



# EMPLOYEE HANDBOOK 2024-2025

## **Board of Trustees**

Cynthia Navarro, *President*

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Trevor Painton

## **Assistant Superintendent**

Dr. Michelle Wise

## **Chief Business Official**

Karen Owen

## **Chief Personnel Officer**

John Murray

## **Chief Technology Officer**

Vince Butler

## Mission Statement

Romoland School District serves, challenges, and inspires all students to achieve academic excellence, build character, and pursue lifelong learning.

## Vision

Through fiscal solvency, Romoland School District will offer our students a rich and rigorous academic foundation.

## Core Values

- We provide each student with knowledge and experience to become a capable, responsible citizen in a diverse society.
- We celebrate each other's achievements, support each other through collaboration, and hold each other accountable.
- We act with personal integrity and treat everyone with fairness, equality, and dignity.
- We collaborate with the community in a courteous and professional manner.
- We maintain clean, functional, and safe campuses that promote a sense of pride.

## Goals

Romoland School District is committed to educational equity by prioritizing a whole-child focus with the following goals:

- Goal #1 Provide students with a rigorous and enriched academic foundation focused on personalized learning to meet the demands of college and career readiness
- Goal #2 Provide safe, engaging, and enriched learning environments that support the culturally diverse, social-emotional, and physical development needs of each and every student
- Goal #3 Provide physically safe and well-maintained facilities that support the health and safety of all students
- Goal #4 Maintain fiscal solvency

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*The Romoland School District is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities. The District's academic and other educational support programs, services and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual or perceived race, color, ancestry, nationality, ethnicity, immigration status, age, religion, marital or parental status, pregnancy status, physical or mental disability, medical condition, genetic information, sex, sexual orientation, gender, gender identity, or gender expression; or association with a person or group with one or more of these actual or perceived characteristics.*

*For any questions or concerns, or to file a complaint, regarding discrimination, intimidation, harassment, or bullying, contact the applicable compliance officers, located at 25900 Leon Road, Homeland, California 92548: Equity Compliance Officer and Title IX Coordinator – Mr. John Murray, Chief Personnel Officer, at [jmurray@romoland.net](mailto:jmurray@romoland.net); Section 504 Coordinator – Mr. Matthew Valdivia, Director of Pupil Services, at [mvaldivia@romoland.net](mailto:mvaldivia@romoland.net). The compliance officers may be reached at (951) 926-9244.*

## DISTRICT OFFICE DIRECTORY

<b><i>Superintendent's Office</i></b>	<b><i>Title</i></b>	<b><i>Email</i></b>
Trevor Painton	Superintendent	tpainton@romoland.net
Latoya Parra	Executive Assistant	lparra@romoland.net
Madison Arreola	Communications/Special Projects Coordinator	marreola@romoland.net
<b><i>Human Resources</i></b>	<b><i>Title</i></b>	<b><i>Email</i></b>
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Sandra Sanchez	Human Resources, Administrative Secretary	ssanchez@romoland.net
Cristina Toriz	Human Resources, Office Clerk	ctoriz@romoland.net
<b><i>Business Services</i></b>	<b><i>Title</i></b>	<b><i>Email</i></b>
Jeanine Abrego	Accounting Technician/Payroll/Purchasing	jabrego@romoland.net
Karen Owen	Chief Business Official	kowen@romoland.net
Kristen Ansell	Fiscal Services Supervisor/Payroll Tech	kansell@romoland.net
Jennelle Layne	Account Clerk/Accounts Payable & Receivable	jlayne@romoland.net
Elias Ramos	Accounting Technician/Financial	eramos@romoland.net
Rebecca Tommarello	Accounting Technician/Payroll/ Purchasing	rtommarello@romoland.net
<b><i>Educational/Pupil Services</i></b>	<b><i>Title</i></b>	<b><i>Email</i></b>
Dr. Michelle Wise	Assistant Superintendent	mwise@romoland.net
Candace Boulais	Coordinator of Special Education	cboulais@romoland.net
Joanne Brown	District Nurse	jbrown@romoland.net
Leticia Chavez	Special Education, Administrative Secretary	lchavez@romoland.net
Mireya Chavez	Foster/Homeless Youth Liaison	mchavez@romoland.net
Fatoumata Darboe	Special Ed, Program Specialist	fdarboe@romoland.net
Dr. Michelle Echiverri	Director of Educational Services	mechiverri@romoland.net
Lilly Ellefsen	Coordinator of Alternative Programs	lellefsen@romoland.net
Matthew Valdivia	Director of Pupil Services	mvaldivia@romoland.net
Amy Matranga	Special Education Data Clerk	amatranga@romoland.net
Irena Nolasco	Pupil Services, Administrative Secretary	inolasco@romoland.net
Angie Oseguera	Expanded Learning Program Supervisor	aoseguera@romoland.net
Yana Rodriguez	Educational Services, Administrative Secretary	yrodriquez@romoland.net
<b><i>Information Technology</i></b>	<b><i>Title</i></b>	<b><i>Email</i></b>
Vince Butler	Chief Technology Officer	vbutler@romoland.net
Raul Caloca	Technology Technician	rcaloca@romoland.net
Trish Chavez	Data Integrity Specialist	pchavez@romoland.net
Chris Harlander	Network Specialist	charlander@romoland.net
Adam Marmolejo	Information Technology Technician	amarmolejo@romoland.net
<b><i>MOT and Facilities</i></b>	<b><i>Title</i></b>	<b><i>Email</i></b>
Jon Parham	Director of MOTF	jparham@romoland.net
Kristina Haddock	Maintenance/Transportation, Administrative Secretary	khaddock@romoland.net

Veronica Torres	Facilities/Construction, Administrative Secretary	vtorres@romoland.net
<b><i>Nutrition Services</i></b>	<b><i>Title</i></b>	<b><i>Email</i></b>
Juan Valencia	Director of Nutritional Services	jvalencia@romoland.net
Luisa Hernandez	Nutrition, Administrative Secretary	lhernandez@romoland.net
Mariana Oseguera	Nutrition Services Supervisor	moseguera@romoland.net
<b><i>Early Childhood Education</i></b>	<b><i>Title</i></b>	<b><i>Email</i></b>
Sarina Johnson	Director of Early Childhood Education	sjohnson@romoland.net
Annie Alvarez	Program Assistant	aalvarez@romoland.net

## SCHOOL SITE INFORMATION

### BOULDER RIDGE ELEMENTARY SCHOOL

(951) 723-8931

Mary Godoy-Principal

27327 Junipero Road, Menifee, CA 92585

### HARVEST VALLEY ELEMENTARY SCHOOL

(951) 928-2915

Kristine Sherrett-Principal

Manuel Machado-Assistant Principal

29955 Watson Road, Menifee, CA 92585

### MESA VIEW ELEMENTARY SCHOOL

Heather Hilz-Fitzgerald-Principal

(951) 723-1284

Jennifer Jensen-Assistant Principal

27227 Heritage Lake Drive, Menifee, CA 92585

### ROMOLAND ELEMENTARY SCHOOL

(951) 928-2910

Estela Munoz-Principal

Monica Enriquez-Assistant Principal

25890 Antelope Road, Menifee, CA 92585

### ETHAN A CHASE MIDDLE SCHOOL

Kristie Jackson-Principal

(951) 566-4400

Margarita Duran-Assistant Principal

Dominic Tassone-Assistant Principal

28100 Calm Horizon Drive, Menifee, CA 92585

### HILLSIDE INNOVATIONS ACADEMY

(951) 926-9649

Lilly Ellefsen-Principal

29955 Watson Road, Menifee, CA 92585

### GRANITE HILLS TK-8 SCHOOL

(951) 926-9244

Kait Punzel-Principal

25900 Leon Road, Homeland, CA 92548

Romoland School District  
25900 Leon Rd, Homeland CA 92548  
951-926-9244 FAX: 951-926-2170  
[www.romoland.net](http://www.romoland.net)

## 2024 - 2025 School Calendar

BOARD APPROVED 2/13/2024



July 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4 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			

August 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12 T	13 T	14 T	15 FD	16	17
18	19	20	21 M	22	23	24
25	26	27	28 M	29	30	31

September 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 H	3	4 M	5	6	7
8	9	10	11 M	12	13	14
15	16	17	18 M	19	20	21
22	23	24	25 M	26	27	28
29	30					

October 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 M	3	4	5
6	7	8	9 M	10	11	12
13	14 MC	15 MC	16 MC	17 MC	18 MC	19
20	21	22	23 M	24	25	26
27	28	29	30 M	31		

November 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 NS	2
3	4	5	6 M	7	8	9
10	11 H	12	13 M	14	15	16
17	18	19	20 M	21	22	23
24	25 NS	26 NS	27 NS	28 H	29 H	30

December 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 M	5	6	7
8	9	10	11 M	12	13	14
15	16	17	18 M	19	20	21
22	23 WB	24 H	25 H	26 WB	27 WB	28
29	30 WB	31 H				

January 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 H	2 WB	3 WB	4
5	6 WB	7 WB	8 WB	9 WB	10 WB	11
12	13	14	15 M	16	17	18
19	20 H	21	22 M	23	24	25
26	27	28	29 M	30	31	

February 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5 M	6	7	8
9	10	11	12 M	13	14	15
16	17 H	18 NS	19 NS	20 NS	21 H	22
23	24	25	26 M	27	28	

March 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5 M	6	7	8
9	10	11	12 M	13	14	15
16	17	18	19 M	20	21	22
23	24	25	26 M	27	28	29
30	31					

April 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 M	3	4	5
6	7	8	9 M	10	11	12
13	14	15	16 M	17	18 H	19
20	21 SB	22 SB	23 SB	24 SB	25 SB	26
27	28	29	30 M			

May 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7 M	8	9	10
11	12	13	14 M	15	16	17
18	19	20	21 M	22	23	24
25	26 H	27	28 M	29	30	31

June 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 M	5	6	7
8	9	10	11 M	12 LD/M	13 Y	14
15	16	17	18	19 H	20	21
22	23	24	25	26	27	28
29	30					

HOLIDAYS			
Independence Day	July 4, 2024	New Year's Day	Jan. 1, 2025
Labor Day	Sept. 2, 2024	Martin Luther King Day	Jan. 20, 2025
Veterans Day	Nov. 11, 2024	Presidents' Days	Feb 17 & 21, 2025
Thanksgiving Holidays	Nov. 28 - 29, 2024	Spring Recess Day	April 18, 2025
Winter Holidays	Dec. 24 - 25, 2024	Memorial Day	May 26, 2025
New Year's Eve	Dec. 31, 2024	Juneteenth	June 19, 2025

LEGEND	
FD/LD = First/Last Day of School	SD = Staff Development
H = Holiday	T = Teacher Work Day
M = Modified Day	WB = Winter Break
MC = Modified Conference Day	
NS = No School	
SB = Spring Break	

180 Student Days

## HUMAN RESOURCES

### ATTENDANCE REPORTING: ALL EMPLOYEES

Each employee is required to report absences through the Absence Reporting System. A monthly attendance reconciliation form is submitted to payroll to verify absences. The site secretary keeps the attendance record sheet and can assist in reporting non-attendance.

It is each employee's responsibility to sign the site/department timesheet at the end of each pay period.

The accuracy of the timesheet is also the employee's responsibility. The employee's initials next to the employee's name is verification that the information on the timesheet is correct. Employees need to check the information before they initial the site/department timesheet.

Personal necessity, personal leave, and vacation may require prior approval except in cases of emergency situations. Employees must ensure that the required form is completed.

Excessive absences can be grounds for disciplinary action by the District. This is specifically directed toward those employees who have shown a history of excessive absences and/or have not followed procedures on reporting or properly processing absences.

### ABSENCE REPORTING: Smart Find Express

Whenever it is necessary for an employee to be absent, these procedures must be followed:

1. Any employee who is unable to work **MUST** notify the Absence Reporting System (Smart Find Express) at **(951) 223-4029 or online at least ninety (90) minutes** before their scheduled start time.

In an emergency, or if it is too late to report an absence in the Absence Reporting System, the employee must call and leave a message at (951) 926-9244, ext 1234.

2. Each teacher must have a lesson plan, seating chart(s), and attendance register in or on their desk or in the principal's office. This may be a current daily lesson plan or a review plan that is updated as needed.
3. Following an absence, each employee is required to complete the monthly attendance report.
4. Advance substitute requests for school business must be submitted to the site secretary two weeks in advance and be placed into the system by the employee unless other arrangements are made for the substitute request.
5. Per AR 4161.1 – The District may require written verification by the employee's physician or practitioner for any absence due to illness or injury. Such verification may be required whenever an employee's absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays or whenever clear evidence indicates that an absence is not related to illness or injury.

## **LEAVES OF ABSENCE**

### **Leaves with Pay**

Leaves include, but are not limited to, sick leave, bereavement, personal necessity leave, industrial accident or illness leave, family leave, or jury duty. For medical leaves longer than five workdays, a leave of absence request form must be submitted to Human Resources with a physician's statement indicating the anticipated length of absence. To request an appropriate leave review current Bargaining Unit Agreements and contact the Human Resources office.

### **Bereavement Leave**

**All employees** are entitled to five days of bereavement leave with three of those days being with no loss of compensation or 5 days if out of state.

### **Jury Duty**

When an employee is required to serve jury duty, the absence is to be reported to the absence reporting system. The absence should be reported using the code indicating jury duty. All employees should attach the Jury Duty timecard to their absence reporting form.

School district employees will receive payment of mileage and may keep this payment from the courts. There will be no deduction from the employee's sick leave or vacation hours.

### **Pre-Approved Absences**

Personal necessity, personal leave, and vacation requests may require prior approval. Employees are to refer to the CSEA and RTA contracts, as applicable, for specific information regarding the use of personal necessity and personal leave.

Personal necessity and personal leave days are deducted from the employee's sick leave. (If an employee has exhausted sick leave benefits, these days are considered unpaid days and deductions are made from the employee's check.)

### **Sick Leave**

**Certificated employees** are entitled to 10 days of sick leave for a full-time, ten-month contract. Employees working less than a full year earn a prorated amount of sick leave based on their schedule.

**Classified employees** are entitled to sick leave based on the number of hours worked each day and the number of months worked each year. A 12-month, eight hour per day employee earns 12 days of sick leave (96 hours) per year. Employees working less than twelve months/eight hours earn a prorated amount of sick leave based on their schedule and/or date of hire.

When either a classified or certificated employee exhausts all available paid sick leave, adjustments will be made to the employee's pay based upon the details of the unpaid absence.

## **VACATION**

With the implementation of level pay, 10- and 11-month employees receive their base vacation pay monthly in their paychecks over an 11-month pay cycle. Vacation days beyond the base vacation leave can be used within the employee's contract year.

There will be no change for 12-month employees, who will continue to use vacation days during their 12-month schedules.

Vacation leave is expected to be taken during the year in which it is earned. In the event that an employee has accrued vacation leave from a prior year, 10% of the accrued leave must also be taken during the current year.

### **Leaves without Pay**

Leave of absences without pay may be approved for employees of permanent status when there is a definite intent upon the part of the employee to return at the end of the designated period. Reasons for leave without pay may include: travel, research/study, illness or convalescence, for rest, or for other professional activities. Requests for such leave must be submitted to the District Human Resources Office in accordance with Bargaining Unit agreements.

## **TUBERCULOSIS (TB) TESTING PROCEDURES**

All employees, when first hired, must show evidence of a negative TB test result. The TB test must have been performed within sixty days of the employee's hire date.

Subsequently, all employees must be tested for tuberculosis every four years. The District Nurse can read the test, eliminating the need for an employee to return to the doctor's office. Employees are to ensure that their test is performed on a day when, two days later, the District Nurse is able to read the test.

The District will pay for the first TB test. If an employee fails to return (to the doctor or see the District Nurse) to have the test read and must undergo another test, the employee is responsible for paying for any subsequent tests required due to failure to have the first test read.

## **VERIFICATION OF EMPLOYMENT**

Only the Human Resources Department is authorized to verify employment or wages; an employee's worksite is not authorized to provide such verification. Verification of employment could be for the following:

1. Loans
2. Unemployment claims
3. Disability claims
4. Any other purpose

All requests must be sent to:

Romoland School District  
Human Resources Department  
29100 Leon Road  
Homeland, CA 92584



## **CREDENTIAL RENEWAL**

All clear, professional, and professional clear credential holders are required to renew their credentials online at [www.ctc.ca.gov](http://www.ctc.ca.gov). This must be done prior to the expiration date to ensure there is no delay in pay.

The Human Resources Department is available to help and advise employees. However, the ultimate responsibility for being aware of the requirements for renewing credential(s) and the expiration date(s) of the credential(s) is that of the individual teacher or administrator.

## **WORKPLACE VIOLENCE**

All Romoland School District employees are required to report cases of workplace violence to a school site or district manager. The Workplace Violence Prevention Plan (WVPP) is located at the end of this staff handbook and includes a copy of the reporting form that needs to be completed in the event of an incident of workplace violence.

## **DISASTER SERVICE WORKER**

All employees of the District are public employees; therefore, are considered disaster service workers. That means that all employees must remain on the job or, if at home, may be called into work to aid in the response and recovery phases of a disaster or emergency. In most cases, the District will assign duties based on the needs of the City to carry out its responsibilities during times of disaster. Duties may be outside an employee's regular scope of work or schedule; however, established work restrictions continue to apply.

Employees are strongly encouraged to prepare an emergency plan for their family for such events. Resources and information to assist with creating a home and family disaster preparation plan can be found at [www.ReadyLA.org](http://www.ReadyLA.org) and [www.RedCross.org](http://www.RedCross.org).

*GC 3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.*

## **PAYROLL**

### **PAY DATES AND PAYROLL WARRANTS**

Employees are compensated on a monthly pay cycle on one of three separate payrolls (A, B, and M payrolls). The payroll is based upon the specific assignment of the employee.

A payroll - Substitute employees.

B payroll - Classified employees on an hourly salary schedule and early childhood education staff.

M payroll - All certificated and management employees and classified employees on a monthly salary schedule.

## **DIRECT DEPOSIT**

All employees are offered the opportunity to have their payroll checks deposited to their financial institution by electronic transfer. Interested employees may download the form from the Human Resources website, then complete and return the form with a voided check and/or savings statement to the Payroll department.

## **(FICA) SOCIAL SECURITY AND MEDI-CARE**

*Certificated employees* of the district contribute 1.45% of their earnings to the Social Security Administration for Medicare coverage. The district matches this contribution.

*Classified employees* of the district contribute 7.65% of their earnings to the Social Security Administration for Social Security benefits. These benefits include Medicare. The district matches this contribution.

Interested employees should contact the nearest Social Security Office for additional information.

## **CHANGES TO PERSONAL INFORMATION**

The *Employment Record Change* form is used to inform the Human Resources and Business Services Departments of changes in name, address, phone, emergency information, and/or any other personal information. A copy of this form is available on the District website under [Human Resources/forms](#).

If the employee has insurance through the District, the employee must also complete forms to change their name and/or address with the individual companies. Assistance may be provided through the Business Services Department.

## **NAME CHANGE**

Please contact the Human Resources Department to process a name change. A name change cannot be processed until the employee has received a new Social Security card with the new name. The employee must also complete new withholding forms (W-4, Federal / DE-4, State).

## **HEALTH INSURANCE PROGRAM**

Romoland School District provides eligible employees with a health and welfare insurance program that includes family medical, dental, vision, employee-only life insurance, and employee-only accidental death and dismemberment (AD&D) insurance.

The District currently contributes an annual cap of \$11,500 toward the health and welfare package for all full-time employees. The annual health and welfare contribution is part of an employee's compensation package and is earned while that employee is in a paid status.

Employees do have the ability to opt out of health insurance if the employee can establish that they have health insurance coverage through another source.

Employees covered in individual coverage, such as Tricare, Medicare, Medi-Cal, and Covered California, are not eligible to receive cash in lieu of other health coverage, even if the coverage provides minimum value.

## **OPEN ENROLLMENT**

The District conducts an annual open enrollment for all employees who are eligible for health and welfare insurance. Changes in insurance options must take place during the open enrollment period unless there is a qualifying event within the family that would allow for a change to take place outside of the open enrollment period.

## **CHANGES IN DEPENDENT STATUS**

It is a major responsibility of the employee to notify the Business Services Department of any changes in dependent status. Failure to do so may result in non-coverage of a dependent. The notification must be submitted formally in writing within 30 days of a qualifying event:

1. *Change in marital status:* marriage, death of a spouse, divorce, legal separation, or annulment.
2. *Change in the number of dependents:* birth, death, or adoption of a child, or placement of a child for adoption.
3. *Change in employment status:* commencement or termination of employment, strike or lockout, commencement or return from an unpaid leave of absence, change in worksite, or any of these events that may apply to the employee, the employee's spouse, or the employee's dependent(s).
4. *Change in residence:* change in the place of residence of the employee or the employee's spouse or dependent.

New enrollment forms must be completed in all of the above cases, with proof of event included. In the case of divorce or over-age dependents, the District or Plan Administrator must offer the ex-spouse and/or former dependent the opportunity to purchase insurance coverage through C.O.B.R.A. Contact the Business Services Department with any questions regarding the health benefit program.

## **FLEXIBLE BENEFIT PLAN**

The Internal Revenue Code Section 125 Flexible Benefit Plan is a voluntary plan that affords employees the opportunity to pre-tax certain insurance premiums and other types of expenses, such as unreimbursed medical and dependent care costs. A representative of American Fidelity Assurance Company (the District's administrator) is available to speak with employees to fully explain the program. Under federal guidelines, if an employee does not sign up for the plan, the employee will be required to sign a waiver indicating that they have been provided an opportunity to participate and have chosen to decline.

New employees can sign up once the employment process is finalized. The plan year is July 1 through June 30. Open enrollment meetings for this program are held during the Spring of each year.

## **DISABILITY/INCOME PROTECTION INSURANCE**

Romoland School District does not participate in the State Disability Insurance (SDI) system.

American Fidelity has disability plans for employees. Contact Angie Newman at American Fidelity at (800) 365-9180, ext. 312) for more information.

## RETIREMENT BENEFITS

### CERTIFICATED

California State Teachers Retirement System (CalSTRS) is the retirement system for certificated staff. The contribution by the employee is 10.25%% of monthly salary. The employee's contribution is tax deferred — in other words, earnings are reduced by the amount of the contribution, and then taxes are calculated. The District also contributes a percentage.

CalSTRS can be found online at: [www.calstrs.com](http://www.calstrs.com) or reached at:

P.O. Box 15275-C	or	601 N. E. Street
Sacramento, CA 95851		San Bernardino, CA 92410
(800) 228-5453 or (916) 383-0181		(909) 433-4686

### CLASSIFIED

California Public Employees Retirement System (CalPERS) is the retirement system for qualified classified employees. The employee contribution is 7% of salary. This amount is subject to change annually.

CalPERS can be found online at: [www.calpers.ca.gov](http://www.calpers.ca.gov) or reached at:

P.O. Box 942704	or	CalPERS Regional Office
Sacramento, CA 94229		650 E. Hospitality lane, STE 330
(888) 225-7377		San Bernardino, CA 92408

## PROFESSIONAL GUIDELINES

### MAINTAINING APPROPRIATE ADULT-STUDENT INTERACTIONS

To provide a positive school environment that protects the safety and well-being of district students, all adults with whom students may interact at school or in school-related activities, including employees, independent contractors, and volunteers, are expected to maintain the highest professional and ethical standards in their interactions with students both within and outside the educational setting. Such adults shall not engage in unlawful or inappropriate interactions with students including any conduct of a sexual nature and shall avoid boundary-blurring behaviors that undermine trust in the adult-student relationship and lead to the appearance of impropriety.

Adults shall not intrude on a student's physical or emotional boundaries unless necessary in an emergency or to serve a legitimate purpose related to instruction, counseling, student health, or student or staff safety.

Any employee who observes or has knowledge of another employee's violation of these guidelines shall report the information to the Human Resources Department or appropriate agency for investigation pursuant to the applicable complaint procedures. Other adults with knowledge of any violation of the policy are encouraged to report the violation to the Human Resources Department. Anyone who reports a violation shall be protected from retaliation. Immediate intervention shall be implemented when necessary to protect student safety or the integrity of the investigation.

Employees who engage in any conduct in violation of the policy, including retaliation against a person who reports the violation or participates in the complaint process, shall be subject to discipline, up to and including dismissal. Any other adult who violates this policy may be barred from school grounds and activities in accordance with law. The District may also notify law enforcement as appropriate.

***Inappropriate Conduct.*** Employees shall remain vigilant of their position of authority and not abuse it when relating with students. Examples of employee conduct that can undermine professional adult-student interactions or create the appearance of impropriety include, but are not limited to:

1. Initiating inappropriate physical contact
2. Being alone with a student outside of the view of others
3. Visiting a student's home or inviting a student to visit the employee's home without parent/guardian consent
4. Maintaining personal contact with a student that has no legitimate educational purpose, by phone, letter, electronic communications, or other means, without including the student's parent/guardian or the principal
5. When communicating electronically with students, employees shall use district equipment or technological resources when available. Employees shall not communicate with students through any medium that is designed to eliminate records of the communications. The Superintendent or designee may monitor employee usage of district technology at any time without advance notice or consent.
6. Creating or participating in social networking sites for communication with students, other than those created by the district, without the prior written approval of the principal or designee
7. Inviting or accepting requests from students, or former students who are minors, to connect on personal social networking sites (*e.g.*, "friending" or "following" on social media), unless the site is dedicated to school business
8. Singling out a particular student for personal attention and friendship, including giving gifts and/or nicknames to individual students
9. Addressing a student in an overly familiar manner, such as by using a term of endearment
10. Socializing or spending time with students outside of school-sponsored events, except as participants in community activities
11. Sending or accompanying students on personal errands unrelated to any legitimate educational purpose
12. Transporting a student in a personal vehicle without prior authorization.
13. Disclosing private personal or family matters to students or sharing personal secrets with students

## **PRIVACY RIGHTS OF STUDENTS**

The Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rule provides federal protections for personal health information held by covered entities and gives patients an array of rights with respect to that information. At the same time, the Privacy Rule is balanced so that it permits the disclosure of personal health information needed for patient care and other important purposes.

Student educational and health information **MUST** be kept out of visual sight of any students, other staff or individuals. There are serious consequences (including financial penalties) that can be imposed if any health information is seen by anyone who does not have a 'need to know'. Consequences for doing this, cannot not only seriously 'damage' students who may have had their privacy violated, but also can result in serious fines (both individually and on the District). It is the role of all employees to ensure that they not only have appropriate and current health information on students, but that it is safeguarded appropriately.

## **RESTRAINT AND SECLUSION OF STUDENTS**

Restraint and seclusion should only be used as a safety measure of last resort to control behavior that poses a clear and present danger of serious physical harm to the student or to others that cannot be immediately prevented by a response that is less restrictive; whenever possible, the use of seclusion or behavioral restraint techniques should be avoided. Restraint and seclusion should never be imposed as a means of coercion, discipline, convenience, or retaliation by staff. This is because restraint and seclusion can cause serious injury or long-lasting trauma and death, even when done safely and correctly.

The following is a summary of the provisions detailed in EC 49005 *et seq.*:

### ***Physical Restraint***

Physical restraint means any personal restriction that immobilizes or reduces the student's ability to move their torso, arms, legs, or head freely. It does not include:

- A physical escort, which means a temporary touching or holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is acting out to walk to a safe location.
- The use of force by peace officers or security personnel for detention or for public safety purposes.

Staff may not do any of the following:

- Use a physical restraint technique that obstructs a student's respiratory airway or impairs the student's breathing or respiratory capacity, including techniques in which a staff member places pressure on a student's back or places body weight against the student's torso or back.
- Place a student in a facedown position with the student's hands held or restrained behind the student's back.

### ***Mechanical Restraint***

Mechanical restraint means the use of a device or equipment to restrict a student's freedom of movement. It does not include the use of devices by:

- Peace officers or security personnel for detention or for public safety purposes.
- Trained school personnel, or by a student, prescribed by an appropriate medical or related services professional, if the device is used for the specific and approved purpose for which the device or equipment was prescribed, which shall include, but not be limited to, all of the following:
  - Adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports.
  - Vehicle safety restraints when used as intended during the transport of a student in a moving vehicle.
  - Restraints for medical immobilization.
  - Orthopedically prescribed devices that permit a student to participate in activities without risk of harm.

### ***Seclusion***

Seclusion means the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. It does not include a timeout, which is a behavior management technique that

is part of an approved program, that involves the monitored separation of the student in a non-locked setting, and is implemented for the purpose of calming.

For a student who is secluded, staff must keep constant, direct observation of the student, which may be done through a window, or another barrier, where staff is able to make direct eye contact with the student. The observation cannot be through indirect means, including through a security camera or a closed-circuit television.

## **MOLESTATION PREVENTION**

In order to reduce the likelihood of a staff member being charged with allegations of sexual misconduct with a minor, both substantiated and unsubstantiated, it is the responsibility of all staff to take affirmative steps to eliminate circumstances in which a staff member is alone with a student in an area not visible to others. Examples would include, but not be limited to:

- A. *Classroom, offices, or other building spaces without uncovered windows that allow easy viewing from the outside:* Staff shall not be alone with a student in such areas without keeping the door open to the outside in such a manner as to allow passer-bys to easily see inside the room.
- B. *Vehicles:* Except in the case of an emergency, staff shall never be alone in a vehicle with a student without verified authorization from a parent/guardian.
- C. *Leaving campus:* Board policy disallows students from leaving campus without verified authorization from the parent/guardian. All staff members are expected to abide by this policy.
- D. *Off campus:* Staff shall not meet alone with any student off campus during school hours or authorized school activity without verified authorization from the parent/guardian, and are strongly advised against doing so on personal time as well.

## **MESSAGES**

In order to provide outstanding customer service, telephone calls and emails should be returned within 24 hours.

## **PERSONAL CELL PHONE USAGE**

The District recognizes that personal calls and electronic communications may occasionally need to be made during the workday. These communications should be made during the employee's designated break or lunch time or before or after school. The following are additional guidelines related to cell phone usage during working hours:

1. While working in the classroom, cell phones should be turned to *Vibrate, Silent, or Off* mode to minimize classroom interruptions.
2. At no time should an employee be talking on the cell phone while working with or supervising students.
3. Cell phones may not be used to take pictures of children or record any activity in the classroom for personal use.

## VALUABLES

**Collection of Money.** The District realizes the need to collect money from students/parents for a variety of activities. In order to collect money for any reason(s), it must be first approved in writing by the principal. Money or any other valuables collected should be recorded and turned in per site procedures.

**Lost & Found.** Money and other valuable items found should be turned in to the site office along with information on when it was found and by whom. Such items will be placed in the “Lost & Found” receptacles.

1. All items placed in “Lost & Found” are not to be removed without permission from office staff who are assigned by the principal.
2. Staff members, regardless of position, should not take any item out of the “Lost & Found” without the presence of another staff member regardless of the value of the item.

## ASSOCIATION BUSINESS

### CERTIFICATED

Romoland Teachers Association (RTA) is affiliated with the California Teachers Association (CTA) and the National Education Association (NEA). California Teachers Association/Romoland Teachers Association is the exclusive labor representative for Romoland School District classroom teachers and certificated non-management employees. Please see your site representative or the RTA contract for further information.

#### Contact Information

<i>Title</i>	<i>Name</i>	<i>Phone</i>	<i>Email</i>
President	Stephanie Wilkinson	Ext.	swilkinson@romoland.net
Vice President	Donna Ervin	Ext.	dervin@romoland.net
Treasurer		Ext.	

**State Headquarters** P.O. Box 921, Burlingame, California 94011-0921  
(650) 697-1400

### CLASSIFIED

California School Employees Association (CSEA) is the exclusive labor representative for Romland classified employees.

#### Contact Information

<i>Title</i>	<i>Name</i>	<i>Phone</i>	<i>Email</i>
President	Ramona Massey	Ext. 4228	rmassey@romoland.net
Vice President	Natasha Navarette	Ext. 4223	nnavarette@romoland.net
Secretary	Stefany Grainger	Ext. 5125	sgrainger@romoland.net
Treasurer	Jennifer Morris	Ext. 6201	jmorris@romoland.net

**Member Benefits** (800) 632-2128



**Local Offices**

10211 Trademark St., Unit A, Rancho Cucamonga, CA 91730  
(909) 466-1006

**State Headquarters**

P.O. Box 640, San Jose, California 95106  
(408) 263-8000

## EMPLOYEE NOTIFICATIONS

### COBRA: CONTINUATION COVERAGE GENERAL NOTICE

This notice contains important information about your right to continue your health care coverage in the **Romoland School District REEP for Benefits plan**. Please read the information contained in this notice very carefully.

To elect COBRA continuation coverage, follow the instructions on the following pages to complete the enclosed *Election Form* and submit it to Business Services.

If you do not elect COBRA continuation coverage, your coverage under the Plan will end (or has previously ended) on \_\_\_\_\_ due to one of the following:

- End of employment
- Divorce or legal separation
- Death of employee
- Entitlement to Medicare
- Reduction in hours of employment
- Loss of dependent child status

Each person (“qualified beneficiary”) in one of the category/categories below is entitled to elect COBRA continuation coverage, which will continue group health care coverage under the Plan for up to 36 months.

- Employee or former employee
- Dependent child(ren) covered under the Plan on the day before the event that caused the loss of coverage
- Spouse or former spouse
- Child who is losing coverage under the Plan because the child is no longer a dependent under the Plan

If elected, COBRA continuation coverage will begin on \_\_\_\_\_. You can elect any combination of the plans offered for COBRA continuation coverage:

If you choose to enroll in a health plan please call Elizabeth Robles at (951) 926-9244 extension 1224 or come in to the District Office for enrollment forms within 30 days from the date of this packet.

The available coverage options are:

**MEDICAL Plan Options** – Anthem Blue Cross HMO, United HealthCare HMO or Kaiser Permanente HMO

**DENTAL Plan Options** – Delta Dental PPO, MetLife Dental

**VISION Plan Options** – EyeMed Services.

### COBRA SHEET – MONTHLY COSTS

Rates good through June 30, 2024  
Most Common Plans

	Single	2 Party	Family
Anthem Blue Cross HMO–Option 30	766.20	1532.41	2260.30
Anthem Blue Cross HMO–Option 30 Select	738.78	1477.55	2179.39
Anthem Blue Cross HMO–Option 40 Select	693.77	1387.55	2046.63

Anthem Blue Cross HMO–Option 40 Priority	652.15	1304.29	1923.83
Kaiser HMO 25	775.85	1550.34	2193.16
Kaiser HMO 500	651.84	1301.63	1841.21
Anthem Dental	39.24	78.45	115.76
Delta Dental PPO	41.12	82.23	121.29
EyeMed Vision Services	6.85	13.71	20.22

If you have any questions please call.

\*Checks should be payable to the **Romoland School District**.

In the event that you choose to cancel your COBRA coverage, **written notice must be submitted** and received by the first of the month you wish to terminate coverage.

Some voluntary insurance that were deducted from your payroll check may be continued on an individual basis with the companies listed below. Please telephone the insurance companies handling your policies and inform them of your separation from the Romoland School District and your wish to continue doing business with them.

American Fidelity	(866) 523-1857 <i>(section 125, disability, cancer, accident and life plans)</i>
Metlife (Voluntary Life)	(800) 462-8328 ext.4727 (403B, 457, and financial planning)
Pacific Educators	(800) 722-3365 (Disability insurance, term life, and cancer insurance)
Unum Long Term Care	(800) 635-5597 (Contact Elizabeth Robles in Business for application)
Legal Shield	(951) 674-5555 (Prepaid legal plan)

## **DRESS AND GROOMING**

The Board of Trustees believes that appropriate dress and grooming by district employees contribute to a productive learning environment and model positive behavior. During school hours and at school activities, employees shall maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment, and do not endanger the health or safety of employees or students. All employees shall be held to the same standards unless their assignment provides for modified dress as approved by their supervisor.

The district shall allow employees to appear and dress in a manner consistent with their gender identity or gender expression. (Government Code 12949)

The district shall not discriminate against employees based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists. (Government Code 12926)

The district shall not dismiss an employee, discriminate against an employee in compensation or in terms, conditions, or privileges of employment, or refuse to hire a job applicant on the basis of religious dress or grooming practices. (Government Code 12926, 12940)

# **DOMESTIC VIOLENCE, SEXUAL ASSAULT, & STALKING**

*Rights of victims of domestic violence, sexual assault, stalking, crimes that cause physical injury or mental injury, and crimes involving a threat of physical injury; and of persons whose immediate family member is deceased as a direct result of a crime*

## **YOUR RIGHT TO TAKE TIME OFF**

- You have the right to take time off from work to obtain relief from a court, including obtaining a restraining order, to protect you and your children's health, safety or welfare.
- If your company has 25 or more workers, you can take time off from work to get medical attention for injuries caused by crime or abuse, receive services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of the crime or abuse, receive psychological counseling or mental health services related to an experience of crime or abuse, or participate in safety planning and take other actions to increase safety from future crime or abuse.
- You may use accrued paid sick leave or vacation, personal leave, or compensatory time off that is otherwise available for your leave unless you are covered by a union agreement that says something different. Even if you don't have paid leave, you still have the right to time off.
- In general, you don't have to give your employer proof to use leave for these reasons.
- If you can, you should tell your employer before you take time off. Even if you cannot tell your employer beforehand, your employer cannot discipline you if you give proof explaining the reason for your absence within a reasonable time. Proof can be a police report, a court order, a document from a licensed medical professional, a victim advocate, a licensed healthcare provider, or counselor showing that you were undergoing treatment for domestic violence related trauma, or a written statement signed by you, or an individual acting on your behalf, certifying that the absence is for an authorized purpose.

## **YOUR RIGHT TO REASONABLE ACCOMMODATION**

You have the right to ask your employer for help or changes in your workplace to make sure you are safe at work. Your employer must work with you to see what changes can be made. Changes in the workplace may include putting in locks, changing your shift or phone number, transferring or reassigning you, or help with keeping a record of what happened to you. Your employer can ask you for a signed statement certifying that your request is for a proper purpose, and may also request proof showing your need for an accommodation. Your employer cannot tell your coworkers or anyone else about your request.

## **YOUR RIGHT TO BE FREE FROM RETALIATION AND DISCRIMINATION**

Your employer cannot treat you differently or fire you because:

- You are a victim of domestic violence, sexual assault, stalking, a crime that caused physical injury or mental injury, or a crime involving threat of physical injury; or are someone whose immediate family member is deceased as a direct result of a crime.
- You asked for leave time to get help.
- You asked your employer for help or changes in the workplace to make sure you are safe at work.

## **YOU CAN FILE A COMPLAINT WITH THE LABOR COMMISSIONER'S OFFICE AGAINST YOUR EMPLOYER IF YOUR EMPLOYER RETALIATES OR DISCRIMINATES AGAINST YOU.**

For more information, contact the California Labor Commissioner's Office. We can help you by phone at 213-897-6595, or you can find a local office on our website: [www.dir.ca.gov/dlse/DistrictOffices.htm](http://www.dir.ca.gov/dlse/DistrictOffices.htm). If you do not speak English, we will provide an interpreter in your language at no cost to you. This Notice explains rights contained in California Labor Code sections 230 and 230.1. Employers may use this Notice or one substantially similar in content and clarity.

## **DRUG AND ALCOHOL FREE WORKPLACE NOTICE TO EMPLOYEES**

**YOU ARE HEREBY NOTIFIED** that it is a violation of Board Policy for any employee at the workplace to unlawfully manufacture, distribute, dispense, possess, or use any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or other controlled substance, or be under the influence of any alcoholic beverage as defined in 21 USC 81.

“Workplace” is defined as any place where school district work is performed, including a school building or other school premises; any school-owned, school-approved vehicle used to transport students to and from school or school activities; and any off-school sites when accompanying a school-sponsored or school-approved activity or function, such as a field trip or athletic event, where students are under district jurisdiction.

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

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

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

Pursuant to EC 44425, whenever the holder of any credential issued by the State Board of Education or the Commission for Teacher Preparation and Licensing has been convicted of a controlled substance offense as defined in EC 44011, the Commission shall forthwith suspend the credential. Pursuant to EC 44065, the District may not employ the non-certificated person in positions requiring a certificate. When the conviction becomes final, or when imposition of sentence is suspended, the commission shall revoke the credential. (EC 44425)

Pursuant to EC 44940 and 45034, the District must immediately place on compulsory leave of absence any employee charged with involvement in the sale, use or exchange to minors of certain controlled substances.

Pursuant to EC 44940 and 45034, the District may immediately place on compulsory leave of absence any employee charged with certain controlled substance offenses.

The following drug counseling, rehabilitation, and/or employee assistance programs are available locally in addition to several others listed in the telephone directory. The District does not recommend or endorse any specific agency or counselor. Please consult your telephone directory and/or your mental health plan if you currently participate in the District’s insurance plans.

# FAMILY CARE AND MEDICAL LEAVE & PREGNANCY DISABILITY LEAVE

*Under California law, an employee may have the right to take job-protected leave to care for their own serious health condition or a family member with a serious health condition, or to bond with a new child (via birth, adoption, or foster care). California law also requires employers to provide job-protected leave and accommodations to employees who are disabled by pregnancy, childbirth, or a related medical condition.*

Under the California Family Rights Act of 1993 (CFRA), many employees have the right to take job-protected leave, which is leave that will allow them to return to their job or a similar job after their leave ends. This leave may be up to 12 work weeks in a 12-month period for:

- the employee's own serious health condition;
- the serious health condition of a child, spouse, domestic partner, parent, parent-in-law, grandparent, grandchild, sibling, or someone else with a blood or family-like relationship with the employee ("designated person"); or
- the birth, adoption, or foster care placement of a child.

If an employee takes leave for their own or a family member's serious health condition, leave may be taken on an intermittent or reduced work schedule when medically necessary, among other circumstances.

**Eligibility.** To be eligible for CFRA leave, an employee must have more than 12 months of service with their employer, have worked at least 1,250 hours in the 12-month period before the date they want to begin their leave, and their employer must have five or more employees.

**Pay and Benefits During Leave.** While the law provides only unpaid leave, some employers pay their employees during CFRA leave. In addition, employees may choose (or employers may require) use of accrued paid leave while taking CFRA leave under certain circumstances. Employees on CFRA leave may also be eligible for benefits administered by the Employment Development Department.

Taking CFRA leave may impact certain employee benefits and seniority date. If employees want more information regarding eligibility for a leave and/or the impact of the leave on seniority and benefits, they should contact their employer.

**Pregnancy Disability Leave.** Even if an employee is not eligible for CFRA leave, if disabled by pregnancy, childbirth or a related medical condition, the employee is entitled to take a pregnancy disability leave of up to four months, depending on their period(s) of actual disability. If the employee is CFRA-eligible, they have certain rights to take both a pregnancy disability leave and a CFRA leave for reason of the birth of their child.

**Reinstatement.** Both CFRA leave and pregnancy disability leave contain a guarantee of reinstatement to the same position or, in certain instances, a comparable position at the end of the leave, subject to any defense allowed under the law.

**Notice.** For foreseeable events (such as the expected birth of a child or a planned medical treatment for the employee or of a family member), the employee must provide, if possible, at least 30 days' advance notice to their employer that they will be taking leave. For events that are unforeseeable, employees should notify their

**FAMILY CARE & MEDICAL LEAVE & PREGNANCY DISABILITY LEAVE**

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Want to learn more?  
Visit: [california.gov/family-care-medical-pregnancy-leave/](http://california.gov/family-care-medical-pregnancy-leave/)

If you have been subjected to discrimination, harassment, or retaliation at work, or have been improperly denied protected leave, file a complaint with the Civil Rights Department (CRD).

**TO FILE A COMPLAINT**  
Civil Rights Department  
[california.gov/complaints](http://california.gov/complaints)  
Toll Free: 800-884-LEAVE / TTY: 800-700-2300  
California Relay Service (711)

Have a disability that requires a reasonable accommodation?  
CRD can assist you with your complaint.

employers, at least verbally, as soon as they learn of the need for the leave. Failure to comply with these notice rules is grounds for, and may result in, deferral of the requested leave until the employee complies with this notice policy.

***Certification.*** Employers may require certification from an employee's health care provider before allowing leave for pregnancy disability or for the employee's own serious health condition. Employers may also require certification from the health care provider of the employee's family member, including a designated person, who has a serious health condition, before granting leave to take care of that family member.

Want to learn more?

Visit: [calcivilrights.ca.gov/family-medical-pregnancy-leave/](http://calcivilrights.ca.gov/family-medical-pregnancy-leave/)

For additional translations of this guidance, visit: [www.calcivilrights.ca.gov/posters/required](http://www.calcivilrights.ca.gov/posters/required)

If you have been subjected to discrimination, harassment, or retaliation at work, or have been improperly denied protected leave, file a complaint with the Civil Rights Department (CRD).

#### **TO FILE A COMPLAINT**

Civil Rights Department

[calcivilrights.ca.gov/complaintprocess](http://calcivilrights.ca.gov/complaintprocess)

Toll Free: 800.884.1684 / TTY: 800.700.2320

California Relay Service (711)

Have a disability that requires a reasonable accommodation? CRD can assist you with your complaint.

# PREGNANT EMPLOYEES

*If you are pregnant, have a pregnancy-related medical condition, or are recovering from childbirth, please read this notice. These are your rights and obligations as a pregnant employee.*

## YOUR EMPLOYER\* HAS AN OBLIGATION TO

- Reasonably accommodate your medical needs related to pregnancy, childbirth, or related conditions (such as temporarily modifying your work duties, providing you with a stool or chair, or allowing more frequent breaks);
- Transfer you to a less strenuous or hazardous position (if one is available) or duties if medically needed because of your pregnancy;
- Provide you with pregnancy disability leave (PDL) of up to four months (the working days you normally would work in one-third of a year or 17 1/3 weeks) and return you to your same job when you are no longer disabled by your pregnancy or, in certain instances, to a comparable job. Taking PDL, however, does not protect you from non-leave related employment actions, such as a layoff;
- Provide a reasonable amount of break time and use of a room or other location in close proximity to the employee's work area to express breast milk in private as set forth in the Labor Code; and
- Never discriminate, harass, or retaliate on the basis of pregnancy.

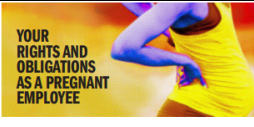
## FOR PREGNANCY DISABILITY LEAVE

- PDL is not for an automatic period of time, but for the period of time that you are disabled by pregnancy, childbirth, or related medical condition. Your health care provider determines how much time you will need.
- Once your employer has been informed that you need to take PDL, your employer must guarantee in writing that you can return to work in your same or a comparable position if you request a written guarantee. Your employer may require you to submit written medical certification from your health care provider substantiating the need for your leave.
- PDL may include, but is not limited to, additional or more frequent breaks, time for prenatal or postnatal medical appointments, and doctor-ordered bed rest, and covers conditions such as severe morning sickness, gestational diabetes, pregnancy-induced hypertension, preeclampsia, recovery from childbirth or loss or end of pregnancy, and/or postpartum depression.
- PDL does not need to be taken all at once but can be taken on an as-needed basis as required by your health care provider, including intermittent leave or a reduced work schedule.
- Your leave will be paid or unpaid depending on your employer's policy for other medical leaves. You may also be eligible for state disability insurance or Paid Family Leave (PFL), administered by the California Employment Development Department.
- At your discretion, you can use any vacation or other paid time off during your PDL.
- Your employer may require or you may choose to use any available sick leave during your PDL.
- Your employer is required to continue your group health coverage during your PDL at the same level and under the same conditions that coverage would have been provided if you had continued in employment continuously for the duration of your leave.
- Taking PDL may impact certain of your benefits and your seniority date; please contact your employer for details.

## NOTICE OBLIGATIONS AS AN EMPLOYEE

- Give your employer reasonable notice. To receive reasonable accommodation, obtain a transfer, or take PDL, you must give your employer sufficient notice for your employer to make appropriate plans. Sufficient

**YOUR RIGHTS AND OBLIGATIONS AS A PREGNANT EMPLOYEE**



**IF YOU ARE PREGNANT, HAVE A PREGNANCY-RELATED MEDICAL CONDITION, OR ARE RECOVERING FROM CHILDBIRTH, PLEASE READ THIS NOTICE.**

**YOUR EMPLOYER\* HAS AN OBLIGATION TO**

- Reasonably accommodate your medical needs related to pregnancy, childbirth, or related conditions (such as temporarily modifying your work duties, providing you with a stool or chair, or allowing more frequent breaks);
- Transfer you to a less strenuous or hazardous position (if one is available) or duties if medically needed because of your pregnancy;
- Provide you with pregnancy disability leave (PDL) of up to four months (the working days you normally would work in one-third of a year or 17 1/3 weeks) and return you to your same job when you are no longer disabled by your pregnancy or, in certain instances, to a comparable job. Taking PDL, however, does not protect you from non-leave related employment actions, such as a layoff;
- Provide a reasonable amount of break time and use of a room or other location in close proximity to the employee's work area to express breast milk in private as set forth in the Labor Code; and
- Never discriminate, harass, or retaliate on the basis of pregnancy.

**FOR PREGNANCY DISABILITY LEAVE**

- PDL is not for an automatic period of time, but for the period of time that you are disabled by pregnancy, childbirth, or related medical condition. Your health care provider determines how much time you will need.
- Once your employer has been informed that you need to take PDL, your employer must guarantee in writing that you can return to work in your same or a comparable position if you request a written guarantee. Your employer may require you to submit written medical certification from your health care provider substantiating the need for your leave.
- PDL may include, but is not limited to, additional or more frequent breaks, time for prenatal or postnatal medical appointments, and doctor-ordered bed rest, and covers conditions such as severe morning sickness, gestational diabetes, pregnancy-induced hypertension, preeclampsia, recovery from childbirth or loss or end of pregnancy, and/or postpartum depression.
- PDL does not need to be taken all at once but can be taken on an as-needed basis as required by your health care provider, including intermittent leave or a reduced work schedule.
- Your leave will be paid or unpaid depending on your employer's policy for other medical leaves. You may also be eligible for state disability insurance or Paid Family Leave (PFL), administered by the California Employment Development Department.
- At your discretion, you can use any vacation or other paid time off during your PDL.
- Your employer may require or you may choose to use any available sick leave during your PDL.
- Your employer is required to continue your group health coverage during your PDL at the same level and under the same conditions that coverage would have been provided if you had continued in employment continuously for the duration of your leave.
- Taking PDL may impact certain of your benefits and your seniority date; please contact your employer for details.

**NOTICE OBLIGATIONS AS AN EMPLOYEE**

- Give your employer reasonable notice. To receive reasonable accommodation, obtain a transfer, or take PDL, you must give your employer sufficient notice for your employer to make appropriate plans. Sufficient notice means 30 days advance notice if the need for the reasonable accommodation, transfer, or PDL is foreseeable, or as soon as practicable if the need is an emergency or unforeseeable.
- Provide a written medical certification from your health care provider. Except in a medical emergency where there is no time to obtain a, your employer may require you to submit a written medical certification from your health care provider of the medical need for that reasonable accommodation, transfer or PDL, if the need is an emergency or unforeseeable, you must provide this certification within the time frame your employer requires, unless it is not practicable for you to do so under the circumstances despite your diligent, good faith efforts. Your employer must provide at least 15 calendar days for you to submit the certification. Once if your employer has a copy of a medical certification form to give to your health care provider to complete.
- Please note that if you fail to give your employer reasonable advance notice or if your employer requires a written medical certification of your medical need, your employer may be justified in denying your reasonable accommodation, transfer, or PDL.

**ADDITIONAL LEAVE UNDER THE CALIFORNIA FAMILY RIGHTS ACT (CFRA)**

Under the California Family Rights Act (CFRA), if you have worked at least 1,250 hours in the 12-month period before the date you need to begin your leave, you may have a right to a family care or medical leave (CFRA leave). This leave may be up to 12 workweeks in a 12-month period for the birth, adoption, or foster care placement of your child + or for your own serious health condition or that of your child, spouse +, partner, domestic partner, blood or marriage relationship, or someone else related by blood or in a family-like relationship with the employee ("designated person"). Employees may pay their employees while taking CFRA leave, but employers are not required to do so, unless the employee is taking CFRA leave to care for a designated person. Employees taking CFRA leave may be eligible for benefits administered by Employment Development Department.

**TO FILE A COMPLAINT**

Have a disability that requires a reasonable accommodation? CDD can assist you with your complaint. Call Free 800-968-8824, TDD 1-800-700-2320, California Relay Service (711).

Have a disability that requires a reasonable accommodation? CDD can assist you with your complaint. Call Free 800-968-8824, TDD 1-800-700-2320, California Relay Service (711).

For translations of this guidance, visit: [www.civilrights.ca.gov/notice-required](http://www.civilrights.ca.gov/notice-required)

notice means 30 days advance notice if the need for the reasonable accommodation, transfer, or PDL is foreseeable, or as soon as practicable if the need is an emergency or unforeseeable.

- Provide a written medical certification from your healthcare provider. Except in a medical emergency where there is no time to obtain it, your employer may require you to supply a written medical certification from your healthcare provider of the medical need for your reasonable accommodation, transfer or PDL. If the need is an emergency or unforeseeable, you must provide this certification within the time frame your employer requests, unless it is not practicable for you to do so under the circumstances despite your diligent, good faith efforts. Your employer must provide at least 15 calendar days for you to submit the certification. See if your employer has a copy of a medical certification form to give to your health care provider to complete.
- Please note that if you fail to give your employer reasonable advance notice or, if your employer requires it, written medical certification of your medical need, your employer may be justified in delaying your reasonable accommodation, transfer, or PDL.

### **ADDITIONAL LEAVE UNDER THE CALIFORNIA FAMILY RIGHTS ACT (CFRA)**

Under the California Family Rights Act (CFRA), if you have more than 12 months of service with an employer, and have worked at least 1,250 hours in the 12-month period before the date you want to begin your leave, you may have a right to a family care or medical leave (CFRA leave). This leave may be up to 12 workweeks in a 12-month period for the birth, adoption, or foster care placement of your child\*\*, or for your own serious health condition or that of your child, parent\*\*\*, spouse, domestic partner, grandparent, grandchild, sibling, or someone else related by blood or in family-like relationship with the employee (“designated person”). Employers may pay their employees while taking CFRA leave, but employers are not required to do so, unless the employee is taking accrued paid time-off while on CFRA leave. Employees taking CFRA leave may be eligible for benefits administered by Employment Development Department.

### **TO FILE A COMPLAINT**

Civil Rights Department

[calcivilrights.ca.gov/complaintprocess](http://calcivilrights.ca.gov/complaintprocess)

Toll Free: 800.884.1684 / TTY: 800.700.2320

California Relay Service (711)

Have a disability that requires a reasonable accommodation? CRD can assist you with your complaint.

For translations of this guidance, visit: [www.calcivilrights.ca.gov/posters/required](http://www.calcivilrights.ca.gov/posters/required)

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*\*PDL, CFRA leave, and anti-discrimination protections apply to employers of 5 or more employees; anti-harassment protections apply to employers of 1 or more.*

*\*\* “Child” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of an employee or the employee’s domestic partner; or a person to whom the employee stands in loco parentis.*

*\*\*\* “Parent” includes a biological, foster, or adoptive parent, a parent-in-law, a stepparent, a legal guardian, or other person who stood in loco parentis to the employee when the employee was a child.*



## SEXUAL HARASSMENT

*This sexual harassment policy shall apply to all district employees, interns, volunteers, contractors, job applicants, and other persons with an employment relationship with the district. Its accompanying administrative regulation shall apply to all allegations of sexual harassment involving employees, interns, volunteers, and job applicants, but shall not be used to resolve any complaint by or against a student.*

*(BP/AR 4119.11, 4219.11, 4319.11)*

Sexual harassment against district employees and retaliatory behavior or action against any person who complains, testifies, or otherwise participates in the complaint process is prohibited. Sexual harassment includes, but is not limited to, harassment that is based on the sex, gender, gender identity, gender expression, or sexual orientation of the victim and harassment based on pregnancy, childbirth, or related medical conditions.

**Definitions.** Sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature, regardless of whether or not the conduct is motivated by sexual desire. Conduct is considered to be sexual harassment when made against another person of the same or opposite sex in the work or educational setting under any of the following conditions: (EC 212.5; GC 12940; 2 CCR 11034)

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

For purposes of applying the complaint procedures specified in Title IX of the Education Amendments of 1972, sexual harassment is defined as any of the following forms of conduct that occurs in an education program or activity in which a district school exercises substantial control over the context and respondent: (34 CFR 106.30, 106.44)

1. A district employee conditioning the provision of a district aid, benefit, or service on the person's participation in unwelcome sexual conduct
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity
3. Sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 or 34 USC 12291

**Examples of Sexual Harassment.** Examples of actions that might constitute sexual harassment under state or federal law in accordance with the definitions above, in the work or educational setting, whether committed by a supervisor, a co-worker, or a non-employee, include, but are not limited to:

1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions, or the spreading of sexual rumors
2. Unwelcome visual conduct such as drawings, pictures, graffiti, or gestures; sexually explicit emails; displaying sexually suggestive objects

3. Unwelcome physical conduct such as massaging, grabbing, fondling, stroking, or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, leaning over, or impeding normal movements

**Title IX Coordinator/Compliance Officer.** The district designates the following individual as the responsible employee to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 in accordance with AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures, as well as to oversee, investigate, and resolve sexual harassment complaints processed under AR 4030 - Nondiscrimination in Employment. The Title IX Coordinator may be contacted at:

Mr. John Murray, *Chief Personnel Officer*  
25900 Leon Road, Homeland, California 92548  
(951) 926-9244  
jmurray@romoland.net

**Prevention Strategies.** The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to employees and others to whom the policy may apply
3. Ensuring prompt, thorough, fair, and equitable investigation of complaints
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

The Superintendent or designee shall periodically evaluate the effectiveness of the district's strategies to prevent and address harassment. Such evaluation may involve conducting regular anonymous employee surveys to assess whether harassment is occurring or is perceived to be tolerated, partnering with researchers or other agencies with the needed expertise to evaluate the district's prevention strategies, and using any other effective tool for receiving feedback on systems and/or processes. As necessary, changes shall be made to the harassment policy, complaint procedures, or training.

**Training.** Every two years, the District shall ensure that supervisory employees receive at least two hours, and nonsupervisory employees receive at least one hour, of classroom or other effective interactive training and education regarding sexual harassment. All newly hired employees and employees promoted to a supervisory position shall receive training within six months of their assumption of the new position. (GC 12950.1)

A supervisory employee is any employee having the authority, in the interest of the district, to hire, transfer, suspend, lay off, promote, discharge, assign, reward, or discipline other employees, or the responsibility to direct them, adjust their grievances, or effectively recommend such action, when the exercise of the authority is not of a merely routine or clerical nature, but requires the use of independent judgment. (GC 12926)

Such training may be completed by employees individually or as part of a group presentation, may be completed in shorter segments as long as the applicable hourly requirement is met, and may be provided in conjunction with other training provided to the employees. The training shall be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation. (GC 12950.1)

The district's sexual harassment training and education program shall include, but is not limited to, the following: (GC 12950.1; 2 CCR 11024)

1. Information and practical guidance regarding federal and state laws concerning the prohibition, prevention, and correction of sexual harassment
2. The types of conduct that constitute sexual harassment
3. Remedies available for victims in civil actions, and potential employer/individual exposure/liability

4. Strategies to prevent harassment in the workplace
5. Supervisors' obligation to report sexual harassment, discrimination, and retaliation of which they become aware
6. Practical examples which illustrate sexual harassment, discrimination, and retaliation using training modalities such as role plays, case studies, and group discussions, based on factual scenarios taken from case law, news and media accounts, and hypotheticals based on workplace situations and other sources
7. The limited confidentiality of the complaint process
8. Resources for victims of unlawful harassment, such as to whom they should report any alleged harassment
9. Steps necessary to take appropriate remedial measures to correct harassing behavior, which includes the district's obligation to conduct an effective workplace investigation of a harassment complaint
10. What to do if the supervisor is personally accused of harassment
11. The essential elements of the district's anti-harassment policy, and how to use the policy if a harassment complaint is filed  
Employees shall receive a copy of the district's sexual harassment policy and administrative regulations, which they shall read and acknowledge that they have received.
12. Information, including practical examples, of harassment based on gender identity, gender expression, and sexual orientation
13. Prevention of abusive conduct, including a review of the definition and elements of abusive conduct pursuant to GC 12950.1, the negative effects that abusive conduct has on the victim and other in the workplace, the detrimental consequences of this conduct on employee productivity and morale, and that a single act does not constitute abusive conduct unless the act is severe or egregious

The Superintendent or designee shall retain for at least two years the records of any training provided to supervisory employees. Such records shall include the names of trained employees, date of the training, the type of training, and the name of the training provider. (2 CCR 11024)

**Notifications.** The Superintendent or designee shall notify employees that the district does not discriminate on the basis of sex as required by Title IX, that the Title IX nondiscrimination requirement extends to employment, and that inquiries about the application of Title IX to the district may be referred to the district's Title IX Coordinator and/or to the Assistant Secretary for Civil Rights, U.S. Department of Education. (34 CFR 106.8)

The district shall notify employees, bargaining units, and applicants for employment of the name or title, office address, email address, and telephone number of the district's Title IX Coordinator. (34 CFR 106.8)

A copy of the Board policy and this administrative regulation shall:

1. Be displayed in a prominent location in the main administrative building, district office, or other area of the school where notices of district rules, regulations, procedures, and standards of conduct are posted (EC 231.5)
2. Be provided to every district employee at the beginning of the first quarter or semester of the school year or whenever a new employee is hired (EC 231.5)
3. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (EC 231.5)
4. Be posted, along with the name or title and contact information of the Title IX Coordinator, in a prominent location on the district's web site (34 CFR 106.8)
5. Be included, along with the name or title and contact information of the Title IX Coordinator, in any handbook provided to employees or employee organizations (34 CFR 106.8)

All employees shall receive a copy of an information sheet prepared by the California Department of Fair Employment and Housing (DFEH) or the district that contains, at a minimum, components on: (GC 12950)

1. The illegality of sexual harassment
2. The definition of sexual harassment under applicable state and federal law
3. A description of sexual harassment, with examples
4. The district's complaint process available to the employee
5. The legal remedies and complaint process available through DFEH and the Equal Employment Opportunity Commission (EEOC)
6. Directions on how to contact DFEH and the EEOC
7. The protection against retaliation provided by 2 CCR 11021 for opposing harassment prohibited by law or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by DFEH and the EEOC

In addition, the district shall post, in a prominent and accessible location, the DFEH poster on discrimination in employment and the illegality of sexual harassment and the DFEH poster regarding transgender rights. (GC 12950)

***Filing a Complaint.*** District employees who feel that they have been sexually harassed in the performance of their district responsibilities or who have knowledge of any incident of sexual harassment by or against another employee shall immediately report the incident to their direct supervisor, a district administrator, or the District's Title IX Coordinator. Employees may bypass their supervisor in filing a complaint if the supervisor is the subject of the complaint. A supervisor or administrator who receives a harassment complaint shall promptly notify the Title IX Coordinator.

***Complaint Procedures.*** All complaints and allegations of sexual harassment by and against employees shall be investigated and resolved in accordance with law and district procedures. The Title IX Coordinator shall review the allegations to determine the applicable procedure for responding to the complaint. All complaints that meet the definition of sexual harassment under Title IX shall be investigated and resolved in accordance with AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures. Other sexual harassment complaints shall be investigated and resolved pursuant to AR 4030 - Nondiscrimination in Employment. Because a complaint or allegation that is dismissed or denied under the Title IX complaint procedure may still be subject to consideration under state law, the Title IX Coordinator shall ensure that any implementation of AR 4119.12/4219.12/4319.12 concurrently meets the requirements of AR 4030.

The Title IX Coordinator shall offer supportive measures to the complainant and respondent, as deemed appropriate under the circumstances.

If sexual harassment is found following an investigation, the Title IX Coordinator, or designee in consultation with the Coordinator, shall take prompt action to stop the sexual harassment, prevent recurrence, and address any continuing effects. Any district employee found to have engaged or participated in sexual harassment or to have aided, abetted, incited, compelled, or coerced another to commit sexual harassment in violation of district policy shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

# **SOCIAL MEDIA GUIDELINES FOR EMPLOYEES**

Romoland School District (“District”) recognizes that 21st century learning requires that educators adapt to and embrace new methods of communication between teachers, students, and families. These guidelines provide direction for faculty, staff and students to safely participate in online social media activities in accordance with the Children’s Internet Protection Act (CIPA) and other applicable federal and state laws.

As public employees and as representatives of the District, it is important that staff conduct themselves in a professional and responsible manner when communicating via social media related to the programs, activities, and operations of the District. Employees are encouraged to participate in online social activities, both as a means to enhance communication and collaboration with students and families, as well as an avenue for professional learning. It is important to recognize that information produced by Romoland employees is a reflection on the entire District and is subject to the District’s Responsible Use Policy. By accessing, creating or contributing to any online social media for classroom or District use, you agree to abide by the guidelines set forth in this document, and ultimately accept sole responsibility for any content you post online. Please read these guidelines carefully before participating in any online social media.

## **RELEVANT DISTRICT POLICIES**

Romoland School District Responsible Use Policy (See below)

BP/AR 1113	District and School Websites
BP 4040	Employee Use of Technology
BP 4119.21	Professional Standards
BP 6163.4	Student Use of Technology
BP/AR 1114	District-Sponsored Social Media

## **DEFINITIONS**

*Social media:* Any online platform for collaboration, interaction, and active participation, including, but not limited to, social networking sites such as Facebook, Twitter, YouTube, Google+, LinkedIn, or blogs.

*District-authorized social media:* A site that has been authorized by the Superintendent or designee to represent the District and/or schools. Sites that contain content related to the District or comments on District operations are not considered District-sponsored social media platforms unless they have received authorization from the school principal or the Superintendent (or designee) and follow the guidelines set forth in this document and related District policies.

*Official District social media platform:* A site authorized by the Superintendent or designee.

*Personal social media:* Non-work related social media activities (e.g., a District employee establishing a Facebook account for their own personal use).

## **SOCIAL MEDIA GUIDELINES FOR FACULTY & STAFF**

### *Professional Identity & Personal Responsibility*

In the digital world, it is important to distinguish District-authorized social media from personal social media accounts. When participating in online social media during and in the course of your District employment, remember your association with Romoland School District. If you identify yourself as a Romoland employee, ensure that your profile and related content reflect the District’s professional standards. How you represent yourself online should be comparable to how you represent yourself in person in the workplace.

It is recommended that employees adhere to the following requirements when using social media for work related purposes:

- Prior to establishing social media accounts, review District Board policies, administrative regulations, and related documents governing employee use of technology and District-sponsored social media.

- Maintain separate accounts for personal and professional social media use, and refrain from using personal accounts to interact with students, parents/guardians, or minors. If a student or minor requests to follow an employee's personal social media site, redirect them to the District-authorized site.
- Use your Romoland email address when creating an account for any District-authorized social media. Do not use your Romoland email address for personal social media use.
- Utilize District authorized social media platforms for District-related purposes.
- Employees who choose to use a social media site that has not been authorized by the District for District-related purposes should prominently display a disclaimer that states "The postings on this site do not represent the views and opinions of the Romoland School District."
- The posting or publication of any personally identifiable information of District students including, but not limited to, names, pictures, student educational records, and videos to an Official District Social Media Platform should be avoided unless the posting of such information complies with applicable laws and District policies. Employees should be advised that, in some cases, prior written consent from parents/guardians may be required prior to releasing or posting such information.
- Do not post photos online of students whose parents/guardians have opted out of the District's media release. For more information about the media release opt-out list, please contact the school secretary.
- Avoid posting photos of District employees, volunteers, contractors, or vendors without first obtaining permission to do so.
- Avoid posting any information or engaging in communications that violate state or federal laws or District policies, including but not limited to, privacy laws, trademark, copyright, fair use, and financial disclosure laws, and the District's Employee Use of Technology Policy (BP 4040) and District-Sponsored Social Media Policies (BP/AR 1114).
- Assume that there is no privacy on the Internet, even with privacy controls. If you would not share it in the classroom, refrain from sharing it online.

### **SOCIAL MEDIA AND THE CALIFORNIA PUBLIC RECORDS ACT**

Employees should be advised that records maintained on any personal device or messages sent or received on a personal device that is being used to conduct District business may be subject to disclosure pursuant to a subpoena, a request made pursuant to the California Public Records Act, or other lawful request.

### **REQUESTS FOR DISTRICT-AUTHORIZED SOCIAL MEDIA**

District-authorized social media platforms shall be used only for their stated purposes and in a manner consistent with District policies. District social media presence can include, but is not limited to:

- Teacher and/or classroom accounts
- Clubs
- Athletics
- Parent-Teacher Organizations

All social media platforms created by District employees that intend to represent Romoland School District or its affiliated organizations, programs, services, or activities must first be approved by the District. Any accounts, websites, or social media pages existing prior to this social media policy will be subject to review and must conform to the guidelines set forth in this document in order to maintain District-authorized status. To request permission for District-authorized social media use, please contact the Instructional Technology Department.

## **SOCIAL MEDIA IN THE CLASSROOM**

The District recognizes that, in some circumstances, employees may wish to use social media as an instructional tool in the classroom. As a K-8 district nearly all Romoland students are below the age of thirteen. Thus, employees must be careful to comply with the Children's Online Privacy Protection Act (COPPA) when utilizing online programs in the classroom. Employees who determine that use of social media is critical to student learning objectives must adhere to the following guidelines when using social media within the classroom:

- Prior to utilizing any online programs in the classroom, obtain authorization from the District. The District must have an opportunity to assess a particular site's information collection practices, enter into a use or privacy agreement with the website operator, and provide proper notice to parents/guardians before any online or social media program is implemented as an instructional tool.
- Prior to collecting student information from student social media accounts, ensure that the District has notified parents/guardians and has held a public hearing pursuant to Education Code 49073.6. It is therefore recommended that staff obtain consent from a site administrator prior to collecting student information from social media accounts, or engaging in classroom activities or assignments that require collection of such information.
- Be prepared to provide information to families regarding the purpose for the use of the selected media, an example of what the media project will look like, and a description of the amount of student information required and level of security.
- Utilize District-issued email addresses, rather than personal email addresses, to create accounts.
- Ensure privacy settings are as narrowly tailored as possible to ensure that social media communications only reach the employee's intended audience.

## **MONITORING AND DELETING INAPPROPRIATE CONTENT**

Any official District social media platform used to conduct District business, or for District programs, activities, or operations requires constant monitoring. Employees who serve as the primary point of contact for official District social media platforms should strive to ensure that information disseminated via such platforms is accurate, school appropriate, and responsive to community member questions. Employees who have ownership of accounts associated with official District social media platforms are responsible for removing content that contains profanity, nudity, unprotected speech, spam, or other content that violates the professional conduct standards of the District. Questions and requests regarding official District social media platforms may be directed to the Chief Technology Officer.

## Responsible Use Policy

Romoland School District (“District”) recognizes that access to technology at school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping our students develop 21<sup>st</sup>-century technology and communication skills. To facilitate this we provide access to various technologies for student and staff use.

This Responsible Use Policy (“Policy”) outlines the guidelines and behaviors that all users are expected to follow when using District technology resources.

- The Romoland School District network is intended solely for educational purposes.
- All activity over the network or using District resources may be monitored and retained.
- Access to online content via the network will be restricted in accordance with our policies and applicable federal regulations, such as the Children’s Internet Protection Act (“CIPA”).
- Users are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of technology resources may result in disciplinary action.
- Romoland School District makes a reasonable effort to ensure our users’ safety and security online but will not be held accountable for any harm or damages that result from the use of District technologies.
- Users of the District network or other technologies are expected to alert Technology staff immediately of any concerns for safety or security.

**Technologies Covered:** The District may provide technological resources for student and employee use including, but not limited to, Internet access, computers and/or computing devices, videoconferencing capabilities, online collaboration capabilities, message boards, and email. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

**Usage Policies:** As a condition of maintaining the privilege of using District computer resources, each user will be held responsible for his or her own actions which affect such resources. Each user acknowledges and agrees to abide by the terms of the Policy. A user who violates the Policy will be subject to appropriate discipline.

District technology resources are to be used for instruction, learning, District-related business, and administrative activities. Use of District technology resources to engage in personal business is not permitted.

**Internet Access:** The District provides its users with access to the Internet, including web sites, resources, content, and online tools. This access will be restricted in compliance with CIPA regulations and District policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users shall comply with the access and security procedures and systems established to ensure the security, integrity and operational functionality of District computer resources.

Users shall not attempt to modify any system or network or attempt to “crash” or “hack” into District systems. Users shall not tamper with any software protections or restrictions placed on computer applications or files. Unless properly authorized, users shall not attempt to access restricted portions of any operating system or security software. Users shall not attempt to remove existing software or add their own personal software to District computers and systems unless authorized.

**Personal Safety:** Users must never share personal information including phone numbers, addresses, social security numbers, birthdates, or financial information over the Internet or via email. Communicating over the Internet brings anonymity and associated risks and users should always carefully safeguard the personal



information of themselves and others. Students should never agree to meet someone they have communicated with online in real life without parental permission.

If you see a message, comment, image, video or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

**Accounts:** Accounts issued to users for the use of District technology resources are for the intended user's sole use only. Users are expected to keep login information private at all times and are responsible for any misuse that occurs under the accounts issued to them. They shall use the system only under their own accounts and shall maintain the privacy of personal information and passwords.

**Email:** The District may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on District policies.

If users are provided with email accounts they should be used with care. Email is not a secure transmission protocol; messages are sent in clear text and may be intercepted. Users should never send personal information or attempt to open files or follow links from unknown or untrusted origin. Users shall refrain from profanity and vulgarity. Only communicate with other people as allowed by District policies or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

**Mobile Devices:** The District may provide users with mobile computers or other devices to promote learning outside of the classroom. Users are expected to abide by the same responsible use policies when using devices both on and off the District network. Use of these devices while off the District network may be monitored. As a condition of using a District-owned device, the employee or student will be deemed an authorized user of said device and consents to the District's access to the contents of said device as needed by District personnel.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the District is entrusting to your care. Users should report any loss, damage, or malfunction to Technology staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

**Social/Web 2.0/Collaborative Content:** Recognizing the benefits collaboration brings to education, the District may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should never share personally identifying information online.

**Cyberbullying:** Cyberbullying will not be tolerated. Harassing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber-stalking are all examples of cyberbullying. Don't send emails, text messages, or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to cause harm (physically or emotionally) to another person will result in severe disciplinary action. Cyberbullying can be a crime. Remember that your activities are subject to monitoring and retention.

**Data Security:** District staff and students may have access to confidential and/or personally identifiable

information of students or staff. This information may not be shared with unauthorized third parties, and under no circumstances may it be transmitted electronically without the use of appropriate encryption and the prior approval of the Custodian of Records and the Chief Technology Officer. Confidential and/or personally identifiable information may not be stored on mobile computing devices or portable storage devices without encryption, and may not be transmitted via email under any circumstances.

**Personal Equipment:** The District recognizes that the use of certain technology devices, such as flash drives, which are not owned by the District may be beneficial to both District employees and students. Flash drives and similar storage devices may be used with District computer resources if the user has current security software installed on all non-District equipment on which the flash drive or other storage device is used. District employees and students may connect personal laptops, tablets, or other computing or mobile devices to District wireless networks identified as “Guest” only. Personal equipment may not be connected to any other wired or wireless network owned by the District without express permission by the Chief Technology Officer.

Unless approved by the teacher and/or school administration, students are only permitted to use cellular phones or other mobile communication devices outside of the instructional day (before school, at lunch, and after school). Students must keep their cellular phones or other mobile communication devices powered off and out of sight during instructional time.

As a condition of possessing or using a personally owned device on campus and/or for school related activities, the student will be deemed an authorized user of said device and to have consented to the search of the student's electronic device by a school official when there is a reasonable suspicion that the search will uncover evidence of a violation of the law, Board policy, administrative regulation, or other rules of the district or the school.

District employees may only use personal communication devices during non-duty times of the workday or for brief conversations. Instructional time may not be interrupted by a personal cellular telephone or mobile communication device, except in an emergency. Such activities shall not interfere with the work efficiency or performance of the employee and shall not interfere with the rights or work efficiency or performance of others.

**Security:** Security on any computer system is of the highest priority. Users who identify a security problem must immediately notify a representative from Technology or an administrator. Users must never use another user's account or share passwords with anyone, or leave account/password information where it may be discovered. Students may only use teacher computing equipment under the direct supervision of the teacher, and solely for instructional purposes. Any user identified as a security risk may be denied access to the system.

**Downloads:** Users shall not download or attempt to download or run executable programs over the District network or onto District resources without express permission from Technology staff.

You may be able to download other file types, such as images or videos. To ensure the security of the network download such files only from reputable sites, and only for educational purposes. Transmission, receiving, or downloading of any material in violation of any U.S. or State regulations is prohibited. This includes, but is not limited to, copyrighted material, pornography, threatening or obscene material or images inappropriate to an instructional environment.

**Netiquette:** Users are expected to always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users are expected to recognize that among the vast array of valuable content online there also exists unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

Users should also remember not to post anything online that they wouldn't want parents, teachers, future colleges or potential employers to see. Once something is online, it is out there—and can sometimes be shared and spread in ways you never envisioned or intended.

**Plagiarism:** Users shall not plagiarize content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet must be appropriately cited, giving credit to the original author.

**Political Activities:** Users shall not use District technology resources for political purposes including, but not limited to, urging the support or defeat of any ballot measure or candidate.

**Receipt of Offensive Material:** Due to the open and decentralized design of the Internet and networked computer systems, users are warned that they may occasionally receive materials which may be offensive to them. Users should report all such occurrences to the Chief Technology Officer.

**No Expectation of Privacy:** District technology resources and all user accounts are the property of the District. There is no right to privacy in the use of the technology resources or user accounts.

In addition, users are hereby put on notice as to the lack of privacy afforded by electronic data storage and electronic mail in general, and must apply appropriate security to protect private and confidential information from unintended disclosure. Electronic data, including email, which is transmitted through District technology resources is more analogous to an open postcard than to a letter in a sealed envelope. Under such conditions, the transfer of information which is intended to be confidential should not be sent through District technology resources.

The District reserves the right to monitor and access information contained on its computer resources under various circumstances including, but not limited to, the following circumstances:

Under the California Public Records Act ("CPRA"), electronic files are treated in the same way as paper files. Public documents are subject to inspection through CPRA. In responding to a request for information under the CPRA, District may access and provide such data without the knowledge or consent of the user. If an employee involved in the issue utilized any personal accounts (e.g. personal email, text messaging, social media) to conduct business related to that issue, the employee is required to provide the relevant communications from those personal accounts as part of the district's response to the request.

The District will cooperate with any local, state, or federal officials investigating an alleged crime committed by any person who accesses District computer resources, and may release information to such officials without the knowledge or consent of the user.

The contents of electronic messages, including any email communication sent using District technological resources, may be viewed by Technology staff in the course of routine maintenance, or by the Chief Technology Officer, or designee(s) as needed for District administrative purposes, including, but not limited to, investigation of possible violations of the Policy or other District policies, and monitoring of online activities of minor students.

### **Limitation of Liability**

The District will not be responsible for damage or harm to persons, files, data, or hardware.

While the District employs, and makes reasonable efforts to ensure the proper functioning of filtering and other safety and security mechanisms, it makes no guarantees as to their effectiveness.

The District will not be responsible, financially or otherwise, for unauthorized transactions conducted over the District network.

### **Violations of this Responsible Use Policy**

**Student Violations:** Users shall report any suspected violation of the Policy by a student to a school site administrator, who shall immediately refer the matter to the Chief Technology Officer for review. If the Chief Technology Officer determines that a violation has occurred, the user may be subject to appropriate discipline, legal action, and/or prosecution.

**Employee Violations:** Users shall report any suspected violation of the Policy by a District employee to the employee's supervisor who shall immediately refer the matter to the Chief Technology Officer and Director of Human Resources for review. The Chief Technology Officer and/or the Director of Human Resources shall then determine whether a violation of the Policy has occurred. If the Chief Technology Officer determines that a violation has occurred, he or she may take immediate action to restrict, suspend, or revoke the user's privileges. The user may also be subject to appropriate discipline, legal action, and/or prosecution.

## TOBACCO-FREE SCHOOLS

The Board of Trustees recognizes that smoking and other uses of tobacco and nicotine products constitute a serious public health hazard and are inconsistent with district goals to provide a healthy environment for students and staff. (BP/AR 3513.3)

The Board prohibits smoking and/or the use of tobacco products at any time in district-owned or leased buildings, on district property, and in district vehicles. (HSC 104420, 104559)

These prohibitions apply to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off district property. Any written joint use agreement governing community use of district facilities or grounds shall include notice of the district's tobacco-free schools policy and consequences for violations of the policy.

Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking. (BPC 22950.5; EC 48901)

Tobacco products include: (BPC 22950.5; EC 48901)

1. Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff
2. An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah
3. Any component, part, or accessory of a tobacco product, whether or not sold separately

This policy does not prohibit the use or possession of prescription products and other cessation aids that have been approved by the U.S. Department of Health and Human Services, Food and Drug Administration, such as nicotine patch or gum.

Smoking or use of any tobacco-related product or disposal of any tobacco-related waste is prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. In addition, any form of intimidation, threat, or retaliation against a person for attempting to enforce this policy is prohibited. (HSC 104495)

Signs stating "Tobacco use is prohibited" are prominently displayed at all entrances to school property. (HSC 104420, 104559)

Any employee or student who violates the district's tobacco-free schools policy shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate.

Any other person who violates the district's policy on tobacco-free schools shall be informed of the district's policy and asked to refrain from smoking. If the person fails to comply with this request, the Superintendent or designee may:

1. Direct the person to leave school property
2. Request local law enforcement assistance in removing the person from school premises
3. If the person repeatedly violates the tobacco-free schools policy, prohibit him/her from entering district property for a specified period of time

The Superintendent or designee shall not be required to physically eject a nonemployee who is smoking or to request that the nonemployee refrain from smoking under circumstances involving a risk of physical harm to the district or any employee. (LC 6404.5)



# TRANSGENDER RIGHTS IN THE WORKPLACE

*California law protects transgender and gender nonconforming people from discrimination, harassment, and retaliation at work. These protections are enforced by the Civil Rights Department (CRD).*



## THINGS YOU NEED TO KNOW

### 1. Does California law protect transgender and gender nonconforming employees from employment discrimination?

Yes. All employees, job applicants, unpaid interns, volunteers, and contractors are protected from discrimination at work when based on a protected characteristic, such as their gender identity, gender expression, sexual orientation, race, or national origin. This means that private employers with five or more employees may not, for example, refuse to hire or promote someone because they identify as – or are perceived to identify as – transgender or non-binary, or because they express their gender in non-stereotypical ways. Employment discrimination can occur at any time during the hiring or employment process. In addition to refusing to hire or promote someone, unlawful discrimination includes discharging an employee, subjecting them to worse working conditions, or unfairly modifying the terms of their employment because of their gender identity or gender expression.

### 2. Does California law protect transgender and gender nonconforming employees from harassment at work?

Yes. All employers are prohibited from harassing any employee, intern, volunteer, or contractor because of their gender identity or gender expression. For example, an employer can be liable if co-workers create a hostile work environment – whether in person or virtual – for an employee who is undergoing a gender transition. Similarly, an employer can be liable when customers or other third parties harass an employee because of their gender identity or expression, such as intentionally referring to a gender nonconforming employee by the wrong pronouns or name.

### 3. Does California law protect employees who complain about discrimination or harassment in the workplace?

Yes. Employers are prohibited from retaliating against any employee who asserts their right under the law to be free from discrimination or harassment. For example, an employer commits unlawful retaliation when it responds to an employee making a discrimination complaint – to their supervisor, human resources staff, or CRD – by cutting their shifts.

### 4. If bathrooms, showers, and locker rooms are sexsegregated, can employees choose the one that is most appropriate for them?

Yes. All employees have a right to safe and appropriate restroom and locker room facilities. This includes the right to use a restroom or locker room that corresponds to the employee's gender identity, regardless of the employee's sex assigned at birth. In addition, where possible, an employer should provide an easily accessible, gender-neutral (or "all-gender"), single user facility for use by any employee. The use of single stall restrooms and other facilities should always be a matter of choice. Employees should never be forced to use one, as a matter of policy or due to harassment.

### 5. Does an employee have the right to be addressed by the name and pronouns that correspond to their gender identity or gender expression, even if different from their legal name and gender?

Yes. Employees have the right to use and be addressed by the name and pronouns that correspond with their gender identity or gender expression. These are sometimes known as "chosen" or "preferred" names and pronouns. For example, an employee does not need to have legally changed their name or birth certificate,

nor have undergone any type of gender transition (such as surgery), to use a name and/or pronouns that correspond with their gender identity or gender expression. An employer may be legally obligated to use an employee's legal name in specific employment records, but when no legal obligation compels the use of a legal name, employers and co-workers must respect an employee's chosen name and pronouns. For example, some businesses utilize software for payroll and other administrative purposes, such as creating work schedules or generating virtual profiles. While it may be appropriate for the business to use a transgender employee's legal name for payroll purposes when legally required, refusing or failing to use that person's chosen name and pronouns, if different from their legal name, on a shift schedule, nametag, instant messaging account, or work ID card could be harassing or discriminatory. CRD recommends that employers take care to ensure that each employee's chosen name and pronouns are respected to the greatest extent allowed by law.

6. *Does an employee have the right to dress in a way that corresponds with their gender identity and gender expression?*

Yes. An employer who imposes a dress code must enforce it in a non-discriminatory manner. This means that each employee must be allowed to dress in accordance with their gender identity and expression. While an employer may establish a dress code or grooming policy in accord with business necessity, all employees must be held to the same standard, regardless of their gender identity or expression.

7. *Can an employer ask an applicant about their sex assigned at birth or gender identity in an interview?*

No. Employers may ask non-discriminatory questions, such as inquiring about an applicant's employment history or asking for professional references. But an interviewer should not ask questions designed to detect a person's gender identity or gender transition history such as asking about why the person changed their name. Employers should also not ask questions about a person's body or whether they plan to have surgery.

Want to learn more?

Visit: <https://bit.ly/3hTG1EO>

For translations of this guidance, visit: [www.calcivilrights.ca.gov/posters/required](http://www.calcivilrights.ca.gov/posters/required)

**TO FILE A COMPLAINT**

Civil Rights Department

[calcivilrights.ca.gov/complaintprocess](http://calcivilrights.ca.gov/complaintprocess)

Toll Free: 800.884.1684 / TTY: 800.700.2320

California Relay Service (711)

Have a disability that requires a reasonable accommodation? CRD can assist you with your complaint.

## UNIFORM COMPLAINT PROCEDURES

Romoland School District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations, including those related to unlawful discrimination, harassment, intimidation, or bullying against any protected group, and all programs and activities that are subject to the Uniform Complaint Procedures (UCP). Specifically, the UCP will be used to investigate and resolve complaints regarding the following programs and activities: *(BP/AR 1312.3)*

1. Accommodations for pregnant and parenting students
2. Adult education
3. After School Education and Safety
4. Agricultural career technical education
5. Career technical and technical education and career technical and technical training programs
6. Child care and development programs
7. Compensatory education
8. Consolidated categorical aid programs
9. Course periods without educational content
10. Discrimination, harassment, intimidation, or bullying against any protected group as identified under EC 200 and 220 and GC 11135, including any actual or perceived characteristic as set forth in PC 422.55, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by an educational institution, as defined in EC 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance
11. Educational and graduation requirements for students in foster care, students who are homeless, students from military families, and students formerly in a juvenile court school now enrolled in a school district
12. Every Student Succeeds Act
13. Local control and accountability plans
14. Migrant education
15. Physical education instructional minutes
16. Reasonable accommodations to a lactating student
17. Regional occupational centers and programs
18. School plans for student achievement
19. School safety plans
20. School site councils
21. State preschool
22. State preschool health and safety issues in LEAs exempt from licensing
23. Student fees
24. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
25. Any other state or federal educational program the State Superintendent of Public Instruction or designee deems appropriate



The following complaints are not subject to the District's UCP but will be investigated and resolved by the specified agency or through an alternative process:

1. Child abuse or neglect. Referred to the County Department of Social Services, the County Protective Services Division, or the appropriate law enforcement agency.
2. Health and safety violations by a child development program, for licensed facilities. Referred to the Department of Social Services.
3. Title IX sexual harassment. Addressed through the federal Title IX complaint procedures specified in AR 5145.7 – Title IX Sexual Harassment Complaint Procedures
4. Employment discrimination or harassment. Investigated and resolved by the District in accordance with the procedures specified in AR 4030 – Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.
5. State or federal law or regulation related to special education. A settlement agreement related to the provision of a free appropriate public education, or a due process hearing order must be submitted to the CDE in accordance with AR 6159.1 – Procedural Safeguards and Complaints for Special Education.
6. The District's food service program (e.g., meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses). Filed with or referred to CDE in accordance with BP 3555 – Nutrition Program Compliance.
7. Discrimination based on race, color, national origin, sex, age, or disability in the District's food service program. Filed with or referred to the U.S. Department of Agriculture in accordance with BP 3555 – Nutrition Program Compliance.
8. Sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments. Investigated and resolved in accordance with AR 1312.4 – Williams Uniform Complaint Procedures.

**Notifications.** The District's UCP policy and regulations are posted in all schools and offices, including staff lounges and student government meeting rooms. Written notification of the District's UCP is provided annually to students, employees, parents of District students, District and school advisory committee members, appropriate private school officials or representatives, and other interested parties.

The District also posts the standardized notice of the educational rights of students in foster care, students who are homeless, students from military families, and students formerly in juvenile court schools now enrolled in the District, as specified in EC 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process.

The District has a notice posted to identify appropriate subjects of state preschool health and safety issues in each California state preschool program classroom in each school notifying parents, guardians, students, and teachers of (1) the health and safety requirements under Title 5 of the California Code of Regulations that apply to California state preschool programs pursuant to HSC 1596.7925, and (2) where to obtain a form for a state preschool health and safety issues complaint.

**Compliance Office.** The district designates the individual, position, or unit identified below as responsible for receiving, coordinating, and investigating complaints and for complying with state and federal civil rights laws. The individual, position, or unit also serves as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment responsible for handling complaints regarding unlawful discrimination, harassment, intimidation, or bullying and in AR 5145.7 - Sexual Harassment for handling complaints regarding sexual harassment.

Mr. John Murray, *Chief Personnel Officer*  
25900 Leon Road, Homeland, California 92548  
(951) 926-9244  
jmurray@romoland.net

***Investigation and Response.*** These uniform procedures require the complainant to submit a written complaint no later than one year from the date the alleged violation occurred. In the case of a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, a UCP complaint must be filed no later than six months from the date of the alleged conduct or the date the complainant first obtained knowledge of the facts of the alleged conduct. A student enrolled in a public school must not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the District's educational program, including curricular and extracurricular activities. A complaint regarding student fees or the LCAP may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

***Complaint Procedures.*** Once a complaint is received, the compliance officer will initiate the investigation within 10 business days, and will prepare and send to the complainant the investigation report within 60 calendar days from the receipt of the complaint, unless the complainant agrees in writing to extend the timeline. If the District finds merit in a complaint, the District will adopt any appropriate corrective action permitted by law and/or provide the appropriate remedies to all affected students and parents, where applicable.

A complainant may appeal the District's investigation report to the CDE by filing a written appeal within 30 calendar days after receiving the District's decision. The appeal must be accompanied by a copy of the originally filed complaint and a copy of the investigation report for that complaint. A complainant may also pursue civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable.

## WORKERS' COMPENSATION

All employees are covered by Workers' Compensation insurance. Workers' Compensation is a state-mandated insurance program to aid workers with job-related injuries or illnesses.

If an employee who sustains a work related injury or illness is given physical limitations or work restrictions by the treating physician, and the restrictions are significant enough that accommodations to the employee's regular position cannot reasonably or safely be made, the employee will be placed in a transitional duty assignment for the time period prescribed by the treating physician (up to 60 days). Such assignments are managed by the Business Services Department and they should be contacted for further information.

During the time a claim is being delayed and investigated, the employee's sick leave will be used. If the employee does not have enough full-pay sick leave accumulated, salary adjustments will be made in accordance with Education Code regulations and language in bargaining unit agreements. If the claim is ultimately accepted, sick leave will be reinstated and any salary adjustments will be repaid where appropriate.

If an injured employee has been taken off work by the physician, or the district is unable to accommodate work restrictions given, the employee will be placed on temporary disability. Per Labor Code, temporary disability (TD) payments are equal to two-thirds of the employee's pay, limited to a certain maximum and minimum amount.

Education Code 44984 provides for a maximum of sixty (60) work days per injury of full salary for non-substitute employees injured on the job, and 100 days of job protection. During this time period, the employee will receive full pay (the TD rate plus the amount paid by the district to make up the difference to equal full pay).

***Certificated employees*** at their date of hire shall be entitled to a leave of up to sixty (60) working days in any one fiscal year for the same accident or illness that renders them temporarily totally disabled. This leave shall not be accumulated from year to year, and when any leave will overlap a fiscal year, the bargaining unit member shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred.

When the sixty (60) day entitlement has been exhausted, their sick leave will then be used which, when added to the TD payments, provides for a day's pay. The 5-month count will not begin until all sick leave has been exhausted.

On the 101st day the employee will be placed on 39-month rehire.

***Classified employees*** who have obtained permanency in the District and has suffered an injury or illness arising out of and in the course and scope of his employment that renders them temporarily totally disabled shall be entitled to a leave of up to sixty (60) working days in any one fiscal year for the same accident or illness. This leave shall not be accumulated from year to year, and when any leave will overlap a fiscal year, the bargaining unit member shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred.

When the sixty (60) day entitlement has been exhausted, entitlement to other sick leave, vacation or other paid leave may then be used and a 100 day count will begin. The employee shall be entitled to use only so much of his accumulated and available normal sick leave and vacation leave, which, when added to the TD payments, provides for a day's pay at the regular rate of pay.

If 100 days run into the next year, a classified employee is eligible for another 100 days starting with the new fiscal year. If TD plus half pay equals more than full pay, then the employee only gets their full pay. If

TD plus half pay is less than full pay, the employee's pay will be deducted. On the 101st day the employee will be placed on 39 month rehire.

When an employee on Industrial Accident or Illness Leave is able to return to work within the first five months he/she shall be reinstated in his/her position without loss of pay or benefits.

***Substitute employees*** on TD are paid directly by Keenan & Associates and are not entitled to full pay – they are paid the TD rate only.

A Substitute employee taken off work by a physician due to a work related injury will not receive TD payments for the first three days (per Labor Code, there is a three day waiting period).

Romoland School District is Self-Insured Workers' Compensation through the Joint Powers Authorities of Riverside Schools Risk Management Authority (RSRMA) and Protected Insurance Program for Schools (PIPS), which is administered by Keenan & Associates. Keenan processes all claims, makes temporary and permanent disability payments, approves and assigns medical treatment, and conducts investigations to determine authenticity of claims for compensation.

***Filing a Claim.*** Steps for filing a Workers' Compensation claim are as follows:

- Report the injury to your site secretary, even if you choose not to seek medical attention.
- If the injury is life-threatening, your site will call 911.
- Call Company Nurse at (877) 518-6702.
- Only US Health Works Medical Group on the corner of Madison & Murrieta Hot Springs Road, at (951) 600-9070, is authorized to provide medical care for industrial injuries. Except for hospital emergencies, no other doctor(s) or clinic(s) are authorized to treat district employees for work related injuries without prior notification to the district.
- If the injury is serious but not life threatening, your site will arrange for someone to drive you to the nearest Hospital Emergency Room.

Within one workday of your notice to us of a work-related injury or illness, your site's secretary should offer you the workers' compensation claim paperwork listed below. You are required to complete the employee portion of the *Report of Occupational Injury or Illness* form even if you do not intend to see the doctor. Your site principal, secretary, or health technician will complete the Employer portion. You need to return the original completed paperwork to Business Services right away so that benefits will not be delayed. You are not required to complete the DWC-1 if you do not intend to see the doctor, but please do so immediately if you change your mind. The forms and information include:

1. *Report of Occupational Injury or Illness* form
  - a. Complete the Employee Statement section and return the form to your site secretary, health technician, or clerk.
  - b. Your site Representative will complete the Supervisor or site Representative portions of this form during or following discussion with you about the circumstances surrounding the injury and return the form to Risk Management.
2. *Workers' Compensation Claim Form* (DWC1) state form
  - a. Complete the Employee Statement section and return to your site secretary, health technician, or clerk.
  - b. Your site Representative will complete the Employer portion of the form and return it to Risk Management.

3. *Workers' Compensation Claim Form* (DWC-1) and *Notice of Potential Eligibility* is an explanation of Workers' Compensation and the benefits you are entitled to receive (state required information to you). Review and keep this information:

The address and phone number for Keenan & Associates is:

4204 Riverwalk Pkwy, Suite 400  
Riverside, CA 92505  
(951) 788-0330

**IMPORTANT NOTICE:** A claim will automatically be delayed and investigated if an employee reports the injury more than five (5) days after the injury. In this instance, time taken off for the injury will initially be taken from your available sick leave and when or if the claim is approved, the sick leave will be reinstated.

*Doctor's Reports* and *Release to Return to Work* forms should be brought or faxed directly to Business Services at (951) 926-2170, not your worksite, for processing. The original documents are to be maintained in your injury file and a copy is provided to you at your request.

Please contact the Business Services for additional information on filing a claim and/or questions on a continuing claim.

Please contact your Payroll Technician for information on how this leave would affect your paycheck, if at all.

# WORKPLACE DISCRIMINATION & HARASSMENT

*California law prohibits workplace discrimination and harassment. The California Fair Employment and Housing Act and its implementing regulations protect civil rights at work.*

The California Civil Rights Department (CRD) enforces laws that protect you from illegal discrimination and harassment in employment based on your actual or perceived:

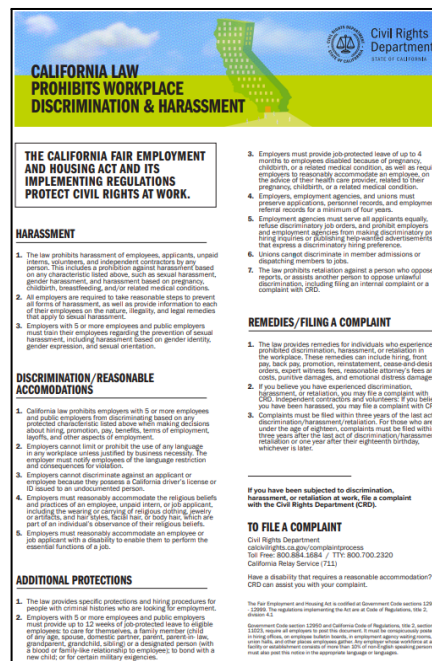
- ANCESTRY
- AGE (40 and above)
- COLOR
- DISABILITY (physical, developmental, mental health/psychiatric, HIV and AIDS)
- GENETIC INFORMATION
- GENDER EXPRESSION
- GENDER IDENTITY
- MARITAL STATUS
- MEDICAL CONDITION (genetic characteristics, cancer, or a record or history of cancer)
- MILITARY OR VETERAN STATUS
- NATIONAL ORIGIN (includes language restrictions and possession of a driver's license issued to undocumented immigrants)
- RACE (includes hair texture and hairstyles)
- RELIGION (includes religious dress and grooming practices)
- REPRODUCTIVE HEALTH DECISION-MAKING
- SEX/GENDER (includes pregnancy, childbirth, breastfeeding and/or related medical conditions)
- SEXUAL ORIENTATION

## HARASSMENT

1. The law prohibits harassment of employees, applicants, unpaid interns, volunteers, and independent contractors by any person. This includes a prohibition against harassment based on any characteristic listed above, such as sexual harassment, gender harassment, and harassment based on pregnancy, childbirth, breastfeeding, and/or related medical conditions.
2. All employers are required to take reasonable steps to prevent all forms of harassment, as well as provide information to each of their employees on the nature, illegality, and legal remedies that apply to sexual harassment.
3. Employers with 5 or more employees and public employers must train their employees regarding the prevention of sexual harassment, including harassment based on gender identity, gender expression, and sexual orientation.

## DISCRIMINATION/REASONABLE ACCOMMODATIONS

1. California law prohibits employers with 5 or more employees and public employers from discriminating based on any protected characteristic listed above when making decisions about hiring, promotion, pay, benefits, terms of employment, layoffs, and other aspects of employment.
2. Employers cannot limit or prohibit the use of any language in any workplace unless justified by business necessity. The employer must notify employees of the language restriction and consequences for violation.



3. Employers cannot discriminate against an applicant or employee because they possess a California driver's license or ID issued to an undocumented person.
4. Employers must reasonably accommodate the religious beliefs and practices of an employee, unpaid intern, or job applicant, including the wearing or carrying of religious clothing, jewelry or artifacts, and hair styles, facial hair, or body hair, which are part of an individual's observance of their religious beliefs.
5. Employers must reasonably accommodate an employee or job applicant with a disability to enable them to perform the essential functions of a job.

### **ADDITIONAL PROTECTIONS**

1. California law prohibits employers with 5 or more employees and public employers from discriminating based on any protected characteristic listed above when making decisions about hiring, promotion, pay, benefits, terms of employment, layoffs, and other aspects of employment.
2. Employers cannot limit or prohibit the use of any language in any workplace unless justified by business necessity. The employer must notify employees of the language restriction and consequences for violation.
3. Employers cannot discriminate against an applicant or employee because they possess a California driver's license or ID issued to an undocumented person.
4. Employers must reasonably accommodate the religious beliefs and practices of an employee, unpaid intern, or job applicant, including the wearing or carrying of religious clothing, jewelry or artifacts, and hair styles, facial hair, or body hair, which are part of an individual's observance of their religious beliefs.
5. Employers must reasonably accommodate an employee or job applicant with a disability to enable them to perform the essential functions of a job.
6. Employers must provide job-protected leave of up to 4 months to employees disabled because of pregnancy, childbirth, or a related medical condition, as well as require employers to reasonably accommodate an employee, on the advice of their health care provider, related to their pregnancy, childbirth, or a related medical condition.
7. Employers, employment agencies, and unions must preserve applications, personnel records, and employment referral records for a minimum of four years.
8. Employment agencies must serve all applicants equally, refuse discriminatory job orders, and prohibit employers and employment agencies from making discriminatory pre-hiring inquiries or publishing help-wanted advertisements that express a discriminatory hiring preference.
9. Unions cannot discriminate in member admissions or dispatching members to jobs.
10. The law prohibits retaliation against a person who opposes, reports, or assists another person to oppose unlawful discrimination, including filing an internal complaint or a complaint with CRD.

### **REMEDIES/FILING A COMPLAINT**

1. The law provides remedies for individuals who experience prohibited discrimination, harassment, or retaliation in the workplace. These remedies can include hiring, front pay, back pay, promotion, reinstatement, cease-and-desist orders, expert witness fees, reasonable attorney's fees and costs, punitive damages, and emotional distress damages.
2. If you believe you have experienced discrimination, harassment, or retaliation, you may file a complaint with CRD. Independent contractors and volunteers: If you believe you have been harassed, you may file a complaint with CRD.
3. Complaints must be filed within three years of the last act of discrimination/harassment/retaliation. For those who are under the age of eighteen, complaints must be filed within three years after the last act of discrimination/harassment/retaliation or one year after their eighteenth birthday, whichever is later.

If you have been subjected to discrimination, harassment, or retaliation at work, file a complaint with the Civil Rights Department (CRD).

## **TO FILE A COMPLAINT**

Civil Rights Department

[calcivilrights.ca.gov/complaintprocess](http://calcivilrights.ca.gov/complaintprocess)

Toll Free: 800.884.1684 / TTY: 800.700.2320

California Relay Service (711)

Have a disability that requires a reasonable accommodation? CRD can assist you with your complaint.

For translations of this guidance, visit: [www.cacivilrights.ca.gov/posters/required](http://www.cacivilrights.ca.gov/posters/required)

*The Fair Employment and Housing Act is codified at Government Code sections 12900 - 12999. The regulations implementing the Act are at Code of Regulations, title 2, division 4.1*

*Government Code section 12950 and California Code of Regulations, title 2, section 11023, require all employers to post this document. It must be conspicuously posted in hiring offices, on employee bulletin boards, in employment agency waiting rooms, union halls, and other places employees gather. Any employer whose workforce at any facility or establishment consists of more than 10% of non-English speaking persons must also post this notice in the appropriate language or languages.*



