or google share information to office if possible
- Remain quiet on floor away from doors and window until all clear is called
- Set up lockdown bucket if lockdown is real and toileting is needed
- Only teacher should use cell phone
- Stay in lockdown until all clear is called

Drop Cover and Hold On / Earthquake

- No Alarm: Students hear: “There has been an Earthquake” announcement
- Teacher says: “Drop, Cover, Hold On” Students follow directions
- Grab “go bag’, lockdown bucket,
- Evacuate to designated area(s) when judged safe to do so. Do not run!
- Shut but not lock classroom doors
- Watch for fallen objects or dangerous items, fire, downed wires
- Take Attendance: Hold up Green or Red Card as in Fire Drill
- Render first aid if needed
- Follow Student Release procedure (if needed)

APPENDIX A - CODE OF SAFE PRACTICES

Unsafe work practices combined with hazardous conditions are the main ingredients for creating an injury or accident. The District is putting forth its best effort to eliminate unsafe conditions. This Code of Safe Practices, or list of safety rules, is provided to help all employees to work safely.

GENERAL SAFE PRACTICES

1. **Report *all* accidents, injuries, and illnesses** (no matter how small) to your supervisor or the District Risk Management immediately.
2. Report all unsafe conditions and equipment to your supervisor or District Risk Management Office or District Business Office.
3. Ask questions about anything you do not understand about your job.
4. Clothing that covers the back, shoulders, and midriff, and clothing that covers the top portion the legs when seated shall be worn by all employees in the Custodian, Food Service, Grounds, Maintenance, Print Shop/Graphics, Transportation, and Warehouse areas.
5. All employees who spend more than ten percent of their day in the Custodian, Food Service, Grounds, Maintenance, Print Shop/Graphics, Transportation, and Warehouse areas shall wear shoes or boots with a low heels, non-skid soles, and closed toe and heel.
6. Always wear necessary and/or required protective equipment.
7. Always follow instructions on safety signs and caution tapes.
8. Do not enter construction or remodeling areas unless you are specifically authorized to work there.
9. Be aware of forklifts in operation; keep a safe distance from them.
10. Use a proper step stool or ladder to reach overhead. Do not stand on any chairs, other furniture, or boxes.
11. Always keep workstations clean and orderly.
12. Return materials and equipment to their proper place when finished using them.
13. Throw trash in proper waste containers.
14. Clean up small amounts of spilled materials or liquids immediately. Be sure the custodian is called to clean up larger spills.
15. All food storage, preparation and consumption should be limited to specifically designated areas, such as the staff lounge and the cafeteria/multipurpose room.
16. No overnight storage of food in classrooms or offices.
17. No cleaning chemicals or other pest management products should be brought from home.
18. Pest infestation should be reported to the maintenance department so that proper notification and posting can be accomplished.
19. Use handrails when going up or down stairs.
20. Always keep aisles and passageways clear.
21. Maintain 36 inches of clearance around all electrical equipment and panels.
22. Maintain 36 inches of clearance around fire extinguishers, fire alarms and fire exits.
23. In the event of a fire, sound the alarm.
24. Upon hearing an alarm, stop work and proceed to the nearest clear exit. Assemble at the appointed location.
25. Only trained and designated employees may attempt to respond to a fire or other emergency

GENERAL SAFE PRACTICES cont.

26. Handle all chemicals in accordance with manufacturer's instructions.
27. All chemical containers must be properly labeled.
28. Contact the facilities department for chemical disposal.
29. Practical jokes, skylarking, horseplay, scuffling and fighting are not permitted.
30. Follow proper lifting and material handling procedures
31. Call the transportation department to move heavy office furniture or equipment.
32. When working outdoors in the heat, properly hydrate yourself and seek shade and a recuperative rest break when necessary.
33. Observe all safe practices applicable to the department or area in which you are working or visiting.

ADMINISTRATION AND OFFICE STAFF

1. Observe all applicable general safe practices.
2. Keep desk and file drawers closed when they are not in use, open only one file drawer at a time.
3. Do not overload shelves.
4. Use staple removers to remove staples.
5. Paper cutters and other cutting tools are to be properly used, maintained, and stored.
6. Use multi-outlet strips instead of extension cords and do not place them across the floors or working areas that are open to use. Never plug a multi-outlet strip into another multi-outlet strip.

TEACHERS AND OTHER CLASSROOM STAFF

1. Observe all applicable general safe practices.
2. Keep desk and file drawers closed when they are not in use. Open only one file drawer at a time.
3. Do not overload shelves.
4. Use staple removers to remove staples.
5. Paper cutters and other cutting tools are to be properly used and properly maintained.
6. Use multi-outlet strips instead of extension cords and do not place them across the floors or working areas that are open to use. Never plug a multi-outlet strip into another multi-outlet strip.
7. Flammable liquids are to be stored in approved flammable liquid storage cabinets. Non-combustible liquids should be stored in secondary containment to minimize spills.
8. Art materials in grades Kindergarten through Sixth must be labeled with the AP Nontoxic label or a label to indicate conformance with ASTM D-4236.
9. Combustible decorations must not cover more than 25% of the available wall space. Combustible materials should be distributed in a manner that will not create a continuous fuel source for a fire.
10. Decorations should not be hung on doors or windows.
11. Ceilings should be kept free of decorations at all times.
12. Three-dimensional artwork is to be constructed from non-combustible materials or treated to be flame retardant. In accordance with the State Fire Code, a qualified person must complete Flame retardant treatment.

PARAEDUCATORS

1. Observe all applicable general safe practices.
2. Wear closed toed, rubber or leather soled shoes.
3. Be aware of the hazards of individual students (biting, head butting, kicking).
4. Utilize mechanical lifts when available and safe lifting techniques at all other times.
5. Practice good disease control methods when handling blood or bodily waste.
6. Read and follow all chemical labels, use protective equipment when necessary.

CAMPUS SUPERVISORS

1. Observe all applicable general safe practices.
2. Wear closed toed, rubber or leather soled shoes.
3. Wear appropriate identification at all times while on duty (badge, vest, shirt etc.)
4. Be aware of school site traffic plans.
5. Avoid conversation during playground supervision (both other supervisors and students); move regularly to see all areas of the playground.
6. Become familiar with changing hazards on campus, puddles during rain, sand on the sidewalk near the playground, low areas or holes in the turf. Report new hazards.

CHILD NUTRITION SERVICES

1. Observe all applicable general safe practices.
2. Handle hot equipment and dishes slowly and cautiously. Warn fellow workers who are nearby.
3. Oven doors, drawers, and cupboard doors are to be closed when access is not necessary.
4. Dry hands and stand on dry floors to plug in any electrical equipment.
5. Turn off equipment when not in use.
6. Use caution when handling knives or other sharp utensils. Points and sharp edges of sharp tools should be towards the back of the drawer or facing down.
7. Store cleaning products in designated areas, away from food, in properly labeled containers.
8. Use only approved cleaning products with MSDS sheets.
9. No glass or breakables allowed in kitchen/prep area.
10. When cleaning knives, lie flat, and use a sponge or brush.
11. Discard broken tools, pots and pans with broken or weak handles, if not repairable.
12. Use a broom and dustpan to sweep dropped food.
13. Wet floor surfaces and/or spills must be posted for slipping hazard and dried as soon as possible.

CUSTODIANS

1. Observe all applicable general safe practices.
2. Use proper lifting and material handling techniques.
3. Clothing worn around moving equipment must be tight fitting. Long hair must be restrained to prevent entanglement with machinery. Jewelry must not be worn when working with moving equipment.
4. Wet floor surfaces and/or spills must be posted for slipping hazard and dried as soon as possible.
5. Cleaning solutions are to be mixed and used according to label directions and training.
6. Use an appropriate ladder or step stool for over shoulder tasks.
7. After cleaning floor drains, be sure grates have been replaced and securely fastened.
8. Flammable liquids are to be stored in approved flammable liquid storage cabinets. Non-combustible liquids should be stored in secondary containment to minimize spills.
9. Keep at least one aisle of the storage area open at all times.
10. Use universal precautions when cleaning bodily fluids.
11. Stay away from roof edges. When retrieving balls stuck on the roof, use a broom to push them off.
12. Use the buddy system when changing light bulbs or performing other minor electrical tasks.
13. Face the trash bin and lift the container up to rest on the lower edge of the bin.
14. Fill the mop pail only half full.
15. Roll the mop pail, rather than carrying it.
16. Avoid chemical contact with skin and eyes. Wash thoroughly after any such contact.

GROUNDSKEEPING

1. Observe all applicable general safe practices.
2. Clothing worn around moving equipment must be tight fitting. Long hair must be restrained to prevent entanglement with machinery. Jewelry must not be worn when working with moving equipment.
3. Wear clothing that will protect skin from sharp objects, cutting equipment, moving parts, flying debris, hot surfaces, etc.
4. Use proper lifting and material handling techniques.
5. Observe proper safe practices for tree trimming.
6. Observe safe practices for storage, use, dispensing, and cleanup of pesticides.
7. Pesticides should be applied only after proper notification and posting has taken place.
8. Flammable liquids are to be stored in approved flammable liquid storage cabinets. Non-combustible liquids should be stored in secondary containment to minimize spills.
9. Rags with oil or solvent are to be stored in covered metal containers and removed from the site daily.
10. Ensure equipment has enough fuel before use. Only add fuel to cool engines.
11. Inspect machinery and tools before using. Report damaged, worn, or loose equipment to the department supervisor.
12. Turn off equipment when not in use or left unattended.
13. Do not remove or alter equipment safety guards or safety devices in any way.
14. Use the right tool or equipment for the assigned task. Keep tools clean and sharp.
15. Take precautions to avoid exposure to outdoor temperature extremes.
16. Only properly trained and authorized employees are allowed to drive district vehicles.
17. Employees shall wear proper seat belts while driving district vehicles and/or while passengers in district trucks.
18. Passengers are not permitted in or on the bed of trucks, on tractors, or other landscaping equipment.
19. Have a clear view behind a vehicle before traveling in reverse. Use a spotter when rear vision is obstructed.

MAINTENANCE

1. Observe all applicable general safe practices.
2. Clothing worn around moving equipment must be tight fitting. Long hair must be restrained to prevent entanglement with machinery. Jewelry must not be worn when working with moving equipment.
3. Wear clothing that will protect skin from sharp objects, cutting equipment, moving parts, flying debris, hot surfaces, etc.
4. Use proper lifting and material handling techniques.
5. Follow proper lockout/tag out procedures.
6. Wet floor surfaces and/or spills must be posted for slipping hazard and dried as soon as possible.
7. Turn on lights or use a flashlight. Do not enter dark rooms, hallways, or grounds.
8. Flammable liquids are to be stored in approved flammable liquid storage cabinets. Non-combustible liquids should be stored in secondary containment to minimize spills.
9. Rags with oil or solvent are to be stored in covered metal containers and removed from the site daily.
10. Ensure equipment has enough fuel before use. Only add fuel to cool engines.
11. Turn off equipment when not in use or left unattended.
12. Inspect machinery and tools before using. Report damaged, worn, or loose equipment to the department supervisor.
13. Do not remove or alter equipment safety guards or safety devices in any way.
14. Keep all electrical cords flat.
15. Use the right tool or equipment for the assigned task. Keep tools clean and sharp.

MAINTENANCE Cont.

16. All compressed air is to be directed away from the operator and any other people.
17. Take precautions to avoid exposure to outdoor temperature extremes.
18. Only properly trained and authorized employees are allowed to drive district vehicles.
19. Employees shall wear proper seat belts while driving district vehicles and/or while passengers in district trucks.
20. Passengers are not permitted in or on the bed of trucks, on forklift trucks, tractors, or other landscaping equipment.
21. Have a clear view behind a vehicle before traveling in reverse. Use a spotter when rear vision is obstructed.

WAREHOUSE

1. Observe all applicable general safe practices.
2. Follow forklift operating rules.
3. Only trained and authorized employees may drive the forklift.
4. Inspect pallets and their loads for integrity and stability before loading and/or moving.
5. All materials are to be stacked, racked, or piled in such a manner which prevents tipping, falling, collapsing, rolling, or spreading.
6. Shrink-wrap or band materials on pallets before storing on the top of pallet racks.
7. Keep storage of materials below specified load weight limits.
8. Replace movable guard railing after materials have been elevated onto mezzanine storage.
9. Do not stand or climb on pallets or pallet racks.
10. Only properly trained and authorized employees are allowed to drive district vehicles.
11. Employees shall wear proper seat belts while driving district vehicles and/or while passengers in district trucks.
12. Passengers are not permitted in or on the bed of trucks, on forklift trucks, tractors, or other landscaping equipment.
13. Have a clear view behind a vehicle before traveling in reverse. Use a spotter when rear vision is obstructed.
14. Vehicles are to be parked in designated areas and are not to block entrances or obstruct traffic.
15. Delivery vehicles are to turn off motors and set brakes prior to loading or unloading. Trucks and trailers are to be secured from movement during loading or unloading operations.

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